

# ***Manning Oaks Elementary School***

405 Cumming Street  
Alpharetta, GA 30004

470-254-2912

FAX 470-254-2916

[Manning Oaks / Homepage \(fultonschools.org\)](http://ManningOaks/Homepage(fultonschools.org))



## ***Family Handbook***

***2023-2024***

*Nikkole Flowers, Principal*  
*Patrick Wright, Assistant Principal*



***Manning Oaks Elementary School***  
***Embracing Differences, Changing the World***  
***#WEareMOE!***  
***Theme for 2023-24 – Stronger Together***

# W e l c o m e

Welcome to Manning Oaks Elementary! As we begin the 2023-2024 school year, it is our vision to have a caring community where students and staff achieve their personal best and have a passion for learning. You are a part of that vision!

This Family Handbook is filled with important information about school policies and procedures to help our school run smoothly and safely. Families are responsible for the information contained in the handbook. We suggest that parents and students review the handbook together. If you have questions after reading, please call the school office.

We believe that a collaborative partnership between parents, community members, and business partners is critical for a positive learning environment and student success. I look forward to partnering with you to ensure our entire MOE Community has the best year ever!

Nikkole Flowers, Principal

| Staff Name       | Position                                       | Email Address  |
|------------------|--|--|
| Nikkole Flowers  | Principal                                      | <a href="mailto:flowersn@fultonschools.org">flowersn@fultonschools.org</a>     |
| Patrick Wright   | Assistant Principal                            | <a href="mailto:wrightP1@fultonschools.org">wrightP1@fultonschools.org</a>     |
| Jenny Choi       | Curriculum Support Teacher                     | <a href="mailto:choig@fultonschools.org">choig@fultonschools.org</a>           |
| Lisa Pittman     | Curriculum Support Teacher                     | <a href="mailto:pittmanl@fultonschools.org">pittmanl@fultonschools.org</a>     |
| Melissa Quinton  | Instructional Support Teacher (IST)            | <a href="mailto:quinton@fultonschools.org">quinton@fultonschools.org</a>       |
| Kristi Meyers    | School Counselor                               | <a href="mailto:meyersk@fultonschools.org">meyersk@fultonschools.org</a>       |
| Deonte Moore     | K-2 School Improvement Literacy Coach          | <a href="mailto:MooreDT@fultonschools.org">MooreDT@fultonschools.org</a>       |
| Kathleen Gross   | SDI Coach for Teachers                         | <a href="mailto:grossk@fultonschools.org">grossk@fultonschools.org</a>         |
| Marcia Brooks    | Social Worker                                  | <a href="mailto:BrooksM4@fultonschools.org">BrooksM4@fultonschools.org</a>     |
| Tracy Hopson     | Bookkeeper/ Principal's Professional Assistant | <a href="mailto:hopsontc@fultonschools.org">hopsontc@fultonschools.org</a>     |
| Brittany Parow   | School Psychologist                            | <a href="mailto:parowb@fultonschools.org">parowb@fultonschools.org</a>         |
| Sandra Machado   | Parent Liaison                                 | <a href="mailto:machado@fultonschools.org">machado@fultonschools.org</a>       |
| Jenna Bannister  | Data Clerk/ Registrar                          | <a href="mailto:bannisterj@fultonschools.org">bannisterj@fultonschools.org</a> |
| Carmen Santos    | Front Office Staff                             | <a href="mailto:santosc1@fultonschools.org">santosc1@fultonschools.org</a>     |
| TracyLynn Wagner | Cluster Nurse                                  | <a href="mailto:Wagnert1@fultonschools.org">Wagnert1@fultonschools.org</a>     |
| Pauline David    | Clinic Assistant                               | <a href="mailto:davidp@fultonschools.org">davidp@fultonschools.org</a>         |
| Denise Levy      | Cafeteria Manager                              | <a href="mailto:Levyd1@fultonschools.org">Levyd1@fultonschools.org</a>         |
| Jewel Albright   | Head Custodian                                 | <a href="mailto:Albright@fultonschools.org">Albright@fultonschools.org</a>     |

### **ACCIDENTS**

Safety precautions are always taken at school; however, accidents will happen. Minor scrapes may be treated with first aid in the classroom; however, you will be contacted by clinic aides for serious situations. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a teacher, the clinic, or the office. See "CLINIC" for additional information.

### **AFTERSCHOOL PROGRAMS**

There are several afterschool programs or clubs (i.e. Primetime, Tutor Shop) that are not school-sponsored that are housed at MOE. These programs are **independent contractors** and operate independently of Fulton County Schools. They are not governed by Fulton County Code of Conduct, and all concerns should be directed to the director of these programs.

### **ARRIVAL**

The school day for students begins at 7:40 a.m. For the 2023-24 school year, bus riders who are a part of the early drop off group will arrive and enter the building at 7:00 a.m. Car riders will enter the school building at 7:10 a.m. If you are carpooling, students are expected to remain in cars with their parents until the bell rings at 7:10. Parents are not permitted to drop off their children unsupervised outside/inside the school any time before 7:10. These procedures are in place for the safety of all students. Students who are not in their teachers' classrooms by 7:40 are considered tardy. Please try to arrive on campus by 7:25 to ensure your child has time to enter the building, walk down the hall, and arrive in class by 7:40.

### **ATTENDANCE**

Regular and punctual attendance is essential for school success. Students who are absent from school are deprived of a variety of valuable educational experiences. A student must be present for at least half of the instructional day to be counted present. This means that they must be checked in by 11:10 am or be checked out after 11:10 am. Absences are reported through a centralized communication system. You will receive a robocall notification if your child is absent from school.

