

# Student Handbook



**FINDLEY OAKS**

ELEMENTARY SCHOOL

2023-2024

Findley Oaks Elementary School teachers and staff welcome you to the new school year. We are delighted and eager to be educating children and developing a comprehensive school program in cooperation with our community. To help you enjoy your experiences at Findley Oaks, we offer the following suggestions to students:

- *Get to know your school. Become familiar with the classroom locations, school office, media center, food court, gymnasium and playground.*
- *Become familiar with the teachers and staff. We are here to help you learn.*
- *Study and learn as much as you can.*
- *Take pride in your school. We are all here to work together for student success.*

We urge all parents to become involved and support the school, teachers, and programs. Your positive attitude and support make a significant difference.

## **MISSION STATEMENT**

Engage. Connect. Grow

## **VISION**

To create a school community of engaged, connected, and growing learners.

## **MOTTO**

From Tiny Acorns Grow Mighty Oaks.

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## **ARRIVAL AND DISMISSAL**

School hours are 7:40 a.m. to 2:20 p.m. Please do not bring children to school prior to 7:10 a.m. as no supervision is available. Students are not permitted in classrooms until 7:10 a.m.

Dismissal begins at 2:20 p.m. with the following staggered schedule:

Day care riders and car riders followed by buses.

When buses have been dismissed after-school programs, walkers, and bike riders are dismissed.

*Changing Dismissal Method* -- If a student has a need to leave the school in a manner different from his/her normal routine, it will be necessary for the student to bring a "Change of Dismissal" form from the student's parent/guardian to the classroom teacher. This should be sent prior to the date of need or immediately upon arrival to school the day of the change. Change of Dismissal forms are provided at sneak preview and can be requested from the classroom teacher at any time. Please remember bus changes will be made on an emergency basis only.

If there is a need to change your child's dismissal during the school day, please send an email to [160-DismissalFOE@fultonschoools.org](mailto:160-DismissalFOE@fultonschoools.org). Emails to the teachers and phone calls will not be accepted. Change of dismissal will not be accepted after 2:00 pm.

*Bus Riders* -- Bus riders will be dropped off and picked up in the rear of the building at the cafeteria area. Safe school transportation is considered an integral part of the total educational program. Riding a school bus is a privilege contingent upon proper and courteous conduct. The Fulton County Board of Education recognizes that a safe school bus operation is only possible with the full cooperation of our parents, students and school staff. We encourage you to allow your children to ride the bus.

- *Please call the North Transportation Department (470-254-2970) with questions or concerns regarding bus routes, times, and bus supervision.*
- *Bus route information can be accessed at [www.fultonschoools.org](http://www.fultonschoools.org). Click on "Students and Families", then click on "transportation".*
- *Students must get on and off the bus at their own stop. They may not get on or off at another stop.*
- *A student is not allowed to ride another student's bus unless the parent obtains written permission through the North Fulton Transportation Department. Parents are requested to complete a Request for Bus Change form.*
- *One-day approval bus change requests may be granted on an emergency basis only and must come from the principal or designee. Parents should send a written request to an administrator as soon as possible. The requests should be delivered to the office immediately upon arrival to school. The request should include your child's current bus number and bus pick-up/drop-off point, the requested date, the requested drop off/pick-up point and bus number, the name, telephone numbers and address of the adult with whom your child will be staying.*
- *Bus drivers will seat students as they arrive from the front of the bus to the rear of the bus (the front being reserved for PreK/Kindergarten students).*
- *Students must adhere to a "whisper silence" policy while buses are in the school zone.*
- *Ask for siblings to look for each other on the bus and tell the driver not to leave if their sibling is not on the bus.*
- *No glass objects, jars, etc. are allowed to be carried on the bus.*
- *Devices, including cell phones, may not be used on the bus. These should remain in the student's backpack.*

Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep arms and feet to themselves, cooperate with the bus driver, and act in a respectful manner. Students may be subject to disciplinary procedures when bus safety rules are violated. This may include suspension from riding the bus for one or more days.

*Day Care Riders* -- Students riding day care vehicles will be dismissed at 2:20 p.m. Cars arriving to pick up students should not park in the area designated for day care transportation along the curb in the front of the building. It is the responsibility of parents to notify the day care when their child will not be riding day care transportation on any given day.

*Carpool –Arrival* – Findley Oaks has two carpool lines – carpool line 1 in the front of the school and carpool line 2 in the back of the school. Line 1 is always open. Line 2 is open **AFTER** all the buses have arrived in the morning. After the buses have departed, we will put a sign up near the stop sign indicating, “Carpool Lines 1 and 2 are now OPEN”. At that time if you choose to drop off at carpool line 2, you may turn right at the stop sign, proceed around the circle and pull up to the red line by the Food Court doors. Staff members will be on hand to direct you and the students to the correct location. Students will enter the building through the Door #16. Please drop students off in the designated drop off zone only. Students may not be dropped off in the circle and may not enter the doors by the playground. As you leave this line you will turn left to exit the school property. Please be aware of traffic coming from the front of the school.

