



This handbook will provide you with an overview of our standard operating procedures and policies under normal circumstances. Adjustments will be made as needed to respond to any specific situations in the community. (i.e. COVID-19)

SHAKERAG ELEMENTARY SCHOOL

2020-2021 Family Handbook

(This handbook is a living document and will be updated as needed to keep our community informed.)

Welcome

The teachers and staff of Shakerag Elementary School welcome you to another school year. We urge all parents to become involved and support the school, teachers, and programs. Your positive attitude and support make a significant difference. To help your child enjoy experiences at Shakerag, we offer the following suggestions:

- *Get to know your school.* Become familiar with the classroom locations, front office, media center, cafeteria, gymnasium, and playgrounds.
- *Become familiar with the teachers and staff.* Our professional faculty and staff members are one key to Shakerag's success. Each person contributes daily to the strength and character of Shakerag.

Our students benefit by being in a safe and happy environment.

- *Study and learn as much as you can.* We are proud of our school, faculty, staff and students. Students can help us by doing his/her best.

We are delighted and eager to be educating your children and developing a comprehensive school program in cooperation with the community. It's our sincere hope that your child's school years at Shakerag will be filled with happiness and success. This Handbook is comprised of policies and procedures for our school. Parents are encouraged to review the material in this handbook and share appropriately with your child. We will update the handbook as needed to keep the community informed.

Shakerag Mission Statement

Celebrating Learning. Inspiring Leaders.

School Colors

Blue/Gold

Mascot

Sharks

Contact Information

Shakerag Elementary School

10885 Rogers Circle

Johns Creek, GA 30097

www.shakeragelementary.com

www.fultonschools.org

Main470-254-3880

Clinic470-254-8834

Cafeteria470-254-3887

Fax470-254-3886

Administration/Support Staff

Principal: Christine Lemerond

Counselor: Tom Perrine

Student Academic Support Teacher: Jill O'Neill

Principal's Secretary: Jennie Chang

Professional Assistant: Karen James

Clinic: Cathy Bevan

Assistant Principal: Margaret Mathas

Curriculum Support Teacher: Erin Collins

Instructional Support Teacher: Jennifer Howell

Data Clerk: Sydney Johnson

Bilingual Liaison: Joy Kim and Liying Li

School Calendar

The school system calendar dates are set by the Fulton County School System. You can access Shakerag's school calendar by visiting our website at www.shakeragelementary.com.

Hours

School hours are from 7:40 a.m. to 2:20 p.m. Arrival is between 7:10 a.m. and 7:40 a.m. Students should not be dropped off prior to the bell ringing at 7:10 a.m. as adult supervision is not available. If you and your child arrive after the bell rings at 7:40 a.m., a parent or guardian is required to come in with their child to sign them in. Dismissal begins at 2:20 p.m.

About Us

Shakerag Elementary School, located in the northeastern tip of Fulton County, opened its doors in August 1997. Our students reside in homes that are situated in over 27 neighborhoods in the rural setting surrounding the school. The area has grown substantially, predominantly in the development of subdivisions, small shopping centers, churches, and the Johns Creek Technology Center, a vast compilation of technology-centered businesses.

The name, Shakerag, was selected because of its historical significance within the local community. Some speculate that the name refers to the rag one shakes to tell passing trains, and maybe stage coaches, to stop to get the mail. Another famous legend focused on a bobcat that terrorized the community's laundry. The women would do their laundry and hang the clothes to dry out back overnight. During the night, an animal would rip the laundry off the line and, shaking the clothes to rags, scatter the laundry over the backyard. One night, one of the residents saw a bobcat shaking the rags, and then everyone knew who was shaking their rags. They let the bobcat go, and the community got its name.

Attendance Boundaries

The Shakerag Elementary School district includes homes that are: East of Medlock Bridge Road and Bell Road from the Boles Road intersection and South of McGinnis Ferry Road (Fulton/Forsyth County Line). The following communities are located within the Shakerag Attendance Boundaries:

- Adair Manor
- Amberleigh
- Belcrest
- Bellacree
- Bellemont Farms
- Blackstone
- Brookhaven at Johns Creek
- Brookmere at Johns Creek
- Devonhall
- Easthaven at Johns Creek
- Edgewater Estates
- Gates at Johns Creek
- Homestead
- Huntington
- Jaden Woods
- Johns Creek Station
- Kempston Place
- Laurelwood
- Oaks at Johns Creek
- Old Taylor Farms
- Parkside
- Quail Hollow
- Riverwalk
- Shadow Creek
- Shakerag Manor
- Spring Meadows
- Tavistock

Communication

Open communication between parents and the school is crucial and is a priority for our Shakerag staff. We encourage and expect parents to contact us regarding any questions or concerns you may have during the school year. For classroom and student concerns, parents/legal guardians should contact the teacher first.

Please allow staff 24 hours to return phone calls and e-mails. If not satisfied with the response, parents may schedule a conference or speak with the Curriculum Support Teacher, Counselor, Assistant Principal or Principal. If not done prior, administrative staff will direct parents to contact the teacher or staff member to discuss the problem prior to intervening.

Conferences

During the first semester, each parent is given the opportunity to discuss his/her child's progress in an individual conference with the teacher(s). We believe that the educational success of your child is a joint venture between the school and the home, and we want to keep communication lines open. Parent conferences may be initiated at any time by the parent, teacher or administrator and held at a mutually agreeable time. Please be mindful that teachers are responsible for their students from 7:10 a.m. until the last bus leaves. Therefore, they are not able to conference with parents during this time unless arrangements are made ahead of time. So that instructional time is not interrupted, please understand that classroom visitations are not a time for parent/teacher conferences. Conferences should be made by appointment.

E-Mail

Our staff directory, located on our website, provides e-mail addresses for all staff members. E-mail is the easiest form of communication for matters that are not urgent. If you have an **urgent need**, please send in a written note, or contact our front office at 470-254-3880 as the majority of our staff may be in the middle of instruction, or out of the building and not see your email right away. If you have an unexpected request for early dismissal,

please call our front office at 470-254-3880 to ensure a staff member receives your message. All change of dismissal requests must be made in writing. An email request will not be accepted.

Newsletter

Parents and community members are highly encouraged to read our school newsletter, Shark Bytes, which is distributed by e-mail every Friday. This communication provides important information, key dates and upcoming events. Hardcopies of Shark Bytes are available at the front desk upon request.

Change of Address, Telephone Number and/or Email

Please notify the teacher and front office of any changes in address, telephone numbers and/or email addresses as soon as possible. Information can be checked and verified in the Infinite Campus Parent Portal. Accurate records are necessary to be able to notify parents in case of an emergency.

Curriculum and Instruction

Instructional Programs

Shakerag is organized to include Pre-Kindergarten through grade five. We follow the Georgia Standards of Excellence (GSE), the Fulton County Continuous Achievement Guidelines, and differentiate instruction to help meet the needs of each student. Our quest in the classroom is to foster success for all students and to enable them to become self-directed, productive problem solvers and thinkers. In connection with personalized learning, teachers provide specific ways for each individual to learn and master as much content as possible, without assuming one student's road map for learning is identical to anyone else's. Instruction may be presented whole group, and/or in small groups within or outside of the general education setting to help meet each student's maximum potential.

The curriculum includes the following: language arts (reading, English, listening, speaking, spelling/phonics, and writing), mathematics, social studies, science, and health.

