



Student & Family Handbook

2023-2024

Together We SHINE

10200 Wooten Rd.

Roswell, GA 30076

(470) 254-6390

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

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Part 1: School Overview

Welcome

Welcome to Northwood Elementary! As we begin the 2023-2024 school year, it is our mission to provide opportunities for your child that will foster his/her love of learning. Our number one goal is that of improving student achievement and meeting individual student needs.

This Family Handbook is filled with important information about school policies and procedures to help our school run smoothly and safely. 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 a must for student success. Educating your child is a partnership—together we make a difference!

Northwood Symbols and Traditions

Naming Northwood Elementary

Our name was chosen from three names: Northwood, Arbor Ridge, and Pinecrest.

School Colors

In the fall of 1996, the children, faculty and staff voted on our school colors. Red, white, and blue were chosen. These three colors have led Explorers to show patriotism over the years.

Mascot - Explorer

The Explorer is our school mascot. The Explorer could be either a boy or a girl. The Explorer could be any race. Because the Explorer could go into space, explore the world, and explore the unknown, it is a mascot without boundaries! The Biplane became a secondary symbol carrying the Explorer.



Northwood Logo

The Northwood Logo was designed in 1996 by Ken Mack-Solden, a Northwood parent and graphic designer. The "N" is not square like a traditional capital letter N. It bends on both sides, showing flexibility. Mr. Solden came up with the motto, "Where reaching for the stars is elementary!" Six stars are inside the N, each star representing each grade level from kindergarten through fifth grade, and a hand reaches upward inside the N toward the stars.



Northwood's Mission Statement

Northwood...A caring community where a passion for learning inspires students to reach for their BEST!

Northwood's Vision Statement

Northwood is a community that nurtures the emotional, social, and academic well-being of all children by building collaborative relationships, creating engaging learning environments, and celebrating all successes.

Northwood's Eco Vision

Serving our earth, learning to become better citizens through our stewardship of natural resources, and creating a sustainable future for all.

Northwood Pledge

Northwood children recite this pledge every day!

Today I pledge to do my best. I will respect others.
I will look at ways to grow and improve.
My life makes a difference at Northwood Elementary.

Hallway Names

- River Walk – K-1st hallway (scenes from the rivers and waters of Georgia)
- Mountain View – 2nd 3rd hallway (scenes from the mountains of Georgia)
- Seascape – 4th-5th hallway (scenes from the coastal areas of Georgia)
- Eco Alley – hallway leading to the cafeteria (dedicated to our Eco vision)
- College Avenue – hallway behind the Media Center (dedicated to our college and career readiness)
- Community Circle – our front atrium (celebrating our stakeholders and community)
- Parent Parkway – hallway leading from the clinic to the cafeteria (celebrating our parents)
- Enrichment Way – hallway from Riverwalk to the Gym (dedicated Music, Art and Physical Education)

School Dedication Song- "School of Faith"

This song was adapted from the song, "Household of Faith" by Steve Green. Ed Sanker, the husband of Ginny Sanker (one of our former secretaries) wrote the words for this song for Northwood.

Here we are at the start
Committing to each other
By our words and from our hearts.
We will be a family
In a school that will be a home,
And with faith we'll build it strong.

We'll build a school full of faith
That together we can make,
And when the strong winds blow
It can't fall down.
As each of us will grow,

And the whole world will know
That we are a school full of faith

Now to be a family
We've got to help each other
At any cost, unselfishly.
And our school must be a place
That fully abounds with grace
A reflection of each face.

We'll build a school full of faith
That together we can make,

And when the strong winds blow
It can't fall down.

As each of us will grow,
And the whole world will know
That we are a school full of faith.
We'll build a school full of faith
That together we can make,

And when the strong winds blow
It can't fall down.

As each of us will grow,
And the whole world will know
That we are a school full of faith

Administration & Support Staff

Heather Rucker Principal	ruckerh@fultonschools.org 470-254-6390
Michelle Levine Assistant Principal	levinem1@fultonschools.org 470-254-9813
Danielle Evangelista Curriculum Support Specialist	evangelista@fultonschools.org 470-254-9819
Jennifer Weeks School Counselor	weeksj@fultonschools.org 470-254-6390
Nicole Sickle AA (Administrative Assistant / MTSS)	sicklen@fultonschools.org 470-254-6390
Beth Hudec Instructional Support Teacher	hudec@fultonschools.org 470-254-9816
Cheray Lynch Bookkeeper& Principal's Secretary	lynchcl@fultonschools.org 470-254-9812
Lorraine Robertson Front Office Secretary	robertsonl1@fultonschools.org 470-254-9811
Ivonne Maya Bilingual Community Liaison	mayai@fultonschools.org 470-254-9818
Amy Dulton Data and Records Coordinator & Registrar	dultonaw@fultonschools.org 470-254-9814
Don Venn Clinic Assistant	venn@fultonschools.org 470-254-9821
Cafeteria Manager	470-254-6396
Phil Connell North Fulton Transportation	ConnellPA@fultonschools.org 470-254-2970

