



# HAMILTON E. HOLMES

## Home of Royal Lions



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<http://school.fultonschools.org/es/hamiltonholmes>

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**“COMMITTED TO ACADEMIC EXCELLENCE”**

## **Parent/Student Handbook**

### **FULTON COUNTY SCHOOLS: MISSION, VISION, VALUE, AND BELIEFS**

#### **OUR MISSION**

Is to educate every student to be a responsible, productive citizen.

#### **OUR VISION**

Is for all students to learn to their full potential.

#### **We Believe In**

- Excellence
- Trust and Honest Communication
- Common Understanding
- Personal Responsibility
- Commitment
- Academic Achievement
- Measured Results
- Continuous Improvement
- Safe and Nurturing Environment
- Involved Family, Community and Staff
- Transparency and Accountability

#### **VALUE STATEMENTS**

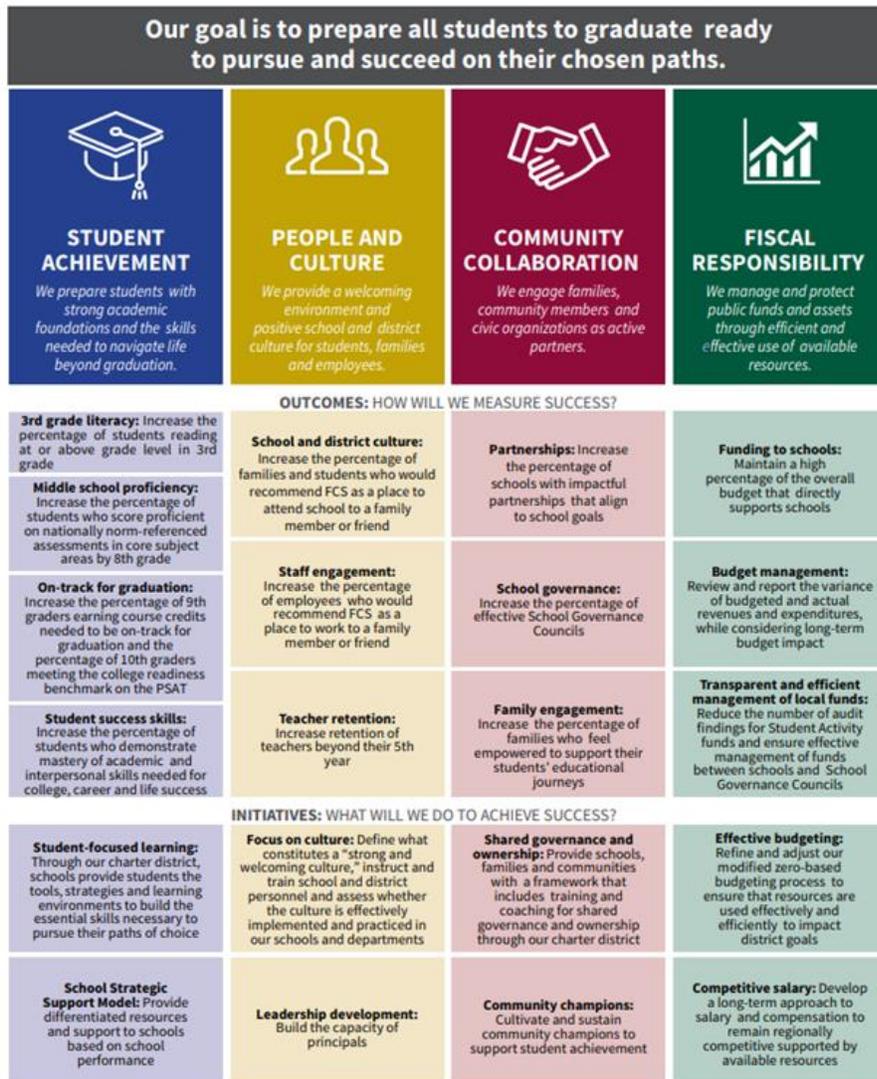
- Each Fulton County school will educate every student to his/her fullest potential.
- Fulton County will engage parents as key partners in the educational process.
- Each Fulton County school will be the preferred school for its students and parents.

- Each Fulton County school will provide greater value for each child’s educational experience when compared to top-performing public and private schools in the nation.
- Fulton County schools will prepare each student to excel in a rapidly changing global society.

## FULTON COUNTY SCHOOLS: STRATEGIC PLAN 2022

At the beginning of the 2017-18 school year, Fulton County Schools rolled out the new Strategic Plan 2022. This plan serves as a guide and a focus for our work as a district and a community over the next several years. It is intended to ensure that all stakeholders – including the school board, district staff, principals, teachers, students, parents and community members – are working toward a shared set of goals and priorities.

Strategic Plan 2022 articulates what should be true for FCS's graduates and a set of four focus areas that outline what we will be known for as a district by 2022 (see figure below).