In addition to the core content, we also offer:

- Art, Music and PE
- English for Speakers of Other Languages (ESOL)
- Media Center
- Talented and Gifted (TAG)
- Advanced Strategies Lab (ASL)
- Early Intervention Program (EIP)
- Interrelated Resource (IRR)
- Speech

Special Activities

- Artist Day
- Family Fun Nights (Bingo, Dance)
- Field Day
- Scholastic Book Fair
- Science Force

Grading Procedures

- **Progress Skills Checklists:** Fulton County Progress Skills Checklists are sent home three times per year. (Typically around October, February and May)
- **Report Cards:** Each reporting period is nine-weeks long. Each student will receive a report card four times during the school year. Each grade uses the following scale:
Grades K-1: S (Satisfactory); N (Needs Improvement); U (Unsatisfactory); NG (Not Graded)
Grades 2-5: A (90-100); B (80-89); C (70-79); F (0-69); NG (Not Graded)
Grades K-5 - Effort, Social Skills, Work and Study Skills, and Conduct are reported by the following scale: S (Satisfactory); N (Needs to Improve); U (Unsatisfactory)
- **Work Samples:** Samples of student work are sent home periodically on Fridays for parents to review. These papers should be signed and returned. Be sure to address any concerns with your child's teacher.

Homework

We believe that homework is effective in building positive character traits and study habits. Homework participation will not count more than 5% of the final grade for students in grades 2-5. We believe homework should:

- reinforce classroom instruction and learning
- foster good study habits and time management skills
- build responsibility
- provide opportunities for independent practice, creative thinking, and problem-solving skills
- provide a vehicle for parent awareness

Work that has been introduced, taught, and facilitated with guided practice would be appropriate for independent practice at home. Age appropriate work, which a student may complete with minimal parental assistance, should be outlined in steps so that interval deadlines are implemented and noted in student agendas (grades 2-5) or homework sheets. Homework assignments should be coordinated to meet recommended total time requirements when two or more teachers work with the same student.

On a **weekly basis**, homework may be assigned Monday - Thursday. **On average, each grade level follows these general guidelines for nightly assignments:**

- Kindergarten and 1st Grade: 10 - 20 minutes
 - 2nd Grade: 20 - 30 minutes
 - 3rd Grade: 30 - 40 minutes
 - 4th Grade: 40 - 50 minutes
 - 5th Grade: 50 - 60 minutes
- **Reasonable time expectations.** If your student is consistently spending more time than the general guidelines, you should contact the teacher. Homework is not typically assigned on weekends but work on long term projects may require some weekend work. If your child has trouble with an assignment after a reasonable attempt, please have him/her stop. The parent should send a note to the teacher explaining the situation along with the work he/she completed.
 - **Student's Responsibility:** We expect a student to do his/her best. We expect all assignments to be turned in on time. We expect homework to be neat. We expect students to work independently and to ask a parent or teacher for help when needed.
 - **Parents' Responsibility:** Parents are instrumental in making homework a positive experience for your child. We ask that parents make homework a top priority, providing a quiet homework environment and a daily homework routine. If your child is struggling with homework, please contact the teacher and request a conference to review your concerns.
 - **Teacher's Responsibility:** Homework is an important indicator of a student's understanding of previous instruction. The teacher will review completed assignments to help guide their instruction. We strongly believe that positive support plays an important role in motivating children to develop good study habits.

Make-Up Policy

It is the combined responsibility of the parents, students, and teachers to request make-up work including tests for any excused or unexcused absence. Regardless of whether the absence is excused or unexcused, students will receive the grade earned, without penalty, on any make-up work and tests submitted on time as agreed upon with your child's teacher.

Placement Requests:

Every spring, we allow parents to submit a Student Support Request form notifying us of any special needs to consider when making placement decisions for the upcoming school year. It is critical that this form is completed and submitted by the deadline. Forms submitted after the deadline may not be considered.

Twins/Multiples: It is our practice to separate twins/multiples and place them in different classes in order to promote individuality. If you have twins/multiples and would like them placed in the same class, please complete the Student Support Request form each year as noted above.

Remote Learning

Remote Learning Days are days where students will complete assignments sent by their teachers AT HOME. When this happens, you can expect to receive an email from your child's homeroom teacher and/or assignments posted in Microsoft TEAMS no later than 8:00 a.m. the morning of the Remote Learning Day. If your child is in Special Ed., ESOL, or EIP, those teachers will review the remote learning plan for your child's grade level and email you directly if they feel any modification need to be made to the grade level plan.

For prearranged Remote Learning Days due to **state-wide elections**, teachers will email and/or send home the assignments for the day no later than the day prior.

Physical Education

- **Clothing:** Please provide loose fitting clothes and tennis shoes/sneakers for class participation on the days your child has P.E.
- **Non-Participation:** If your child is not to participate in physical education activities, a written note must be sent to the classroom teacher (for prolonged absences, a doctor's note will be requested). The note must also include a date when the student will be able to resume P.E. activities.
- **Special Needs:** Any needs that require specific attention (i.e. asthma, allergies to insects, diabetes, heart problems, nose bleeds, epilepsy, hemophilia, etc.) must be detailed on the Student Information Card and may require a doctor's note in order to excuse a child from gym class for a limited period of time.

Retention

Children grow and progress at different rates. Students are promoted each year based on their mastery of the standards. Some children need more time than others to make satisfactory academic progress. **As a school, we believe that retention in a grade should be the last option.**

Throughout the school year, **all** students are monitored for academic performance. For those students of concern, we develop a preventative continuum of interventions and programs utilizing the problem-solving model to analyze data, identify student needs, implement interventions and programs, and evaluate effectiveness to ensure that all identified students can be successful.

Parents/guardians of students who are identified to have skill gaps are notified, and a plan of action is developed to support students through the Response to Intervention (RTI) process. In the Spring, we will evaluate the effectiveness of the interventions in place to determine promotability. We highly encourage parent participation in the decision-making process as this should be a team decision.

Standardized Assessments

Testing is an integral part of our educational system. It helps us assess and meet students' needs. Our testing program is aligned with the State of Georgia and Fulton County Schools. The following standardized tests are administered during the school year:

- Grade K GKIDS Assessment - On-going
- Grades K, 3-5 Georgia Alternate Assessment (GAA)
- Grades K-5 ACCESS for English Language Learners (ELLs)
- Grades 3-5 Georgia Milestones* End of Grade
- Grade 3 & 5 Georgia Milestones* End of Grade Retest

Actual test dates are posted on our school website and reminders will be posted in our newsletters. Please click [here](#) for the 2020-2021 Fulton County State Testing Schedule.

Policies and Procedures

Arrival and Dismissal

- **New Students/First Day of School:** We highly encourage parents to allow students to begin their normal arrival and dismissal routines as soon as possible by allowing their child to ride the bus or drop their child off at carpool. On the first day of school, parents may walk their child to the classroom, but please be prompt with saying your goodbyes at the classroom door so students can get situated and ready for their day. After the first day of school, we ask that your child walk to their classroom on their own. Should they need assistance, staff members will be available to help.
- **Late Check-In:** If your child arrives after 7:40 a.m., the parent or guardian must sign the child in at the front office. The student will receive a late pass to deliver to their teacher. *Please review the Attendance policies regarding excessive tardies.*
- **Early Check-Out:** If it is necessary for a student to leave school early, please provide a note to notify your child's teacher. The note should be submitted to the classroom teacher upon arrival to school.

Parents/legal guardians should report to the office to initiate an early check-out. **Please do not go directly to your child's room. Students will not be dismissed from the classroom without a request from the front office.** Be prepared to show your driver's license when checking out students. In order to help ensure smooth dismissal procedures, we ask that all early check-outs be completed by 2:00 p.m.

