

Spalding Drive Elementary

Family Handbook

22-23



Spalding Drive Elementary School
130 W. Spalding Drive
Atlanta, GA. 30328
470-254-5880
470-254-4090 Fax

School hours: 7:40 AM - 2:20 PM
Students may report to class beginning at 7:10 AM
Dismissal to buses is at 2:20 pm
Car riders & walkers are dismissed after buses depart

MISSION STATEMENT

Spalding Drive – Committed to providing an excellent education with the belief and expectation that all students will learn, achieve, and succeed.

SCHOOL COLORS

Blue and Orange

SCHOOL MASCOT

Tiger

UNIFORM AND DRESS CODE

Tops: White, navy, or light blue collared shirts. (Shirts worn under a collared shirt must be one of the uniform colors. Collared shirts must have at least five fingers of shoulder fabric width.)

Sweaters/Jackets: Sweaters or jackets worn within the building must be white, navy, or light blue. Hoodies or active wear jackets with logos and not in uniform color will not be permitted.

Bottoms: Navy or khaki slacks, skorts, dresses, jumpers, or shorts (no denim or black slacks/shorts allowed). Plaid #76 is also allowed for skirts, jumpers, and skorts.

*Sock color is not required to be in line with uniform colors, however, leggings and tights must be in line with uniform colors. No open toe or open heel shoes will be allowed.

Spirit Wear: Spirit wear will be sold through the PTO and will be allowed to be worn on Fridays.

Uniform Compliance:

Students will be given two written warnings when not in Uniform. Any offense after that will result in a Major Office Referral and the appropriate consequences as defined by the Student Code of Conduct.

ATTENDANCE

For students in Fulton County Schools to learn and achieve, it is critical that they attend and engage in the learning process. Student absences, whether excused or unexcused, impact a child's ability to succeed in school.

Excused Absences

- Personal illness or attendance harmful to the health of the students
- Court order or an order by a governmental agency mandating an absence
- Serious illness in the student's immediate family
- A death in the student's family
- Observance of religious holiday
- Visitation with a family member on leave from military service or is being deployed
- Important family events/celebrations for an immediate family member
- Other absences pre-approved by the principal

Documenting Illness or the Illness of Family Members:

- After 3 consecutive absences, late arrivals, or early checkouts a doctor's note will be required
- After 7 cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor's note will be required for any subsequent illness-related absences, late arrivals or early checkouts
- Any student who accumulates 7 or more days in a given school year for any reason, will be required to provide additional documentation (doctor's note, court order, etc.) for any subsequent absence, whether that absence be excused or unexcused. 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

Excused Absence Allowances for a Death in the Family:

- Four days for immediate family (parent, sibling, grandparent, or anyone else living in the student's household)
- Two days for non-immediate family (any family member not included in the definition of immediate family)

Documentation Requirements

Documentation must be provided within five days of returning to school for an absence to be excused. Parents and/or guardians may send an email or handwritten note to the school to document a student absence.

Family Events and Pre-Approved Absences

Students/families must formally request for students to be absent for family events or other pre-approved absences. **These requests should made to the principal five school days in advance of the absence.**

Make-up Work

Parents requesting work for an extended absence should give the teachers 2 days to prepare the work. However, availability of make-up work prior to an absence will be provided at the discretion of the teacher. 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.

ARRIVAL AND DISMISSAL INFORMATION

*** 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 1st 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 principal or his designee. **A written request must be submitted to Assistant Principal by 10:00 AM.**

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.

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 and School Closings

To access you in case of an emergency, **please maintain updated phone numbers.** You can change your number by calling the school or entering the Parent Portal from your cellphone/computer and updating your information.

If a decision is made to close school due to inclement weather or an emergency, local television and radio stations will broadcast this information. Radio Station WSB (750 AM) will broadcast emergency closings or early school dismissals. You will also receive information via email, phone, and text.

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.

DISCIPLINE

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**

	 Be Prepared	 Act Respectfully	 Work Together	 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. 

Discipline Forms

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 and 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.

<i>INSTRUCTIONAL PROGRAM</i>

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.

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.

Georgia Standards of Excellence (GSE)

GSE standards focus on skills the students must be able to demonstrate through end of unit Performance Assessments, rubrics, checklists and teacher feedback. Self-evaluations are key components. To view the GSE standards, go to <https://www.georgiastandards.org>.