Please note: Cars should not be using the first right turn to access the carpool line. This is a buses only area. Please pull up to the stop sign and proceed to a carpool line. Line 2 closes at 7:39. Door #10 will be locked at that time. If you are arriving after this time, please use Line 1 and sign your child. Safety is a top priority. After this time staff members are not available to monitor this area for arriving students. When both carpool lines are open you have the option to use either line. If you need to enter the building, please use carpool line 1 and park in the front of the building. There is no parent parking area in the back of the building.

All school traffic should use the official school entrance connecting from Findley Road rather than Findley Chase Drive. Please remember to drive slowly on campus at all times. Whether you use carpool line 1 or 2 please form a single line. In the interest of safety, children are to enter and exit from the right passenger side doors only. Children are not to cross through the parking lot without an adult accompanying them. If your child needs assistance getting out of the car, please park in the front of the school and escort your child into the building. Cars should not park in the pickup or dismissal area along the front curb. Please refrain from using your cell phone when driving on campus.

In order to facilitate the loading and unloading of car riders, we ask that you follow the staff directions and pull as far to the front of the loading/unloading area as possible. If you are unloading in carpool line 1 please do not allow your student to get out of the car before you have reached the flagpole, as there is no supervision of that area. Please do NOT pull around other cars loading/unloading students. Please wait until the car in front of you moves and follow in a single line.

Please adjust your departure time from home on rainy days when there is a higher volume of cars and a longer wait time. Students entering the building after the bell rings will be marked as unexcused tardy. If your child is tardy, please escort them into the building and sign them in.

**Do not drop off or pick up students in the back of the school. All students should use the carpool line.**

To ensure the safety of our students during afternoon carpool dismissal, we utilize a dismissal card system. **All families** will receive a dismissal pickup number during Sneak Peek or upon registration. It is important that all students receive a dismissal pickup number as these are used for various clubs and after school activities as well as carpool/walker pickup.

In order to pick up your child, the card needs to be visible to the carpool staff and placed on the passenger side visor. If you misplace your carpool card, please come to the front office to get a new one.

Car riders will be dismissed at 2:20 p.m. Car riders will exit the building through the vestibule entrance near the media center. Once the dismissal process has begun, please do not pull around the cars waiting in line. Please help your child learn his/her dismissal number.

***Bicycle Riders*** -- Students must walk their bicycle while on school property. Bicycles are to be parked in the racks in the front and rear of the building. Bicycle riders will be dismissed at approximately 2:30 p.m.

***Walkers*** -- Walkers should always use sidewalks, obey safety rules, and enter or leave the school grounds promptly. No loitering is permitted, and no student should return to school grounds after hours without adult supervision. Walkers are expected to go directly home with no stops. Walkers will enter and exit the building only at the designated locations. Dismissal cards are used to pick up PK, K, and 1<sup>st</sup> grade students. Please show your card to the appropriate staff member.

## ATTENDANCE

Regular and punctual school attendance is necessary for student success and is essential to the learning process. Absences and late arrivals become a part of a child's permanent record. Students who are absent from school cannot recapture classroom activities or experiences. Students must be in school at least half of an instructional day (3 hours and 20 minutes) to be counted present. Students must arrive before 11:00 a.m. or leave after 11:00 a.m. to be counted present. A School Social Worker will be called to assist in cases of excessive absences and late arrivals. **It is important to review the updated FCS attendance policy [here](#).**

***Absences*** -- Absences from school are excused for personal illness, a death in the immediate family, and special recognized holidays observed by a student's faith. If an absence meets these requirements, a student must bring a written excuse signed by a parent or guardian or send an email to the teacher with the following: **Student name, FCS ID#, Parent name, email, and phone, and reason for absence within 5 days** after the student returns to school. **If a written note is not submitted to the school within the 5 days, the absence is considered unexcused.** If both parents are out of town, please notify the school in writing as to who is acting as guardian in your absence and provide emergency contact information. Excessive absences in grades K-5 will result in notifications from Infinite Campus. Students who have missed 10 days of school or more in a school year may be required to provide additional written verification such as a doctor's note.

***Pre-Approved Absences*** – If you are planning an extended trip or family vacation, and your trip is educational in nature, you may ask for **pre-approval** from the principal by sending the pre-approval form via email to [christopherc@fultonschools.org](mailto:christopherc@fultonschools.org). You may also copy the homeroom teacher on the email. The form should be submitted five days in advance of the absence. Forms submitted after the absence(s) occur will not be marked as approved. **Per board policy, international trips of 10 consecutive days or more will require a student to be withdrawn with re-enrollment upon return.**

*Remote Learning Attendance* - Students must meet the following participation benchmarks to receive credit for attending in a remote learning setting:

- Elementary School (Daily Attendance)
  - Participation in synchronous RELA and Math instruction remotely,
  - or, participates asynchronously as defined by the teacher

*How does my child get attendance credit for participating remotely?*

- Students can substitute up to **5 absences per semester (a max of 10 per year)** with a remote learning day by meeting the remote learning participation benchmarks listed in policy. This would result in the student being counted as present for the day(s) they participate remotely.
- To be marked present, **work must be submitted within 2 days of absence.**
- Students may not use a remote learning day on a test day.
- Parent/guardian or student must notify teacher in advance to the start of the instructional day (prior to 7:40 am) to utilize the participation benchmark rule. Requests sent after the start of the school day will not be marked as a remote learning day. We suggest notifying the teacher as far in advance as possible.
- Schools will make their best effort to provide instruction given early notice.

