

Cliffondale Elementary School Parent & Student Handbook 2022-2023



Dear Parents and Students,

Welcome to Cliffondale Elementary School. We are delighted that you have joined our school for the 2022-2023 school year. It is our hope to continue to offer one of the finest curriculums in the state. We would like to make certain that procedures are in place that will unify us and strengthen our community bond. Please utilize the information contained within this handbook to become familiar with the expectations at Cliffondale Elementary School.

Sincerely,

A. Nicole Canty, Principal
cantya@fultonschools.org

3340 West Stubbs Road
College Park, Georgia 30349
School Hours - 7:40 a.m. – 2:20 p.m.
Office hours – 7:10 a.m. – 4:00 p.m.
Phone (470) 254-4070 Fax (470) 254-4077
<http://schools.fultonschools.org/es/cliffondale>

ARRIVAL/DISMISSAL PROCEDURES

*School hours are 7:40 a.m. to 2:20 p.m. Please be mindful that staff supervision begins at 7:10 and that students should not arrive before this time.

Bus Transportation

All students are encouraged to ride the buses provided by the Fulton County School System. Riding the bus is a privilege and proper bus conduct is expected. Student safety is our priority and students who fail to comply with guidelines are subject to disciplinary procedures as identified in the Student Discipline Handbook. Students must board and exit only at their designated bus stops. In cases of emergency or for childcare reasons only, the Administrative Team and/or South Fulton Transportation may grant permission to ride another bus or change stops. Upon approval, a “change of transportation” form will be given to the bus driver by the student. Permission for a child to ride a different bus and/or to be let off at a different stop is considered only in special circumstances concerning childcare or family emergencies and must be administratively approved. Parents are not permitted to enter school buses, engage in confrontations at the bus stop, smoke or drink at the bus stop, engage in disciplinary conversations with other people’s children, etc. All issues should be addressed through the school.

Car Transportation (Front of school only)

- Carpool numbers will be available at the Front Desk. Parents are requested to place the number in the lower right hand side of the windshield. **Students will be dismissed by carpool numbers.** If you are sharing driving with another family, you will need to maintain the same number. This procedure will require patience and cooperation from all parties.
- **Students will not be released via walk up during car rider dismissal. Parents/guardians must remain in the car while in the car rider line during dismissal.**
- Staff members supervise carpool lines 25 minutes before the morning bell and 20 minutes after the afternoon bell. **Students picked up after 2:45 will need to be signed out at the front office.**

- **A social worker referral will be made for students with 3 or more late pick-ups.**
- To ensure student safety, parents are to follow traffic patterns and directions of staff members. Parents should also form a single line in the loading/unloading area.
- Students must exit on the curb side of the vehicle and may not enter or exit the car until the car has reached the sidewalk.
- **Parents should not drop off students anywhere on campus other than the carpool area (including the bus lanes, lower parking lot, or street entrances).**
- **Parents may not drop-off students in the parking lot. You must escort your child to the front doors. Please remember that carpool will be slower the first two weeks of school. Remaining in your car as opposed to parking and walking students to the doors will also speed up the carpool process. Due to safety precautions, parents are not allowed to enter the building from 2:00 p.m.-2:35 p.m.**

Checkout / Irregular Departure

- Students may be checked out early by a parent or legal guardian when necessary. Parents will be required to provide picture identification during this process. Students being checked out will be called to the office to meet their parent. Please note that parents are not allowed to go to classrooms to retrieve their children during instructional time. **All checkouts should be completed prior to**
- **2:00 p.m. Checkouts will not be permitted after this time due to potential interference with afternoon dismissal procedures.**
- If a student is not to go home in the usual manner, the student must show a “change of transportation” form to the classroom teacher from the student’s parent or legal guardian on or before the date of the irregular departure. Change of transportation forms are available in the office and may be kept at home to use throughout the year. Change of transportation forms are collected from teachers by 10:30 a.m. each day. Therefore, forms received after 10:30 a.m. are at risk of not being communicated effectively to ensure proper dismissal procedures.
- **All transportation changes must be in writing.** “Call-in” changes to student dismissal plans are discouraged except for cases of extreme emergency. You will need to speak

with an administrator or school official to have a call- in request honored.

- If it is necessary for a student to leave school early, discuss this with the student and send a “change of transportation” form to the teacher. Any student leaving before the regular dismissal time must be signed out through the main office by a parent, legal guardian or parental designee. Students will not be released from school at any unscheduled time without a written explanation of the reason from a parent or legal guardian.

ATTENDANCE

Absences

Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational and social experiences. To maximize instructional opportunities, regular attendance is encouraged.