- **Change in Dismissal:** If a student has a need to be dismissed in a manner other than his/her normal routine (i.e. after-school programs, riding home with another student for child care purposes, etc.) it will be necessary for the student to bring a letter of permission from the student's parent/legal guardian to the classroom teacher the morning the change should occur. This letter should be given to the child's teacher immediately upon arrival to school. No phone or email dismissal changes are allowed. For your convenience, please click [here](#) for a "Dismissal Change Form," visit our school website at www.shakeragelementary.com, or pick-up a form in the front office.

IMPORTANT: If a note indicating a change in dismissal has not been received, your child will be sent home their regularly scheduled way.

- **Forgotten Items:** After dismissal, students are not allowed to return to the classrooms for forgotten items. Please help us encourage and reinforce responsibility by NOT bringing your child back to the building for forgotten items. In the event of an emergency, students that return to school must check in at the office to see if their teacher is still in the classroom. For safety reasons, if the teacher is not in the classroom, students will not be permitted into the classroom.
- **Bus Riders:** Parents are highly encouraged to use the bus to transport students to and from school. Bus riders will be dropped off and picked up at the side of the building next to the cafeteria. Bus dismissal will begin at 2:20 p.m.

For route details, please visit the Fulton County School website at www.fultonschools.org, click on the Students and Families tab, and then click on Transportation.

Riding a school bus is a privilege contingent upon proper and courteous conduct. The Fulton County Board of Education recognizes that safe school bus operation is only possible with the full cooperation of our parents, students and school staff.

Please note:

- Students are expected to stay in their seats facing forward, speak in a quiet voice using appropriate language, refrain from throwing objects, keep hands, arms, feet, and all belongings to themselves, cooperate with the bus driver, and act in a respectful manner. Students may be subject to disciplinary action when bus rules are violated, including possible suspension from the bus for one or more days.
- There are occasions when a bus may be delayed. Students will remain at the school until the bus arrives.
- If a student misses the announcement for the departure of his/her bus, the student will be brought to the front office and we will contact the parent or authorized contacts listed on the Student Information Card. Arrangements must be made to pick up the child.
- Students must get on and off the bus at their own stop. A student is not allowed to ride another student's bus unless it is necessary for child care purposes and approved by the Transportation Department for a permanent change. In these cases, the parent must complete a "Dismissal Change Form" and gain permission from the front office. A "Dismissal Change Form" can be printed by clicking [here](#), or visiting our school [website](#).
- If the bus driver is concerned about leaving a child at a bus stop without supervision, the driver will bring the student back to the school and we will call the parent or authorized contacts listed on the Student Information Card. Arrangements must be made to pick up the child.
Shakerag Best Practices Policy: Students under the age of 9 require an adult at the bus stop.

Please call North Transportation Department (470-254-2970) with questions or concerns regarding bus routes, times and bus supervision.

- **Car Riders:** We encourage you to allow your children to ride the bus if possible. Students being dismissed as car riders on a daily basis will register and be assigned a carpool number. Parents will be given a carpool tag to hang from their rearview mirror. Students will only be dismissed to cars with the appropriate tag. All students should be dropped off and picked up in the carpool lane.

Children may not be dropped off prior to 7:10 a.m. You may begin lining up in the carpool line prior to 7:10 a.m., however, to ensure supervision, please do not send your child into the building prior to the bell ringing. Children arriving inside the building after the bell rings at 7:40 a.m. will be marked tardy. Please adjust your departure time from home to account for the high volume of cars.

Car riders will be dismissed at 2:20 p.m. Car riders will enter and exit the building through the front entrance. Cars should form a single line in front of the school where they will stop for children to enter or exit the car on the passenger side of the vehicle. No parking is allowed in the pick-up or dismissal area along the front curb. All parents **MUST** remain in their vehicles in the carpool line. Children will not be released to parents who walk up to the building. If you walk up to the building during carpool, you will be asked to go to the front desk to sign your student out after dismissal is finished for the day.

If a student is going to be a car rider with another family or on an occasional basis, they must provide a written note, dated and signed by the parent, to the office immediately upon arrival to school. Students will not be dismissed through carpool to an unregistered car or without a signed note. If you do not have the appropriate carpool number, you may be asked to park and come inside to show your ID and check the child out through the front office.

Please observe the following safety rules:

- We are asking **ALL** parents to remain in the carpool line for morning and afternoon drop-off and pick-up. This will ensure children are dropped off and picked up safely. In the afternoons, students will not be released to parents who walk-up to the doors. If parents are not in their vehicles, they will be asked to go inside and sign their child out at the front desk. Please plan accordingly for increased traffic and allow extra time for arrival and dismissal. If there is ever a need to park, please walk your child to and from the building to ensure their safety. Children are not permitted to cross the parking lot without an adult accompanying them. In the mornings, to reduce congestion, no parking will be permitted in the parking lot at the front of the school. If your child needs assistance getting out of the car in the morning, please park in a parking spot in the parking lot on the side of the building near the cafeteria and walk your child to the front doors. Please do not enter through the cafeteria doors. At no time should vehicles enter and/or park in the bus lanes.
 - Drive slowly, be attentive, and refrain from using your cell phone while driving through the carpool lane.
 - Please do not pass other vehicles.
 - Children are only permitted to exit from car doors on the right passenger side. If needed, staff monitors will assist your child from the car. Parents need to stay inside their vehicles.
 - Do not block the parking lot or car rider lane during dismissal. Parking spaces are available at the front and the side parking lots. To prevent accidents, please do not double-park and always park in a marked parking spot.
 - Always display your carpool number on your rearview mirror so it can easily be seen by our staff.
 - Please obey all speed limits and be patient.
- **Day Care Riders:** Day care vehicles will begin loading students at 2:20 p.m. from the carpool lane or the side of the building by the cafeteria entrance/exit. Bus lane Day Care riders will be dismissed after all buses leave at approximately 2:30 p.m. **It is the responsibility of parents to notify the day care when their child will not be attending and/or riding day care transportation on any given day.** Parents also need to notify the school when their child will not be attending and/or riding day care transportation by completing a "Dismissal Change Form" found by clicking [here](#), or requesting a form from the front office. If you need bus information, go to www.fultonschools.org click on the Students and Families tab, and then click on Transportation.
 - **Walkers:** Always use sidewalks, obey safety rules, and promptly enter or leave the school grounds. Walkers will enter and exit the building only through the main entrance.

Attendance

Regular attendance is essential to the learning process. In addition, students who are absent from school cannot recapture classroom activities or experiences. The state of Georgia has a compulsory attendance law (O.C.G.A. §20-2-690.1) that governs school attendance. The law requires each school system to clearly define student attendance and requirements, particularly tardies, absences, truancy, and notification to parents whose student(s)' attendance is out of compliance. The law also addresses possible legal consequences facing parents whose children habitually miss school.

The Fulton County School System is charged with enforcing the compulsory attendance law and school social workers must investigate, monitor, and follow-up with families experiencing student attendance problems. **If your child needs to be absent, it is imperative that your child's teacher receives a signed, dated excuse stating the reason for the absence as soon as possible, but no later than 3 days following the absence so accurate attendance records can be maintained.**

In addition to attending school regularly, it is critical that students arrive at school on time. School tardiness has a direct, negative effect on student success. Students arriving late miss morning announcements, instruction, academic assignments, and may also feel like they are starting the day behind their classmates and have missed out on something. We ask that all students arrive early enough so that the student is *in the classroom* when the bell rings at **7:40 a.m.**

A student must be in school at least half of an instructional day to be counted as present. A student must arrive before 11:15 a.m. or leave after 11:15 a.m. to be counted present. **Excessive absences and tardiness will necessitate a referral to the school social worker.**

- **Absences:** The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, and special and recognized holidays observed by their faith. For these absences, a student must bring a written excuse signed by a parent or legal guardian the day the student returns to school. **Please notify the clinic if your child had a contagious disease or an extended illness.**

We recognize that there are other reasons for absences such as travel opportunities with educational benefits, graduations or weddings of immediate family members, specialized educational experiences or other circumstances that are agreed upon by the principal. In these instances, the absences must not exceed a cumulative total of six days per school year and must be pre-approved by the **school data clerk**. A student's attendance must be in good standing in order to be granted an "approved" absence.