Whom to Contact

<u>Curriculum Concerns:</u>	(1 st) Classroom Teacher (2 nd) CST- Danielle Evangelista
<u>Discipline Concerns</u>	(1 st) Classroom Teacher (2 nd) Assistant Principal- Michelle Levine
<u>Bus Concerns</u>	(1 st) Assistant Principal-Michelle Levine (2 nd) North Fulton Transportation
<u>Cafeteria Questions</u>	Cafeteria Manager
<u>Records/Contact Information/Registration</u>	Data Clerk- Amy Dilion
<u>Medical Concerns</u>	Clinic Aide- Donn Venn Cluster Nurse - Jayna Brosmer
<u>General Information</u>	Front Desk - Lorraine Robertson
<u>Absence Pre-approvals</u>	AP- Michelle Levine Northwoodattendance@fultonschools.org Northwood Elementary Attendance Information Tab
<u>Early Dismissal Request</u>	Front Desk - Lorraine Robertson NWESdismissal@fultonschools.org .
<u>Special Education</u>	(1 st) Classroom Teacher/Case Manager (2 nd) IST - Beth Hudec
<u>PTA Questions</u>	president@northwoodpta.com

Northwood School Calendar



2023-2024 School Calendar

NORTHWOOD ELEMENTARY SCHOOL



First Semester

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUG 1-2 Professional Development Day
AUG 3-4 Preplanning
AUG 7 First Day of School

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPT 4 Labor Day (Schools Closed)
SEPT 5 Teacher Workday
SEPT 6 Professional Development Day

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCT 9 Columbus Day (Schools Closed)
OCT 10 Teacher Workday
OCT 11 Professional Development Day

NOVEMBER 2023						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOV 7 Election Day/
Remote Learning Day for Students
NOV 20-24 Thanksgiving Holidays

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DEC 15 Last Day of First Semester
DEC 18-29 Winter Break (Schools Closed)

Second Semester

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JAN 1 Winter Break (Schools Closed)
JAN 2 Teacher Workday
JAN 3 First Day of Second Semester
JAN 15 Martin Luther King Jr. Holiday (Schools Closed)
JAN 16 Professional Development Day

FEBRUARY 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

FEB 19 Presidents' Day Holiday (Schools Closed)
FEB 20 Professional Development Day

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAR 11 Teacher Workday
MAR 12 Professional Development Day

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APR 1-5 Spring Break (Schools Closed)

MAY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY 23 Last Day of School
MAY 24 Post Planning
May 27 Memorial Day (Schools Closed)

→ Preplanning / Post Planning
→ Holiday (Schools closed)
→ Teacher Workday/Professional Development Day (Students off)
→ First/Last Day of Semester
→ Remote Day

School Closings: Local radio and television stations will report school closings along with district communications. The decision to close schools is usually made by 6:00 AM and is based on factors such as transportation, school conditions, weather forecasts and road conditions. Please note: All state-wide election days will be remote learning days for students unless otherwise indicated above.



Fulton County Schools • 6201 Powers Ferry Road • Atlanta, Georgia 30339 • 478-254-3600 • www.fultonschools.org

Northwood Elementary School • 10200 Wooten Road • Roswell, Georgia 30076 • (478) 254-6390

www.fultonschools.org/northwoodes

Follow Northwood on Twitter @NWES_Principal

Part 2: Day to Day Operations

After School Activities

While afterschool programs which are not school-sponsored are housed at Northwood, they are independent contractors and operate independently of Fulton County Schools. All concerns should be directed to the director of these programs. These programs include, but are not limited to: YMCA Afterschool, Chess Club, Character, Science Club, etc.

Information about these afterschool programs will be available during Open House and can be obtained throughout the school year from the front office.

It is the parents' responsibility to keep the school informed about after school plans. All students must have parental permission to stay after school for an activity or event. Any changes (even for one day) must be submitted in writing to the classroom teacher or the office. Students may not stay after school without being under the supervision of an adult. Only children with approval to participate in a program or event may stay; we do not have the ability to supervise nonparticipating siblings during after school programs.

Arrival & Dismissal Procedures

School Hours

School hours are 7:40 AM – 2:20 PM, with staff supervision starting at 7:10 AM. Parents may walk their child to class on the first day of school only. After that, students will walk themselves to class. Staff members are available to assist students in the hallways. We ask that students not be checked out after 2:00 PM as we prepare for our dismissal procedures at that time.

Bus Transportation

Students are given bus numbers and animal colors for their designated bus. Students must get on and off only at their designated bus stops. Arrival begins at 7 am in the bus loop. Proper bus conduct is expected as behavior of students on school buses is an extension of classroom behavior. Students are subject to disciplinary procedures when bus safety and school rules are violated. This may include suspension from the bus and/or school. The North Fulton County Transportation Department answers questions concerning bus schedules and routes. Students must get on and off the bus at their own stop. Please note that students in grades PreK, Kindergarten, and 1st grade **MUST** have a parent/guardian waiting for them at the bus stop in the afternoon. If a parent/guardian is not present, the student will be brought back to the school.

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.

Carpool Arrival

If arriving by carpool, students are expected to remain in cars with their parents until the bell rings at 7:10 am. Parents are not permitted to drop off their children unsupervised outside/inside the school any time before 7:10 am. These procedures are in place for the safety of all students.

During morning carpool, cars form a single line around the circular drive-in front of the building. All children carpooling must travel through this line. Carpool begins at 7:10 am. Cars travel in a single line and pull all the way up to the beginning of the walkway. The carpool line gets very heavy between 7:25 and 7:40 am. Students are to be in the building before the bell rings at 7:40 am, otherwise 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.