1. **Excused Absences:** The Georgia Board of Education states that students may be temporarily excused from school for personal illness, serious illness or a death in the immediate family, recognized religious holidays observed by one’s faith, absences mandated by government agencies or conditions which render school attendance impossible or hazardous to one’s safety. An excuse must be provided within three (3) days of the students return to school to be recorded as an excused absence. Students must be in attendance at least one-half of the school day (3.5 hours) to be counted present. Upon return to school, the student must present the teacher with a specific written excuse for the absence. The teacher and/ or school social worker will monitor absences, both excused and unexcused, after five (5) have been accumulated.
2. **Unexcused Absences:** An unexcused absence is any absence not covered in the definition above. A student accompanying a family member on a business trip or vacation during the regular school calendar is unexcused. When a student accumulates three (3) unexcused absences, the teacher will contact the parent. When five (5) are accumulated, a referral will be made to the school social worker.
3. **Make-up work due to absence:** Parents may request make-up work on the second day of an absence by calling the school before 9:00 a.m. Requested assignments may be picked up in the school office after 2:35 p.m. or sent home with another student as designated by the parent. When students are absent for unexcused reasons, the teacher will make a list of all important work missed and give it to the student upon return to school with a deadline for completion. Make-up work submitted after the deadline will be given partial credit to no credit depending on the date submitted.
4. **Tardiness:** The student is responsible for being at school on time, unless the tardy is due to a late bus. When a student is late, the student misses important classroom instruction and creates a distraction to other students when entering the classroom. Parents must accompany tardy students into the office and sign them in; however, parents will not be allowed to escort students to the classroom after the tardy bell. A student who is tardy five times during twenty consecutive school days without a satisfactory excuse will be referred to the school social worker/visiting teacher.

AWARDS DAY

Students are recognized for the academic accomplishments twice a year, in January for the first semester and May for second semester. Students receive awards for the following:

- Principal’s Award: student earned a semester grade of A in all academic areas

- Honor Roll: student earned all As and Bs in all academic areas
- Academic Improvement: student improved significantly in one or more academic areas
- Strivers: student who worked hard towards mastering standards and have overall satisfactory behavior
- Citizenship: student who has all Ss in conduct by consistently demonstrating the Mustang MUST
- Perfect Attendance: student has attended school all year
- Outstanding Attendance: student with 1-3 absences
- Student of the Year: student consistently demonstrates superior performance in academics, citizenship, and attendance

BIRTHDAYS

We may recognize children and staff birthdays during morning announcements. Parents or students are not permitted to bring cupcakes, etc. to school to celebrate individual birthdays. Students are asked not to distribute birthday invitations at school and staff should not permit distribution of birthday invitations at any time. Student birthday parties with balloons and favors are not permitted in the classroom or school at any time. Parents may bring (1) prepackaged, store-bought healthy snack during the students’ scheduled lunch block to celebrate a birthday. The snack should be consumed in the cafeteria. Healthy snacks include fruit popsicles, veggies, or fruit. Cookies, cupcakes, and ice cream are not acceptable.

CAFETERIA INFORMATION

Breakfast

Breakfast is the most important meal of the day, so let’s make sure that every child begins the day with the appropriate energy and focus to learn. Students are welcome to take part in breakfast from 7:10 a.m.– 7:35 a.m. daily. As a Title I school, breakfast will be free for all students if 65% of our students are classified as free and reduced lunch. Breakfast will be eaten in the classrooms.

Lunch

The cost for lunch is \$2.35 for full priced lunch and \$.40 for reduced priced lunch. Families meeting specified income requirements may be eligible for free or reduced priced meals and can apply for this program through applications made available during Open House or online at www.fulton.schoollunchapp.com. Please note that only one application should be completed per household and that the application should be returned by the youngest school aged member of the household. **Parents are encouraged to complete the applications online and not at the school.** Please review the process listed below:

Application Process

- Parents/guardians must complete one application per household indicating the school attended for each student.
- The application should be returned to the school cafeteria manager of the youngest student or completed online.
- **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 or for 30 school days.
- The approval process will be completed within 2-3 weeks.
- Students will begin to receive charges for lunch after the 30th day.
- All unpaid charges will be applied to the student account and may result in the holding of report cards at the end of

the school term.

Contact Information

Please direct all questions regarding student accounts and application processing directly to the cafeteria manager, Mr. Asher Keeney, at 470-254-4078.