- **Pre-Kindergarten:** In accordance with the Georgia Pre-Kindergarten Program, children who do not attend on a regular basis, are routinely late, or routinely leave the program early may be withdrawn. In addition, children who are late, leave early, or are absent for ten consecutive days without medical or other reasonable explanation must be withdrawn from the program.
- **Tardiness:** Students are tardy if they arrive in the building after the bell rings at 7:40 a.m. Students arriving after 7:40 a.m. must be accompanied by their parent or legal guardian to sign in at the front office and receive a pass prior to going to class. Parents are encouraged to provide written communication regarding reasons for excused tardies (i.e. doctor's appointment). Students riding Fulton County Board of Education buses will not be counted tardy if the bus arrives late. If using carpool, please make sure you allow plenty of time for increased traffic. Students with 10 tardies may result in a referral to the school social worker.
- **Make-up Work:** Should you need to pick up work for your child due to a one or two day absence, you are asked to call the front office before 10:00 a.m. each morning. This gives the teacher adequate time during the school day to organize needed materials. Materials may be sent home with another student or you may pick them up at the end of the school day at the front office before 3:30 p.m. For extended excused absences, your child's assignments may be collected before, during, or after the absence. For anticipated and/or extended absences, please notify the teacher in writing several days in advance to allow time to organize and collect the assignments. Timeline for completion of work missed during an excused or approved absence is determined by the teacher's discretion and the needs of the student. In general, the student has as many days to make-up the work as he/she was absent. (i.e. If a student is absent for three days, their assignments will be due three days after their return.)

Birthdays

Students having a birthday are invited during morning announcements to visit the counselor's office to receive a birthday sticker and pencil. **Individual birthday party invitations may not be distributed at school.** Student contact information is located in the school directory provided by the PTO and may not be provided by school staff. Parents may purchase birthday treats from the café to provide for the students in their child's class. If there are multiple children with the same birthday, only one birthday treat will be served on that day. **(No outside food, goody bags, or class gifts are permitted for distribution to students).**

Cafeteria

The cafeteria will serve breakfast and lunch for those who wish to participate. Breakfast will be served from 7:10 - 7:40 a.m. All students are invited to buy the school lunch, as it is a well-balanced meal.

- **Accounts:** Parents are encouraged to prepay for breakfast and/or lunch purchases. Please submit payment in an envelope with your child's legal name and teacher name written on the front. The cost of a breakfast and/or lunch will be deducted from the student's account balance with each purchase. Extra purchases (e.g. cookies, ice cream) will not be deducted unless permission has been given on the Student Profile (see extras below).

Notices will be sent home to the parents when an account shows a negative balance. If you receive such a notice, we ask that you pay the past due balance the following day and include additional funds for future purchases.

Charging on an account with a zero balance is discouraged and parents are asked to keep a pre-paid balance in the account so that it remains current. Students who forget their lunch money may request a charge to be placed on his/her account. Payment for that charge should be paid the following school day. Contact our cafeteria manager at 470-254-3887 with any questions regarding your account.

- **Daily Payment:** Parents may also opt to pay for breakfast and/or lunch on a daily basis. Place the appropriate amount in an envelope marked with your child's name and teacher name.
- **Extras:** Permission must be granted by the parent on the Student Profile in order for a child to purchase extra items (ice cream, cookies, etc.) on the account. If permission is not granted, the student will need to pay for extra items with cash.
- **Free and Reduced Meal Applications** are distributed to every student at the beginning of the school year. Families meeting specific income requirements may be eligible for free and/or reduced-price meals.
 - Parents/legal guardians must complete one application per household indicating the school attended for each student.
 - The application (of the youngest student in the family) should be returned to the school cafeteria manager.
 - New students to FCS will pay for meals until the household application is approved.
 - Returning FCS students will maintain last year's meal status until the application is approved.
 - The approval process will be completed within 10 days.
 - For more information about the Free and Reduced-Price Meals or the new application process, contact the FCS School Nutrition Program at 470-254-2220.
- **Late Lunch from Home:** If your child forgets his/her lunch, it **MUST** be dropped off by **10:30 a.m.** on the blue cart in the front of the building. Please make sure all items are labeled with your child's first and last name. If you are joining your child for lunch, please make sure you arrive on time. If a child does not have a lunch when the class enters the cafeteria, the child will be directed to go through the lunch line so they may purchase a lunch. Once a lunch is purchased, the meal cannot be returned. Students should not wait for their parent to bring a lunch for them in the event the parents are not able to make it.
- **Menu:** A monthly menu is available on our [website](#). The menu will list the items available to purchase for lunch each day.
- **Rules for Appropriate Cafeteria Behavior:**
 - Follow procedures for entering and exiting the cafeteria and **ALWAYS WALK**.
 - Clean your area before leaving.
 - Sit at assigned tables. Students are not permitted to get up once seated and should raise his/her hand if assistance is needed.
 - Show respect for ALL staff and students.
 - Students are not permitted to share food.
- **Visitors:** Please do not plan on having lunch with your child for the **first two weeks** of school to help us establish our cafeteria routines. When coming for lunch, please make sure you are on time. Please sign in at the front desk and wear your visitor's badge at all times. If you are early, please wait in the atrium for your child to arrive for lunch. Additional visitor tables in a designated area may be necessary to accommodate visitors at lunch. The school staff will direct guests and students to that area when necessary. This will help alleviate over-crowding at the classroom tables. Due to safety concerns, all strollers must be left in the atrium outside the cafeteria. We ask that all visitors adhere to the cafeteria rules and model respect towards school personnel. Should you need assistance, please contact a staff member in the cafeteria.

We have many students who have a variety of allergies. Please DO NOT share any food with anyone other than your own child.

We support our school nutrition program and thereby discourage **all outside vendor food** being brought in during lunchtime. (I.e. Chick-fil-A, McDonald's, etc...)

Unless you have pre-arranged with your child's teacher to return to your child's classroom to read or volunteer, please say your good-byes in the lunchroom or atrium and allow your child to return with his/her class so their instructional day may continue.

Citizenship and Code of Conduct

Establishing a good climate for learning is an important focus at Shakerag. We want our school to be a place where each child feels safe, respected, and cared for, and where there are high expectations for appropriate student behavior. An effective discipline program is necessary to accomplish these objectives.

It is each student's responsibility to display qualities of good citizenship, and appropriate conduct in all areas on campus, to and from school and at all Fulton County bus stops. Shakerag promotes the ideal of each student working towards self-management and taking ownership for his or her own actions.

Promoting positive behavior requires a concerted effort of effective classroom management techniques and behavior management strategies reinforced by *teachers* and *parents*. Shakerag Elementary's staff seeks to implement parental involvement processes designed to enable parents, teachers and school administrators to work collaboratively to improve and enhance student behavior and academic performance.