The strategic plan will guide the system’s direction and is the result of many conversations with the school board, teachers and school leaders as well as engagement with parents and the community

## MISSION, VISION, AND VALUES

### Mission

*The mission of Hamilton E. Holmes Elementary School is to develop effective processes that positively promote student academic and behavioral success.*

### Vision

*The vision of Hamilton E. Holmes Elementary School is to see every student and teacher realize the GREATNESS they possess!*

### At Hamilton E. Holmes, we value:

- *A safe learning environment*
- *Academic excellence*
- *Family and community engagement*
- *Diversity among our students and staff*
- *The unique learning abilities of all students*

### We believe in:

- *Mutual respect*
- *Accountability*
- *Collaboration*
- *Continuous improvement*
- *An active, rigorous learning environment*

## ALLIANCE FOR A HEALTHIER GENERATION THROUGH NUTRITION, EXERCISE AND HEALTHY LIVING PROGRAM

We believe that healthier eating habits and consistent exercise have a positive impact on our children's learning and ultimately their test scores. We use alternate rewards in our classrooms and provide items with the lowest or minimum amount of sugar on our breakfast and lunch menus, but still maintain a balanced, nutritionally sound diet. When packing a home breakfast or lunch for your child, please remember that **we are a "Sugar-Free Zone" school.**

**Please do not send soft drinks, fruit drinks with processed sugar, candy, cookies, ice cream, cupcakes, cake, Takis, hot fries, hot Cheetos, gum and/or sugary snacks in your child's home lunches, his/her snacks or for the two authorized parties. Please note that if the student brings these types of items to school, they will be held until the parent picks them up from the classroom teacher or the front office.** Please substitute healthier eating items such as fruits, chips, vegetables, granola bars, animal crackers and/or 100% fruit juice instead. Thanks for supporting the health and academic performance of our children.

## PARENT TEACHER ASSOCIATION (PTA)

Hamilton E. Holmes Elementary PTA meetings will be held on **November 16, 2020, December 14, 2020 and February 22, 2021** beginning at 4:30 p.m. Parent/guardian attendance is encouraged at these helpful and informative meetings of the Hamilton E. Holmes Elementary School PTA.

## **SCHOOL GOVERNANCE COUNCIL MEETING**

Hamilton Holmes School Governance Council Meeting dates are open to the public.

- School Governance meeting begin August 21, 2020 at 8:00 am the meeting dates will occur every fourth Friday of the month.

## **SCHOOL HOURS**

**Universal Remote Learning begins at 7:50 a.m.** Students should be logged in at 7:50 a.m. When we return to school face to face, the school day will begin at **7:10 AM**. At that time, students will be able to get breakfast and/or report to class. Instruction occurs from 7:40 AM to 2:20 PM. **Dismissal begins at 2:20 p.m.**, and students should report to their mode of transportation promptly. Several after school care providers also pick students up at the end of the school day. Parents can obtain a list of these day care facilities by requesting it from the front office secretary.

## **ABSENCES**

Students need to be in school every day. Regular attendance is essential to the learning process. In addition, students who are absent from school are deprived of a variety of educational experiences shared with their peers. Students can make up work missed due to absence upon their return to school; however, there is no way to reproduce or recapture missed classroom activities.

A student who is absent or tardy must bring a written excuse signed by a parent or guardian the day the student returns to school. Such written excuses are kept on file at school. Doctor's notes are required for students with excessive absences upon their 1<sup>st</sup> day back to school.

A student must be in attendance more than one-half day before he/she can be counted present during that day. A student must be present between the hours of 7:40 a.m.-11:15 a.m. in order to be counted present. To encourage excellent attendance, elementary schools award attendance certificates to students with three or less absences during the school year.

If you need to request work for your child due to a one- or two-day absence, you are asked to call the school office before **9 a.m. each morning**. Materials may be sent home with another child or you may pick the materials up at the end of the school day. This gives the teacher adequate time throughout the day to organize needed materials.

For extended absences, your child's assignments may be collected before, during, or after the absence. Completion of work missed during an absence is determined at the teacher's discretion and by the needs of the student. A student will be allowed to make up all required work and tests.

Students are temporarily excused from school for the following lawful reasons:

- They are personally ill and when their attendance in school would endanger their health or the health of others.

- There is serious illness or death in the immediate family which would necessitate absence from school.
- Special recognized religious holidays are observed by their faith.
- They are prevented from attendance due to conditions rendering school attendance impossible or hazardous to the student's health or safety.

### **TARDINESS**

Students must be in their classroom by 7:40 a.m. If a student reports to their classroom after 7:40 a.m., the student's attendance for that day will reflect tardy. **Parents must escort their child/children into the building and sign them at the front desk after 7:40 a.m.** When a Fulton County school bus is late, the children riding that bus are not counted tardy. More than four tardies within a 20-day period may be considered excessive and will be reported to the school social worker.