Elementary School Students will be allowed to charge breakfast and lunch meals for a maximum of three (3) days to their account after the balance reaches zero. Once a student has charged those three days, he/she will not be allowed to charge, however he/she will be offered a designated menu alternate. Extra sale items may not be charged.

Parents are welcome to eat lunch with their children at the regular scheduled lunchtime. Parents must obtain a visitor's pass from the main office. If you would like to purchase a school lunch, the cost is \$3.45 for adults. You may bring your child a lunch of your choosing. However, outside restaurant packaging is not allowed in the cafeteria but you may choose to place items in a different container or have lunch in another designated area with your child.

Due to the safety of all students and to avoid any allergic reactions, parents/guests may not bring or share any snacks or food items of any kind with other students.

CELL PHONES

Elementary school students are allowed to use cellular devices during classroom instruction when teachers request students bring technology to class. All requests will be communicated by the teacher to the parent using the agenda, phone call, email, and/or the normal means to which parent contact is made. Cell phones should not be displayed in class when it is not utilized to enhance instruction. A disciplinary consequence may be assigned, and parents will be contacted to pick-up the device if students violate the FCS Code of Conduct relative to phone usage.

CHANGE OF ADDRESS/ PHONE NUMBER OR CONTACT

We must keep accurate records in case of an emergency. Please send a note or request a student information update form and send it to the front office indicating any changes in address, phone numbers (home, cell, or office), or emergency contact as soon as possible. Please note that for address changes, we will need an updated item from the approved list (lease, utility bill, bank statement, etc.) to verify proof of residence.

CLINIC

Student health and safety are our priority at Clifftondale. Our clinic aide provides care to students with temporary illnesses and/or emergencies until the student is able to return to class or picked by a parent or guardian. Standard first aid procedures are followed in routine matters. Parents will be notified to pick up sick children that are unable to return to class. If the parent or legal guardian cannot be contacted, and the principal determines that additional medical care is warranted, an ambulance will be called to transport the student to the nearest medical facility. A faculty or staff member will accompany the student to the medical facility.

Please keep the school informed about allergies, diseases, or other medical conditions that your child may have or to which your child may have been exposed to including Influenza (Flu) and the Corona Virus (COVID-19). Please note that if your child has a contagious condition, including, but not limited to, diarrhea, vomiting, fever, pink eye or head lice, he/she should remain at home. **Children should be fever-free for 24 hours before returning to school.** The school may request that you provide a doctor's note before allowing the child to return to school.

The clinic must have a written record of your child's medical condition and specific instructions for their care. If your child requires daily medication, he or she must come to the clinic for the medication to be dispensed. Written authorization is required to administer any kind of medication to a student. Forms for maybe retrieved from the school's clinic. Completed forms should be submitted to the clinic or front office.

COMMUNICATION

- Some form of communication will go back and forth between home and school daily as an attempt to keep daily lines of communication open and ongoing.
- Each Thursday, students bring home a "VIP" (very important papers) packet. This packet will include work samples and other important correspondence. VIP parent signature sheets should be signed and the packet returned to the teacher on Friday.
- Phone calls, school newsletters, email, report cards, classroom newsletters, and the school website will also be used to communicate with parents. Please allow staff 24-48 hours to return phone calls and emails.
- **All problems should be dealt with at the lowest level of resolution.** Parents should begin by speaking with or conferencing with the person who can provide the most information. If not satisfied with the response, parents may schedule a conference or speak with the Curriculum Support Teacher, Counselor, Assistant Principal or Principal. Administrative staff will direct parents to contact the teacher or staff member to discuss the problem prior to intervening.
- Parents are encouraged to utilize the home access center within our student information system. This system is called Infinite Campus and allows parents to access real time data regarding grades, test scores, attendance, and discipline. Please log on to www.fultonschools.org and follow the parent link to register for this service. Passwords for this service are issued by the data clerk and the parent liaison.

CLASS PLACEMENT

The school makes every effort to ensure student placement in a class where he/she will thrive and receive a quality education. Any concerns regarding student placement should be directed to the principal in writing. While we welcome your input about your student's individual needs, we remind you that your comments are one of many factors considered when assigning a student to a classroom. When forming classes, the final decision on class placement will reside with the school. Please note that classroom assignment changes are only made when there are extenuating circumstances. All class assignments are tentative the first ten days of school. Occasionally, in order to meet state class guidelines, new classes need to be formed or existing classes need to be collapsed requiring the reassignment of students to a new teacher. We will make every effort to ensure that such transitions are smooth.