#### **Absences**

The Fulton County School Board supports rigorous enforcement of Georgia's Compulsory School Attendance Law that makes school attendance the responsibility of the parent and the student. The Georgia Board of Education lawfully excuses students for the following reasons:

- ◆ Personal illness of the student.
- ◆ Attendance at school would be detrimental to the health of the student or others.
- ◆ A serious illness or death in the student's immediate family necessitating absence from school.
- ◆ Observance of religious holidays necessitating absence from school.
- ◆ Conditions rendering attendance impossible or hazardous to the student's health or safety.

A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence. If an absence meets these requirements, a student may bring a written excuse signed by a parent or guardian the day the student returns to school. Parent/guardian may also send an email to [580-attendanceMOE@fultonschools.org](mailto:580-attendanceMOE@fultonschools.org). If a note is not received within 5 calendar days, the absence is recorded as unexcused. Excessive absences of three or more unexcused absences will result in an **autogenerated** letter from the school, and continued absences will result in a referral to the school social worker. Please refer to [www.fultonschools.org](http://www.fultonschools.org) for more information.

**Planned Absences:** Request for prior approval of planned absence forms can be found on the Manning Oaks' website. The form must be submitted at least 72 hours prior to the absence. Forms not received in accordance with this timeline will NOT be approved.

**Participating Remotely:** Students may participate remotely up to 5 days per semester. Assigned remote (due to quarantine) will not count toward this number. Parents must notify the school in advance.

Participation is defined as completion of assignments each day of remote participation - by 11:59 pm. All graded assignments missed during remote participation learning day(s) will be made up upon the student's return.

## **Tardiness**

Manning Oaks believes in bell to bell instruction. Students are expected to be seated in their classrooms, ready to learn by 7:40 am. In order to start the day smoothly and minimize interruptions caused by late arriving students, please see that your child is on time. **Late students arriving after the bell has rung (7:40 am), must be checked in by a parent. Students also will be marked tardy if they are not in their classrooms at 7:40.** Cars must be parked in a spot, and both students and parents must enter the office to sign in. Students riding Fulton County Board of Education buses will not be counted tardy if the bus arrives late. Excessive tardiness will result in a letter of **Notification of Excessive Tardiness** from the school. Continued tardiness will result in a referral to the school social worker.

## **Make-Up Work for Daily Absences**

If a student is absent due to illness, you may request make-up work by emailing your child's teacher. Please do not ask teachers to prepare work in advance. FCS Board Policy states that if a student misses work due to absence, the student will have an equal number of days as they were absent to complete the missing work for full credit.

## **Extended Absences**

Upon returning from an extended absence, it is the parent's and/or student's responsibility to request makeup work. When returning to school, missed work will be provided to the student upon request. **Teachers are not expected to prepare make-up work in advance of extended absences/trips.** Make-up work must be completed by the student in line with FCS Board Policy. Please notify your child's teacher as well as the front office in advance of extended absences.

### ***BILINGUAL COMMUNITY LIAISON***

Provides support to Manning Oaks' ESOL families by coordinating programs and building capacity for ESOL parental involvement. The role of the bilingual liaison is part of a comprehensive effort to build and ensure responsiveness, problem solving, and helpfulness to Manning Oaks' ESOL families.

### ***BIRTHDAYS***

If you would like to celebrate your child's birthday at school, you may purchase a special treat from our cafeteria for your child's class. More information and pricing will be available on Manning Oak's website, or you may contact our Cafeteria Manager, Denise Levy, at [Levyd1@fultonschools.org](mailto:Levyd1@fultonschools.org).

**Please do not send cake, cupcakes, balloons, party favors, or party invitations to school as these will not be distributed.**

### ***BUS TRANSPORTATION***

Safe school transportation is considered an important part of the total educational program. Riding the school bus is a privilege contingent upon proper, courteous conduct.

Parents and students are encouraged to sign up for our free "Here Comes the Bus" app that allows students and parents to track their bus in real-time.

[Download the "Here Comes the Bus" app.](#)

## **Bus Conduct**

Students are subject to disciplinary procedures when bus safety rules are violated. These may include assigned seats and/or suspension from riding the bus for one or more days. The following rules must be followed:

- ◆ Students are to behave appropriately on the bus as well as at the bus stop and must follow directions of the bus driver.
- ◆ Students are expected to display respectful behavior to each other and the driver at all times. Bullying, fighting, teasing, horseplay, play fighting, name-calling, etc. will not be tolerated.
- ◆ Students must sit in their assigned sections on the bus. Bus drivers will seat students as they arrive, the front being reserved for kindergarten students.
- ◆ Students may not eat or drink on the bus.

- ◆ Students are to remain in their seats while the bus is in motion, facing forward at all times. Hands and feet are to be kept out of the aisle.
- ◆ All body parts must remain inside the bus windows at all times.
- ◆ Live animals are not permitted on the bus.
- ◆ **Glass objects are NOT permitted on the bus.**
- ◆ Anything that cannot be held in the lap is not permitted on the bus.
- ◆ Additional information is provided on the Fulton County transportation website, <https://www.fultonschools.org/transportation>. If your child's driver believes that your child's behavior is inconsistent with Fulton County expectations, you will receive a Conduct Form or other discipline notification. Questions about bus discipline should be directed to the Assistant Principal.

The Fulton County Board of Education recognizes that safe school bus operation is only possible with the full cooperation of our parents, students, and school staff. Call the North Transportation Department (470-254-2970) with questions or concerns regarding bus routes, times, and bus supervision.

### **Bus Changes**

- ◆ Students must get on and off the bus at their own stop. Students may not ride another bus for the purpose of visiting a friend.
- ◆ If it is necessary to change buses due to a long term childcare situation, written authorization must be obtained from the Fulton County Transportation Department at 470-254-2970.
- ◆ Children may only ride the assigned bus or exit at their assigned bus stop. Bus stop changes can be made for child care purposes only. One day changes must and long term changes must be approved by Transportation North Department.