### **SCHOOL BUS TRANSPORTATION**

In general, bus transportation is provided for children who live one and a half miles or more from the school. Children must get on and off the bus at their assigned stop unless the bus driver is provided with written permission from the director of transportation or from a school administrator. To find your child's bus information, please access the following link: <http://portal.fultonschools.org/departments/Operations/Transportation/Pages/default.aspx>

Riding the bus is a privilege contingent upon proper and courteous conduct. Students who ride the bus are expected to adhere to the following:

- To stay in their seats while the bus is in motion.
- To speak in low voices.
- To refrain from throwing objects.
- To keep heads, arms and hands inside the bus.
- To keep hands and feet to themselves.
- To cooperate with the bus driver and act in a respectful manner.

This year, Fulton County Schools Transportation Department is very excited to introduce a new school bus initiative that will help promote and support positive student behavior for all elementary school students riding the bus. This initiative is called PBIS (Positive Behavior Interventions and Support). PBIS is a district initiative and Transportation is partnering with schools throughout the district to focus on safe student transport.

PBIS on the bus will be introduced through the new bus mascot "Royal Lion".

#### **Royal Lion's Mission:**

To establish a safe, responsible, and respectful bus experience where students are delivered to and from their destinations on time and ready to learn.

#### **Royal Lion's Expectations:**

Be Safe  
Be Responsible  
Be Respectful

New bus safety expectations and rules will be introduced for nine (9) weeks. Please talk to your child(ren) about the bus expectations and rules and the importance of being safe, responsible and respectful on and around the bus. Students will be recognized and acknowledged on an on-going basis for their positive behaviors.

Proper bus conduct is expected. Students may be subject to disciplinary procedures when bus safety rules are violated. These may include suspension from riding the bus for one or more days.

Under special circumstances, a school administrator may give written permission to the bus driver for a child to ride a different bus and to be let off at an alternative stop. This will be done only in response to a written request by a parent or legal guardian if bus space permits. Requests for social activities or projects, including scouts, are discouraged. Students will not be delivered outside his/her school attendance area; in addition, bus requests involving childcare will be given consideration only if there is room on the bus.

### **CAR RIDERS**

We ask you to follow these guidelines for bringing and/or picking up your child:

- Supervision is provided at the main entrance of the school; therefore, all students should be picked up and dropped off at this entrance of the building. If you would like to walk in with your child, please park your car in the parking area. It is illegal to park along the curb as this is a fire lane. Please walk with your child into the lobby of the building and then let the child walk on to their class. We ask that you avoid dropping students off in the bus loop area or parking lot, because it poses a danger to your child.
- Please drop your students off in the front of the school so we can provide adult supervision for your child's safety.
- You are requested to wait in a single line and remain in your car. Adequate supervision is provided both before school (7:10 a.m. to 7:40 a.m.) and after school (until 2:40 p.m.). Car riders should be picked up at 2:40 p.m. (See late pick-up policy)
- Place the "numbered" card, which the front office will provide for you, please have this card visible in your car when picking up children in the afternoon. This provides identification and helps to ensure safety. If you do not have your car number, you will be asked to come into the main office to show proper identification.

If you must pick up your child before the school day is over, you must report to the main office and sign the sign-out sheet. **For the safety of everyone please adhere to all social distancing signage and remember to wear a mask when entering the building. You will be asked to show identification when picking up your child from school (See student check out procedures).**

**The school is unable to accept changes in a child's afternoon transportation or supervision without written consent from a parent or legal guardian. Changes in transportation/supervision will only be accepted by telephone in extreme emergencies and must be cleared through an administrator.**

**Parents are not allowed to enter the gym to pick up students during dismissal. We do not allow parents to pick up car riders from the front office.** Staff members will be outside to supervise the loading and unloading of students who ride in cars.

### **LATE PICK-UP POLICY**

Parents will be excused three times for picking up their child/children late. Teachers will provide parents with a warning letter that states that since they have been consistently late picking up their child/children up from school, any additional “late pickups” will result in the child/children being taken to the East Point Police station. A log will be kept at the designated area for late car duty so that we will know who has been late 3 times. If a parent continues to pick their child up late, it will be considered neglect and reported to DFACS.

### **BICYCLES**

Students riding bicycles to school may park them in a designated area near the building. Please speak to your child about bicycle safety rules.

### **WALKERS**

The safety of walkers is of great concern. Please discuss with your child the importance of walking near the curb or on the sidewalk and respecting the property of residents in the community. When your child walks to school, please advise him/her of safety rules for walking. It is advised that students walk near the side of the road facing the traffic. Students who walk home will be dismissed from the front of the building after the car riders have departed. Staff members will escort students to the crossing guard, so students are assisted crossing the street.