CONFERENCES

Parent-teacher conferences are an integral part of reporting student progress. Our reporting system emphasizes a close relationship between the home and school. With parents as school partners, conferences are scheduled to share information and plan a more effective educational program to meet the needs of the student. A parent-teacher conference is scheduled during October and additional conferences may be scheduled as necessary. Teachers will not be permitted to conference with parents during instructional time. Teachers are available to conference on Monday, Thursday, and Friday after school and during their planning time when professional learning is not scheduled. Teachers are available to conference with parents before school at the teacher's discretion.

CONTINUOUS ACHIEVEMENT

Fulton County Board of Education supports our vision that each child should be given the opportunity to reach his or her full potential. To that end, our continuous achievement framework for advancement allows each child to progress in language arts and math at his or her appropriate instructional pace and depth, expanding and compacting the curriculum as appropriate. The framework is implemented in all elementary and middle schools and includes a process for advancement in the current grade level and an acceleration process which allows a student to advance above grade level.

Each student in grades 1-8 language arts will be placed in an on-level, advanced, or accelerated curriculum. Each student in grades K- 5 mathematics will be placed in a semester-based curriculum. Students are placed in the appropriate curriculum based on performance on system-level diagnostic assessments, standardized test data, student grades, and teacher recommendation. Recommendations concerning instructional placement and progress of students shall be the responsibility of the local school teacher and other professional staff directly involved with the student.

While no child will be placed below his or her current grade level, there will be no artificial barrier to moving ahead. Provisions will be provided for parents of students not recommended for advancement to request a waiver for their student to be placed beyond the on-level curriculum in language arts and/or mathematics. Teachers are not expected to provide direct instruction for pre-requisite standards that have been waived.

Student performance and placement should be reviewed every 18 weeks to determine if the placement level continues to be appropriate in meeting the student's learning needs. On-level students will be considered for continued placement or advancement. Advanced and accelerated students will be considered for continued placement, further acceleration, or a return to on-level placement.

Reference: [Operating Guidelines IFD - Continuous Achievement](#)

COUNSELING

Guidance services are available to every student in the school. Guidance counselors promote assistance with educational planning, interpretation of test scores, occupational information, study skills, school and/or social concerns. Counselors provide monthly classroom guidance lessons to each classroom. In addition, counselors provide parent training as well as short-term individual and small group counseling for students.

CURRICULUM

Students are taught utilizing the K-5 curriculum standards outlined by the state of Georgia (www.Georgiastandards.org). Students receive on-grade level instruction in reading, language arts, math, science, and social studies. Students who show mastery of on-grade level standards in reading and/or math within the classroom and have an 80% or better on various other district-based tests, can be assessed to determine if they qualify for advancement or acceleration in reading and/or math. The criteria for advancement requires an 80% or higher on the semester one test for a grade above the student's current grade level. Students who demonstrate 80% or higher on semester one and semester two at a grade level above the current grade will be a candidate for acceleration. Students will be assessed for advancement and/or acceleration at the end of the first 18 weeks of school as well as at the end of the second semester of school. Parents will be notified if students meet the criteria for advancement or acceleration in reading and math.

DISCIPLINE

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive and without disruptive behavior by any student infringing upon the rights of others. **(THIS INCLUDES BUS SAFETY.)** Infractions of bus rules will impact the school responsibility cycle as well as any additional consequences on the bus. Please refer to the Fulton County Student Discipline Handbook for additional information regarding school discipline. All families will be provided with an electronic copy of the FCBOE code of conduct. Hard copies will be provided upon request. The FCBOE code of conduct governs all discipline protocol and consequences followed by Cliftondale ES personnel.

DRESS CODE

Cliftondale Elementary is a uniform school and we strongly suggest that students participate in the school uniform initiative. Our uniforms consist of the following: **pants/skirts-khaki or navy blue; tops-white, yellow, or navy blue.** Students are expected to be in school uniform Monday through Thursday; Fridays are considered "dress down" days (Jean/Spirit Day). As always, students will be expected to tuck in their shirts and boys will be expected to wear a belt everyday. The principal or other authorized school personnel shall determine whether any mode of dress or grooming results in a violation. Each Fridays, students are prohibited from wearing the following: tank tops with straps narrower than 3- inches, spaghetti straps, shirts revealing midriffs, short-shorts, flip-flops, etc. If an administrator deems clothing as inappropriate, parents may be contacted to bring a change of clothes to school, or the school may provide an alternative set of clothing. **Students have the option to wear a mask during the school day.**

EMERGENCY CLOSING OF SCHOOL

Radio station WSB (750 am) is the official Fulton County Board of Education news channel. It is vital that students and parents have a plan should the school close during the day! Please discuss emergency plans so students will know what to do in case of an emergency. Parents should complete an emergency/inclement weather form for each child at open house or within one week of student enrollment.