*Assigned Remote*-Students can be designated as Assigned Remote by the district based on guidance from state/local health officials if they need to be placed in medical quarantine. The Assigned Remote designation is an excused absence and does not require any documentation from the student. Students may participate remotely during an Assigned Remote designation.

*Late Arrivals* -- Students are marked late arrival if they enter the building after 7:40 a.m. If your child is late, please escort them to the front office to sign in. When students are tardy, they begin the day without the same information as their classmates. They may miss school-wide morning announcements as well as the introduction to the day's activities in their individual classroom. Tardies are also very disruptive to the learning of other students. Four or more late arrivals per 20 day attendance period is considered excessive and will result in a letter sent home. Repeated instances of excessive late arrivals may necessitate a referral to the school social worker.

*Make-up Work* -- Should you need to pick up work for your child due to a one or two-day absence, you are asked to call the school office before 9:00 a.m. on the days of the absence. (When possible, earlier notice is appreciated.) Materials may be sent home with another student or you may pick them up from the office at the end of the school day. This gives the teacher adequate time during the school day to organize needed materials.

For anticipated and/or extended excused absences, some of your child's assignments may be collected before the absence. The remainder may be completed upon your child's return to school. Please notify the teacher in writing two weeks in advance to allow time to organize and collect the assignments. Completion time allowed for work missed during an absence is determined by the teacher. Student needs are always taken into account. Please notify the school office if your child had a contagious disease or an extended illness.



*Late Check-In* -- If a student arrives after 7:40 a.m. he/she should be escorted by their parents to the front office and state the reason for late arrival. The student will receive a late pass to deliver to his/her teacher. Bus riders arriving after 7:40 will report directly to their classroom and are not considered late.

*Early Check Out* -- If it is necessary for a student to leave school early, please send a note to the student's teacher. Parents should report to the office to initiate an early check out. Please do not go to your child's room. Teachers are instructed not to dismiss students to adults at their door. Any student leaving before the regular dismissal time must be signed out through the office by a parent/legal guardian. Students may be checked out by a parent designee with prior verification. Please check your child out before 2:00. After 2:00, students are preparing for dismissal. Changing a student's dismissal procedure at that time can create unsafe conditions. Be prepared to show your driver's license when checking out students.

### *When are Parents Notified?*

Elementary attendance messages begin going out around 10:45 a.m. on the day of the absence.

- If your student is not present by 10:30 a.m., they will be marked with an "A" (for absent) in our attendance system, and you will receive an automated phone call and email message to the designated contact info you provided in Infinite Campus. This includes excused absences that are approved in advance.
- If your student was late to school that day, it is possible they are marked absent that morning prior to the out-going call but then changed in the system to "present" later in the day. Errors can occur and if you feel you received a phone call by mistake, contact your school front office to verify that your student's attendance record is accurate.
- If your student's absence was unexpected, please remember to contact your child's school by sending in a note or email so the absence can be marked "excused" in the system.

[Attendance Policy / Attendance Matters \(fultonschools.org\)](http://fultonschools.org)

## **CONDUCT AND CITIZENSHIP**

Learning takes place in an atmosphere of acceptance, high expectation, encouragement, and positive motivation. Students are equal partners in the educational process and are expected to behave appropriately. It is each student's responsibility to display qualities of good citizenship. Students' best conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, on field trips, and on their way to and from school. Findley Oaks fosters good citizenship through our Citizenship/Character Education Program.

The purpose of the discipline process is to help students, if they behave inappropriately, to understand what it is they have done that is inappropriate and to understand why it is inappropriate. The discipline process is also intended to correct the behavior while leaving the student's dignity intact. Students are taught to take responsibility for their behavior and to accept the consequences for inappropriate behavior. Further, students should learn how to change and/or adjust behavior to guide themselves in the future. Student discipline is a joint responsibility of the school and home. Parental support for good discipline enables schools to maintain a wholesome environment for learning. Students are expected to show respect for all adults in the building.

Teachers handle much of their own discipline. They use interventions such as: positive reinforcement, verbal redirection, parent contacts, take a break station, action plans, referral to school counselors, referral to MTSS (Multi-Tiered System of Supports), etc.

Students may also be referred to an administrator. Administrators use interventions such as, but not limited to: administrative time out, parent conferences, in-school suspension, out-of-school suspension, referrals to school counselors, and referrals to the Office of Student Discipline.