### **STUDENT CHECK OUT PROCEDURES**

Students are not allowed to be checked out after 2:00 p.m. unless it is an emergency. The parent should report to the front office to request that the child be checked out. The front office secretaries or an administrator will call into the classroom and ask that the student be sent or brought to the front office. The parent will remain at the front desk until the student reports to the front office. The parent will complete a “checked out early slip” at the front desk. **Please refrain from scheduling appointments prior to the end of the school day as this is not considered an emergency.**

### **ARRANGEMENTS FOR IRREGULAR DEPARTURE**

In order to ensure the safety of students, the following rules for irregular departures from school will apply:

- If a student does not plan to go home in the regular manner, the student must provide a letter of permission to the classroom teacher from the student's parent or legal guardian at the beginning of school on the date of the irregular departure.
- If it is necessary for a student to leave school early, please discuss this with the student and send a note to the student's teacher. Any student leaving before the regular dismissal time must be signed out through the office by a parent, legal guardian, or parent designee.

- Students will not be released from school at any unscheduled time without a written explanation of the reason from a parent or legal guardian. **Students are only released from the office. Parents/guardians should come to the office and present picture identification rather than going directly to classrooms to request the release of students.**
- Students may be released to a parent designee only after the parent or guardian has notified the school by sending a note or coming to the school to add someone to the check-out list. You will need to provide identification to make changes to your child's file.
- Please make sure that you add and/or delete individuals who are allowed to check out your child when "Student Contact Sheets" are sent home.

### **EMERGENCY SCHOOL CLOSING**

If the decision is made to close school due to inclement weather, local television and radio stations will broadcast this information. You will also be notified of school closings by the district's emergency school messenger service. The Office of Safety and Emergency Management serves as a resource and works with the principals in the field of comprehensive planning and preparedness to lessen the impact of natural and man-made disasters. Each Fulton County school has detailed disaster and evacuation plans which are reviewed and updated periodically. In addition, each school's emergency procedures are practiced to ensure adherence to plans and procedures.

In the event of an emergency which necessitates removing students from the school, the students will be evacuated to an alternate location. The alternate location for Hamilton E. Holmes Elementary is Paul D. West (Primary site) or Fellowship of Faith's sanctuary (Secondary site).

#### ***In case of fire, gas leak, explosion or bomb threat:***

- Do not try to contact the school.
- Students will be evacuated to Fellowship of Faith's sanctuary (Primary site) or Paul D. West (Secondary site) and follow their regular dismissal procedures from the evacuation sites.

#### ***In case of tornado:***

- Do not try to contact the school.
- Do not come for your child.
- Children will be moved to an area in the school building designated for safety during a tornado.
- Bus drivers are trained in procedures to ensure the safety of children during a tornado.
- A battery operated radio will be used at school in case of electrical failure and will allow the school to follow the progress of a tornado.
- Parents should listen to their radios or watch television for all emergency broadcasts.

## **CLINIC**

All elementary schools have clinics; however, the clinic is not staffed or equipped for serious injury or illness. Children who are ill must be kept at home. Parents will be contacted when children are injured or become ill at school. Parents must pick students up within one hour of being contacted.

## **MEDICATION**

Students who must take prescribed medicine during the school day must give it to the clinic aide before reporting to class. The parent must complete a Fulton County Medication form, along with the physician's signature, in order for the child to take the prescribed medication.

When prescribed medication is necessary, a school employee may assist in administering the medication to the student under the following conditions:

1. The parents or legal guardians must provide the following:
  - a. written certification by a licensed physician that such medication must be administered to the student during school hours.
  - b. written certification by a licensed physician that the student is in need of assistance for the administering of that medication, and
  - c. written instruction from a licensed physician regarding the administering of the medication, including dosage, expected duration of administering the medication and side effects of the medication.
  
2. The parents or legal guardians must take the following action:
  - a. provide written certification that, according to the doctor's instructions, a medication must be administered to their child;
  - b. execute a release (in the form required by the school system) releasing the Board of Education, the school and any system employees from any liability for administering medication, and
  - c. deliver medication to the school principal (or designee of the principal) in its original prescription bottle.

## **STUDENT RECORDS**

It is essential that student records be kept up to date. Please come to the office or send a note of any changes in any of the following: address and telephone numbers of the parent, parent's employer and person(s) to be called in case of emergency, and email addresses.

## **SCHOOL MEAL PROGRAM**

Each elementary school participates in the school lunch and school breakfast programs. The prices of meals are subject to change from year to year. Breakfast and lunch for the 2020-2021 school year is **free for all students**.

**During universal remote learning**, food distributions will be held every Wednesday from 11:00 a.m. until 1:00 p.m. Families are asked to remain in their cars as they drive through the bus ramp to receive the distributed items.

When face to face instruction resumes, breakfast will be provided free of charge for all students. Breakfast is served until 7:35 a.m. Parents are responsible for providing breakfast for his/her child if arrival time is after 7:35 a.m.

All students are encouraged to eat our school lunch as it is a well-balanced meal. Milk is served with all meals. If a child is allergic to milk and provides a note from the doctor to that effect, the child may substitute juice for milk with the lunch. For other students who desire a second drink with a meal, juice may be available at an additional cost. Children who bring their lunches may obtain a milk and/or pay for juice in the school cafeteria.