- Please have your child ready to exit the car when you pull up.
- Explorers should be able to unbuckle their car seats and open and close the vehicle door all by themselves
- Explorers should have all materials packed in their bags.
- Seat your child on the right-side seat of your vehicle so that they can get off quickly without holding up the line.
- Share your hugs, bye, bye and kisses before you reach the carpool loop
- When in line try to pull in as close as you can to the vehicle in front of you while maintaining a safe distance.
- Please wait in line till the car in front of you moves. Overtaking and creating a second line within the carpool creates a hazardous situation for children exiting from the cars.
- If you are carpooling, please go through the entire carpool. Do not let your children out of the car before the unloading zones (i.e., areas which are manned by the carpool staff).
- If you need additional time or need to walk your child into the building, please park your car in one of the designated visitor spots.

If your child is not "ready to exit" while in the carpool loop, please:

- Pull up front, beyond the first carpool team member and help your child if they are unable to exit the car.
- Park and come into school.

Please refrain from:

- Get off from the driver's side and assist your child during active carpool.
- Please do not park in the handicapped parking lots without the "handicapped" stickers. Roswell PD/Fire Marshall can issue a ticket to vehicles without "handicapped" stickers.
- Use your cell phone.
- Overtake another vehicle during active unloading.
- Please do not engage our staff in a parent teacher conference during active carpool.
- Leave your child at the carpool circle and drive off after the bell has rung and the staff has gone inside.

Carpool Dismissal

Carpool begins at **2:20 pm following the designated traffic pattern and ends at 2:40 pm**. Cars are not to line up for afternoon pick up before 2:00 pm. All students must be picked up by 2:40 pm. Tardy pick-ups will need to be signed out in the front office.

- Please follow signals of the faculty so that we may have a smooth transition for your child from the building to their car.
- Please remember children will only be dismissed to cars with a visible Northwood carpool number.
- Please let the staff member know if you have forgotten your carpool tag so they can check ID.
- For safety reasons, children are not permitted to enter or exit driver's side doors.
- All carpool parents **MUST** go through the carpool line. Please do not park and wait in the walker's waiting area for your child.

Daycare Vans

Daycare vans pick up at 2:20 PM in the designated staging area in the front of the carpool line. If your child is absent, it is the parent responsibility to notify the daycare.

Dismissal Changes & Early Checkout Procedures

The school day ends at 2:20 pm. Please avoid early checkouts as instruction goes on until 2:15 pm; however, if your child must be checked out early, do so before 2:00 pm. After 2:00 pm, 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 or emailed to NWESdismissal@fultonschools.org. You can send a note with your child in the morning or drop off the note during the day before 12:30 pm. No changes will be accepted through phone call. Faxes will be accepted only in case of an emergency and must be approved by an administrator. Faxes will require a photo id along with the request. Be prepared to show your driver's license when checking out students.

Students will not be released to a parent from the classroom. All students must be checked out from the front office.

Walkers

Please be mindful of walkers while you are driving on campus during arrival and dismissal times. We request that students who walk to school be accompanied by an adult.

Walkers to school are to arrive between 7:10 and 7:40 a.m. In the afternoon, walkers will be dismissed to their parents using assigned dismissal numbers. Parents who physically walk from their homes to pick up their children should wait in the designated walkers waiting area for them to be dismissed from the building. If you are picking up your child by car, please follow the carpool procedures 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.

Attendance

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

The Board supports enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. Parents should avoid scheduling or arranging activities that require absences during the school day. Any child in the state of Georgia subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant (Georgia State Board of Education Rule 160-5-1-.10). Board Policy JD, Student Discipline, outlines consequences for failure to comply with this law.

Daily absences

Parents/guardians should utilize the Northwood attendance email Northwoodattendance@fultonschools.org. Please copy the child's homeroom teacher on the attendance email as well. Parents/guardians must complete the request form (found on the Northwood website) at least one week prior to the absence. Submission of parental/guardian request does not grant automatic approval. A school administrator or designee will contact the parents/guardian upon the final decision. All other absences will be considered unexcused. Emails and written excusal notes from parent/guardian excuses are kept on file at school. A student must be in attendance more than one half-day (11:00 AM) before he/she can be counted present during that day. Please review Fulton County Board Policy regarding absences and excuses for additional information [Board Policy Absences and Excuses](#).

Whenever a student is absent due to medical issues and is seen by a doctor, please make sure to send in documentation provided by the doctor in addition to the parent's excuse for the absence.

Absences due to illness

If you keep your child home, please send in a note stating the cause. Students are allowed up to ten medical absences after which a written notification from a doctor is required.

Please follow these guidelines when your child is ill.

- 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)
- 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.
- Please make sure your child has some breakfast before coming to school. Many stomachaches are a result of not having had breakfast.
- Please notify the school office if your child has or is diagnosed with a contagious disease or an extended illness.

Late Arrival– Any time a student arrives after the beginning of the instructional day.

- If you are not in the building by 7:40 am, you are considered late.
- Late arrivals follow the same rules for excused and unexcused as listed below
- Parents need to escort their child into the office to complete the check in process.

Early Checkout – Any time a student leaves school before the end of the instructional day.