*Toys* -- Toys, electronic game, playing cards, trading cards, cameras, etc...may not be brought to school.

*Dress Code* -- Students should come to school dressed and groomed in such a way as to reflect neatness, cleanliness, and good taste. All students should be modestly dressed and groomed so as to not distract, interrupt, or interfere with the educational process. See the Fulton County Schools Code of Conduct for more information on Dress and Grooming.

## **CLINIC, MEDICATION, ACCIDENTS, STUDENT ILLNESS**

*Clinic* -- Our clinic is not staffed or equipped for serious injury or illness. When a student requires more than first aid, we will contact you using the Emergency Contact information you have provided to us.

*Emergency Information* -- It is essential that student records be kept up to date. Please notify the school office immediately of any change in address, telephone numbers, or emergency contacts.

*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, authorization and instruction forms entitled "Authorization Prescription/Non-Prescription Medication" must be completed. These forms will be sent home with students at the beginning of the year. The medicine, in the original container along with the instruction and authorization form, must be stored in the school clinic. If possible, the parent should bring the medication to school; however, if this is not possible, your child should be instructed to take the medication and instructions directly to the school office. Under no circumstances should medication, prescription or non-prescription, be kept by a student or shown to other students. Over the counter medication for your child can be kept in the clinic. Allergies should be documented from the student's pediatrician.

*Student Illness*--In the event that a student becomes ill before leaving for school, parents should make appropriate arrangements for care of the student at home rather than sending a sick child to school. Please follow these guidelines: 1) do not send your child to school unless he/she has been without a fever for 24 hours without the use of medication; 2) if your child complains about an upset stomach, stomach ache or nausea, please consider who he/she may have come in contact with, especially during flu season; 3) consider sending Tylenol or Advil to the clinic for your child; this may help to eliminate phone calls to you for these items.

A parent should wait until all possibility of contagion has passed before sending a recovering student back to school. When contacted by school staff regarding a student who has become ill at school, the parent should make arrangements for the student to be taken home or to another appropriate location. See information about medication under *Clinic, Medication, Accidents*.

## **EMERGENCIES AND SCHOOL CLOSINGS**

If a decision is made to close school due to inclement weather or an emergency, local television and radio stations will be notified and will broadcast this information and pertinent information for parent action. You will receive information from the school district's mass communication system (Blackboard). In the event of a school fire, gas leak, explosion, or bomb threat which necessitates removing students from the school site, the students will be evacuated to our alternate site. Emergency information will be posted on our website and communicated in a message through Blackboard. Please do not phone or come to the school.

School telephones and personnel will need to be utilized in order to follow emergency procedures to ensure the safety of the children.

## **EMERGENCY DRILLS AND SAFETY**

Students will participate in regularly scheduled evacuation drills, weather drills, and building lockdown drills throughout the year. Safety is everyone's responsibility. Please visit the district [Culture of Safety](#) page for more information.

## **HOME-SCHOOL COMMUNICATION**

Open communication between parents and the school is crucial and is a priority for our Findley Oaks staff. We encourage and expect parents to contact us regarding any questions or concerns during the school year. For classroom and student concerns, we strongly recommend that parents conference first with the teacher before meeting with administrators.

Members of administrative team may be contacted if further assistance is needed:

David Applegate- The Instructional Support Teacher (IST) coordinates programs and service delivery for special education students. He coordinates educational testing for students who are referred for special education services. Parents with questions about the special education process should contact the IST for information.

Cindy Lamb-The Assistant Principal who oversees student information (Infinite Campus, Parent Portal), grading, standardized testing, discipline.

Kate Hernandez-The School Counselor works with school personnel to foster a positive learning environment for children. The counselor assists parents in understanding children and in developing positive attitudes, techniques, and strategies essential for constructive child rearing. The counselor assists parents and children in obtaining special school and/or community services and helps conduct the SST and testing programs.

Colleen Greathouse-The Curriculum Support Teacher (CST) Parents with questions involving curriculum, class placement, and diagnostic placement assessments are invited to contact the Curriculum Support Teacher for information.

If further assistance is still needed, contact the Principal, Camille Christopher.

If parents need to drop an item off (i.e. lunch money, lunch boxes, homework, birthday treat, etc.) it must be left at the front counter and not taken to the classroom. This prevents interruption of classroom instructional time. We will notify the teacher via email and a note in their mailbox that an item has been dropped off at the front desk. Glasses will be taken to the classroom.

**The best way to communicate with your child's teacher is by email. Responses will be made between work hours and within 24 hours of receipt.**

*Conferences* -- Parent/teacher as well as parent/administrator conferences are an integral part of reporting and monitoring student progress. As partners with parents, we consider it important to conference regularly in order to share information and plan a more effective educational program. At least one parent/teacher conference is scheduled throughout the year, preferably during the first semester. Additional conferences may be scheduled as necessary. Please be mindful that teachers are responsible for their students from 7:10 a.m. until dismissal is over. Therefore, they are not able to conference with parents during this time unless prior arrangements are made. Conferences may be initiated by the parent, teacher or administrator, to be held at a mutually agreeable time.