The Fulton County School System takes seriously its responsibility to provide a safe learning and working environment for students and teachers. Part of that responsibility involves establishing clear, fair and effective discipline procedures. The **Fulton County Student Code of Conduct and Discipline Handbook** details our expectations for student behavior and outlines what may happen when rules are violated. The handbook includes:

- School Board Policy on Student Discipline
- Code of Conduct Rules
- Bus Conduct Disciplinary Procedures

In an attempt to provide buildings where learning can take place and where teachers can teach, every parent and student must review the **Fulton County Code of Conduct and Discipline Handbook**, and then sign and return the necessary forms included in your parent information packet. Please discuss the need for appropriate school behavior and consequences for misbehavior with your child.

In addition to following the Fulton County Code of Conduct, we implement a school-wide discipline plan called Positive Behavior Intervention & Supports (PBIS). PBIS focuses on improving a school's ability to teach and support positive behavior for all students. Research indicates that, "establishing a positive, proactive school-wide discipline plan is a necessary first step for enabling schools to achieve their goals and responsibilities." PBIS is an evidence-based framework supported by the state of Georgia proven to reduce the number of disciplinary incidents, improve positive school climate, and support academic outcomes for all students.

We have centered our expectations on our Sharks showing LEADERSHIP, KINDNESS, and RESPECT. Our matrix outlines expectations for the hallway, restrooms, cafeteria, and playground. Please help your child(ren) become familiar with the school-wide expectations that were included in your welcome back packets. We ask that you review these expectations with your child(ren).

In addition to the school-wide expectations, each teacher will develop a positive classroom management plan that fits their style and aligns with the school-wide expectations.

One of the primary focuses of our program is to increase the recognition of students. As our Sharks model our school-wide expectations, they can work towards earning "Fin-tastic Shark" tickets. These tickets will be collected by homeroom. Each week, teachers will draw names from each homeroom fishbowl for a variety of rewards and incentives.

As we continue to seek opportunities to honor more students, we will have a "Shark of the Month" program based on positive character traits. Recognition will occur with their grade level peers at the end of each month.

It is our hope that a clear focus on a positive school climate will create a supportive environment that promotes personal, social and academic growth for both students and staff.

When a student has a discipline issue in class that might need some attention, they might be asked to reflect on how they can make better choices in the future using a Reflect and Refocus form. The form asks 4 basic questions:

- What happened?
- How did your actions make you feel?
- How did your actions affect others?
- What will you do differently in the future?

The *Shakerag Reflect and Refocus* Action Plan allows the student to take some ownership for their actions and gives the student a time to reflect privately. There is also a space for the teacher to provide some comments. A copy of this form will come home and we ask that you partner with us and review our expectations with your child so they can learn and grow. After reviewing the form, please sign and return it to your child's teacher the next day. If a student receives three of these forms in a 9 - week calendar period for the same offense, it may result in an office referral. The goal of the form is to teach the student how we can make changes for the future and react in positive ways.

Minor Offenses:

Consequences for minor offenses are generally as follows:

- Verbal reminder
- Reteach expectations
- Apply the intervention/expectation taught in reteach
- Reflect and Refocus Form
- Parent Contact

Frequent repetitions of minor misbehavior, when other interventions are ineffective, may lead to a referral to the office. You can expect your child's teacher to be in contact with you if your child's behavior is of concern. In these cases, parental support and cooperation are extremely valuable. You working with us as partners can greatly benefit your child.

Major Offenses:

Major offenses that can lead to an automatic office referral may include:

- Hitting or physical altercations with another person
- Throwing objects
- Defiance of authority
- Disrespectful/abusive language
- Continuous disruptive behavior (minor offenses)
- Destruction of school facility or property

When a student is sent to the office, we follow the Fulton County Discipline Cycle. Consequences may include time-out in the office, community service (used only with parental consent), parent conferences, and out-of-school suspension. Students may also be referred to the school counselor and/or school social worker when appropriate. Referral to a disciplinary tribunal may occur with severe misbehavior. A parent will be informed when the child has been sent to the office for inappropriate behavior.

Cell Phones/Other Electronic Devices

A student shall not use, display, or turn on a pocket pager, cellular telephone or other personal electronic communication device (i.e. smart watches) on school property, except for **middle and high school students** who may use such devices on school grounds before or after the regular school day. **Elementary students are prohibited from using or displaying cellular telephones on school property at any time.** No such devices may be used at any time on school system operated vehicles, or during an emergency drill or evacuation. These limits on the use of personal communication devices do not apply to students whose special needs require the use of such a device to enhance speech or hearing. Students who are found with such devices in the "on" position, in use or displayed except as permitted above, shall have the device confiscated by a school administrator. Please refer to the Student Code of Conduct & Discipline Handbook for specific rules relating to the use of electronic equipment.

Items such as smart watches, iPods, iPads, Kindles or other tablets, electronic games, CD players/headphones etc., should not be brought to school. These items will be collected by the teacher and the parent will be asked to pick them up.

Dress Code

Students should come to school dressed and groomed in such a way as to reflect neatness, cleanliness, and good taste. All students should be modestly dressed and groomed so as to not distract, interrupt, or interfere with the educational process. Any student arriving to school inappropriately dressed will be sent to the front office and/or clinic and the parent will be contacted.

- **Appropriate Attire:** Appropriate jackets, gloves, and hats should be provided for students so that they may participate in outdoor P.E. and recess activities.
- **Physical Education Classes:** Tennis shoes are required on P.E. days.
- The wearing of shoes that are appropriate for recess are encouraged. Please refrain from wearing flip-flops for safety reasons. Not Allowed: Shoes with rollers (i.e. "Heelys" or "wheelies") are NOT permitted on school premises.
- **Allowed Length of Shorts/Skirts:** Students may wear shorts or skirts; providing the clothing hem reaches the tips of the student's fingers while standing straight.

Classroom

- **Classroom Visitations:** We love to have parents and community members involved in the classroom. As a courtesy to the teacher, please make an appointment for all classroom visitations. So that instructional time is not interrupted, please understand that classroom visitations are not a time for parent/teacher conferences. Conferences should be made by appointment. Please be reminded that all classroom volunteers must be approved through the volunteer registration process and wear a volunteer badge at all times while interacting with students.
- **Early Check-out:** Parents/legal guardians should report to the office to initiate an early check-out, even if volunteering in the classroom. A note indicating the early check-out should be given to the teacher upon the student's arrival to school. Students will not be dismissed from the classroom without a request from the front office.
- **Interruptions:** To reduce interruptions to instructional time, parents are asked to refrain from entering the classroom unless the visit has been pre-arranged with the teacher. If a student has forgotten an item that they absolutely must have, such as glasses, please bring the item to the front office. The office will email the teacher that the item is available for pick up at an appropriate time.
- **Placement Changes:** Much time and effort is put into placing children in the appropriate classroom to meet their instructional needs. At times, parents may feel that the chosen classroom is not meeting the needs of their child. All placement concerns should be discussed with the teacher first. If not satisfied, a conference may be scheduled with the Curriculum Support Teacher (CST) where the following procedures will be implemented in determining if a change in placement is warranted. At the beginning of the school year, we ask all families to give a child's placement at least 10 days prior to making a request for a change.
 - The parent will meet and conference with the teacher.
 - If the parent is still not satisfied, he or she will meet with the Curriculum Support Teacher (CST) to discuss their concerns and if needed, complete the "Student Support Request" form. The form is available upon request.
 - The Student Support Committee will review the parent request and if needed, schedule a conference. This committee may consist of the Curriculum Support Teacher (CST), counselor, and the principal and/or assistant principal.
 - The committee will make the final determination and communicate the decision to the parents.
- **Placement Requests:**
 - Every spring, we allow parents to submit a form notifying us of any special needs to consider when making placement decisions for the upcoming school year. It is critical that these forms are completed and submitted by the deadline. Forms submitted after the deadline may not be considered.
 - Twins/Multiples: It is our practice to separate twins/multiples and place them in different classes in order to promote individuality. If you have twins/multiples and would like them

placed in the same class, please complete the Student Support Request process each year as noted above.