- Early Checkouts follow the same rules for excused and unexcused as listed below
- Early Checkouts follow the same rules for documentation (see below)

Excused Absences – A hold harmless absence that has been documented, and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1:

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school.
- A death in the student's family necessitating absence from school
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service

- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

Unexcused Absence – Any absence not accompanied with a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused. The following non-exhaustive list includes examples of unexcused absences:

- Bad weather
- Missing the school bus
- Car trouble
- Oversleeping

Absences Recorded as Present: Per Fulton County Schools, students must be counted as present under the following instances:

- Students attending a school field trip or other school-sponsored event
- Students are permitted up to 5 participate remote absences per semester (a max of 10 per year) with asynchronous day(s) by meeting the asynchronous participation benchmarks (listed below). This would result in the student being counted as present once the asynchronous work is returned within the required period. Please use this form to request participate remote days: [Participate Remote Learning Day Request](#)
- These asynchronous days can only be used in case of quarantine and extended illness. These cannot be used for family trips.

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

Documentation Requirements

Documenting illness or the illness of family members:

- After 3 consecutive absences, late arrivals, or early checkouts a doctor's note will be required
- After 7 cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor's note will be required for any subsequent illness-related absences, late arrivals or early checkouts
- If there is an on-going medical circumstance that requires a student to be absent, late, or checkout early from school frequently or intermittently, a doctor's note will be required to address medical concerns and need for absences
- In the event of a serious illness in the student's immediate family, schools may require students to present medical documentation regarding the family member upon return to school for validating the excused absence, tardy, or early checkout

Excused Absence Allowances for a death in the family:

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

Documentation for any absence type must be provided within five days of returning to school for an absence to be excused. Parents and/or guardians may send an email to

northwoodattendance@fultonschools.org or handwritten note to the school to document a student absence. If needed, the principal or designee will verify the email address and the credibility of the email. The following must be included in all documentation:

- Student Name
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number

Excuses will be kept on file at the school for the duration of the student's enrollment.

Any student who accumulates seven or more days in a given school year for any reason, will be required to provide additional documentation (doctor's note, court order, etc.) for any subsequent absence, whether that absence be excused or unexcused. This excludes days accumulated during an Assigned Remote designation.

Student attendance records shall be corrected from unexcused to excused after proper documentation is provided.

Pre-Approved Absences

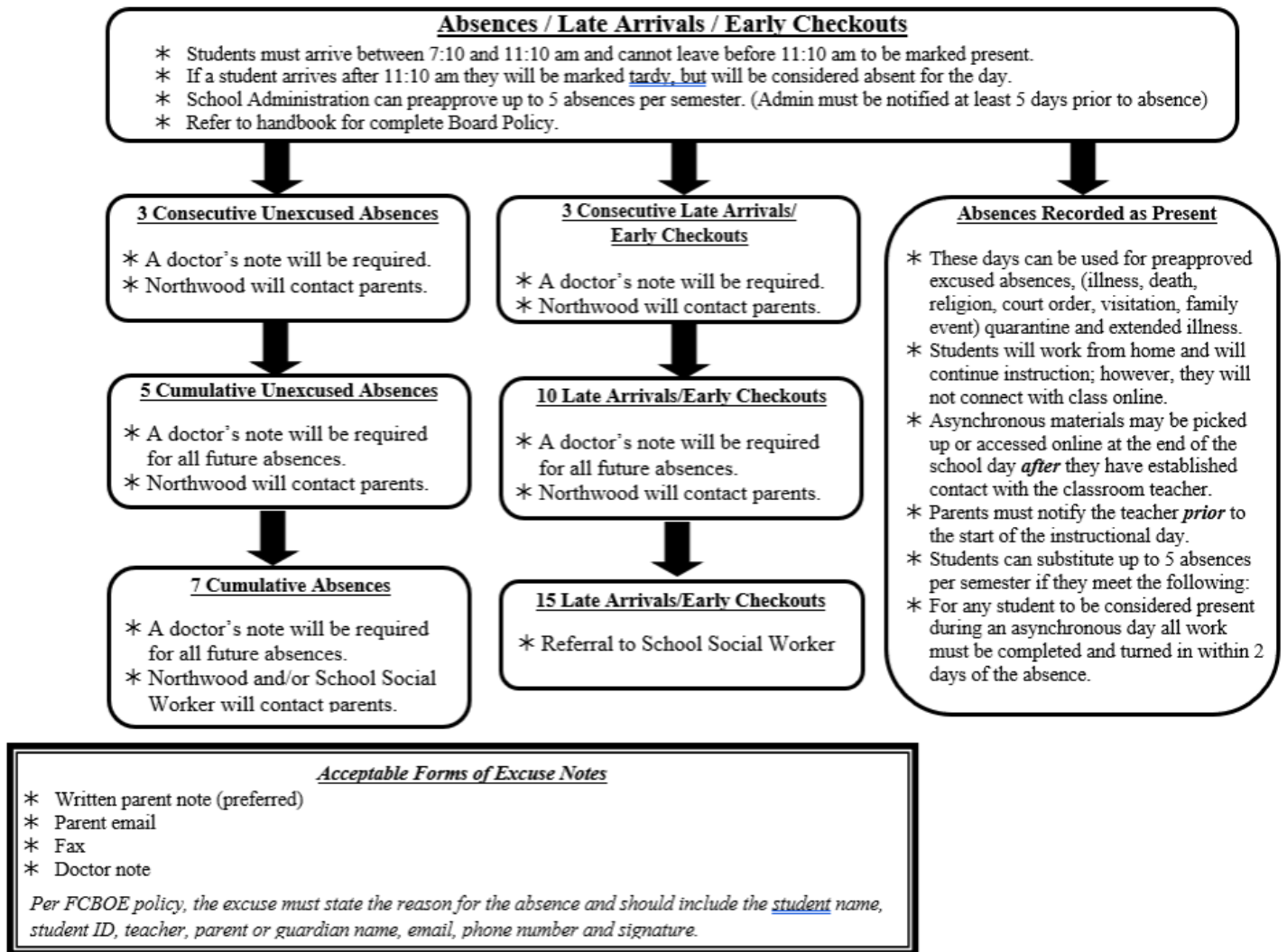
Students/families must formally request for students to be absent for family events or other pre-approved absences. These requests should be made **five** school days in advance of the absence. Parents should use our pre-approval request form and email them to [Northwoodattendance@fultonschools.org](mailto:northwoodattendance@fultonschools.org). Only the principal or assistant principal(s) can approve these absence requests. Please request pre-approved absences using this link: [Pre-Approved Absence Request Form](#)