Parents are welcome to eat lunch in the school cafeteria. Advance notice is appreciated. A call by 9:00 a.m. will ensure that sufficient food is prepared. The price of an adult lunch is \$3.15. Students are not allowed to have outside food (i.e. McDonalds, Wendy's, Zaxby's) unless accompanied by parent for breakfast, snacks, or lunch.

### **CAFETERIA RULES**

- We always walk in the cafeteria.
- We sit next to the person we were in line with before leaving the class.
- We use our inside voices in the cafeteria.
- We use the restroom before coming to the cafeteria.
- We get everything we need before leaving the lunch line.
- We respect others at all times.
- We raise our hands if we need help.
- We remain seated until we are dismissed by an adult.

### **INSTRUCTIONAL PROGRAM**

The Fulton County Elementary Schools are organized to include Pre-Kindergarten through grade 5. In general, these are self-contained classrooms at all grade levels. However, the self-contained organization may be modified slightly in order to group for instruction and team teaching.

The curriculum for the elementary schools includes: language arts, mathematics, social studies, science, health, music, physical education, and art.

The schools also provide a variety of other programs. The following programs are available at Hamilton E. Holmes Elementary School: pre-kindergarten, EIP (Early Intervention Program), interrelated resource, inclusion classes, speech, ELL, and Talented and Gifted Program (TAG).

### **GA STANDARDS OF EXCELLENCE**

The K-5 Standards define what students should understand and be able to do by the end of each grade. Students advancing through the grades are expected to meet each year's grade-specific standards, to retain or further develop skills and understandings mastered in previous grades, and to work steadily toward meeting the more general expectations described by the Standards.

## **CONTINUOUS ACHIEVEMENT**

Fulton County School System's Continuous Achievement framework is a model for curriculum delivery that guides how reading and mathematics is delivered to students. The model, unique to Fulton County Schools, enables students to be taught at their appropriate instructional level and allows for more acceleration opportunities. The placement model for reading and English Language Arts will be reported as "on-level," "advanced," or "accelerated." Acceleration for reading and English Language Arts curriculum is limited to grades K-5. The placement for mathematics will be reported as half-semester using 2.1, 2.2., 3.1, 3.2, etc. levels. For example, the Continuous Achievement level 2.1 would indicate that a student is working with materials and content for a typical second grade student at the beginning of the school year, while 2.2 would indicate that the student is working at the second semester level of second grade.

\*Note: Although students may receive advanced or accelerated instruction in another classroom or grade level, they have not skipped their current grade level. For example, a 3<sup>rd</sup> grade student that receives the accelerated curriculum in reading/language arts and 4.1 math in 4<sup>th</sup> grade is still considered a 3<sup>rd</sup> grade student; therefore, the students will not be able to participate in 4<sup>th</sup> grade activities not directly related to the subject in which they receive acceleration. Accelerated students will not be able to participate in their accelerated classes' Awards Day, attend Specials with their acceleration classes unless the schedules does not permit, or participate in any other content areas in which they have not received accelerated status.

## **HOMEWORK**

Each student may be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time at home for completion. Planned study eliminates spending too much time in completing an assignment the day before it is due. Homework reinforces skills taught in the classroom, increases the student's success on achievement tests, provides opportunity for parent involvement and develops responsibility.

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

- Kindergarten & 1<sup>st</sup> grades                      10 – 20 minutes per night
- 2<sup>nd</sup> grade    20 – 30 minutes per night
- 3<sup>rd</sup> grade    30 – 40 minutes per night
- 4<sup>th</sup> grade    40 – 50 minutes per night
- 5<sup>th</sup> grade    50 – 60 minutes per night

The teacher will assign homework Monday through Thursday and will communicate with parents' homework expectations.

## **PARENT / TEACHER CONFERENCES**

Parent-teacher conferences, as well as parent-principal conferences, are an integral part of reporting pupil progress. Our reporting system emphasizes a close relationship between the home and the school. Because we regard parents as partners in the education of their children, we consider it important to have regularly scheduled conferences in order that parents and

teachers may share information concerning the child. This will enable the school to plan a more effective educational program to meet the needs of each child.

A parent-teacher conference is scheduled for the first quarter of the school year; additional conferences may be scheduled as necessary. Conferences may be initiated by the parent, teacher, or principal. As a way of building a rapport with parents who are unable to come to school for scheduled conferences, teachers may make home visits.

### ***PARENT / TEACHER CONFERENCE DATES***

- October 13, 2020, January 4, 2021, Friday, March 12, 2021
- Parent/teacher conferences will be held virtually until further notice

### **GRADING**

Report cards are one means of communicating what students are achieving. Parent-teacher conferences, progress skills checklists, letters, notes and telephone calls are other ways of communicating student progress to parents. Parents can check their child's grades throughout the year by accessing Home Access Center at the following website:

<http://portal.fultonschools.org/Parents/Pages/HomeAccessNotice.aspx>

Grades are determined in the best interest of the student after careful evaluation of all factors involved. The initial responsibility for grade determination is vested in the teacher. The teacher's decision is subject to review and approval by the principal. The importance of the accurate and fair assessment of student progress can't be overemphasized. Teachers are encouraged to use a variety of means for obtaining data which leads to final grades.

