

# Spalding Drive Family Handbook

One community united in student growth and  
success



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# CONTACT INFORMATION:

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Spalding Drive Elementary	470-254-5880
Front Office – Michelle Broadbelt	
Spalding Drive Elementary – Fax line	470-254-4090
Jennifer Rosenthal, Principal	470-254-5880
Janet Arias, Assistant Principal	470-254-8842
Ken Stevenson, Counselor	470-254-8848
Lisa Jeffcoat, CST	470-254-8843
Krista Greenemeier, IST	470-254-8845
Jocelyn Bright, RTI/SST	470-254-8857
Monica Jones, Social Work	470-254-8854
Brenda Haralson, Data Clerk	470-254-8847
Joan Bruce, Principal’s Secretary/Bookkeeper	470-254-8846
Kefiann Benjamin, Cafeteria Manager	470-254-4068
Cindy Gray, Clinic	470-254-8850
Alexandra Bates, Zone 4 Superintendent	470-254-6804

## Whom To Contact

Curriculum Concerns:	(1st) Classroom Teacher (2nd) CST – <a href="mailto:jeffcoat@fultonschools.org">jeffcoat@fultonschools.org</a>
Discipline Concerns:	(1st) Classroom Teacher (2nd) Assistant Principal – <a href="mailto:walkerJA@fultonschools.org">walkerJA@fultonschools.org</a>
Bus Concerns:	Assistant Principal <a href="mailto:walkerJA@fultonschools.org">walkerJA@fultonschools.org</a>
Cafeteria Questions:	Cafeteria Manager <a href="mailto:benjamink@fultonschools.org">benjamink@fultonschools.org</a>
Records/Infinite Campus	Data Clerk <a href="mailto:haralsonb@fultonschools.org">haralsonb@fultonschools.org</a>
Medical Concerns:	Clinic Aide <a href="mailto:grayc@fultonschools.org">grayc@fultonschools.org</a>
General Information	Front Office <a href="mailto:broadbeltm@fultonschools.org">broadbeltm@fultonschools.org</a>
Transportation Changes	(1 <sup>st</sup> ) Classroom Teacher (2 <sup>nd</sup> ) Front Office Front Office <a href="mailto:broadbeltm@fultonschools.org">broadbeltm@fultonschools.org</a>

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# UNIFORM AND DRESS CODE:

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**Tops:** White, navy, or light blue collared shirts.

**Sweaters/Jackets:** Sweaters or jackets worn within the building must be white, navy, or light blue.

**Bottoms:** Navy, khaki, or plaid #76 slacks, shorts, dresses, or jumpers. Skirts, shorts, and dresses must be fingertip length. Leggings may only be worn underneath skirts and dresses. Jeans are only to be worn on our weekly Spirit Days and during free dress days.

**Spirit Days:** Spirit Days occur each Friday. Students may purchase spirit wear from the PTO website. Students may wear their uniform top with jeans.

**Free Dress Days:** Free dress days may be purchased through the PBIS school store or given to students as an incentive. During free dress days the expectation is to follow dress code. Spaghetti straps may not be worn, and no midriff may be showing.

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## ATTENDANCE

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***For detailed information regarding FCS attendance policies, see [Attendance Maters](#)***

Absence notes are required within 5 days of the absence. Handwritten/doctors notes are accepted on paper or can be emailed to the homeroom teacher and [Spaldingattendance@fultonschools.org](mailto:Spaldingattendance@fultonschools.org).

The following are considered excused absences:

Personal illness, severe illness of immediate family, death in the family, religious holidays, visitation of family on leave or being deployed by the military, important family events/celebrations of an immediate family member, and court orders mandating absences.