Before approving these requests, school administration should consider the student's complete attendance record including excused, unexcused, disciplinary, or other absence types. The school administration should also consider the student's academic standing before approving these absences.

Attendance interventions will be implemented based on the following categories:

- Satisfactory (0-4% Absence Rate)
- At Risk (5-9% Absence Rate) - Preventative
 - Foundation of the support system and includes universal strategies to encourage good attendance for all students.
- Chronic Absent (10-19% Absence Rate) - Early Intervention
 - For students and families who need more encouragement and support in addition to preventative strategies. Chronic absent strategies will provide early intervention(s) to target students to avoid chronic absences.
- Severe Chronic Absent (≥20% Absence Rate)- Intensive Supports
 - Offers intensive support for students facing the greatest challenges to getting to school with individual interventions and wrap around supports.

School Protocols



Birthdays & Classroom Celebrations

Your child will be recognized on his/her special day, with an announcement on Explorervision and a special birthday pencil. **Please do not send cake, cupcakes, balloons, party favors, or party invitations to school as these will not be distributed.** No personal party invitations may be distributed at school. 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 Northwood's website, or you may contact our Cafeteria Manager.

Two class celebrations may be held during the year: a winter celebration and an end-of-the-year celebration. On or near Valentine's Day grade levels will determine if they arrange a Valentine exchange.

Board Policy

The official policies of the Fulton County Board of Education are available on the Fulton County website. All staff are required to know and adhere to all Board Policies and Procedures. Click [here](#) to access all board documents.

Cafeteria

The school participates in the school lunch and breakfast programs. Parents may prepay for meals or food/beverage items up to one full school year through our prepaid meal system. You can visit **MyPaymentsPlus** to make prepayments to your child's account at www.mypaymentsplus.com. For payments made at school, cafeteria cashiers may not check student accounts or take payments during daily serving hours. Your cooperation is greatly appreciated.

Elementary Prices for the 23-24 School Year:

Elementary Student Breakfast \$1.10	Elementary Student Lunch \$2.45
Reduced Price Student Breakfast \$0.00	Reduced Price Student Lunch \$0.00
Adult Breakfast \$2.75	Adult Lunch \$4.75

At Elementary and Middle Schools, the meal price includes up to 1 entrée, 1 fruit side, up to 2 vegetable sides, and 1 milk choice. All students can decline food groups, if there is at least a ½ cup of fruit or vegetable plus 2 other food groups on the tray. For the same price, students may select 3, 4, or all 5 food groups for a complete meal.

Parents may eat lunch with the students after the first two weeks of school. Teachers eat with the students for the first week and the students are learning the routine the second week of school.

Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through www.fulton.schoollunchapp.com.

- Returning FCS students will maintain last year's meal status until the application is approved
- The approval process will be completed within 10 days

For more information about Free and Reduced-Price Meals or the new application process, contact the FCS School Nutrition Program at 404-669-8960.

The cafeteria menu is available on the FCS website and included in our weekly Northwood BEST. Our cafeteria manager is happy to work with you.

- Snacks and additional food items may be purchased. Money may be added to your child's account through online registration or by check. Checks should be made payable to Northwood School Cafeteria and placed in an envelope labeled with the teacher's name and grade.
- If you are sending lunch from home, please be sure to include utensils, condiments, and napkins with your child's lunch.
- We are unable to heat or cook your child's lunch or breakfast which your child has brought from home.
- Substitutions in foods will be made for students who are unable to consume the regular lunch because of medical and other dietary needs. Substitutions are made on a case-by-case basis only when supported by a physician's annual written statement of the need for substitutions which includes the recommended substituted foods. Juice will be offered to those students who have a documented allergy to milk.
- If your child forgets his/her lunch, you may drop it off to the school no later than 10:15 am. Items dropped off before 10:15 am will be placed on a cart and will be brought to the cafeteria for student pick-up during their lunch time.
- We encourage nutritious lunches; therefore, sodas, canned drinks, fast food, candy, etc. are discouraged.

Cell Phones (iPads, smart watches, etc.)