ENROLLMENT

Families enrolling Cliftondale Elementary School must complete the enrollment process. **Student enrollment should be initiated online and all documents can be uploaded through the online application process.** Bring the confirmation number to the school to complete the registration process in person and sign any required documents. the signature of the parent or guardian. **Please remember to upload and/or bring the following documents for registration:**

- Original birth certificate
- Current immunization record (Form 3300)
- Ear, Eye, and Dental (Form 3231)
- Social Security card (Student)
- Parent/Guardian ID
- Court orders of guardianship if not the natural parent of child registering
- Records from former school (If transferring from another school)
- 2 proofs of residency such as a current gas, light or water bill, a lease agreement or mortgage statement, current pay stub, current bank statement, or proof of homeowner's insurance are all acceptable. Cell phone, telephone, satellite or cable bills are **NOT** accepted as proofs of residency.

GRADING PROCEDURES

Teachers will use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, rubrics, quizzes, projects, reports, class participation and other assignments. Grades should be based on the individual student's mastery of standards, as detailed in the Georgia Standards of Excellence for the grade level in which the student is currently placed.

Grading Categories/Grading Weights

Student grades will be determined by using the following categories:

-Major (45%): An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.

-Minor (40%): An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.

-Practice (15%): Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

Grading Scale

Prekindergarten: PreK students' progress will be reported through defined criteria provided by [Bright from the Start](#). PreK students are assessed using the *Work Sampling Online* (WSO) system. Documentation includes notes, matrices, and photos. Teachers have conferences with parents/guardians at the end of each semester.

Kindergarten – 2nd Grade: Fulton County Schools will grade students in K-2nd with the following scale:

| | | |
|-----|-------------------------------|-------------|
| EM | Exceeding Mastery | 90-100 |
| M | Mastering | 80-89 |
| AM | Approaching Mastery | 70-79 |
| NYM | Not Yet Demonstrating Mastery | 69 or below |
| NG | No Grade | |

Exceeding Mastery: The student is *flexible in their ability to apply and adapt their knowledge* of the current standards introduced in this course. The student *consistently and independently demonstrates mastery* in the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (EM)

Mastering: The student is *proficient and/or skilled* in the current standards introduced in this course. The student demonstrates a *strong understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (M)

Approaching Mastery: The student displays partial mastery but *needs additional academic support* to address all current standards introduced in this course. The student is *developing an understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (AM)

Not Yet Demonstrating Mastery: The student *needs substantial academic support* to address the current standards introduced in this course. The student has *not yet demonstrated an understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (NYM)

Third-5th Grades: Fulton County Schools will grade students in grades 3rd-5th using a 100-point grading scale as follows:

| | |
|----|--------------|
| A | 90 and Above |
| B | 80-89 |
| C | 70-79 |
| F | Below 70 |
| NG | No grade |
| I | Incomplete |

Based on State Board Rule 160-4-2.13., the minimum passing score is a 70. Grades are to be rounded to the next whole number when equal to 0.5 or greater.

Grading Assignments, Assessments, and Tasks

All assignments, assessments, and/or tasks should be aligned to domains, standards, learning targets, or a set of standards to be used in calculating a student's grade.

Report Cards and Progress Reports

All schools will provide students and parents/guardians with a progress report that measures their academic progress on a 4.5-week basis

throughout the school year. This can be done electronically or by sending a paper copy home.

At the end of each semester, students will be issued a formal report card to represent the student's final semester average. A printed copy of the report card should be sent home.

At each 9-week reporting period, students' grades should reflect the following grade minimums:

- All students in grades K-5th will receive, at a minimum, eight grades per subject within 9 weeks.
 - Assignments, assessments, and/or tasks should be aligned to the prioritized and supporting standards for the course.
 - Multiple practice opportunities should be provided to students before and after assessments to ensure student mastery.
 - At a minimum, two grades should be major
 - At a minimum, three grades should be minor
 - At a minimum, three grades should be practice
- For K-5 classes that only meet once or twice a week (Art, Physical Education, Health, Music, etc.), students will receive a minimum of four opportunities to demonstrate mastery on standards within each 9 weeks.
 - At a minimum, one grade should be major
 - At a minimum, one grade should be minor
 - At a minimum, two grades should be practice
- For K-5 Science and Social Studies, students will receive a minimum of five opportunities to demonstrate mastery on standards within each 9 weeks.
 - At a minimum, 1 grade should be major
 - At a minimum, 2 grades should be minor
 - At a minimum, 2 grades should be practice

Recovery

Recovery: Administered throughout a unit to students who have failed to demonstrate mastery of the standards. Recovery should cover the standards that the student has not mastered. Teachers should provide opportunities for each student K-12 to continue learning material that has not yet been mastered even if the student's grade is not replaced.

