

Shakerag Elementary School Frequently Asked Questions 2021 - 2022 School Year

(PLEASE VISIT OUR SCHOOL WEBSITE FOR A COPY OF THIS DOCUMENT AND EASY ACCESS TO LINKS!)

Resources:

Shakerag Elementary Website: www.ShakeragElementary.com

Family Handbook: Visit the Shakerag Elementary website, scroll down and click on Family Handbook under Site Shortcuts on the right.

Fulton County Schools Website: <http://www.fultonschools.org>

Transportation Information: <http://edulogweb.fultonschools.org/livewq/webquery/>

Fulton County Schools Tip Line: <https://www.fultonschools.org/fcstipline>

School Hours and Building Access:

OPEN:	Students should not be dropped off prior to 7:10 a.m. as adult supervision is not available.
School Begins:	Students may start arriving in the classrooms at 7:10 a.m. The school day officially begins at 7:40 a.m.
During the Day:	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. All doors will remain locked during the school day. Please approach the front doors and ring the bell located on the wall on the right-hand side of the doors. When a staff member answers the bell, please stand in front of the camera, and state your name and the purpose of your visit. The staff member will then remotely unlock the door and allow visitors to enter. When entering, please do not allow others to enter behind you. Once inside, please sign-in at the front desk as a visitor or use the Raptor kiosk to sign-in as a volunteer and print your visitor/volunteer badge. This sticker must be visible and worn at all times while visiting the building. Please do not knock on a door and ask a child or adult in the building to let you enter. When leaving the building, please sign-out just as you signed in and exit through the front doors. Please do not allow anyone else to enter.
School Ends:	Dismissal begins at 2:20 p.m.
CLOSE:	Students are not allowed to return to the building for forgotten items after dismissal. The office will be closed at 3:30 p.m. If you have scheduled a conference with a teacher after 3:30 p.m., they will let you know where they will meet you so you can gain access to the building. If your child is participating in an after-school program, the after-school program will communicate their dismissal plan with you.
Early Check-Out Procedures:	We ask that you make arrangements for all early check-outs to be completed no later than 2:00 p.m. so we can prepare for and ensure a smooth dismissal process.

FCS Late Start Days

All Fulton County Schools will be implementing six (6) "Late Start" days this school year. These six days are observed across the entire district and replace our Shakerag Professional Development Days. On these days, our students will begin class one hour later (8:40 a.m. instead of 7:40 a.m.). Buses will continue to run their normal routes only, but parents have the option to bring their child(ren) to school at the normal time (7:10 a.m. – 7:40 a.m.), or one hour later (8:10 a.m. – 8:40 a.m.). Students not in the building by 8:40 a.m. on these days will be marked tardy.

Carpool Procedures/Transportation:

All students are highly encouraged to ride the bus. If a child's afternoon transportation changes, please make sure you send in a "Dismissal Change Form" to your child's teacher. This form is available on the Shakerag Elementary website or in the front office. All dismissal changes must be in writing with a parent signature. For the safety of the children, no dismissal changes will be taken over the phone or by email.

Morning Carpool:	Students should not be dropped off prior to 7:10 a.m. Carpool ends promptly at 7:40 a.m. If you arrive after 7:40 a.m., please park and walk your child to the front doors. <ul style="list-style-type: none"> All car riders must go through the carpool line. Please do not park and walk your child in unless you have an appointment and/or a special circumstance.
Afternoon Carpool:	Dismissal begins at 2:20 p.m. If you will be picking your child up in our carpool lane, you must sign-up for a carpool number during sneak peek or at the front desk. Carpool numbers should be displayed on the rearview mirror so it can easily be seen by our staff. If your number is not displayed on your mirror, you may be directed to park your car in the parking lot to wait until carpool has finished to sign your child out. <ul style="list-style-type: none"> All parents must remain in their vehicles in the carpool line. Children will not be released to parents who walk up to the building unless they are a walker.

General Carpool Procedures:	<ul style="list-style-type: none"> • Car riders will enter the building through the front entrance only. Cars should form a single line in front of the school where they will stop for children to enter or exit the car. • Children are ONLY permitted to exit and enter from the passenger side of the car. Should your child need assistance, please do not get out of your vehicle. Simply roll down your window and a staff member will be over to assist you. • Please begin practicing with your child how to unbuckle and buckle, and how to independently get in and out of the car. • Please be patient, safe, and understanding as we anticipate increased traffic. • Always drive slowly, be attentive and refrain from using your cell phone while driving though the carpool lane. • Please do not pass other vehicles and obey all speed limits. • Do not block the parking lot or car rider lane during arrival or dismissal. • To prevent accidents, please do not double-park and always park in a marked parking spot.
-----------------------------	---

Attendance

Student absences have a direct impact on a child’s ability to succeed. Fulton County Schools (FCS) recently underwent a policy revision **on** student attendance (Policy JB Attendance and JBD Absences and Excuses) that follows a tiered framework which includes an increase in parent/guardian notifications regardless if an absence is excused or unexcused. Preventative strategies and interventions will be put in place to encourage all students to be present and engaged in learning.