Because attendance is crucial, the following guidelines have been established by Fulton County Schools:

**3 consecutive** absences, late arrivals, early checkouts = doctor's note required

**7 absences/** 10 late arrivals, early checkouts= doctor's note required for all reasons going forward

Repeated tardies or early checkouts= residency verification

## Remote Learning Days

Students/families may formally request for students to take part in a remote learning day during days they do not attend face to face classes. Each student may have 5 remote learning days per semester. The link for requests: [Remote Learning Day Requests](#)

## Make-up Work

Parents requesting work for an extended absence should give the teachers 2 days to prepare the work. Major assessments will not be sent home. Make-up work for short-term absences will be provided upon the student's return. Please see our grading policy for more information.

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# ARRIVAL & DISMISSAL

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**\* Students may not be dropped off prior to 7:10. An adult must remain with the students until the building opens.**

## General Safety:

Parents may not enter the building or approach buses to take a child during dismissal. Our staff takes pride in knowing our families and ensuring that each child is going home safely with the appropriate adult.

***For the safety of our Tigers, parking within the lot during arrival or dismissal is strictly prohibited.***

Only families engaging in school business within the building may park in the lot during this time.

**Students may not cross the parking lot without an adult escort.**

## Change in Transportation

For the safety of students, please keep dismissal changes to a minimum. Parents must send a letter to the classroom teacher indicating any change in transportation by 10:00 a.m. For the children's' safety, **phone calls and emails to change dismissal plans are not accepted.**

Students will be sent home their "regular" way in the absence of a written request.

## Bus

Riding a school bus is a privilege contingent upon proper and courteous conduct.

Students may be subject to disciplinary procedures when bus safety rules are violated. These may include suspension from riding the bus.

**Kindergarten and 1<sup>st</sup> grade students must be met by an adult at the bus stop.** If no parent is present the child will be returned to Spalding Drive.

A student is NOT allowed to ride another student's bus without approval from the transportation department.

## Day Care Riders

Day care providers may pick up students for after school programming. Please alert the day care if your child will be absent.

## Car Riders

**Parking in the lot is prohibited during drop-off or pick-up.**

Parents will be assigned a number that must be displayed during pick-up. Adults without the number will be required to show ID in the front office before taking home a student.

Morning Carpool begins after all buses have unloaded. Please do not park in the bus lane before 7:10.

Afternoon carpool is busy and creates congestion in our neighborhood. Parents are asked to enter the parking lot by making a right-hand turn from West Spalding Drive. **You will not be permitted to make a left into the parking lot during the afternoon.** This is done to avoid blocking West Spalding Drive. All students must be picked up by 2:30. If you arrive after 2:30, you will need to enter the building and sign out your child.

## Walkers

Always use sidewalks, obey safety rules, and promptly enter or leave the school grounds. Parents must wait outside near the cafeteria to pick up their students. Parking on West Spalding Drive is not permitted during carpool hours.

## Early Check Out

Any student leaving before the regular dismissal time must be signed out through the office by a parent/legal guardian. **Please do not attempt to check your child out after 2:00 p.m.** If it is necessary for a student to dismiss early, please send a note to the student's teacher. **Please see "Attendance" for more information regarding early dismissals.**

## Emergencies/School Closings

Emergency announcements, including school closings, can be accessed on FCS website. Notifications are also sent via text and email. Maintaining updated phone numbers is critical. You may contact our Data Clerk or enter the Parent Portal to update this information.

In the event an emergency necessitates removing students from the school, the students will be evacuated to an alternate site. Please do not contact or come to the school. School telephones and personnel will be needed to follow emergency procedures.

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# DISCIPLINE

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## Student Code of Conduct

Students are expected to follow the Student Code of Conduct. The Code of Conduct is electronically sent to each parent at the beginning of the year. Hard copies are available upon request. *Failure to sign off on the Student Code of Conduct does not exempt a child from receiving their appropriate consequences in accordance with the Student Code of Conduct.*

**All students above 10 years of age and their parents, guardians, or other person having control or charge of the child is asked to sign acknowledging receipt of the Code of Conduct and Student Handbook.**

Student Code of Conduct can be viewed [Here](#).