*Work Samples* -- Samples of work are sent home the 1st and 3rd Thursday of the month to keep parents updated on their child's progress.

*Newsletters* -- A PTA newsletter will be sent via email to update you on general school and PTA information. Our school newsletter "The Findley Flyer" will be sent via email the first and third Thursday of each month informing parents of school news and activities. School-wide papers, flyers, bulletins, etc. not sent via email are sent home on Thursday.

*Website* -- Findley Oaks maintains a website at [www.findleyoakselementary.net](http://www.findleyoakselementary.net), where you will find a great deal of information about our school. You will also find the email addresses of our teachers and administrative staff.

*Campus Parent Portal* -- This on-line resource allows parents to view data including: Student Registration, Report Cards, Attendance, Discipline, Transcript (course history), In-progress Grades, Class work (assignments, tests etc.), Student Schedule, Testing Information. All data is 'real-time' as teachers and administrators input data into the school district's database. For instructions on how to register for the Infinite Campus parent portal go to <https://www.fultonschools.org/infinitecampus>.

## INSTRUCTIONAL PROGRAM

*Organization* -- Findley Oaks is organized to include pre-kindergarten through grade five. In general, there are self-contained classrooms in kindergarten first and second grades. The self-contained organization may be modified in order to group for instruction, and to meet the needs of individual students. Grades 3 – 5 are departmentalized, meaning students have different teachers for different subjects.

*Grade Reporting* -- Students will receive progress reports every four and a half weeks and a formal report card at the end of each semester to represent the student's final semester average.

Student grades will be determined by using the following categories:

- Major: An assignment or assessment that is cumulative in nature, measuring multiple standards/ skills, and/or when there is a significant amount of dedicated instructional time devoted to the content being assessed. 45%
- Minor: An assignment or assessment that measures an individual standard or subset of standards/ skills within a unit and/or when there is a small amount of dedicated instructional time devoted to the content being assessed. 40%
- Practice: Daily assignments, observations, and/or engagement activities given in class or for homework given to students to build and/or remediate skills. Practice has a maximum weight in the grade book as follows:
  - Elementary (K-5): 15%
- [Link to Elementary Grading Quick Facts](#)

*Language Arts/Reading* -- Language Arts instruction is taught following a literacy model in which all skills (spelling, grammar, phonics, writing, and reading) are taught through stories, novels, and other supporting materials.

*Math* -- The focus of the curriculum is applying math concepts and skills in the context of authentic problems and for the students to understand concepts rather than merely follow a sequence of procedures. The students will learn to think critically in math.

*Social Studies* -- The social studies curriculum is designed to increase students' knowledge of the world and promote greater awareness of its diverse ethnic and cultural elements. Instruction includes the areas of citizenship, history, and geography.

*Science* -- Science instruction is designed for students to experience the richness and excitement of knowing about and understanding the natural world in terms of (a) Physical Science, (b) Earth and Space Science, and (c) Life Science.

*TAG – Talented and Gifted*—The Fulton County School System screens all students for eligibility for gifted services twice a year.

- TAG teachers review the previous year's test scores in August. Students will be evaluated on standardized tests.
- Early in second semester, a classroom screening will take place reviewing all students. Classroom teachers use the Characteristic Instrument for Screening Students (CISS) form to identify students who demonstrate outstanding characteristics and behaviors in ten categories on the screening instrument (CISS). In addition, students must have supporting data gathered from test history, grades, products and/or academic performance. A parent must sign a Parent Notification for Testing Consent form before evaluation of any student is initiated. Results of the testing will be sent to the student's parents. This process will take six to eight weeks.

*Art Education* -- All children attend art class with an art specialist for 45 minutes each week. Students will study artists and the context of an artist's work, as well as learn to produce artwork. Art production is often messy. Even when students wear paint shirts, it is possible to get clothing dirty with art materials. Our art materials are water soluble and should wash out of clothing. However, it is advisable to wear old clothes on art day to avoid unfortunate accidents. The art specialist will not use paints and messy materials on picture day or other special days.

*Physical Education* -- Students participate in physical education classes with a P. E. specialist twice weekly for 45 minutes. Students should wear clothing appropriate for participation in a variety of activities. Sport shoes are especially important for safety. Should a student not be able to participate due to illness or injury he/she should have a written excuse signed by a parent or doctor. Limited activity for an extended length of time must have a doctor's excuse.

*Music Education* -- Students in grades kindergarten through fifth attend music class with a music specialist for 45 minutes each week. Students are introduced to reading music, listening critically to music, and playing a variety of musical instruments.

*STEM* -- Students in grades kindergarten through fifth attend STEM as part of their specials rotations. Students are introduced real-world issues and problems and are guided through the engineering design process. Students are immersed in hands-on inquiry and open-ended exploration and learn to work in teams.