## **CAFETERIA (BREAKFAST AND LUNCH)**

### **Breakfast/Lunch Fees**

Federal funds supporting free meals have expired. FCS will return to offering healthy meals at a reasonable price. Elementary school breakfast is \$1.10. Lunch is \$2.45. Middle & high school breakfast is \$1.25. Lunch is \$2.70. Some students may qualify for free/reduced price meals. Families are strongly encouraged to pre-pay for student meals through the [MyPaymentsPlus online payment system](#). Cash or check payments may also be accepted at your child's school.

[See if you qualify for Free & Reduced-Price Meal Application.](#)

## **CARPOOL**

Manning Oaks' supervised carpool is a service provided to our community. Per Georgia law, please do not talk on your cell phone while in the carpool line. MOE maintains a busy carpool schedule and local traffic can be overwhelming. This is compounded during inclement weather or accidents. ***Please help us keep our students safe and your commute stress-free by allowing your child to ride the bus as often as possible.***

### **CARPOOL – Morning Oaks**

During morning carpool, cars form a single line in the lane closest to the front of the building. All children carpooling must travel through this line. Carpool begins at 7:10 a.m. Cars travel in a single line and pull all the way up to the beginning of the walkway as carpool gets very heavy between 7:25 and 7:40 a.m. Even if you arrive at 7:30, there is a possibility that your child may not be able to enter the building before 7:40 a.m.

- PLEASE DO NOT GET OUT OF YOUR CAR TO HELP GET YOUR CHILD OUT THE CAR. We have carpool staff who will help your child exit the car.
- PLEASE DO NOT PULL INTO A PARK AND WALK YOUR CHILD TO THE FRONT DOOR. There have been accidents that have occurred when parents back out of the parking spaces.

- If there is space, please pull all the way up. This allows us to get more cars through the line more quickly.
- Please work with your child to make sure they know their carpool number.
- For arrival, your child must exit from the passenger side of your vehicle.
- Please do not allow your child to exit the car until you pull around to the sidewalk closest to the school. If your child exists, a staff member will bring him/ her back to your car and ask you to please pull all the way around.
- Please try to arrive on campus by 7:25 a.m. to ensure your child is in class by 7:40. If this is a challenge, please consider having your child ride the bus.

If students are not **in their classroom** before the bell rings at 7:40 a.m., they will be marked tardy.

***Children may not be dropped off or picked up in the parking lot - they are not permitted to cross through the parking lot without an adult. Students may not be dropped off in the bus parking lot. You must park and escort your child all the way to the front of the building. Failure to adhere to these policies will result in notification of the school police.***

### **CARPOOL - Afternoon**

Afternoon carpool begins at 2:20. Parents should be on campus at 2:20. Tardy pick-ups will be addressed with local interventions such as contact from Principal or Social Worker if there are repeated late pick-ups.

Cars form a single line in the lane closest to the front of the school.

- Afternoon dismissal loading will also take place from the passenger side. Entering and exiting from the passenger side is critical to keep our students safe.

Please remember children will only be dismissed to cars with a visible Manning Oaks' carpool tag.

Anyone picking up students without a number will be asked to park, come to the front office and show ID. ***For safety reasons, children are not permitted to enter or exit driver's side doors.***

***\*Carpool will end at 7:35 a.m. for the 2023-2024 school year and beyond. All carpool parents MUST go through the carpool line. Parents must not walk up with a number and wait in the carpool lane. Walk ups must pick up their student(s) from the designated walker spot (at the stop sign).***

***Cars must not park in the pickup or dismissal area along the front curb. Cell phone use is strictly prohibited. Use slow speed at all times. Please be kind to staff members on duty; they work hard to ensure the safety of all students.***

\*For Walker information, see ***Walkers*** below.

### **CELEBRATIONS**

Two classroom celebrations will be allowed for students -Winter and Spring. Celebrations are coordinated by the teachers and room parents. ***Please do not send cake, cupcakes, party favors, or party invitations at any time to be distributed. We will not distribute them.***

### **CELL PHONES**

Cell phones need to remain powered off and in backpacks while on school grounds. The school is not responsible for personal cell phones which are on school property and per Fulton County Board Policy, cell phones may be confiscated by the school administrator or designee if a student fails to comply with reasonable directions or commands of school staff regarding responsible use. Students may not bring their phones on field trips and must leave them at home or at school in their backpacks.

Any phones that are confiscated must be picked up by the parent or guardian.

Elementary school students will be prohibited from using any form of personal communication device during school hours.

[Review pages 34-35 of the 2022-23 Code of Conduct.](#)

### ***CLASS PLACEMENT***

The process for assigning students to classes for the next school year begins in May of the current school year. All students' individual needs are considered before they are placed in classes and a significant amount of effort is devoted to placing each child appropriately. Manning Oaks' administrators and teachers are involved in the class placement process. Requests for specific teachers will not be considered. In addition, we cannot accept emails, phone calls, or hold personal conferences regarding student placement. If you have general class placement questions, please contact the Curriculum Support Teacher for the corresponding grade level.

### ***CLINIC***

Manning Oaks Elementary is concerned about the health and well-being of each child. Please keep the school informed about allergies, diseases, your child's medicine or other medical conditions affecting your child. All medications, (including cough drops) should be in the clinic, not in your child's backpack. **It is imperative that when students are diagnosed with a communicable health issue, the school is made aware so that we may take necessary precautions to minimize the impact. Issues including, but not limited to lice, strep, flu, and pink eye should be reported to your child's teacher as well as the school clinic.**

Our clinic, staffed with a clinic aide, is not equipped for serious injury or illness. When a student requires more than first aid, parents are contacted using the numbers on file in Infinite Campus. It is essential that contact numbers be kept up-to-date. Please notify the school office immediately of any change in address, telephone numbers, and emergency contacts. You also can upload changes to the parent portal. Please notify the teacher and school office in writing if you are out of town, and your child will be under the supervision of another adult.

**Please adhere to school and district COVID protocols. The principal will communicate updates as district guidance requires.**

### ***COMPUTERS***

Failure to use technology in accordance with guidelines may lead to revocation of the privilege and/or disciplinary action.