How is attendance determined at the elementary level?

Elementary School students’ attendance is taken within the first hour of the instructional day to record who is physically present. Students must be present for half of the instructional day to be marked present for the day.

What should I do if I think my child is going to be absent?

Notify your child’s teacher as soon as possible. Upon your child’s return, please send in a note/email explaining why your child was absent. All notes should be submitted as soon as possible or **within 5 days** of the absence.

The following must be included:

- Student Name
- Student FCS ID Number (lunch number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number
- Reason for excuse

<p>What Absences are Excused? (State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1)</p>	<ul style="list-style-type: none"> • Personal illness or when attendance in school would be detrimental to the health of the student or others (Please notify the clinic if your child had a contagious disease or an extended illness.) • A serious illness in the student’s immediate family necessitating absence from school • A death in the student’s family necessitating absence from school <ul style="list-style-type: none"> ◦ Student are excused for up to 4 days due to a death in the immediate family (parent, sibling, grandparent, or anyone else living in the student’s household) ◦ Students are excused for up to 2 days due to a death in the non-immediate family (any family member not included in the definition of immediate family) • Observance of religious holidays necessitating absence from school • Compliance with a court order or an order issued by a governmental agency mandating an absence from school • Visitation with an immediate family member who is on leave from or is being deployed to military service • Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.) • Compliance with an order for a pre-induction physical examination for service in the armed forces • An absence for registering to vote or participating as an active voter in a local, state, or federal election • A verified interview for college admission or a documented college visit • A specialized, supplemental, or extracurricular program/event • Other absences pre-approved by the principal (All preapproved absences must be submitted to the assistant principal in writing at least five school days prior to the absence. Student’s complete attendance record including excused, unexcused, disciplinary, or other absence types will be considered.) Click HERE for a link to the Pre-Approved Absence form. <p>It is the responsibility of the student’s parent or guardian to provide a note to the child’s classroom teacher within five days following an absence.</p>
<p>What Absences are Unexcused?</p>	<p>An absence that is not categorized as an excused absence above, or where a signed note was not provided to the child’s teacher within five days, will be marked as unexcused.</p>

	The following, non-exhaustive, list includes examples of unexcused absences: Bad weather, Missing the school bus, Car trouble, Shopping, Babysitting, Oversleeping
Late Arrivals & Early Checkouts	<p>Students are considered tardy if they are not inside the building when the bell rings at 7:40 a.m. Both excused and unexcused late arrivals hold the same weight.</p> <p>An early checkout is noted for any student who leaves school prior to the end of the school day, 2:20 p.m.</p>
Participating Remotely	<p>Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day by meeting asynchronous remote learning participation criteria as defined by the teacher.</p> <ul style="list-style-type: none"> To be marked present, work must be submitted within 2 days of the absence. Students may not use a remote learning day on a test day. <p>Parent/Guardian or student must notify the teacher in advance of the start of the instructional day in order to utilize a remote learning day. We ask parents to make this request at least 24 hours in advance, when possible, so teachers can provide students with assignments. Teachers may not see requests made the morning of instruction causing a delay in communication of assignments. Click HERE for a link to the Remote Participation Learning Request Form.</p>
Assigned Remote	Students can be designated as Assigned Remote by the district based on guidance from state/local health officials if they need to be placed in medical quarantine. These absences will not count against a student's attendance. Parents should communicate with teachers regarding assignments.
When will additional documentation be required?	<ul style="list-style-type: none"> After 3 consecutive absences, late arrivals, or early checkouts, a doctor's note may be required After 7 cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor's note may be required for any subsequent illness-related absences, late arrivals, or early checkouts (This excludes days accumulated during an Assigned Remote designation) If there is an on-going medical circumstance that requires a student to be absent, late, or checkout early from school frequently or intermittently, a doctor's note will be required to address medical concerns and need for absences In the event of a serious illness in the student's immediate family, schools may require students to present medical documentation regarding the family member upon return to school for validating the excused absence, tardy, or early checkout Preapproval of absences due to family events or other reasons must be sent 5 days in advance
Parent Communication	<p>Families will notice an increase in automatic parent notifications this year regarding student attendance, regardless of reasons for absences and communications with the school. This increase in communication is to ensure parents are aware of their child's cumulative attendance over time. At a minimum, the following methods will be used:</p> <ul style="list-style-type: none"> Robo calls and "check-in" emails sent from Infinite Campus for daily attendance After 3 consecutive unexcused absences <ul style="list-style-type: none"> Robo calls, automatic emails from Infinite Campus, Locate, Assess, and Connect Protocol implemented (with support from school social worker) After 5 cumulative unexcused absences <ul style="list-style-type: none"> automatic emails from Infinite Campus After 7 cumulative absences (regardless of the reason) <ul style="list-style-type: none"> automatic emails from Infinite Campus After 10 cumulative late arrivals or early checkouts (regardless of the reason) <ul style="list-style-type: none"> automatic emails from Infinite Campus
Make-up Work	<p>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.</p> <p>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.)</p>

If you need any additional information regarding the Fulton County attendance policy and procedures, please do not hesitate to contact our school social worker or our assistant principal.