- Students in K-12 should be afforded the opportunity to recover all major assessments if they score below a 75% on the assessment.
- Students are limited to one recovery attempt per major assessment that meets the threshold for recovery.
- Recovery of a major assessment should occur before the next major is given.
- Students are eligible to earn a replacement grade on a recovery that is no higher than 75%.
- If a student's recovery is below the original score, the original score should stand in the grade book.
- Before recovery, the teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.
- The original score should be noted in the comment section of the grade book if a student recovers a major assessment.

Missing/Late Work

- Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted.
- When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed.
- Should there be an extenuating circumstance for a prolonged absence and/or missing assignments/assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning.

Reference: [Instructional Program - Grading and Reporting System](#)

HEALTHY KIDS SMART KIDS (THROUGH NUTRITION AND EXERCISE)

We believe that healthier eating habits and consistent exercise have a positive impact on our children's learning and ultimately their test scores. We use alternative rewards in our classrooms and provide items with low or minimal sugar on our breakfast and lunch menus, but still maintain a balanced, nutritionally sound diet. If packing a home breakfast or lunch for your child, please remember that we are a "Healthy Alliance" school. Please do not send soft drinks, candy, cookies, ice cream, cupcakes, cake, hot fries, hot chips, gum, and/or sugary snacks in your child's home lunches, his/her snacks or for the three Fulton County School System authorized parties. Please note these products may be held until the parent picks them up from the classroom teachers or the Front Office. Please substitute healthier eating items such as fruits, chips, vegetables, granola bars, animal crackers and/or 100% fruit juice instead.

HOMEWORK

Each student may be expected to spend a reasonable amount of time on homework. General guidelines for homework are as follows:

- K-1 (10-20 minutes)
- 2nd (20 – 30 minutes)
- 3rd (30 – 40 minutes)
- 4th (40 – 45 minutes)
- 5th (50 – 60 minutes)

Individual rates of completion may vary. In the event your child is absent, you may request homework from the teacher. **Please contact the office by 9:00 a.m. to make a request.** Materials may be sent home with another child or you may pick them up at the end of the school day in the front office. This allows the teacher adequate time to organize needed materials. If your child forgets homework/books, they will be placed in the teacher's mailbox. This procedure is in place to limit the number of interruptions during classroom instruction time. Once school is dismissed, students will not be allowed to re-enter the classroom to get any forgotten homework, textbooks, supplies, or other personal items.

MEDIA CENTER

The Media Specialist is available to work with classes and individual students. All students are encouraged to take full advantage of the materials in the Media Center. Materials are checked out to students as follows:

Grades K and 1: 1 item
Grade 2-5 2 items

All books are checked out for a two-week time period. If a student has exceeded this time limit, he/she will not be allowed to check out any more materials until they are either returned or the amount of the item has been paid by the parent. All students are responsible for the materials they check out. Damaged materials must be paid for so they can be replaced. Please be aware that report cards will be held at the end of the school year or at the time of withdrawal if materials are not returned to the media center.

MONEY

All money sent to the school should be placed in an envelope and labeled with your child's name, teacher's name and the purpose for which the money is being sent. Please be aware that Cliftondale does not accept checks.

PARENT LIAISON

At Cliftondale, we strive to create an environment where families are supported and provided with resources to assist their children in maximizing success. Our parent liaison is available to assist in a variety of capacities. Services include: program planning and

implementation, seminars, parent enrichment workshops, etc. We also have a well-stocked parent resource room with materials for check-out.

PARKING

Parents should park their vehicles in designated parking spaces only. Double parking and parking along the curb are not allowed. These practices obstruct the flow of traffic and pose a safety hazard for students. Speed bumps have been installed. We ask that you do not speed while in the parking lot or when entering and exiting our school's campus.

PARTIES/FOOD IN CLASSROOM

There are only three (3) approved parties during the year: Winter Holidays, Valentine's Day, and End-of-the-Year parties. You may be contacted to provide support for these parties; however, **due to the COVID-19, your contact with the class may be limited to food drop off at the front desk.** Individual student birthdays are not celebrated in the classrooms; therefore, please do not bring balloons, gifts, food, etc. to school on your child's birthday.