It is important that students do not share their student IDs and passwords with other students as this is information that is used to log into school devices throughout their school career.

Manning Oaks participates in and obtains a Digital Citizenship certification each year. We ask that you NOT send personal devices with your students.

### ***CONFERENCES***

Parent/teacher conferences are an important part of reporting and monitoring pupil progress. The school and teachers are partners with you in the education of your children; therefore, it is important to share information regularly. **Please be mindful that teachers are responsible for their students from 7:10 a.m. until the last bus leaves. Therefore, they are unable to conference with parents during the school day, including lunch time, special occasions and events unless arrangements are made ahead of time.** These conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

### ***COUNSELING (School Based)***

The school counselor works with all children through classroom counseling lessons, small groups, and individual counseling. The counselor also serves as a resource person for teachers and parents and acts as a liaison with outside agencies. The counselor supports students with matters that impact their academic and social well-being at school.

### **COVID-19 Protocols**

Most district COVID-19 protocols have not changed since last school year. Masks will remain optional in buildings/buses and additional Personal Protective Equipment (PPE) will be provided. Those testing positive for COVID-19 are required to

isolate. Students/staff who have a direct exposure at school or during school activities may be exempt from quarantine if they remain symptom-free and do not test positive. Masking for 10 days following a direct exposure is recommended but not required.

[Download the COVID-19 Precautions Document](#)

## **CURRICULUM**

### ***Georgia Standards of Excellence***

Fulton County Board of Education Policy IHE states, “Each student must be accepted on the level at which he/she is functioning and should be challenged to move through the curriculum at a rate commensurate with the student’s total capabilities.”

Differentiated instruction promotes high-level and powerful curriculum for all students, but varies the level of teacher support, task complexity, pacing, and avenues to learning based on student readiness, interest, and learning profile.

The Curriculum Support Teachers, (CSTs) are actively involved in working with teachers to plan instruction and learning strategies for students. If you have questions involving curriculum, please contact the CST for the corresponding grade level.

### **English/Language Arts Resources**

The district will continue using the Reading/English Language Arts curriculum and resources for the 2023-24 school year. The resources are aligned to the Science of Reading. With this implementation, students and parents will see an increased focus on instruction related to phonemic awareness, phonics, vocabulary, comprehension, and writing.

[Review the ELA Program and Resources.](#)

## **DAY CARE RIDERS**

Students riding day care vehicles will load in the bus area when buses have been dismissed. **If a student is absent from school or will not be attending day care for any reason, the parent should notify the day care provider.**

## **DISCIPLINE**

The MOE staff believes in a school environment in which students are able to learn and teachers are able to teach. Optimal learning takes place in an atmosphere of mutual respect, high expectations, encouragement, positive motivation and academic honesty. Discipline is defined as a process of helping students understand what they have done that is inappropriate and learning how to correct the inappropriate behavior.

Manning Oaks is a PBIS school. The MOE Way -Be Respectful, Be Responsible, Be a Leader- are our school wide expectations.

Students are expected to take responsibility for their behavior, to accept the consequences for inappropriate behavior and to change/adjust their behavior for the future. We also strongly believe in celebrating students when they exceed expectations. Students are expected to display respectful behavior to each other at all times. **Bullying, fighting, teasing, horseplay, play-fighting, disruptive behavior, etc. will NOT be tolerated.** Student discipline is a joint responsibility of the school and home. Your support for appropriate discipline enables the schools to maintain a wholesome environment for learning.

**Please refer to the Fulton County Code of Conduct for further clarification.**

**Code of Conduct** *Fulton County Schools implemented revisions to the Student Code of Conduct. Every parent/guardian must sign the “Acknowledgement of Receipt Form” via the Infinite Campus Parent Portal or at school during Sneak Peek.*

Students ages 10 years and older and All parents/guardians who have a student attending Fulton County Schools should sign. Use the link [How to sign the Code of Conduct](#)



**Teacher Managed Offenses** – Teachers address minor offenses as they occur during the instructional day. They use interventions such as verbal reminders, parent conferences, time out, reflection, individual action plans, referral to school counselors, etc. If your child displays a teacher managed behavior, the teacher will communicate this via a classroom conduct form. These are not recorded in your child’s permanent discipline record.

**Office Managed Offenses** – Administrators address major offenses and chronic minor offenses. They use interventions such as, but not limited to, administrative time out, parent conferences, removal from school activities such as field trips, class parties, etc., in-school suspension, out-of-school suspension, referrals to school counselors, and referrals to the Fulton County Disciplinary Tribunal.

*Participation in field trips and other school functions is a privilege.* Students are expected to meet school behavior expectations as stated in the handbook and as followed by PBIS procedures. Failure to do so could result in a student’s loss of these privileges.

If a student displays an office managed behavior, this will be communicated by an administrator with an Office Discipline Referral. These are recorded in your child’s permanent discipline record. Please note that repeated teacher managed behaviors will be escalated to an office managed behavior and addressed as such.

**Special Note:** Georgia law requires school officials to report incidences of weapons being brought to school to law enforcement officials. Students who bring weapons to school may be subject to arrest. To avoid any possibility of unintentional violations, do not allow your child to bring any item that resembles a weapon or may qualify as a weapon. This includes items such as steak knives, lighters, pocket knives, mock weapons, replicas, or toys. Students do not have permission to bring any such items to school for any reason, not even as part of a school assignment, show and tell, or for use as a cutting instrument for food. If you have any questions regarding weapons, please contact an administrator for further clarification.