*Media Center* -- Students in grades kindergarten through fifth attend Media as part of their specials rotations. Students develop information literacy, higher-level thinking, and technology skills through lessons and projects. Students explore and enjoy learning through a wide variety of fiction and non-fiction materials and create and collaborate in Makerspace.

*Homework* -- Some home study is a necessary part of each student's educational program. Each student may be expected to spend some time on homework to achieve satisfactory performance. Homework reinforces skills taught in the classroom, provides students an opportunity to practice these skills, increases student success, develops student responsibility and provides opportunity for parent involvement. All students should have homework four nights a week. Kindergarten homework will differ greatly from that of 5<sup>th</sup> graders. Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students should expect 20 minutes of homework per night, Monday through Thursday. Third, 4<sup>th</sup>, and 5<sup>th</sup> grade students should expect 45 minutes per night, Monday through Thursday. Please contact your child's teacher if you have any questions or concerns regarding homework. (Please see "Make-Up Work" on page 7 for procedures on obtaining homework when absences occur.) There are designated days during the school year when homework is not assigned, and no graded assessments are administered the following day. These are called "Community Nights". The purpose is to find balance and enjoy family time.

*Recess*-- Students in grades K-5 shall have a scheduled 30-minute recess period of unstructured activity time each day. The time should be scheduled to serve as a break during academic learning and should not to be used as a reward or incentive nor withheld for academic reasons.

*Field Trips* -- Field trips are planned throughout the year to complement classroom curriculum. Permission forms must be signed by parents in order for students to participate. Many field trips are "in-school" field trips, minimizing the need for travel.

## **INSURANCE**

Group accident insurance is available for students. Student insurance may be purchased at low cost through a private company approved each year by the Board of Education. Information on this insurance, its cost, and other details of the plan are given to parents during registration or on the first day of school. Findley Oaks does not provide insurance covering events which occur at school.

## **STANDARDIZED ASSESSMENTS**

Testing is an integral part of our educational system. It helps us assess and meet students' needs. Our testing program is conducted in accordance with the State of Georgia testing program and the Fulton County Board of Education testing program. Testing dates will be indicated on the Fulton County and school calendars.

## SUPPORT SERVICES & PERSONNEL

*Curriculum Support Teacher* -- The Curriculum Support Teacher (CST) is responsible for helping to implement the Fulton County curriculum. The CST is involved in selecting textbooks, curriculum writing and training. She works with teachers in organizing classrooms and suggesting learning strategies for students and is an active participant on the Student Support Team. New students entering the school are referred to the CST for suggested placement within reading and math programs. Parents with questions involving curriculum are invited to contact the Curriculum Support Teacher for information.

*Instructional Support Teacher* -- The Instructional Support Teacher (IST) coordinates programs and service delivery for special education students. He coordinates educational testing for students who are referred for special education services. Parents with questions about the special education process should contact the IST for information.

*School Social Worker* -- A school social worker is available to assist with situations that may involve the home (i.e. attendance, tardies, personal needs, and family concerns). The school social worker has asked that we make our parents aware of the policy adopted by the Georgia Department of Family and Children Services (DFCS). 1) Children 8 years old and younger should never be left alone; 2) Children between the ages of 9 and 12 may be left alone for brief periods of time (less than 2 hours) if the child is determined to be mature by the parent/caretaker.

*School Counselor* -- The counselor works with school personnel to foster a positive learning environment for children. The counselor assists parents in understanding children and in developing positive attitudes, techniques, and strategies essential for constructive child rearing. The counselor assists parents and children in obtaining special school and/or community services and helps conduct the SST and testing programs. The counselor conducts classroom guidance lessons on a regular schedule as well as supports students in smaller settings, as needed.

*English for Speakers to Other Languages (ESOL)* – This program is offered to all ELs (English learners) in Fulton schools who meet the eligibility criteria set by the Georgia Department of Education. Our goal is for the students to be proficient in all five language skills (speaking, listening, reading, writing, and comprehension) and to be successful both socially and academically. The ESOL program aids ELs' success in an English speaking classroom by addressing all five language skills and building their understanding of our American culture so they can function successfully.

*Early Intervention Program (EIP)* – Designed to address specific skills deficits through evidence-based interventions in reading and math.

*MTSS (Multi-tiered System of Supports)* – A preventative framework that integrates data and instruction/intervention within a multi-level prevention system to maximize student achievement and support students' social, emotional, behavioral, and academic needs from a strengths-based perspective.

*Response to Instruction and Intervention (RTI)* -- In Georgia, this is a four-tiered instructional process, or framework, which guides teachers in matching instruction and intervention to each student's learning needs. This may include intervention for skill weaknesses, or strength-based instruction through enrichment and acceleration. School staff works together to develop, implement, and monitor the intervention and enrichment process.

*Student Support Team (SST)* – SST is in Tier 3 of a Response to Instruction and Intervention instructional framework. Each school's designated SST, including parents/caregivers, participates in



problem-solving and monitoring of students who are identified as having significant skill weakness and/or who do not respond to Tier 2 instruction and intervention. The SST process precedes any referrals for further evaluation.