POSITIVE BEHAVIORS INTERVENTIONS AND SUPPORTS (PBIS)

To maintain a safe and positive learning environment, we have implemented PBIS as part of our school culture. PBIS allows us to manage behaviors while supporting academic improvements for students. All students are expected to follow the Mustang **MUST**:

- Make Good Choices
- Use Good Manners
- Show Respect
- Take Responsibility

The Mustang **MUST** is used in all aspects of the school including the buses and throughout the school day. Classroom teachers reinforce positive behaviors utilizing the following color scheme:

- Purple-Superior
- Blue-Outstanding
- Green-Good
- Orange-Warning
- Red-Teacher's Choice (disciplinary action as needed)

Students earn Mustang Bucks which are used quarterly as entry to our Mustang Rodeo as well as to purchase items from the Mustang store. **Due to COVID-19, large gatherings during the school day will be limited.**

PHONE USAGE

In most instances, students are not allowed to use the school phone unless the teacher or principal deems the request appropriate. In general, requesting forgotten items such as books, homework, signed papers, agendas, instruments, field trip permission forms, contracts, etc. are not permissible. Our goal is to maximize time within the classroom to develop responsibility.

PRESCRIPTION/NON-PRESCRIPTION MEDICATION

If your child needs prescription medication administered during school hours, we must have a signed authorization form from your doctor. This form, available in the Front Office or Clinic, must be updated at the beginning of each school year.

If your child uses an "Epi-Pen," we must have specific information provided by your doctor for emergency use. If you desire your child to keep any medication at school, please send in a supply in the original container (bubble packs are not acceptable), along with written authorization and dosage amounts. The authorization form is available in the front office or clinic. The school clinic does not

supply any medication (prescription or non-prescription). This includes items such as Tylenol, Advil, Neosporin, Benadryl, etc.

SCHOOL GOVERNANCE COUNCIL

The LSAC committee ended at the end of the 2013-2014 school year and was replaced with our School Governance Council which is comprised of parents, teachers, community members, and the principal. The council approves the:

- **School strategic plan**
- **Annual budget**
- **Request for flexibility for school innovations**

SECURITY

For the safety of all staff members and students, all school doors are locked throughout the school day. Visitors should enter the building using the front doors only. **Visitors must buzz the front office and state the nature of their school visit before entrance is granted.** All adults in our building must wear nametags. Parents, volunteers, or other guests should obtain nametags when signing in at the front office. All visitors are required to check **in and out** through the front office when on the campus. Student release information, listing parent-authorized persons able to pick up and sign out children, is kept on file in the front office. School personnel will ask for the required official identification before releasing a student. Visitors should not visit classrooms without consent from school officials.

STUDENT RECORDS

The parent or legal guardian may examine the student's records and have the records explained. If needed, please contact the school to set up an appointment for records review. Principals, counselors, teachers, or other authorized personnel who have responsibility for supervising, instructing, or helping a student shall have access to that student's records.

When parents are requesting student records and/or applications to be completed for private schools, all requests should be delivered to the school office for processing. **Records/transcripts will be mailed via U.S. Mail and not hand-delivered by parent.** Records for recommendation status from teachers will be mailed from Clifftondale to the requesting institution. **Student withdrawals must be initiated in person** and require the signature of the parent or guardian. All library books and textbooks should be returned to school and any cafeteria charges should be cleared. There is a 24-hour turnaround for processing paperwork.

STUDENT SUPPORT TEAM (SST)

The SST process is designed to provide supports and increase success among students who are experiencing difficulty in meeting academic or behavioral objectives. Chronic behaviors will be referred to the SST process. The team is a multi-disciplinary team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping all children succeed in school. The SST process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress.

The team's efforts may include some or all of the following activities:

- Review of student records
- Analysis of student work
- Observation of the student in the classroom
- Development of written plan of interventions and data collection
- Review of progress after the designated intervention period
- General screening in the areas of hearing and vision

TOYS, GAMES, VALUABLES

Students are not to bring toys, fidget spinners, games, trading or playing cards, portable MP3 players, radios, or any other such item to school at any time. Additionally, students are requested not to bring anything considered "valuable" to school to avoid the risk of losing or misplacing the item. School personnel cannot be responsible for lost or broken personal items. School staff may take inappropriate items away from students and may require a parent to retrieve the item from school at a later date.

VISITORS TO THE SCHOOL

Parents are welcomed partners in the educational process and we embrace your presence and participation at Clifftondale. Please follow the guidelines when visiting the school.