### **DRESS CODE**

#### **Manning Oaks/FCBOE School Dress Policy**

- ◆ No hats, sweat bands, sunglasses, or gloves are to be worn in the building except on specially designated days. This applies to both male and female students.
- ◆ Bare midriiffs, spaghetti strap tank tops, racer back tops, halter tops, T-shirts with ripped openings, see-through clothing or any attire that is disruptive to the educational process should not be worn.
- ◆ Clothing may not have suggestive wording, profanity, illustrations or advertisements for drugs, alcohol, tobacco products or weapons.
- ◆ Students will be notified of any exceptions to the dress code (Field Day, Spirit Days, etc.).
- ◆ If required, parents will be contacted to bring appropriate clothes.

### **EARLY CHECK-OUT PROCEDURES**

The school day ends at 2:20 p.m. Please avoid early checkouts as instruction goes on until 2:10; however, if your child **must** be checked out early, you must do so before 2:00 p.m. **After 2:00, students will be sent using normal dismissal procedures so as not to interfere with the school-wide dismissal process.**

**All check-out changes must be in writing.** You can send a note with your child in the morning or drop off the note during the day before 1:50. **In case of an emergency, please contact the front office. The principal or assistant principal will approve emergency requests. You must include a copy of your ID in the email.** Any student leaving before the regular dismissal time may only be signed out through the office by a custodial parent or an adult listed as an emergency contact. **Please be prepared to show your government issued identification when checking out students.**

### **EMERGENCY INFORMATION**

Please keep the school informed of all changes regarding phone numbers, addresses, emergency information, medication the child may be taking, etc. Please contact the school’s data clerk if you need to update contact information.

### **EMERGENCY SCHOOL CLOSING**

Please have an emergency plan in place for your child should school be dismissed early due to inclement weather. Discuss the plan with your child so that he or she is prepared.

The most up-to-date information will be provided on the Fulton County website as well as local radio and TV stations.

**Please do not contact or come to the school.** A centralized emergency messaging system will be utilized to communicate if any emergency situations were to occur. School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Manning Oaks has developed a detailed emergency evacuation plan that is annually reviewed, updated, and practiced routinely during the year. The plan will be followed should any emergency occur during the school day.

### **EQUAL OPPORTUNITY**

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

If you wish to make a complaint or to request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, 6201 Powers Ferry Road, Atlanta, GA 30339, or phone 470-254-4585. TTY 1-800-255-0135.

### **FIELD TRIPS**

Field trips are planned to supplement and enrich units of school work. In an effort to ensure student safety, local transportation is provided either by Fulton County school buses or charter buses. A donation is requested to help pay for the trip. No child will be denied permission to attend field trips due to inability to pay; however, every child must have written permission from a parent or legal guardian before he/she can go on a field trip.

Students may not bring their cell phones on field trips and must leave them at home or at school in their backpacks.

Participation in field trips and other school functions is a privilege. Students are expected to meet school behavior expectations as stated in the handbook and as followed by PBIS procedures. Failure to do so could result in a student's loss of these privileges.

### **FOOD SERVICE/CAFETERIA**

- ◆ Nutritious, balanced meals are served in our cafeteria.
- ◆ Breakfast will be served from 7:00 a.m. (for bus riders) until 7:35 a.m.
  
- ◆ Meals may be bought daily or prepaid. A weekly menu is provided on our website. Please send the correct amount for each child. Checks should be made payable to Manning Oaks Elementary School Cafeteria and placed in an envelope labeled with the teacher's name and grade. Additionally, parents may visit the Meal Pay Plus website (<https://www.mypaymentsplus.com/welcome>) to add funds to student accounts.
- ◆ Meals may be charged in an emergency situation only. Charges should be paid the following day, and no more than 3 charges can be allowed. Charges are not allowed for juice and extra milk or any extra food. No charges will be allowed during the last two weeks of school.
- ◆ **We will provide sign up opportunities for you to have lunch with your child.**
- ◆ You may only eat lunch with your child. Other students are not permitted to join you.
- ◆ When having lunch at school, please follow our "Greet and Good-bye" procedures. Check in at the office and obtain a visitor badge. "Greet" your child at the cafeteria and say "good-bye" at the cafeteria door. In no case are visitors to go to the classroom to wait for the child or return to the classroom after lunch. This constitutes an interruption to the instructional day of all students in the class.
- ◆ If your child forgets his/her lunch, you may drop it off to the school before 10:15. Items dropped off will be placed on the benches outside of the cafeteria.

#### **School meal prices:**

|                              |      |
|------------------------------|------|
| Elementary Student Breakfast | 1.10 |
| Elementary Student Lunch     | 2.45 |
| All Adult Breakfast          | 2.75 |

Adult Lunch

4.75

*Prices subject to change by FCBOE*

### **FREE AND REDUCED-PRICE MEALS/SCHOOL LUNCH PROGRAM**

Children need healthy meals to learn; therefore, Fulton County schools offer healthy meals that are reasonably priced. Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through applications available at the school.

### **Breakfast and Lunch Payments**

This year, lunch will only be Free or Reduced for those families who qualify. For information regarding meal applications, daily menu, meal prices, and online payments for your child's account, please visit the [FCS Nutrition Page](#).

The application can be accessed at [www.fulton.schoolslunchapp.com](http://www.fulton.schoolslunchapp.com)

### **The Process:**

- Parents/guardians complete one application per household indicating the school attended for each student.
- The application is returned to the school cafeteria manager.
- We strongly recommend to complete the form online. It only takes a few minutes.
- New students to Fulton County will pay for meals until the household application is approved.
- **All returning students must fill out an application each year.** Returning Fulton County students will maintain last year's meal status until the application is approved.
- The approval process will be completed within 10 days.
- Online applications are available through the FCS School Nutrition website.

For more information about Free and Reduced-Price Meals or the new application process, contact the Fulton County School Nutrition Program at 470-254-8960.

### **FORGOTTEN ITEMS**

#### **Items forgotten at home:**

- In order to avoid unnecessary interruption of instructional time, we will not be calling into classrooms for pick-up; children will be responsible for their own items.
- We want to instill the value of responsibility in all of our students and while it may be difficult for a moment for your child not to have something such as a snack, homework or sneakers, this will help him/her to be responsible for their items in the future.
- If something necessary is left at home, please know that these items will be delivered to the classroom once per day @10:15.
- If you need to drop off your child's forgotten lunchbox, do so by 10:15 am. This will be left on the bench outside of the cafeteria for your child to pick up.