## PBIS & PAWS

At SDE we utilize PBIS (Positive Behavior Interventions and Supports) school-wide to recognize students for following expectations and creating common school-wide systems. Students are rewarded with "points" for following expectations (PAWS Laws) in designated areas. Each quarter, students that earn the required points participate in a celebration. In addition, students can use points to purchase prizes from our prize cart. Prizes include items such as pencils, folders, and free dress passes to name a few. Be on the lookout for communications and updates regarding this program and ways in which you can support it.

PAWS LAWS				
	P Be Prepared	A Act Respectfully	W Work Together	S Stay Safe
Cafeteria	Have all necessary items before sitting down.	Use a quiet voice.	Clean up after yourself.	Walking feet and safe hands.
Hallway	Have materials ready before leaving your classroom.	Silent.	Walk on the gray line.	Walking feet and safe hands.
Playground	Dress appropriately for the weather.	Use kind words and actions.	Line up when called.	Use playground equipment appropriately and stay in designated area.
Restroom		Give privacy to others.	Keep the bathroom clean.	Wash and dry your hands.
Dismissal (Car and Bus)	Have all your belongings.	Listen to the directions of the adults.	Know your carpool number or bus color.	Walking feet.

### Minor Referral or “Classroom Referral”

Teachers may choose to use a Minor Referral to communicate with students and families when a child is engaging in minor misconduct. It is suggested that after three Minor Referrals a Major Referral may be completed as behaviors are becoming repetitive. However, this is at the teacher's discretion, and a Major referral may be used when deemed appropriate in accordance to FCS policy. Please refer to the FCS Code of Conduct for more information.

### Major Referral or “Office Referral”

Students are given a Major Referral if they have received three or more short forms for violating the Code of Conduct, or for other more serious or chronic offenses such as, but not limited to physical aggression, inappropriate language, threats, technology violations, repeated classroom disruptions. Once the Principal or designee receives a Major Referral, we are required to investigate it, proceed with appropriate consequences, and notify the parents.

## Investigations:

In accordance with FCS policy, the school will not notify the parents prior to the principal or designee speaking to the child or investigating a matter. To maintain the fidelity of the information, the school is not required to, nor will they, have parents participate in an investigation.

## Cell Phones/Electronic Devices

**Fulton County Schools prohibits the use of cell phones in elementary schools.** We highly discourage sending your child to school with a cell phone. If a child does have a cell phone, they must remain silent and inside backpacks. If a device is used without explicit teacher consent, it will result in a Major Referral. A legal guardian will be required to come to school and pick up the device.

## Technology

We are fortunate at Spalding Drive to have numerous electronic devices to be used for learning. Children are expected to use all computers, software, and other devices appropriately. This includes internet access. Students misusing these items may receive a discipline referral and privileges revoked. Any damage to school devices will result in fines up to \$250.00 as defined by the district. Please review the Code of Conduct for further detailed information regarding technology.

## Toys/Contraband Material

Toys should not be sent to school. Toys, electronic devices, spinners, and cards will be confiscated by the teacher. Repeated offenses could result in further disciplinary action.

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# SNACKS & LUNCH

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The cafeteria will serve breakfast and lunch for those who wish to participate. Breakfast will be served from 7:10 A.M. - 7:35 A.M.



## Menus

Menus are located online. Parents are welcome to eat lunch in the cafeteria with their children during their regularly scheduled lunchtime on the stage when available. Parents may only purchase food for their child, not other classmates, due to dietary and allergy reasons. After lunch we ask that parents say good-bye in the cafeteria rather than escorting students back to their classrooms. **Food from outside businesses may not be eaten in the cafeteria. Families may not have meals delivered to students at the school at any point in the school day.**

## Purchasing Meals

You may pay for lunches and breakfasts daily or you may prepay a month in advance using [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Students who forget their lunch money may request one charge and should pay the charge the following school day.