Grading

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](#)

Discretionary Items- Zone 4

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 st	10-20 minutes
2 nd	20-30 minutes
3 rd	30-40 minutes
4 th	40-50 minutes
5 th	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.

STUDENT SUPPORTS

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.

COMMUNICATION

Open communication between parents and the school is crucial. We encourage parents to contact the classroom teacher regarding any questions or concerns they may have.

Conferences

A parent and teacher conference is scheduled for the first semester of the school year, and an additional conference will be scheduled in the second semester if there is a need. Parents may be asked to attend additional conferences at the request of the teacher or administration. Parents may also request additional conferences. Conference dates and times should be arranged with the appropriate teacher(s) via phone, email, or written request. Parents should not hold a “mini” parent conference during classroom events such as parties, centers, or musicals.

Parent – Teacher Communication

It is the administration’s expectation that all phone calls, emails and parents’ notes will receive a response within 24 hours except over holidays and weekends.

Work Samples

Samples of work are sent home each Monday to keep parents updated on their child’s progress.

These papers should be signed and returned so the teacher will know that parents have seen them. These papers along with other communications will be sent home on Mondays.

Newsletters

A joint PTO/Principal newsletter called “Tiger Connection” will be sent home electronically weekly giving general school and PTO information. Teachers will communicate weekly with families. Additionally, PTO and the school will send out messages as needed.

CAFETERIA

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

Monthly menus are online. Parents are welcome to eat lunch in the cafeteria with their children during their regularly scheduled lunchtime on the stage when available. We ask parents to 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 may 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.

Paying for Meals

You may pay for lunches and breakfasts daily or you may prepay for up to one month in advance using www.mypaymentsplus.com. Students who forget their lunch money may request one charge and should pay the charge the following school day.

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	\$2.00	All Adults	\$4.00
Milk	\$0.75	Milk	\$0.75

**Students may purchase extra milk for \$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, 2022. Visit www.fulton.schoollunchapp.com to begin the online application process.

Purchase of Snack Items

Students are allowed to purchase only one snack item each day. Ice cream treats are sold on Fridays only.

Snacks

Students may bring nutritious snacks for break time (i.e. fresh fruit, granola bars, cheese, peanut butter and crackers, pretzels, vegetables, raisins, popcorn and goldfish). The following items are not allowed at Spalding Drive as snack items: any kind of candy, cakes, sodas, and gum.

CLINIC, MEDICATION, ACCIDENTS

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 school office immediately in writing 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

MISCELLANEOUS

After-School Programs

There are many after-school programs at Spalding Drive Elementary. Please check our website for a current, up-to-date list of programs.

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.

Lost and Found

Lost articles may be claimed in the clinic hallway. Items will be held for 30 days. Articles that are not claimed will be donated to Sandy Springs/North Fulton County charitable organizations. All clothing, lunch boxes and personal items should be clearly marked with the student's name to avoid loss.

School Parties

Two **one-hour** 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.**

PARENT INVOLVEMENT

PTO

The Parent Teacher Organization is an organization that consists of parents, teachers and staff that is intended to facilitate parental participation at Spalding. The goal of all parent-teacher groups is to support their schools, encourage parent involvement, support teachers, and organize family events. The PTO board and supporting committees oversees dozens of events, programs and support functions at Spalding.

PTO membership at Spalding is highly recommended for all families, teachers and staff. All donations are tax deductible. Every person who joins Spalding's PTO automatically becomes a member of both the state and National PTOs. The PTO always welcomes support both monetarily and through volunteer hours. 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

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.

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

Important Phone Numbers

Spalding Drive Elementary	470-254-5880
Spalding Drive Elementary – Fax line	470-254-4090
Jennifer Rosenthal, Principal	470-254-5880
Janet Arias, Asst. Principal	470-254-8842
Ken Stevenson, Counselor	470-254-8848
Lisa Jeffcoat, CST	470-254-8843
Krista Greenemeier, IST	470-254-8845
Brenda Haralson, Data Clerk	470-254-8847

Joan Bruce, Principal's Secretary
Cindy Gray, Clinic

470-254-8846
470-254-8850

Eric Hollinhead, Zone 4 Director

470-254 -6804