Board Policy JBD: The Board supports enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. Parents should avoid scheduling or arranging activities that require absences during the school day due to the detrimental impact on the student's access to, and progress in, their educational program. Any child in the state of Georgia subject to compulsory attendance who during

the school calendar year has more than five (5) days of unexcused absences is considered truant (Georgia State Board of Education Rule 160-5-1-.10). Board Policy JD, Student Discipline, outlines consequences for failure to comply with this law.

Supervision Guidelines from the Department of Family and Child Services:

- Children under the age of 8 may never be left alone in self-care for any period of time, including walking home alone from the bus stop.
- Children between the ages of 9 and 12 may be left alone for brief periods of time (less than 2 hours). However, they may NOT be responsible for the care of younger siblings.

Medical Concerns

Prescription Medications:	In order for the clinic staff to administer prescription medications at school, an FCS Medication Authorization Form must be completed and signed by the parent <u>and</u> the ordering physician.
Over-the-counter Medication:	In order for the clinic staff to administer over-the-counter medications at school, an FCS Medication Authorization Form must be completed and signed by the parent. Handwritten notes from the parent cannot be accepted.
Medical Concerns:	It is critical to the health and safety of your child that medical concerns are communicated, and updates are provided to the teachers and clinic staff.

Forms are available on the Shakerag website, or in the clinic.

If a child is home sick, they should be fever-free and symptom-free, without medications, for at least 24 hours prior to returning to school.

Lunch/Forgotten Items

It is critical that students make sure they have all belongings in their backpacks prior to coming to school so we can limit the exchange of items. Only critical items, such as forgotten eyeglasses, should be brought to school.

We ask that parents send their children to school with their lunches. Lunches should not be dropped off daily.

Lunch Visitors

Due to limited space in our cafeteria and the need to continue to social distance to the best of our abilities, we will not be accepting lunch visitors at this time. Our hope is that we can begin to welcome back lunch visitors as soon as possible. We will continue to monitor conditions and communicate through Shark Bytes when this opportunity will become available.

Once we can welcome parents and visitors to join their student(s) for lunch in the cafeteria, the following guidelines should be observed:

- Please make sure you arrive on time and sign-in at the front desk to receive a visitor’s badge. Visitor’s badges must be worn and visible at all times. If you are early, please wait in the atrium for your child to arrive for lunch.
- 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 can purchase a meal. Once a meal is purchased, it cannot be returned. Students should not wait for their parents to bring a lunch for them in the event the parents are unable to make it.
- Visitors and their child will sit at the visitor’s table in the cafeteria near the stage. Students may not bring a friend to sit with them at the visitor’s table.
- When the lunch period is over, please say goodbye in the cafeteria and proceed to the front office to sign-out. **Please do not accompany your child to the classroom unless it has been pre-arranged with the teacher** so instructional time can continue.
- Due to safety concerns, all strollers must be left in the atrium outside the cafeteria.
- Visitors must 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 or purchase any food or drinks for any child other than your own.**
- We support our school nutrition program and thereby discourage **all outside vendor food** from being brought in during lunchtime. (I.e., Chick-fil-A, McDonald’s, etc....)
- Out of respect for student privacy, please refrain from taking pictures or videos in the cafeteria.

Please be mindful that lunchtime is not a time to talk with the teacher about your child’s progress. Please be sure to contact your child’s teacher to set-up a conference.

Visitors/Volunteers

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). Per Board Policy IFCD, all volunteers who will be working with students at the school must complete a bi-annual Volunteer Registration Application. Furthermore, school volunteers are mandated reporters

of abuse pursuant to OCGA 19-7-5. All persons interested in volunteering in the Fulton County School District must complete an application every two years, even if a person has completed an application in the past. To keep in compliance with State Law and best practices, we will require everyone to re-register/register **every two years.**

For the 2021-2022 school year, **if you did not complete the volunteer registration after June 1, 2020**, you will be required to register by completing the online volunteer registration/application process at least 24-48 hours PRIOR to volunteering at Shakerag. We recommend that you complete this process on a desktop or laptop computer, not a tablet device or phone. 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). 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!**