- **School Parties:** Two class parties are planned for each class during the year and are organized by the teacher and the PTO grade level room coordinator. No other parties, including individual birthdays, are held to comply with mandated instructional hours.
- **Snacks:** Students are encouraged to bring nutritious snacks for break time (i.e. granola bars, fresh fruit, cheese and crackers). Students may not bring soft drinks or soda. We encourage parents to be mindful of potential allergies of peers in the classroom.
- **Student Observations:** If a parent is requesting to observe their child in the classroom setting, a 20-minute appointment must be scheduled in advance with the Curriculum Support Teacher (CST) or Instructional Support Teacher (IST).
- **Volunteers:** Volunteers are encouraged not to bring siblings to school when performing volunteer duties, especially when in the classroom. Please refer to the Visitors/Volunteers section on page 16 for more information.

Clinic/Medication

Parents may be contacted from the clinic (470-254-8834) when students are injured or become ill during the school day. Students who are ill should be kept at home. When your child is well enough to return to school, please send in a note to excuse the absence due to illness. Please notify the school office if your child has a contagious disease or an extended illness.

- **Emergency Information:** Our clinic is not staffed or equipped for serious injury or illness. When a student requires more than first aid, we will contact the parent/legal guardian by using the contact information provided on the Student Information Card. If a parent or legal guardian cannot be reached, we will contact the Emergency Contacts listed on the Student Information Card. When called to pick-up a sick child, we ask that you come immediately.
- **Medication:** If possible, all medications should be taken at home rather than at school. However, if medications must be taken at school, authorization and instruction forms entitled "Authorization to Give Medication at School" must be completed. These forms will be sent home with students at the beginning of the year and are available on our website (under "Students & Families", click "Clinic").

Parents are responsible for providing all medications. The medicine, in the original container, along with the instructions and authorization form, must be taken to the clinic by the parent for central storage. Under no circumstances should medication, prescription or non-prescription (including over-the-counter medications) be kept by a student or shown to other students. All medications, both prescription and over-the-counter, must be administered by a Shakerag staff member. An authorization form must be completed and returned to the school before **any** medication can be administered to a student on a regular basis.

In order to maintain accurate records, if a parent/legal guardian chooses to administer medicine to their child during school hours, the medication must be administered in the clinic so that the time, dosage and name of medication can be documented.

Per Fulton County policy, all medication not picked up by **3:00 p.m. on the last day of school** will be discarded.

- **Permission to Treat Minor Injuries/Rashes:** Your written permission is required on the Student Information Card for treatment of bug bites or minor rashes with hydrocortisone cream. Minor cuts and scrapes will be treated with soap and water.
- **Student Illness:** Please help us guard against the spread of germs by encouraging your child to thoroughly wash his/her hands, properly dispose of used tissues, and keep all students who are not "fever free" without medication home until "fever-free" for 24 hours. Students who are contagious and/or have a fever greater than 100.4 are not permitted to attend school.

In the event that a student becomes ill before leaving for school, parents should make appropriate arrangements for care of the student at home rather than sending a sick child to school. A parent should wait until all possibility of contagion has passed before sending a recovering student back to school.

IMPORTANT: A child must be fever-free for 24 hours without medication prior to returning to school. For example, if your child has a fever at 10:00 a.m. on Monday but is fever-free by 12:30 p.m. that same day, your child may return to school on Tuesday AFTER 12:30 p.m.

If a parent is notified by school personnel that his/her child is sick, the parent must make arrangements for the child to be taken home or to another appropriate location.

Emergency and Safety Procedures

The safety of our students and staff remains a top priority. Please know that our entire staff is committed to providing all of our students with a safe environment in which to learn. In the event that school must be closed or afterschool activities are cancelled due to inclement weather, the most up-to-date information will be provided on local radio/TV stations and on the Fulton County website. In the event that students will be dismissed early from school for any reason, we will dismiss students in the manner in which you identified on your child's Inclement Weather Form at the start of the year.

In the event of other emergency situations, school telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Shakerag Elementary has developed a detailed emergency evacuation plan, which will be reviewed annually, updated and practiced. This plan will be followed should any emergency occur during the school day. In case of an emergency requiring the evacuation of the building, students would be relocated to an off-site location. For the safety of all concerned, parents are discouraged from coming to the school during any type of emergency until communicated. Please make sure your child's emergency contacts are listed and kept up to date on your child's Student Information Card. Without permission, we are not permitted to release a child to anyone other than the parents and/or legal guardians or listed emergency contacts.

- **Emergency Communication:** Preparation and parent communication are key to the safety of our school. In an emergency situation, the Shakerag staff will work diligently to make appropriate contact with parents after seeing to the safety of all students and staff. We ask that all parents remain calm and wait patiently for the school to contact you with further directions. This will allow our phone lines to remain open so we can communicate with emergency personnel and make any other necessary arrangements. Communication with parents may occur in multiple formats, but often times we will utilize our mass communication platform. It is critical that your contact information remain up to date so you can be reached in an emergency situation. **Please ensure the information included on your child's Student Information Card is current at all times. Send any changes that may occur during the year (i.e. a new cell phone number) in writing to your child's teacher, and/or our school data clerk so we can maintain up to date records.**
- **Emergency Dismissal:** In an emergency situation, it is imperative that all students are accounted for and remain with their classroom teacher until dismissed. Teachers are instructed to not permit students to leave with any adult without written permission from the office. If we have evacuated the building, you must sign your child out with the office prior to taking them home. Your cooperation with this ensures that we account for all children in a safe and timely manner.

Field Trips

Field trips may be planned throughout the year at a reasonable fee to complement classroom curriculum. No child will be denied permission to attend field trips due to an inability to pay. For students to participate, permission forms must be signed by a parent or legal guardian before attending. Siblings are not permitted to accompany chaperones on field trips.

Forgotten Items

Please help your child be prepared for school each day. We try to teach our students to be organized and responsible. All homework, snacks, projects, lunches, jackets, forms, and other school related items should come in with your child each morning. After school has been dismissed for the day, students may not return to their classroom for any forgotten items.

Hearing/Vision Screening

Mass hearing screenings are currently administered for students in grades 1 and 3, and vision screenings for students in grades 3 and 5. Occasionally, individual screenings may need to be administered to provide helpful information to assist with your child's academic performance. You reserve the right to review the completed screening results.

Insurance

Group accident insurance is available for students. Student insurance may be purchased at low cost through a private company approved each year by the Board of Education. Information on this insurance is given to parents during registration or in our welcome back packets.

Internet Access

Your child may be involved in multiple Internet projects throughout the year. Currently, on site Internet access is available for specific curriculum projects. We are pleased to have this access in our school and believe the Internet offers vast, diverse, and unique resources. Our goal is to promote educational excellence by facilitating communications for resource sharing and innovation. Parent and/or legal guardians must grant permission for students to access the Internet while on campus. Without approval, your child will not be able to access the Internet in school for classroom projects during school hours. Please click [here](#) for the Agreement Form that was also sent home at the start of face to face instruction.