**General Accounts:** Allows students to purchase any items, including snacks.

**Meals Accounts:** Allows students to purchase breakfast and lunch only, no snacks.

Breakfast		Lunch	
Elementary School Student	\$1.10	Elementary School Student	\$2.45
Middle School Student	\$1.25	Middle School Student	\$2.70
High School Student	\$1.25	High School Student	\$2.70
Reduced Price	\$0.30	Reduced Price	\$0.40
All Adults	\$2.75	All Adults	\$4.75
Milk	\$0.75	Milk	\$0.75

At Elementary and Middle Schools, the meal price includes up to 1 entrée, 1 fruit side, up to 2 vegetable sides, and 1 milk choice.

**Free & Reduced Meal Applications are available in the cafeteria and anytime online beginning August 1, 2023. Visit [www.fulton.schoollunchapp.com](http://www.fulton.schoollunchapp.com) to begin the online application process.**

Read the district policy for [Student Fines, Fees and Charges here](#).

Read the procedure for [Payment for Meals and Meal Charges here](#).

## Purchase of Snack Items

Students are allowed to purchase only one snack item each day. Ice cream treats are sold on Fridays only. These items must be paid for in cash, or if using an online account, money must be present in the “General Account.” Money will not be taken from a child’s “Meal Account” for snacks or ice cream.

## Snacks

Students may bring nutritious snacks for break time. The following items are not allowed at Spalding Drive as snack items: any kind of candy, cakes, sodas, and gum.

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# STUDENT HEALTH

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## Clinic

Our clinic is not staffed or equipped for serious injury or illness. When a student requires more than first aid, we will contact parents by using the information given to us on the student enrollment form, completed at time of registration.

## Emergency Information

It is essential that student records be kept up to date. Please notify the Data Clerk immediately of any change in address, numbers, and emergency contacts. Parents can easily update information using the Infinite Campus Parent Portal.

## Medication

If possible, all medications should be taken at home rather than at school. However, if medications must be taken at school in order to allow a student to attend, forms entitled “Authorization Prescription Medication” and “Authorization - Non-Prescription Medication” must be completed. The medicine, in the original container along with the instruction and authorization form, must be taken to the school clinic for central storage. Under no circumstances can medication, prescription or non-prescription, be kept by a student or shown to other students.

## Student Illness

Students with a fever, diarrhea, vomiting, or Covid symptoms should not come to school. Children that are ill will need to be picked up from the school and may not return until fever-free for 24 hours.

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# CELEBRATIONS & EVENTS

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## Birthdays

**Families are not allowed to send treats, balloons, or flowers for their child's birthday.** Treats may be purchased from the cafeteria to help celebrate. Please reach out to our cafeteria manager, or see our website, for more details.

## School Parties

Two parties are allowed for each class during the school year: one in December and one at the end of the year in May. These parties are organized by Room Parents. **No other parties, including individual birthdays, are to be held during the instructional day to comply with state-mandated instructional hours.**

## Student Performances during School Hours

Spalding Drive provides many opportunities for students to perform and/or make formal presentations throughout the year. Parents are encouraged and welcomed to attend. **However, in order to protect valuable instructional time, SDE siblings of the students are not allowed to be pulled from class to attend these events.**

## Field Trips

Field trips are planned throughout the year to complement classroom instruction. Permission forms must be signed by parents for students to participate. In many cases, the space is limited and only a certain number of chaperones, including teachers, may attend. Parents that are not chaperoning may not meet the class at the location.

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# PARENT INVOLVEMENT & VISITORS

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## PTO

SDE's Parent Teacher Organization consists of parents, teachers and staff. The goal is to support our schools, encourage parent involvement, support teachers, and organize family events. The PTO board oversees dozens of events, programs and functions at Spalding. Please join our PTO. There are plenty of opportunities to be involved. The PTO is vital to the success of our school.

## School Governance Council

The Spalding Drive SGC is a governing body made up of parents, school staff, and community members who agree to take a leadership role in the management of their school. There are five elected positions, three of which are chosen and filled by parents/guardians with children enrolled at the school. The two remaining elected positions are chosen by school employees and filled by teachers at the school. In addition to the five elected positions, there are several non-elected positions on the SGC made up of community members, school-based employees, and the school's Principal (non-voting).