Elementary report cards describing a student's progress are sent to parents and/or legal guardians four times during the school year. Conduct grades are not calculated into a student's final grade. The purpose of report cards and conferences are to communicate with parents and to enlist their support and help in order to improve educational opportunities for students. The following grading system is used:

### **Universal Remote Learning (URL) Grading**

#### **Grades K – 2:**

FCS policy related to numerical grades for Grades 2 will be waived if 50% of the marking period is spent in Remote Learning. Students in grades K -2 will use the existing K -1 report card grading terms of S, N, I during Remote Learning.

- Grades will be based on the student's mastery of standards. A student's final course grade for the marking period reflects satisfactory mastery of a minimum of 80% of the course standards
- A student must complete 80% of graded assignments to earn an S or N in their course, otherwise they earn an Incomplete.

Quarter grade reporting will reflect the following:

- o S – Satisfactory (Assignments average of 80% or higher)
- o N – Needs to Improve (Assignments average of 70%-79%)
- o U – Unsatisfactory - (Students who scored an average of less than 70% should receive an Incomplete and have an opportunity to redo/resubmit assignments.)
- o NG – No Grade
- o I – Incomplete (Less than 80% of graded assignments were completed OR assignments average less than 70%)

**Grades 3 – 5:**

Letter grades (A, B, C, and F) and numeric grades will be used on report cards and transcripts for students in grades three through five

The following academic grading scale shall be used in grades three through five

- o A – 90 and Above
- o B – 80-89
- o C – 70-79
- o F – 69 and below OR an Incomplete not resolved by the end of the school year or summer
- o I – Incomplete (Less than 80% of summative assignments were completed)
- o NG – No grade

**Face to Face Grading**

Once we return to face to face instruction, the following grading scales, letter grades and numeric grades will be recorded as the student’s final course grade for marking periods on the report card.

**Kindergarten and First Grades**

- S - Satisfactory
- N - Needs to Improve
- U - Unsatisfactory
- NG - No Grade

**Second – Fifth Grades**

- 100 – 90 = A (Excellent)
- 89 – 80 = B (Good)
- 79 – 70 = C (Average / minimum passing score)
- 69 and below = F (Below average)
- NG = (No grade)

**Conduct Grades**

- S- Satisfactory
- N - Needs to Improve
- U- Unsatisfactory

**SEMESTER DATES**

- First semester begins:  
August 17, 2020
- First semester ends:  
December 18, 2020
- Second semester begins:  
January 5, 2021
- Second semester ends:  
May 26, 2021

## **AWARDS DAY CEREMONIES**

One Awards Day Ceremony is held for each grade level at the end of the school year. The Principal's Honor Roll recognition is given to students who have earned an A average as their final 1<sup>st</sup> and 2<sup>nd</sup> semester grades in all subjects. The A/B Honor Roll recognition is given to students who have earned an A or B average as their final 1<sup>st</sup> and 2<sup>nd</sup> semester grades in all subjects. Awards programs are a way of honoring students for their hard work throughout the school year. Students may be removed from participation if their behavior is not acceptable. Teachers will establish a criterion and notify parents in advance if their child will not be allowed to participate. Students will still receive any awards/certificates they have earned. Hamilton E. Holmes Elementary siblings of students participating in the Awards Day Ceremony are not allowed to be taken or checked out of class to attend the ceremony. If you bring balloons, please leave them in the front office until after the ceremony.

## **CLASSROOM PARTIES**

**There are only two school approved parties during the year, one for the Winter Holidays and one for End of the Year Celebration.** Each grade level will hold their End of the Year Celebration on the same day of their Awards Day Ceremony. Parents will be contacted to provide support for these parties. As these are the only two approved parties, **no other parties are permitted during the instructional day. To protect students with certain allergies, all donated items must be store bought, prepackaged, and unopened. Individual student birthdays are not celebrated** in the classrooms. Therefore, please do not bring balloons, gifts, food, etc. to school. Please note that the food items must be cleared through the classroom teachers/front office for these parties. Healthy snacks are permissible when requested by the classroom teacher.

## **CLASSROOM VISITATION**

Parents are free to visit at all times with a scheduled appointed time collaborated with the teacher. However during universal if there are particular subjects which you'd like to see in progress, the teacher will be able to give you times that those subjects may be seen. For the protection of children, all visitors must check in at the office, receive the volunteer training, provide identification, and get a name tag. The name tag must be worn in a visible location throughout the building while visiting classrooms, eating in the cafeteria, and delivering articles and messages to students.

Classroom visitations are not a time for teacher-parent conferences. Do not expect the teacher to conference with you at this time. The regular school program must continue during your visit. Please see the parent liaison for a list of activities you can perform during your visit.