#### **Items forgotten at school:**

- Students and parents will not be allowed in classrooms after dismissal to pick up homework or other items left behind. Please speak to your child about being responsible and taking all needed belongings home with them.

### **GRADING**

The Fulton County school year is divided into two semesters.

### **Grading Weights**

- 45% - Major Category
- 40% - Minor Category
- 15% - Practice Category

## **Grading Categories**

Student grades determined by using the following categories:

- **Major:** An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- **Minor:** An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/ skills within a unit.
- **Practice:** 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**

### **Kindergarten – Second Grade**

|            |                               |              |
|------------|-------------------------------|--------------|
| <b>EM</b>  | Exceeding Mastery             | 90-100       |
| <b>M</b>   | Mastery                       | 80-89        |
| <b>AM</b>  | Approaching Mastery           | 70-79        |
| <b>NYM</b> | Not Yet Demonstrating Mastery | 69 and below |
| <b>NG</b>  |                               | No grade     |

### **Third- Fifth Grade**

|           |   |
|-----------|---|
| <b>A</b>  | 90-100  |
| <b>B</b>  | 80-89   |
| <b>C</b>  | 70-79   |
| <b>F</b>  | 69 and below  |
| <b>NG</b> | No Grade – used for students enrolled fewer than 20 days. |
| <b>I</b>  | Incomplete  |

## **Grading Minimums Per 9 Weeks**

**Math, Reading, and Language Arts, a minimum number of 8 grades per 9 weeks:**

- 2 Major
- 3 Minor
- 3 Practice

**Science and Social Studies, a minimum number of 5 grades per 9 weeks:**

- 1 Major
- 2 Minor
- 2 Practice

**Art, Physical Education, Health, and Music, etc. a minimum number of 4 grades per 9 weeks:**

- 1 Major
- 1 Minor
- 2 Practice

## **Homework**

The purpose of homework assignments is to:

- reinforce skills taught in the classroom
- give students an opportunity for additional skill practice

Homework will not be graded, but feedback will be given. The grade level PLC will decide on a consistent plan of giving homework (when and how often).

Homework should not exceed the following general guidelines; however, adjustments can be made based on each individual student's needs:

- K & 1 10-20 minutes total
- 2<sup>nd</sup> 20-30 minutes total

- 3<sup>rd</sup> 30-40 minutes total
- 4<sup>th</sup> 40-50 minutes total
- 5<sup>th</sup> 50-60 minutes total

## **Non- Academic Skills**

Feedback provided each 9 weeks in areas beyond academic mastery.

We will use the following key to report non-academic skills critical to student success.

- Consistently Demonstrates
- Often Demonstrates
- Sometimes Demonstrates
- Rarely Demonstrates

## **Non Academic Skills**

Fulton County Schools places high standards on academics but also values work habits and character development. Student progress towards non-academic skills is critical to student success and shall be reported on age-appropriate, non-academic factors to be reported separately from academic grades.

The non-academic skills that will be addressed are:

- Self- Direction
- Collaboration
- Problem Solving
- Work Habits

## **Grading Recovery**

*Administered throughout unit to students who have failed to demonstrate mastery of the standards. Recovery assessments should cover the standards that the individual student has not mastered.*

PLC will determine what the recovery assessment looks like.

Students in K-5 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%.
- Before recovery, the teacher will communicate with parent about recovery opportunity. The teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.
- If a student's recovery is below the original score, the original score should stand in the grade book.
- The original score should be noted in the comment section of the grade book if a student recovers a major assessment.

**Gradebook entry: After the original score is noted in comment section in IC, the student recovery grade is entered in gradebook, but cannot exceed 75%.**

## **Missing Work/Late Work**

*An assignment, assessment, and/or task have not been turned in on time due to a student absence or failure to turn in the 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.

### **Student Misses Work Due to Absence (Excused/Unexcused)**

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task for full credit.
- Teachers may begin deducting points from late/missing assignment, assessment, and/or task (maximum of a 25% deduction) but only after the deadline has not been met. A deadline is typically equal number of days the student was absent.

If missing work is habitual, teacher should discuss this option with administration.

- A zero may be entered in the grade book, if a student fails to turn in a late/missing assignment, assessment, and/or task.

### **HOME/SCHOOL COMMUNICATION**

Every effort is made to ensure open communication between home and school. Teachers and parents should communicate regularly regarding questions or concerns that arise during the school year. To stay connected, please read all correspondence that comes home with your child and/or is sent electronically.

- ◆ **MOE Newsletter** is the school newsletter from the administration containing general school information, important dates, school activities and other related events.
- ◆ **A message from Manning Oaks' Principal** is direct communication/email from the principal.
- ◆ **Weekly Email Blasts** are written by the classroom teachers and focus on upcoming dates and classroom curriculum and activities.
- ◆ **Samples of Work** are sent home to keep you updated on your child's progress. *Work will come home in Thursday folders. Please return the work to school... Graded papers must be reviewed, signed, and returned to your child's teacher Friday. Teachers must keep graded papers on file. Thursday folders will be sent home twice a month.*
- ◆ **Campus Parent Portal** is available for you to monitor your child's grades. We encourage you to utilize this system to stay current with your child's progress.
- ◆ **Written Notes:** Most communication can be handled through written notes. Please be sure to let your child know that he/she has a note for the teacher.
- ◆ **Email:** All teachers have county-provided email addresses. Please note that teachers are not able to check email during instructional time. In most cases, you will receive a response within 24 hours. **Transportation changes may not be emailed due to a possible system shutdown or teacher absence.**
- ◆ **Phone Calls:** Teachers are unavailable to take phone calls during instructional time. Please be aware that it may be late in the afternoon before your message is picked up and your call returned. In most cases, you will receive a response within 24 hours.
- ◆ **Conferences:** We encourage regular communication to discuss your child's progress at school. Conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

### **ILLNESS**

If you keep your child home, please send in a note stating the cause.