*Exceptional Children Services* – Services are provided for exceptional students on a resource basis, collaborative model, in co-taught classrooms, and within modified self-contained classes. Referrals for these programs may be initiated by teachers or parents subsequent to 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.

*Library/Media Center* -- The media center provides a large collection of books, magazines, and digital resources for students, teachers, and parents. A wide-ranging selection of about 17,000 fiction and nonfiction books are available for check out during the school year. Nearly 1,000 eBooks are available for use year- round. In addition, numerous databases are available for reading and research. Databases are also available to stream educational videos. Students receive regular instruction in the media center on standards-based information literacy skills. They also frequent the media center for independent and small-group research, that fosters pleasure reading and Makerspace.

## CAFETERIA INFORMATION

Fulton County Schools offer a nutritious breakfast and lunch for all students. All students are encouraged to participate in our school meal program. We offer hot meals as well as a cold plate daily. Milk is included in the meal price. Visit the School Nutrition website for 2023-2024 meal prices. <https://nutrition.fultonschools.org/MealPrices>

### ***Rules***

- Food Court personnel are not permitted to heat up any meals for the students.
- Follow procedures for entering and exiting. Always walk.
- Sit at assigned tables.
- Respectfully share your lunch table with your classmates; do not yell to friends at other tables.
- Students will get any “extra” items when they go through the serving line. They are not permitted to go back for forgotten items.
- Show respect for all Food Court personnel.
- Raise your hand if you need assistance.
- Clean your area before leaving.
- Balloons are not permitted.

**Parent/Visitor Dining** -- Parents are welcome to eat lunch in the food court with their children during their regularly scheduled lunchtime starting September 7. Calling the school for reservations is not necessary. Parents are to sign in at the front desk, showing their proper ID, then meet their child in the hallway outside the food court rather than at the classroom, and say their good-byes at the food court and not accompany the child back to the classroom.

There are designated tables for parents to eat with their child, and therefore should not sit with the class nor engage with other students during lunch. In addition, this is not a time to engage with the classroom teacher. If you need to meet with your child's teacher, please set up an appointment.

As there are many students who have a variety of allergies, please do not share any food with anyone other than your own child and please do not buy any food or drinks for children other than your own. All shared treats must go through the classroom teacher who is aware of all students' health concerns.

Please refrain from using your cell phone while visiting during lunch. Taking photos of students is prohibited

The school is unable to accept food deliveries for students from outside vendors.

**Paying for Meals** -- Each student has a cafeteria account and number. This allows parents to pre-pay for meals in advance. We encourage you to pay in advance; you may pay daily, weekly, monthly or yearly. Pre-payment allows the students to get through the meal line quickly and prevents any difficulty with the students handling cash. If a student has no money on their account, they will be allowed to charge the meal and reimburse the cafeteria. Charging is only for emergency purposes. Please make sure your child has money if they will be buying from the cafeteria. Account balance letters will be sent home at the start of every month, and "charge" letters are sent home weekly. We accept cash or personal checks, or you may pre-pay online using [MealpayPlus.com](http://MealpayPlus.com). Please write the teacher's name and the student's legal first and last name on the payment. It is not necessary to send separate payments for siblings; just write the names of each student on the payment.

Only one breakfast and one lunch can be rung per student in a day. Each student may purchase extra milk on their cafeteria account.

**Extra Sale Items** --We offer a variety of items to the students. Available items include ice cream, cookies, fruit snacks, and pretzels. A list of items and the prices will be given out at the beginning of the school year. Students may also purchase extra side items or entrees. At the beginning of the school year, or anytime during the year, parents may opt out of allowing the purchase of extra items.

**Milk and Juice** --A choice of milk is served with each meal. Juice may be purchased at an extra cost instead of milk. (If a child cannot have milk and a doctor's note is sent to the cafeteria manager, juice may be substituted at no extra cost.) If you would like your child to purchase milk or juice with their lunch from home, you may put money on their cafeteria account for this purpose.

Please call the cafeteria manager, Cindy Bush, at 470-254-3807 with any questions.

## SNACKS

Teachers provide a daily snack time in their classrooms. Specific times will be provided by the classroom teachers. Students are encouraged to bring nutritious snacks for break time (i.e. fresh fruit, granola bars, cheese, peanut butter and crackers) as teachers do not have a supply of extra snacks in their classrooms. Students may not bring drinks other than water. It is inappropriate for parents to bring treats for their child's classmates or to purchase food for another student in the lunchroom. Many students have restricted diets, food allergies or other diet related concerns. A well-intentioned treat could be disastrous. All treats must go through the classroom teacher who is aware of all students' health concerns.

## ACTIVITIES

*School Parties* -- Two parties are planned for each class during the school year. These parties are organized by room parents under the authority and supervision of the classroom teacher. In order to comply with state-mandated instructional hours, no other parties, including individual birthdays, are to be held. For the safety of the students, and for liability reasons, younger siblings should not be brought to the classroom during school parties.