Once we return to school face to face, we will not allow visitors into the building as we traditionally did to ensure the safety of all students and staff. Any visitors will be required to wear masks and have their temperatures taken. Visitors will not be allowed to go beyond the front office area until further notice.

## **VOLUNTEERS**

An active group of parent volunteers are needed to assist students and teachers with various activities. If you would like to volunteer at the school, please register at the Fulton County Schools Volunteer Page ( <http://www.fultoncountyschoolssafetysecurity.org/> ). Parents will complete the volunteer application and the mandatory online training. Please allow 48 hours for your application to be processed before you visit the school to volunteer. When you arrive at the school for your first volunteer assignment, please present your government identification to verify your identity (driver's license, state issued ID cards, green cards, military ID). For questions regarding the volunteer application process, please call **470-254-3092**.

## **TESTING AND SCREENING PROGRAM**

The Fulton County Board of Education has established a system-wide testing program designed to provide information concerning the extent to which students are acquiring knowledge and skills essential to further learning. This information is used to aid teachers and administrators in instructional planning, to aid students and their parents in personal decision-making and to aid both educators and the general public in evaluating the effectiveness and efficiency of educational programs.

Students in grades 3-5 take the Georgia Milestones Assessment/End of Grade and GAA. In kindergarten, students are given the GKIDS assessment. This instrument is administered throughout the year. It is developmental in nature and is one of many indicators used to help determine whether a student is ready for Grade 1.

The testing schedule for the school year can be obtained by viewing the Fulton County website, [www.fultonschools.org](http://www.fultonschools.org) or by contacting the assistant principal at school. The assistant principal is also available to answer questions about testing and screening at Hamilton E. Holmes Elementary School.

## **TEXTBOOKS / INSTRUCTIONAL MATERIALS / SUPPLIES**

It takes considerable tax dollars to provide textbooks for the students in Fulton County Schools. Textbooks and other instructional materials and supplies are furnished free of charge to all elementary students. Student textbooks are assigned at the beginning of the school year by the textbook coordinator. The textbook coordinator assigns students unique bar codes that distinguishes their books from other students' books. When a student's books are signed out, they become the responsibility of the student in and out of school. Students are allowed to take books home to be used to support their learning. If a textbook or library book is lost or damaged, a fee will be charged. We enlist your support in maintaining these textbooks in good condition so that they may last for several years. If restitution is not made within ten days, students will not be issued an additional textbook. A textbook may be borrowed at school. However, report cards will be withheld until payment for lost textbooks and library books are received. **Students will not be allowed to participate in Awards Day/End of the Year Celebrations until all debts are cleared.**

**The school does not accept personal checks for the payment of lost or damaged textbooks. Please send cash or a money order when paying for a lost or damaged textbook.**

### **ACCESS TO STUDENT RECORDS**

The parent or legal guardian has the right to examine the student's records and to have them explained. Principals, counselors, teachers or other authorized personnel who have responsibility for supervising, instructing or helping a student shall have access to that student's records.

To request a copy of your child's student record, you must make the request in person with a copy of your driver's license. The data clerk will provide those records within 48 hours of the request.

### **FIELD TRIPS (POST-VIRTUAL)**

Field trips are planned to supplement and enrich units of study. In an effort to ensure student safety, transportation is provided by Fulton County school buses for a reasonable fee. Every child must have written permission or a signed permission slip from a parent or legal guardian before going on a field trip. **Verbal permission will not be accepted from parents.** When paying for a field trip, please send cash. Personal checks are not accepted

**If a student is being considered for nonparticipation in a scheduled field trip due to discipline reasons, the teacher will give advance notice to request the parents escort the child on the field trip. If the parent is unable to attend the field trip, the teacher will arrange a placement for the student and provide meaningful work while the class is on the field trip.**

If a student arrives to school after the scheduled field trip has begun, the student will be placed in another teacher's classroom until the field trip ends. **Parents are not allowed to transport the student to the site of the field trip which also includes Field Day.**

### **PARENT CHAPERONES FOR FIELD TRIPS (POST-VIRTUAL)**

If a parent is serving as a chaperone on the field trip, students not enrolled in our school and younger siblings are not allowed to attend the field trip. (This includes Field Day). Parents are expected to actively supervise students that are assigned to them and follow the directives from teachers while serving as a chaperone on the field trip.

### **STUDENT DISCIPLINE**

The Fulton County School System believes that all students have the right to learn in a safe, warm climate. A school climate that is conducive to learning and free of disruptive behavior will be provided for each student. A variety of methods are encouraged to ensure appropriate conduct including student and parent conferences, counseling referrals, classroom timeouts, and out-of-school suspensions and expulsions.

An attempt is made to create a climate that will foster learning, develop self-control in each student and encourage each student to develop responsibility. To this end, students will be expected to respect the rules established cooperatively with teachers.

Student discipline is the joint responsibility of the school and home. Parental support for good discipline enables the schools to maintain a wholesome environment for learning. We are working at all times to develop self-discipline within each child. We feel it is the child's responsibility to follow established school and class rules. Parents will be notified if their child is having discipline problems.