To keep interruptions and distractions during instructional and non-instructional time during the day to a minimum, students who bring cell phones to school need to keep them ***turned off and kept in a backpack during the day, including the bus rides to and from school.*** If a student does not follow the guidelines, the device may be confiscated and a phone call to the parent will be made to come to school to retrieve the device. Smartwatches may be worn provided they do not become a distraction, or the cell phone/texting/recording feature is used.

Classroom Observation Requests

Parents may request to visit individual classrooms to observe instruction. The following guidelines should be used in setting up parent visitations:

- Make the request in writing to the principal or assistant principal at least 48 hours prior to the requested time.
- State the purpose of the visit.

The principal or her designee will then:

- Arrange the time and date of the observation with the teacher.
- Inform the parent of the details.
- Escort the parent to the classroom.
- Confer with the parent at the end of the visit.

Clinic

We are fortunate to have a full-time clinic aide at our school each day. The clinic hours are from 7:00AM to 3:00 PM, Monday through Friday. Parents will be immediately contacted if their child becomes ill or is injured during the day.

Students who are ill must be kept at home. If a student is sick with a fever, diarrhea, and/or vomiting, the student must stay at home for 24 hours after illness. The student may return to school after 24 hours of not having the symptoms described above.

We require that all medications be kept in the clinic and may only be dispensed by the clinic aide or a designated Fulton County employee. A medication authorization sheet must be completed and signed by a physician for any prescription medications and signed by the parents or guardians for non-prescription medications. All medications must be labeled with the student's name, dosage, and time the medication is to be given, and must be in the original container. Medications cannot be accepted in Ziploc baggies, envelopes, or other containers. All clinic or health related forms can be obtained at school.

Communication

To stay connected, please read all correspondence that comes home with your child and/or is sent electronically.

- **Northwood BEST** is the school newsletter from the administration containing general school information, important dates, school activities and other related events.
- **PTA Newsletter** on PTA website and emailed to distribution list.
- **Grade Level Weekly Email Blasts** are written by the classroom teachers and focus on upcoming dates and classroom curriculum and activities.
- **Student Agenda and/or Daily Folder** is a way for parents and teachers to communicate each day.
- **Samples of Work** are sent home to keep you updated on your child's progress. Please ask your child's teacher about the schedule of papers coming home.
- **Campus Parent Portal** is available for you to monitor your child's grades and attendance. We encourage you to utilize this system to stay current with your child's progress. It can be accessed by going to Fulton County and Northwood's websites.
- **Written Notes:** All teachers accept written notes as a means of communication. **All notes regarding changes in transportation must be written notes and approved by the office.** 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.
- **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.
- **Teams Calls:** Teachers can meet through Teams when a face-to-face meeting is not available.
- **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.
- **Reflect and Refocus Forms:** These forms are a way for the teacher to communicate student reflections on their actions. Parents are informed so they may talk with their children about the PBIS expectations.

Conferences

Effective communication between parents and teachers is important for you to help your child become successful at school. In the first semester a conference will be scheduled with each parent, providing the opportunity to discuss their child's individual progress. If a parent would like to schedule a conference with a teacher please call the front office, write a note, or e-mail the teacher to set up a date and time.

Counseling

The school counselor works with all children through monthly 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. In addition, CHRIS 180 is a counseling service provided through the district. You can contact our school counselor for more information.

COVID-19 Reporting

<i>When can students report to school</i>	<i>When do students need to stay home</i>
<ul style="list-style-type: none">• If you have a pending COVID-19 test and you are not exhibiting symptoms• If you have an in-school exposure and are asymptomatic or symptom free. However, masks are recommended to be worn for the next 10 days while on campus or at any school-sponsored activity.• If you have an exposure and have been vaccinated for COVID-19 and are <u>asymptomatic or symptom free</u>. However, masks are required to be worn at school for the next 10 days after this exposure. <p>You do not need to report a pending test or exposure to the Parent Portal</p>	<ul style="list-style-type: none">• If you have a positive COVID-19 test• If you are exhibiting COVID-19 symptoms or illness• If you have an exposure inside the home and are not vaccinated and you cannot separate from the positive individual at home – follow public health guidance which is to quarantine for 10 days and wear a mask for 5 days when you return.• If you are not vaccinated but able to separate from the positive individual at home – quarantine for 5 days and wear a mask for 5 days when you return. <p>Positive tests should be reported to the Parent Portal.</p> <p>The Response Team will provide guidance for all positive reports.</p>

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 Teacher, (CST) is actively involved in working with teachers to plan instruction and learning strategies for students. If you have questions involving curriculum, please contact our CST.

Discipline & Code of Conduct

At Northwood we strive to maintain a positive school environment in which students can 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. We believe in positive reinforcement and conflict resolution and understand that we must teach students these skills. 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. Students are expected to always display respectful behavior to each other. Bullying, fighting, teasing, horseplay, play fighting, name-calling, etc. will NOT be tolerated. Student discipline is a joint responsibility of the school and home. Your support for good discipline enables the school to maintain a positive environment for learning.

Please refer to the [Fulton County Code of Conduct & Discipline Handbook for comprehensive information, 2023-2024 Code of Conduct](#)

Minor Offenses – Teachers redirected: They use interventions such as verbal reminders, parent conferences, time out, individual action plans (Think Sheets), referral to school counselors, etc.