- For the protection of our children, all visitors must sign-in and obtain a visitor's badge before visiting any area of the school. Badges may be obtained at the computer kiosk in the office lobby or at the student sign-in table. All visitors must enter through the main lobby door.
- Students are encouraged to exercise independence and walk to class without the assistance of a parent; however, parents may escort their children to class up until 7:35 am daily. **Please be mindful that this is not a time for a parent /teacher conference unless prior approval has been provided and alternate arrangements have been made for class supervision.**
- Parents wishing to eat lunch with their children should sign in at the front office, obtain a visitor's badge and meet their child in the cafeteria. Parents should not go to the classroom to meet students for lunch. Due to COVID-19, parent request to eat with their student will be limited this school year.
- Parents seeking to volunteer within the classroom must adhere to the district policy on school volunteers (please refer to the Volunteers section) and should communicate directly with their child's teacher to schedule opportunities. **Due to COVID-19, parent request to volunteer in the classroom will be limited this school year.**
- Parents wishing to arrange classroom observations should contact the Curriculum Support Teacher or an administrator to set a date and time for a 30-minute classroom visit. Please be mindful that visits are a time to observe instruction and normal classroom routines and not the time to conference with your child's teacher. Classroom observations will **not** be allowed during assessments and other academic tasks that require the students' undivided attention. **Due to COVID-19, parent request to observe in the classroom will be limited this school year.**
- Children who are not enrolled at Clifftondale Elementary are not permitted to visit friends or relatives during the school day without prior approval from the principal or assistant principal.
- Visitors are asked to come to school appropriately dressed in a manner which is in good taste for the school environment and is neither a distraction nor safety hazard to themselves nor to others. Bizarre clothing or styles, clothing which displays messages contrary to a positive school environment, ill-fitting garments, or clothing (including dresses, shorts, skirts and blouses) that are excessively short, tight, or revealing are not allowed on school property or school related events.

VOLUNTEERS

Parents are encouraged to volunteer at Cliftondale Elementary School. **Please note that Fulton County Schools has implemented a policy that requires all volunteers to officially register and be screened prior to volunteering in our schools. Volunteer registration forms may be obtained in the main office at each school or printed from the county website (www.fultonschools.org).** All Parents must complete the volunteer forms with the district in 2021-22. Upon entry to the building, please report to the front office, sign in, and obtain your volunteer badge. Please remember to sign in so that our school receives credit for your services. Volunteer opportunities in the classroom are contingent on approval of the classroom teacher and/ or an administrator. **Due to COVID-19, volunteer opportunities may be limited to include Dads on Duty, Moms supporting Wednesdays without Worksheets, field trips, etc. All visitors to the building are expected to use social distancing strategies and good hygiene practices (like handwashing) when in the building.**

As expected, confidentiality regarding students you are working with or have observed during your volunteer services is required.

- **Chaperoning** - When acting as a Chaperone on a field trip or school-sponsored activity, you will be responsible for a group of children.
- **Parking** - Please do not park in the fire lanes or obstruct traffic flow in any manner.
- **Student Discipline** - Volunteers are not permitted to discipline the students. Please notify a teacher for assistance.
- **Siblings** - Volunteers are not to bring a sibling to school when performing duties at the school.

Addendum to the handbook due to the Corona Virus (COVID-19)

Please refer to the Fulton County School's website for the most recent information pertaining to all things related to Covid-19.

Fulton County Schools works daily to ensure the health and well-being of our students and staff by developing, implementing, and delivering school health services throughout the year. Occasionally, extraordinary efforts are required to meet particular challenges, such as the recent concerns about coronavirus (COVID-19).

We are currently following the lead of the Centers for Disease Control (CDC), the Georgia Department of Public Health (GDPH), the Fulton County Board of Health (FCBOH) as well as other local, state, and federal agencies to make sure we have the most up-to-date information available. The Fulton County School's Covid-19 page has been established to provide resources and communications from the district to our community members.

Mask Updates

According to the Centers for Disease Control (CDC), face coverings are one of our best defenses against COVID-19. Masks worn correctly and consistently, along with the use of social distancing strategies and good hygiene practices (like handwashing), can help stop the spread of COVID-19.

Outside-Beginning Monday May 3, 2021:

While engaged in outdoor activities, masks will be recommended but not required for students in grades PK-8 and employees. All other safety protocols will remain in effect for this group of

individuals. School Leaders, in consultation with their respective community support organizations, may schedule and host outdoor end of year celebrations to honor the achievements of students without restrictions on group sizes.

Inside

All other existing COVID-19 risk mitigation strategies will remain enforce for the 2022-23 school year. This includes the recommended social distancing, surface sanitizing, and handwashing.