*Field Day* -- One or two days each spring are set aside for outdoor games and field activities for children in pre-kindergarten through 5th grade. Parent volunteers assist with classes and help supervise the games. Good sportsmanship is always stressed.

*Spirit Days* -- Spirit days will be held monthly. Students are encouraged to participate by wearing school colors and/or school spirit-wear.

*Student Recognition* --The most enduring rewards for hard work are intrinsic. When students have given their best effort and achieve success in learning, they receive inner satisfaction from that knowledge. Teachers enhance the feeling of accomplishment by giving praise when it is earned. On a daily basis, all teachers of students in K-5 watch for examples of excellent student work and reward the students with verbal or written comments. Sharing with other students and displaying work are excellent ways of recognizing student achievement. Students are also recognized for writing through our publishing program, and for creative arts through our Reflections program. Additionally, students in grades 2-5 receiving all "A's" at the end of each semester are recognized. The school recognizes students in non-academic areas, such as attendance, birthdays, and musical performances. Activities for recognizing student achievement take place throughout the year.

*Birthdays* --Distributing birthday party invitations at school is discouraged. If a student does bring invitations, all boys, all girls, or the entire class must receive an invitation. Students may bring **store bought** food snacks in original packaging to celebrate birthdays; however, drinks, party favors, balloons, goodie bags, gifts, and outside deliveries will not be permitted. Teachers are not allowed to have knives in the classroom. If a cake or large cookie is brought, it must be pre-cut. Individual treats are preferred and served in the classroom only. If your child has allergies, we ask that you provide the teacher a supply of treats so your child can celebrate with the rest of the class.

*Fine Arts* -- Programs are conducted throughout the year that foster students' appreciation for the role of fine arts in daily life. Activities will include performing and visual artists.

*Family Activities* -- Events are held during the year that involve the entire family. Examples of such activities include Family Movie Night, Bingo Night, Mother/Son Game Night, Father/Daughter Dance.

*After School Programs* -- After-school programs are offered on the Findley Oaks campus by the YMCA and The Tutor Shop. These programs include planned activities to complement the school experience. For more information, contact the YMCA at 770-664-1220 and The Tutor Shop at [hal@tutorshops.com](mailto:hal@tutorshops.com)

Other after-school-enrichment programs are offered throughout the week. Information about these programs can be found on our website.

## PARENT/COMMUNITY INVOLVEMENT

*School Governance Council* -- Fulton County Schools became a Charter System in July 2012. This means that each Fulton County school had more local decision-making authority and the flexibility to implement strategic, personalized educational strategies that meet the needs of their students. Each Charter System school will have a School Governance Council (SGC) that will play a critical role in its success. Each SGC will be comprised of:

- 3 parents/guardians
- 2 teachers
- 2 community members
- 2 school employees
- the principal (non-voting)

The SGC will work with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community. As member terms expire, parents/guardians of Findley Oaks Elementary students will have the opportunity to run for an SGC position and/or vote for parent/guardian representatives to serve on our SGC. Information regarding the SGC including agendas, minutes, etc. are posted on the school website.

*PTO* -The **Findley Oaks PTO** consists of parents, teachers, administrators, and community members dedicated to supporting our students through fundraising and volunteer efforts aimed at providing academic enrichment, family engagement programs, facility enhancements, and staff support. Click [here](#) to visit the PTO website for more information.

*Volunteer Information* – All visitors to the school are required to be trained before volunteering in the classroom with students. To register to volunteer with Fulton County, please follow this process located on the Fulton County website: <https://www.fultonschools.org/Page/899>

### *Helpful Hints:*

Enter your full name as it appears on your state-issued ID.

Take your picture ID to school each time you visit.

## MISCELLANEOUS

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

Students are prohibited from using, displaying, or turning on a cellular telephone, Smart watch, or other personal electronic communication device on school property or on the school bus. Elementary students are prohibited from using or displaying cellular telephones on school property at any time. Students who are found with such devices in the “on” position, in use, or displayed except as permitted above, shall have the device confiscated by the school administrator.

*Student Agenda and Findley Folders* – PreK and Kindergarten students are provided a Findley Folder. Students in grades 1 through 5 are given an assignment notebook and a Findley Folder. These tools help students learn organizational skills and help them maximize their time and energy. By using their assignment notebooks, students can be accountable for writing down assignments and for gathering books and materials they need for homework assignments.

*Lost and Found* -- Lost articles may be claimed in the area near the cafeteria. Articles that are not claimed will be donated to North Fulton charitable organizations. All clothing, lunch boxes and personal items should be clearly marked with the student’s name to avoid loss.

## WITHDRAWAL PROCEDURE

Parents should notify the teacher and the data clerk at least a week before a student is withdrawn from school. All textbooks, laptops, and library books should be returned, and lunch fees paid before a student is withdrawn in order to clear all records.