Major Offenses – Administrators redirected: They use interventions such as, but not limited to, administrative time out, parent conferences, in-school suspension, out of school suspension, referrals to school counselors, and referrals to the Fulton County Disciplinary Tribunal

Dress Code

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; short or tight shorts, half shirts, see-through clothing, visible undergarments, or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or assistant principal will notify parents if a change of clothing is needed.

Early Intervention Program (EIP)

The Early Intervention Program provides additional instruction to support students who are performing below grade level and who meet eligibility criteria to develop the necessary academic skills to reach grade level performance. Supplementary instruction is provided by a certified teacher in a heterogeneous regular classroom or in a small group setting.

Emergency Evacuation & Emergency School Closings

Please have an emergency plan in place for your child should school be dismissed early due to any unforeseen reason. Discuss the plan with your child and your emergency contacts (listed in Infinite Campus) so that they are prepared.

The most up-to-date information will be provided on the Fulton County website, local radio and TV and school texts and emails. Messages may also be sent via email and/or text message using our School Messenger service. **Please do not contact or come to the school.** Northwood has developed a detailed emergency plan that is annually reviewed by the county, updated, and practiced routinely during the year. The plan will be followed should any emergency occur during the school day.

Emergency Contact Information

All families must have an emergency contact listed in Infinite Campus. Please keep the school informed of all changes regarding phone numbers, addresses, emergency information, medication the child may be taking, etc. Please update contact information in the Infinite Campus portal regularly.

English for Speakers of Other Languages (ESOL)

ESOL is a program designed for students whose native language is not English. Eligible students participating in this program will be served by an ESOL teacher at Northwood.

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 schoolwork. In an effort to ensure student safety, local transportation is provided by Fulton County school buses. 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.

Forgotten Items/Lost & Found

Items forgotten at home:

If you need to bring materials forgotten at home, please drop them at the front desk and they will be brought to the classroom.

Items forgotten at school:

If your child has forgotten a personal item, you and your child can come to the school by 2:45 pm to pick up the item. The front office is closed at 3:00 pm. Please speak to your child about being responsible and taking all needed belongings home with them.

Parents and students are encouraged to check regularly for lost items in the Lost and Found which is located at the intersection of Parent Parkway and Eco Alley. Please mark all student belongings clearly with the child's name so that it can be identified. Unclaimed items are donated to local charities monthly.

Gifts for Fulton County Employees

Fulton County Board of Education Policy requires that gifts meet the following guidelines: An individual gift with a value of \$25.00 or less

- A group gift with a value of \$10.00 or less per contributor
- Neither gift to exceed \$500.00

Grading & Grading Recovery

What grading scale is used to grade my child?

K – 2

EM (90-100%) – Exceeding Mastery

M (80-89%) – Mastering

AM (70-79%) – Approaching Mastery

NYM (69% and below) – Not Yet Demonstrating Mastery

NG – No Grade

3 – 5

A – (90% and above)

B – (80-89%)

C – (70-79%)

F – (69% and below)

NG – No Grade

I – Incomplete

What is my child's grade comprised of?

- Math, Reading and Language Arts – minimum of 8 grades per 9 weeks
- Science and Social Studies – minimum of 5 grades per 9 weeks
- Art, PE, Health, Music, etc. – minimum of 4 grades per 9 weeks
- Student grades will be determined by using the following categories:
 - **Major (45%)**: An assignment or assessment that is cumulative in nature, that measures learning targets from multiple standards/skills.
 - **Minor (40%)**: An assignment or assessment that measures an individual learning target, standard or subset of standards/skills within a unit.
 - **Practice (15%)**: Daily assignments, observations, and/or engagement activities given in class or for homework to build prerequisite skills, measure progress towards a learning target or standard, enrich and/or remediate skills.

How will my child be able to show mastery of content?

- Teachers should provide students opportunities to continue learning if they have not shown mastery of the content.

When do parents/guardians receive a report on how my child is doing?

- Progress reports will be available online every 4.5 weeks.
- Report cards will be available online every 9 weeks.
- Teachers should notify parent(s)/guardian(s) by personal contact or in writing if a student is in danger of receiving an F or U as a final grade or is experiencing a significant decline in achievement.

Non-Academic Skills

- Feedback is provided every 9 weeks, covering the following:

K – 2

Self-Direction – the student follows directions and procedures, can work independently and/or acts safely.

Collaboration – The student is considerate of others, asks for help when needs it, and/or offers to help others.

Problem Solving – The students can describe a problem, finds more than one way to solve a problem, and is aware that all actions have outcomes.

Work Habits – The student follows directions, participates in class, and/or completes tasks or assignments.

3 – 5

Self-Direction – the student follows directions and procedures, works with focus and/or resists distractions.

Collaboration – The student works well with others, asks for help when needs it, and/or demonstrates appropriate social interactions.

Problem Solving – The students can describe a problem, finds more than one way to solve a problem, and/or is aware that all actions have outcomes.

Work Habits – The student follows is organized, participates in class, and/or stays on task.

English as a Second Language Reporting

- Students participating in the English to Speakers of Other Languages (ESOL) program receive grades based on the general education reporting instruments. All ESOL courses are scheduled using state-approved ESOL delivery models.
- Grades for students receiving ESOL services are determined by the teacher of record.
- The English language proficiency levels are considered when assigning grades. Strategies and accommodations, where appropriate, are implemented for English Learners.