Please follow these guidelines when your child is ill.

1. Do not send your child to school unless he/she has been without a fever for 24 hours. (Below 100 without using any fever reduction medicine)
2. If your child complains about an upset stomach, stomachache, or nausea, please consider with whom he/she may have come in contact, especially during flu season.
3. Please make sure your child has some breakfast before coming to school. Many stomachaches are a result of not having had breakfast.
4. Please notify the school office if your child had a contagious disease or an extended illness.

Please see "Attendance-Absences" for procedures to follow when your child returns after an illness.

### **INSURANCE**

School insurance is offered to each child who is enrolled and may be purchased at the beginning of the year. Forms will be provided to your child via the beginning of the year packet. Students attending overnight field trips must show proof of personal or school insurance prior to participation.

### **LOST AND FOUND**

Parents and students are encouraged to check regularly for lost items in the Lost and Found. Please mark all student belongings clearly with the child's name so that it can be identified. **Unclaimed items will be donated to local charities each semester.**

### ***MEDIA CENTER/LEARNING COMMONS***

The Manning Oaks' Learning Commons is equipped with a carefully selected collection of books, magazines, and instructional resources for students and teachers. A trained, certified Media and Educational Technology Instructor (METI) and media paraprofessional work with students on an individual, small group, or whole class basis to instruct students in the use of the library media center materials and equipment. Activities are planned with classroom teachers so that students can meet curriculum objectives and develop an appreciation for media resources. Throughout the school year, the media center coordinates book fairs, guest speakers, storytellers, authors, and other reading programs. Students should keep track of their library books and return them undamaged and on time. Books that are lost or damaged beyond repair must be paid for within 30 days or students may not check out additional library books. Please reach out to the METI for more information.

### ***MEDICATION***

If possible, all medication should be consumed at home rather than at school. However, if medications must be consumed at school, an authorization and instruction form entitled "Authorization to Give Medication at School" must be completed. This form 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 brought to the school clinic for central storage. Under no circumstances should medicine be transported by students. Parents should bring the medication to the school clinic with the appropriate paperwork. **Under no circumstances should medication, prescription or non-prescription, be kept by a student or shown to other students.**

### ***PARENTS' RIGHT TO KNOW***

In compliance with the requirements of Fulton County Schools, parents may request information about the professional qualification of your student's teacher(s). The following information may be requested:

- Whether the teacher/paraprofessional has met the Georgia Professional Standards Commission certification requirements for the grade level and subject area(s) in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

Parents can obtain certification information by accessing the Georgia Department of Education's website at [www.gapsc.com/certification](http://www.gapsc.com/certification) or by contacting the school's principal or Fulton County Schools' Office of Teacher and Staff Quality at 470-254-0368.

### ***PBIS at MOE***

Our PBIS program is our set of values and expectations for our school community.

#### **The MOE Way**

- Be Respectful
- Be Responsible

- Be a Leader

These values are modeled and upheld throughout the school with visuals posted to help students remember the expectations.

**Tiger Bucks:** The MOE Way expectations will be reinforced with the use of Tiger Bucks that students can earn by demonstrating the ROARS' values/ expectations. Tiger Bucks can be spent on individual or class in the following ways:

- Individual Rewards: Students can spend Tiger Bucks on rewards within their classroom that vary by grade level.
- Class Rewards: Students can choose to donate to their class fund and help their class work towards a whole class reward. The class reward is voted on by the class.

### ***PARKING***

The curbs around the school are fire lanes and must be kept clear at all times. Reserved, handicapped spaces are available. Please only park in the handicapped spaces if you have an approved sign.

### ***PHYSICAL EDUCATION***

Sneakers or appropriate fitness shoes and attire should be worn for Physical Education. All students receive Physical Education for forty-five minutes twice a week. Students must have written permission from a parent or guardian to miss Physical Education class.

### ***RECESS***

Thirty minutes of recess is scheduled for every student on a daily basis. Students are required to follow the code of conduct during recess. If disciplinary infractions occur during recess, student behavior will be addressed, and if determined, the student may receive consequences during recess.

### ***SCHOOL RECORDS***

Parents or legal guardians have the right to examine their student's records and to have them explained. Principals, counselors, teachers, and other authorized personnel who have responsibility for supervising, instructing, or helping a student will have access to that student's records. No third-party releases will occur without written permission from the parent. Questions about school records should be directed to the data clerk.

### ***SCHOOL SAFETY***

#### ***Security – Locked Doors***

The safety of children is very important to us. An intercom/buzzer system has been installed and will be used beginning at 7:40 am each day. All parents, visitors, and volunteers in the building **must** ring the bell, show your ID to the camera, report to the office and show valid identification in order to obtain a visitor badge. **DO NOT** go directly to the classroom. Visitors are to enter the main school door during the day. Please do not enter through any exterior side door. The cafeteria and all other exterior doors will **NOT** be utilized for entry/exit.

#### **School Safety and Security**

Recent events in our nation have drawn attention to school safety, and Fulton County Schools is committed to providing safe and secure learning environments. The district has historically been committed to safety resources and currently has one of the largest school police forces in Georgia.

The district is providing enhanced police training for all officers. The district has video surveillance camera systems in every school. FCS will add "Run. Hide. Fight." training for staff and students, utilizing age appropriate content and strategies.

All staff members have a safety badge we wear to use in case of a serious medical or safety emergency.



[Download the "Safety Plans & Drills" Document](#)  
[Download the "Investments in Safety" Document](#)

### ***Drills***

Safety and security are top priorities at Manning Oaks Elementary School. In order to provide a safe learning environment for our students, evacuation, shelter and lock-down drills are practiced on a regular basis in order for staff and students to know the procedure in case of a real emergency. Visitors and volunteers are asked to participate in setting a good example for our students.