Students will have access privileges only under the guidance of the teacher. Your child will be instructed by school personnel concerning the following:

- The primary purpose of the Shakerag Elementary School Internet connection is educational.
- Directions will be given as to which Internet resource materials students may access as part of a lesson plan.
- "Surfing" on the Internet or accessing sites not directed by the teacher is not allowed.
- The use of the Internet is a privilege, not a right. Inappropriate behavior may lead to that privilege being revoked and/or disciplinary action taken based on the Fulton County Code of Conduct.

Lost and Found

Personal items (clothing, lunch boxes, etc.) should be **marked with your child's name**. Lost articles may be claimed in the Lost and Found closet. Unclaimed items will be donated to charitable organizations.

Parking

Parents and visitors are asked to park in designated areas only. Parking in the bus lanes or in the fire lanes is not permitted at any time. Vehicles parked in these areas may be towed at the owner's expense. All visitors should only enter through the main entrance in the front of the building.

Publicity and Photographs

We follow the publicity guidelines as outlined in the FCS Student Code of Conduct and Discipline Handbook. If you do not wish for your child to be included in any form of publicity, you will need to request a form from the Assistant Principal in order to place your objection in writing no later than August 31 or within 10 calendar days of the student's enrollment. Objections must be renewed each school year.

- **Personal Videos and Photographs:** Out of respect and privacy for children, we ask that parents and/or volunteers not take pictures and/or videos of other students.

Records

Parents or legal guardians have the right to examine their student's records and to have them explained. Administrators, counselors, teachers and other authorized personnel who work directly with a student shall have access to that student's records.

In the event you would like for us to share any information with a Third Party (i.e. counselor, private school, doctor, etc.), we must have an FCS Third Party Release form on file. Please reach out to our school counselor to complete this process. Please allow a minimum of 2 weeks for all requests to be completed.

Shark Sharing Community Program

Our students work collaboratively with our PTO in selecting charity and community outreach programs that we will participate in each year. We believe this program fosters good-will and assists our students in recognizing the value of helping others in need.

Student Directory

Our Student Directory is online. This directory is only shared with other Shakerag parents who are PTO members. Each PTO member will have access to the directory contacts as well as "subscription" settings to choose your privacy and communication options. The use of the Student Directory for anything other than personal use, such as mailing lists, is strictly prohibited.

Student Information Card

A Student Information Card is required for each student. The contact and special needs information listed on the Student Information Card will be used by the teacher, the clinic, and other staff members as necessary. We rely on the information provided on the Student Information Card in the event of an emergency or early dismissal. Please help us and submit written instructions with changes or additions to your child's Student Information Card to the classroom teacher. The Student Information Card also requires parental permissions for the following items:

- Publicity/Yearbook/Directory Information, Newsletter and Other Electronic Publications
- Family Handbook Acknowledgement
- Visitors/Volunteers to the School Policy
- Clinic Permission and Medical Conditions

Student Recognition

The most enduring rewards for hard work are intrinsic. When students have given their best effort and achieve success in learning, they receive inner satisfaction from that knowledge. Teachers enhance the feeling of accomplishment by giving praise when it is earned. On a daily basis, all teachers of students in Pre-K - 5 watch for examples of excellent student work and reward the students with verbal or written comments. Sharing with other students and displaying work are excellent ways of recognizing student achievement.

- **Shark of the Month:** Shark of the Month program is designed to recognize some of our outstanding students each month. Students will be recognized for showing certain characteristics such as Leadership, Kindness & Respect.
- **Fin-tastic Sharks:** As our sharks model our school-wide expectations from the behavior matrix, they can earn "FIN-tastic Shark" tickets. These tickets will be collected by homeroom in a fishbowl provided to each teacher. At the end of each week, homeroom teachers will pull names from each homeroom's fishbowl. Those winners will receive the opportunity to receive a special class reward.

Telephone Use

Students may use the office telephone only after receiving a written note from their teacher. Telephone use by students is discouraged and will be limited to matters such as emergencies, transportation or forgotten eyeglasses/medication. **Students are not to use the telephone for matters such as forgotten homework.** We ask that parents help us by being sure students are prepared for school and understand after-school arrangements before leaving home.

Toys, Games, Valuables

Toys, games, trading or playing cards, electronic devices or any other items of value should not to be brought to school at any time. Students are requested not to bring anything considered "valuable" to school and be put at risk of losing or misplacing the item. Parents are asked to be aware of what students put in their book bags and the items that they bring to school. If ever in doubt as to the acceptability, contact the teacher. Our staff is not responsible for lost or broken personal items, including electronic devices. In addition, our staff has the discretion to take away inappropriate items from a student.

Visitors/Volunteers

As we welcome visitors and value our volunteers, we also want to continue to provide a safe and nurturing environment for all students and staff. With safety being of utmost importance on our campus, Fulton County Board of Education uses an electronic security system.

All first-time visitors/volunteers are required to present our front desk receptionist with their valid driver's license or another form of government photo identification and complete an initial registration process. You will then be entered into the "Raptor" system. Visitors must sign-in at the front desk each time with a valid ID. Volunteers who have completed the volunteer registration process can sign-in through the kiosk in the front office.

Raptor is a computerized visitor/volunteer management system that has been implemented throughout the school district. It has numerous benefits and application, including the ability to maintain a log of volunteer hours and offer the capability to produce a list of all visitors in a facility during an emergency situation.

- Visitors will need to sign-in at the front desk with a state issued photo ID to receive a printed visitor/volunteer badge throughout the day. The district has a plan in place as written on the district website to purge all volunteers on a bi-annual basis (every 2 years). This May 31, 2020 is the end of a two-year period. To keep in compliance with State Law and best practices, for the 2020-2021 school year, if you did not complete the

volunteer registration after June 1, 2020, we will require that all persons interested in volunteering in the Fulton County School District to register by completing the online volunteer registration/application process. **All persons wanting to volunteer in the Fulton County School District after June 1, 2020 must sign up on the district website.** Even if you have volunteered in the past, all persons must sign up as if it is their very first time. We recommend that you complete this process on a desktop or laptop computer, not a tablet device. The registration process can be found on the FCS District Website under Community/Volunteer with Fulton. Applicants should be prepared to spend about 10-15 minutes for the training and application process. In accordance with State Law, all volunteers must be current with the Child Abuse Reporting Protocol Training before being allowed to volunteer in our schools. It is very important that volunteers enter their full legal name as it appears on their government issued ID (please do not use nicknames or "goes by" names on the application). All applicants must wait 24-48 hours after applying for application processing. If a volunteer reports to a school and the school cannot find their application/name, they must fill out the application again. Calling Safety and Security will not change this process. **If you have not completed the registration process, you will not be allowed to volunteer!**

The time and commitment from our volunteers is very important to us. As a volunteer, the school depends on your services and dedication. In the event that you must be absent, please leave a message in the office or notify the appropriate teacher or committee person who is expecting you. As expected, confidentiality regarding students you are working with or have observed during your volunteer services is required. A few more items to be aware of when volunteering at Shakerag:

- When acting as a chaperone on a field trip or school-sponsored activity, you will be responsible for a group of children.
- Volunteers are not permitted to discipline the students. Please notify a staff member for assistance.
- Volunteers are encouraged not to bring siblings when performing volunteer duties. This is especially important when in the classroom.
- **Security:** For the safety of students and staff, all parents and visitors are required to:
 - Enter/exit the building from the front entrance (DO NOT exit/enter from side entrances)
 - Sign in/out at the front office/Raptor kiosk
 - Wear a Visitor/Volunteer badge in a visible location at all times while in the buildingPlease note, staff members have been instructed to ask all visitors in the building that do not have a visitor/volunteer badge to return to the front office to sign in and obtain a badge.
- Please do not park in the fire lanes or obstruct traffic flow in any manner.