## Volunteers

Volunteer services afford the school the opportunity to keep costs to a minimum, to provide extended programs and to set positive examples for students. Volunteer services may be performed at home, in the classroom, at school during the week or weekend or at off campus school activities. Because younger siblings can be distracting to the learning environment, parents are not allowed to bring them into the classroom for volunteer events.

## Visitors & Observations

All visitors to the school are required to sign in at the office and wear a "VISITOR" badge while in the building. Parents may observe their child's classroom. Out of courtesy to the teacher, (FCBOE policy) we ask that this be scheduled at least 24 hours in advance through the school office. A classroom observation should not last more than one class period (45 minutes) and a member of the administrative team will accompany the visitor.

# Spalding Drive Academics Manual

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# STUDENT SUPPORTS

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## Early Intervention Program (EIP)

EIP is an early intervention program taught in the regular classroom setting and in pullout groups. It is designed for kindergarten - fifth grade students in the areas of reading and mathematics.

## English Language Learners (ELL)

ESOL is a program designed for students whose native language is not English. It is designed to assist students in learning the English language.

## Guidance and Counseling

A counselor is available to provide individual or small group counseling for children. S/he also provides classroom guidance lessons on a regular schedule. Our counselor is also available to assist parents in understanding children and in developing strategies essential for constructive child rearing.

## Services for Exceptional Children

Services are provided for exceptional students in resource, self-contained and team-taught models. Eligibility consideration is through the SST process. Children placed in these programs must meet state criteria. All program placement is based on a referral process, individual evaluation, and parent consent.

## Social Worker

A social worker is available to assist with situations that may involve the home such as attendance, tardiness, personal needs and family concerns.

## RtI/Student Support Team (SST)

RtI (Response to Intervention)/SST is a committee that focuses on prevention and intervention for students who may need additional instructional, and /or behavioral strategies to help them succeed. Parents are an integral part of this team. This process can be initiated by teachers and/or parents.

## Talented and Gifted

The Talented and Gifted (TAG) program provides enriching learning experiences for the intellectually advanced and exceptionally creative student based on program eligibility. Each year all children are screened to determine potential eligibility. Students entering TAG are assigned one day a week to participate in all day TAG classes.

## Continuous Achievement

Continuous achievement allows each student to progress through school at his/her own individual rate in reading and mathematics. Instruction is presented in steps of sequential skills called levels. At a given grade, students may be learning content from several continuous achievement levels, determined by the child's instructional needs.

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# GRADING

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The Fulton County Board of Education has revised the grading policies and procedures for the upcoming school year. Please click on the links below to learn more about our new grading practices:

[Elementary Grading Policy](#)

[2022 Grading Infographic](#)

[Recovery Flowchart.pdf](#)

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# DISCRETIONARY ITEMS

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The following items are discretionary. All the Sandy Springs Elementary Schools and the Zone 4 Superintendent agreed upon the following guidelines.

## Missing/Late Work:

Students will not be deducted points for missing or late work. An “I” will be used as a placeholder until work is completed. Students have the semester to turn in late or missing work. Every effort by the teacher should be made to ensure that students complete the work. At the end of the semester, a 50% (failing grade) may be given for any work not completed after several attempts have been made.

## Maximum/Minimum Grades

Zone 4 will adhere to the required minimums per category. Maximums will not be set.

## Homework

Homework may be given but will not be graded for accuracy or used for participation grade.

K & 1 <sup>st</sup>	10-20 minutes
2 <sup>nd</sup>	20-30 minutes
3 <sup>rd</sup>	30-40 minutes
4 <sup>th</sup>	40-50 minutes
5 <sup>th</sup>	50-60 minutes

The main purpose of homework is applied practice of work that has been taught in the classroom by the teacher.

## Unit Assessments

Grades 3-5 Unit Assessments will count as a major grade

Grades K-2 Unit Assessments will count as a major grade when available.