### ***SCHOOL SOCIAL WORKER***

A social worker is available to assist with situations that may involve the home (i.e. chronic tardies and absences, personal needs, and family concerns).

### ***SOCIAL MEDIA***

Please follow Manning Oaks on our various social media accounts:

- **Website** [Manning Oaks / Homepage \(fultonschoools.org\)](http://fultonschoools.org)
- **Follow us on Facebook!**  
<https://www.facebook.com/manningoakspta/>
- **Follow us on Instagram!**  
<https://www.instagram.com/manningoakspta/>
- **Follow us on Twitter**  
<https://twitter.com/MoePta>

[@nikkoleflowers1 – Ms. Flowers' Twitter Handle](#)

### ***SPECIAL EDUCATION***

#### ***INSTRUCTIONAL SUPPORT TEACHER***

Special education programs, services and educational testing for eligible students are coordinated by the Instructional Support Teacher (IST). If you have questions about the special education process, please contact the IST for information.

#### ***STUDENT SUPPORT TEAM (SST)***

The SST is a multi-disciplinary team consisting of teachers, counselor, administrators, specialists, and parents who work together to develop methods for helping the child. This process is lead by the Student Support Coach. This tiered 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 and analysis of the student's records;
- ◆ Observation of student in the classroom;
- ◆ Development of written plan of strategies and modifications to assist the child;
- ◆ Review of progress after the designated intervention period;
- ◆ General screening in the areas of hearing and vision;
- ◆ The SST may consider an academic achievement and/or ability evaluation as a further means of gathering information.

Any parent or school staff member may initiate a referral for SST. Please reach out to the Curriculum Support Teacher if you have any questions or concerns regarding your child's progress.

### ***TECHNOLOGY***

Our students have access to many different types of technology. All users of District-issued devices must follow the expectations outlined in District Policy and Operating Guidelines *IFBGA: Responsible Use of the Enterprise Network*, *JD: Student Discipline/Student Code of Conduct*, and *JS: Student Fines, Fees and Charges*. Failure to follow these expectations will lead to applicable student disciplinary consequences. All District policies can be found at [www.fultonschools.org](http://www.fultonschools.org).

Students who do not follow the expectations or misuse technology may face consequences including, but not limited to, device privileges being revoked.

If students break technology items such as headphones or devices due to careless use, parents will be asked to replace the item or pay a fine.

#### **TELEPHONE 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 important issues that cannot be addressed before or after school. We ask you to help us by being sure your children are prepared for school and understand after-school arrangements before leaving home.

#### **TEXTBOOKS**

If a textbook is furnished, students are expected to take care of all books and return them undamaged at the end of the year or before he/she withdraws from school. If a textbook is lost or damaged, a fee will be charged.

#### **TRANSPORTATION CHANGES**

Parents are to designate a single method for their child's dismissal. Please communicate this to your child's teacher during Open House. To ensure student safety, please keep changes to a minimum. **All transportation changes must be in writing.** Please send in a note, signed and dated by the custodial parent, for all transportation changes. **For child safety purposes, the school cannot accept phone calls or emails for transportation changes.**

**\*Please see Early Checkout procedures for more in-depth information.**

#### **UNPAID FEES**

Any unpaid fees for lost text books or library books, or lunch charges at the end of the year will result in students not receiving report cards or test scores until all fees have been paid.

#### **UPDATING INFORMATION**

It is important that in an emergency we are able to contact you. Please keep your address, home and work phone numbers, and emergency contact people updated at all times. If you are out of town, the school must be notified in writing (teacher and office) of who will be responsible for your child during the absence.

#### **VISITORS TO OUR SCHOOL**

For the protection of our children, all visitors to the school sign in at the office and wear a "VISITOR" badge at all times while in the building. No visitors are to enter the building except through the main office door.

- If you are visiting to meet with your child's teacher, appointments should be made at least 24 hours in advance. If it is not possible to contact the teacher before or after school hours, please contact the office by telephone to deliver the message. Please remember, it may take up to 24 hours for your call to be returned.
- If you are visiting your child's classroom to observe your child, all observations must be scheduled through the front office through the CST or Assistant Principal and are not intended to be a time for teacher-parent conferences. The regular school program will continue during the visit.

#### **VISITING THE BUILDING AFTER HOURS**

Students and parents will not be allowed in classrooms after dismissal to pick up homework or other items left behind. Please speak to your child about being responsible and taking all needed belongings home with them.

### ***VOLUNTEERING***

Volunteers are important to the success of Manning Oaks Elementary School. There is an application process for any parent wishing to volunteer. Please see Fulton County's website for additional information on how to apply. If you would like to volunteer, please contact your child's teacher or PTA at [MOEPTAPresident@gmail.com](mailto:MOEPTAPresident@gmail.com). We need you!

### ***WALKERS***

Walkers to school are to arrive at 7:10. For afternoon dismissal, walkers will be dismissed to their parents. Parents should have the tag number given to them during Open House. Parents must wait in the designated walkers' waiting area (Top of parking lot by Cumming St.) for them to be dismissed from the building.

If you are picking up your child by car, please use the carpool lane and do not leave your vehicle. Students and parents must always use sidewalks, obey safety rules, and promptly enter or leave the school grounds. No loitering is permitted, and no student should return to school grounds after dismissal without adult supervision.

### ***WITHDRAWAL PROCEDURE***

Please notify your child's teacher, as well as the data clerk, if you are withdrawing your child. All textbooks and media center books must be returned, any fines and lunch fees must be paid before a student's records will be sent to the new school.

Thank you for taking the time to read our family handbook. I appreciate your partnering with me to ensure our students have the most amazing educational experience here at Manning Oaks Elementary.

Nikkole Flowers, Proud Principal