Withdrawal Procedures

Parents/legal guardians should notify the teacher and the data clerk at least one week prior to a student being withdrawn from school by completing a withdrawal form. In order to clear all records, all textbooks and library books are to be returned and lunch fees paid before a student is withdrawn.

Support Services and Personnel

Advanced Strategies Lab (ASL)

Our students will participate one time a week in our Advanced Strategies Lab (ASL). Students will be engaged in engineering, robotics, Legos, and coding lessons. The lab will provide our students with an avenue to think critically, problem solve, create and take risks.

Curriculum Support Teacher (CST)

The Curriculum Support Teacher is responsible for helping to implement the Georgia Standards of Excellence and Fulton County curriculum by assisting teachers in translating the requirements, standards, and benchmarks into meaningful experiences for students in the school. The CST serves as a coach, model, and trainer for best practices across the curriculum, in addition to actively monitoring student placement and assessing students as needed. Parents with questions involving curriculum and placement are encouraged to contact the CST.

Early Intervention Program (EIP)

The Early Intervention Program is designed to serve students in kindergarten through fifth grade who are at risk of not reaching or maintaining grade level standards in reading and/or math, as defined in the state's "Early Intervention Program Guidelines." The purpose of EIP is to help students reach grade level/subject area performance. EIP is not always offered at every grade level/subject area.

Exceptional Children Services

Exceptional Children Services are provided for exceptional students who meet State criteria. All program placements are based on a referral process, individual evaluation and parent consent (some examples may include behavior disorders, learning disabilities, speech, hearing and/or vision impairments).

Guidance and Counseling

A school counselor is available to provide a comprehensive school counseling plan with a focus on academic, personal/social and career domains on a regular basis through individual, small group, and classroom guidance lessons. They work with school personnel to foster a positive learning environment for children. The counselor assists parents in understanding children and in developing positive attitudes, techniques and strategies essential for constructive child development.

Instructional Support Teacher (IST)

The Instructional Support Teacher coordinates programs and services for students requiring special education services and supports and assists staff in developing Individualized Education Plans (IEPs) used to implement specially designed instruction aligned with the Georgia Standards of Excellence. The IST also coordinates educational testing for students who are referred from the Student Support Team (SST) through the Response to Intervention (RTI) process. Parents with questions about special education services and supports or Individualized Education Plans (IEPs) should contact the IST for additional information.

Media Center

The Media Center's mission is to ensure that students and staff are effective users of ideas, information and technology. The Media Center provides access to materials in many formats, including print and online. The Media & Educational Technology Instructor (METI) offers collaborative, standards-based, technology-rich instruction to students and professional development opportunities to staff to foster competence and stimulate interest in reading, viewing and using information, ideas and technology.

The Media Center operates on a flexible schedule with children visiting the library with their classes and also independently. The Media Center is open from 7:10 a.m. to 2:20 p.m. each day and students are encouraged to visit often! Pre-K students can check out one book at a time. Kindergarten through fifth grade can check out two books at a time. We also invite parents to open an account whereby they can check out 10 books at a time. All books are checked out for two weeks. Fines are not incurred for overdue books. However, replacement cost is charged for lost or damaged materials.

Parent Teacher Organization (PTO)

The PTO is an active and integral part of the Shakerag community. All parents and staff are encouraged to become members. Yearly donations are requested from each family for the purpose of enhancing and enriching the total school program by fostering a sense of community that enriches the students' academic experiences, shows teacher appreciation, and provides additional activities, capital, and technologies not otherwise funded. Please contact the PTO president(s) if you wish to volunteer your time, expertise and/or services to the school. To learn more about our PTO, please visit our school website and click on the PTO link under the Parent tab.

School Governance Council

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in school-based decisions. The School Governance Council is a governing body that is representative of the community and the school, but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school including:

- Approve the school strategic plan and updates
- Approve the annual budget and annual resource allocations
- Manage the Request for Flexibility process
- Participate in hiring the principal (in the case of a vacancy)
- Provide annual feedback on principal performance

Additional School Governance Council information is available on our school website.

School Psychologist

Shakerag Elementary has a part-time school psychologist. The school psychologist regularly conducts psychoeducational evaluations in order to determine eligibility in special education then shares the results of the evaluations with parents, teachers, and other school personnel. In addition, the school psychologist actively

supports the Response to Intervention (RTI) process and Student Support Team as an academic and behavioral consultant, provides crisis response and intervention, and participates in the CARE team as needed.

School Social Worker

A school social worker is available to assist with situations that may involve the home (i.e. attendance, personal needs, and family concerns). The social worker provides social and emotional support to students and families dealing with traumatic events, crisis, and grief/loss among other areas. If you are ever in need of support from our school social worker, please contact the front office.

Shakerag Foundation

The Shakerag Foundation is a non-profit organization whose sole purpose is to enhance and enrich the educational experiences of the students at Shakerag Elementary School. For more information about the Shakerag Foundation, please visit our [website](#).

Student Support Team (SST)

The Student Support Team (SST) is an interdisciplinary group that uses a systematic problem-solving process to address learning and/or behavior problems of K-12 students in a school. Per Georgia Board of Education Rule 160-4-2-.32, every Georgia School must have a support team in place. The Student Support Team (SST) is in Tier 3 of a Response to Intervention (RTI) instructional framework. Each school's designated team participates in problem-solving and monitoring of students who are identified as having significant skill weaknesses and/or who do not respond to Tier 2 instruction and intervention.

An initial meeting takes place when the teacher requires strategies to help a particular student who may be struggling academically or behaviorally. In an initial meeting, the teacher will discuss and explain the concerns, strategies that have been implemented, and their effectiveness. Subsequent meetings will review the effectiveness of any new strategies recommended by the committee and determine the best plan of action to help the student.

RTI is designed to meet the following objectives.

- Focus on general classroom instructional practices within the core curricula and develop a data collection process that monitors the success and progress of a student who is experiencing academic and/or behavioral difficulties (behavioral may include social and/or emotional difficulties).
- Identify a research-based targeted intervention to support the student in the area in which they are struggling.
- Gather classroom data and document a student's progress towards strategies and interventions that are targeted.
- Enhance the skills, knowledge, and opportunities that allow classroom teachers and staff to use a consultation service delivery model and to be mutual resources regarding students at-risk.
- Enhance communication and collaboration between parents and school personnel.

The SST process precedes any referrals for further evaluation. The counselor oversees the Student Support Team.

Talented and Gifted (TAG)

Fulton County's Talented and Gifted (TAG) program is a full-day enrichment program for students who are eligible. TAG provides avenues for intellectually advanced and exceptionally creative students to enrich and expand upon the core curriculum through challenging activities and educational experiences that address the diverse needs of these individuals. Every student at Shakerag is screened twice a year to determine if further testing is warranted for TAG eligibility. Please visit the TAG website at www.shakeragtag.weebly.com for more information.

Technology

Shakerag works diligently to ensure our students are advancing in their use of 21st century skills. Our goal is to integrate technology into the curriculum through regular use of interactive white boards, laptops, iPads, tablets and computers. Students are expected to use technology for educational purposes only. Misuse of technology could result in loss of privileges or other consequences in accordance with the Fulton County School Code of Conduct.

Equal Opportunity

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practices, educational programs, or activity or service.

Parents are always welcome to discuss problems and concerns with the Fulton County Schools official who is responsible for the activity in question. However, if the parent or student still feels there is a denial of basic right, they should telephone and/or outline in writing the alleged denial to the Superintendent of Schools.