Chronic misbehavior or violation of school system rules will result in appropriate disciplinary measures. Among these are in-school suspensions, out-of-school suspension or referral to the Disciplinary Tribunal.

To access current student discipline rules, please use the following link:

<https://www.fultonschools.org/studentdiscipline>

### **CELL PHONES OR OTHER PERSONAL ELECTRONIC COMMUNICATION DEVICES**

A student shall not use, display, or turn on a cellular telephone or other personal electronic communication device on school property, except for middle and high school students who may use such devices on school grounds before or after the regular school day. Elementary students are prohibited from using or displaying cellular telephones on school property at any time. While cell phones can be an important communication and safety device for families, their use during the school day may be prohibited and can be quite disruptive. These limits on the use of personal communication devices do not apply to students whose special needs require the use of such a device to enhance speech or hearing. Students who are found with such devices in the "on" position, in use, or displayed except as permitted above, may have the device confiscated by the school administrator. Please review the cell phone use policy contained in Rule I.18e and Rule II.20a of the Student Code 48 73 of Conduct, Operating Guideline JD. See Rule 18, for specific rules relating to use of electronic equipment, including cellular phones, and other items while on the school bus.

### **TELEPHONE**

Children are permitted to use the school telephone **only in an emergency** situation. School employees will be allowed to give telephone messages to students **only in case of emergency**.

### **SKATES**

Students are not allowed to wear skates or shoes that contain wheels on school property.

### **NO DRUGS, NO WEAPONS AND NO GANG ACTIVITY**

The Fulton County School System takes seriously its responsibility to educate its students in safe and drug-free schools where they are free from fear of harm or intimidation by a few. **Weapons, drugs, and gang activity will not be tolerated in Fulton County Schools.**

A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon or dangerous instrument, either concealed or open to view, on school property. All weapons and dangerous instruments should be confiscated and given to the local school resource officer or other law enforcement agencies as appropriate.

The disposition of confiscated weapons and dangerous instruments should be determined by the Superintendent or his/her designated school official, in conjunction with law enforcement. The possession of any weapon in violation of O.C.G.A. § 16-11-127.1 will trigger the reporting requirements of O.C.G.A. § 20-2-1184. The incidents will be reported to the school police, the Area Superintendent, and the system office of student discipline. The Chief of Fulton County Schools Police, or designee, will notify the district attorney.

No student shall possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this rule. First-time offenders may be required to attend a drug intervention program in addition to any other disciplinary action deemed appropriate.

### **DENIAL OF STUDENT RIGHTS**

If a student or parent believes that the student is being improperly denied participation in any educational function of a Fulton County school or that the student is being subjected to an illegal rule or standard, the matter should be discussed promptly with the teacher or principal.

In instances where the student or parent feels that after contacting the proper and responsible office or individual, the question has not been fully answered or given proper consideration, the concern may be directed to the Fulton County School System.

**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 practice, educational program or any other program, activity or service.**

**If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity or service contact Human Resources, 6201 Powers Ferry Road, NW Atlanta, Georgia 30339. They can be contacted at 470-254-3600.**

### **Who to contact?**

In resolving conflicts or concerns, please remember to adhere to the following chain of command:

<b>Classroom Teacher</b>	<b>School Administrator</b>	<b>Zone Superintendent</b>	<b>Superintendent</b>
FIRST	NEXT	THEN	LAST

### **DRESS CODE**

Students in the Fulton County School System are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. All students shall be modestly dressed and groomed so as not to distract unreasonably the attention of the others, or to cause disruption or interference with the educational program or the orderly operation of the school.

The principal or other authorized school officials shall determine whether any particular mode of dress or grooming results in violation of the spirit and intent of this rule. The parents of students who are dressed inappropriately (i.e. short shorts, gang colors, or sagging pants) will be notified to bring a change of clothes for the child.

#### **WITHDRAWAL PROCEDURES**

- Notify the front office at least 48 hours before the child is to be withdrawn from school.
- Turn in all textbooks and library books. All textbooks and library books must be accounted for before withdrawing a student.
- Balances from other Fulton County Schools will also be included in the total of money owed.
- A pupil withdrawal form and copies of immunization certificate; eye, ear and dental certificate; and birth certificate, if available, will be given to parent/guardian. These records should be given to the student's new school upon enrollment.
- Upon receiving a signed Release of Records Form from the transferring school, student records will be mailed.
- It is helpful if the school from which the student is being withdrawn has the new home address and the name of the school to which the child is transferring.

#### **STUDENT TRANSFERS**

A student who moves outside of the school's residential area may complete the semester in that school if transportation is furnished by parents. At the end of that semester, the student must attend school in the area in which he lives. Students with excessive absences, tardies, or discipline concerns will have this privilege revoked and will be withdrawn.

A student in Grade 5 may be allowed to complete the year if transportation is furnished by parents. This exception does not apply to students moving outside the Fulton County School System.