Talented and Gifted Reporting

- Elementary school gifted students receiving the resource delivery model for TAG will not earn letter or number grades. Periodic feedback will be provided on students' progress toward mastering the TAG Standards. Students in the collaboration and advanced content models will earn grades as part of the content course.

Continuous Achievement and Reporting

Based on Continuous Achievement, students in a higher-level course will follow the grade weights and grading scale based on the course in which the student is enrolled.

How will my child be able to recover on assignments/assessments?

- Students should be afforded the opportunity to recover all major assessments if they score below 75% on the assessment.
- Students are limited to one (1) recovery attempt per major assessment.
- Student redo/retakes must be completed before the next major assignment/assessment is given or 5 school days before the end of a marking period if there is not another major assignment/assessment given (exceptions can be made for students who have excused absences during this five-day window).

Hearing & Vision Testing

All students in first grade will have a hearing screening towards the beginning of the year. Students in third grade will receive a hearing and vision screening. All students in fifth grade will receive the vision screening. If your child does not pass the screener, you will receive notification so that you can follow up with your doctor.

Homework

Homework is a part of each child's educational program to reinforce skills taught in the classroom and develop student responsibility. It is the student's responsibility to know what the homework assignments are and to complete them on time. Teachers will communicate expectations through weekly email blasts, Open House, and Curriculum Night. If your child is struggling with homework, please contact your child's teacher to discuss how we can best support him/her.

Honor Roll

Super Honor Roll is for students in grades 3 through 5 earning all A's during a marking period. Students are invited to an Honor Roll Breakfast to receive an award.

Super Honor Roll

- *All A's on Report Card for 1st 9 weeks*
- *All A's on Report Card for 2nd 9 weeks*
- *All A's on Report Card for 3rd 9 Weeks*

Honor Roll

- *All A's and one B on Report Card for 1st 9 weeks*
- *All A's and one B on Report Card for 2nd 9 weeks*
- *All A's and one B on Report Card for 3rd 9 weeks*

Insurance

School insurance is offered to each child who is enrolled and may be purchased at the beginning of the year. Forms are available by contacting the data clerk. Students attending overnight field trips must show proof of personal or school insurance prior to participation.

Media Center

The Media Center is equipped with a carefully selected collection of books, magazines, and instructional resources for students and teachers. A trained, certified 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 incentive programs. Kindergarten may check out 1 book for 2 weeks; grades 1-4 may check out 2 books for 2 weeks. 5th Grade may check out 3 books for 2 weeks. Students should keep track of their library books and return them undamaged and on time. Books which are lost or damaged beyond repair must be paid for within 30 days or students may not check out additional library books. Parents may also check out up to 5 books for a 2-week period. Please call the media center for more information.

Multi-tiered System of Supports (MTSS)

Multi-tiered System of Supports (MTSS) is a systematic, continuous-improvement framework in which data-based problem-solving and decision-making is practiced across all levels of the education system for supporting students at multiple levels of evidence-based interventions.

Three Tiers of a Multi-level Prevention System

Tier I – All students receive core instruction matched to their readiness level in the general education classroom. Schools will assess all students to determine which students are at risk for not meeting grade level expectations.

Tier II – Some students will be identified with skill gaps in reading, math, and/or behavior. In Tier II, students with deficits that hinder access to grade level instruction will receive targeted interventions in their specific area of weakness.

Tier III – Students who are identified as having significant skill weaknesses or not responding to targeted interventions in Tier II will receive intensive interventions in Tier III. Per Georgia Board of Education Rule 160-4-2.32, every Georgia school must have a Student Support Team (SST) which supports the Tier III process.

The SST is an interdisciplinary group that uses a systematic problem-solving process and monitoring of students who receive Tier III interventions. 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 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 to an MTSS team member. Please reach out if you have any questions or concerns regarding your child's progress.

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 or by contacting Fulton County Schools' Office of Teacher and Staff Quality at 470-254-0368.

Parking

The curbs around the school are fire lanes and must be kept clear at all times. Reserved handicapped spaces are available.

PBIS (Positive Behavior Intervention System) & Code of Conduct

The Northwood 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.

Northwood is a PBIS school; our expectations include "Be Respectful, Be Responsible and Be Engaged" PBIS is a process for teaching expectations and procedures and establishing classroom routines. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems.

What is PBIS at Northwood?

We have adopted a unified set of school-wide expectations for behavior in our school. You will see these expectations and procedures posted throughout the school. As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To help students learn these in a positive manner, we do the following when teaching academics and behavior:



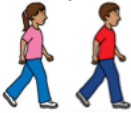

- Continually teaching and referring to our school-wide expectations.
- Provide students with more praise than correction.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

What does PBIS look like?

- Behavior Matrix
 - The behavior matrix is a detailed description of expected behaviors in each setting of the school. Your child will see a specific matrix for classroom, cafeteria, hallways, playground, etc. posted around the school.
- Gold Slips
 - Acknowledging and reinforcing positive behavior is one of the best ways to encourage appropriate behavior. At NWES, students can earn gold slips. When goals are met, students enjoy taking a trip to the PBIS prize cart and celebrate in school wide celebrations.
- Celebrations
 - The PBIS team plans monthly celebrations to encourage positive behaviors. These monthly celebrations can include cosmic bowling, dance parties, etc.
- Reflect and Refocus Forms

- These forms assist students in reflecting and refocusing on positive behaviors. Students and teachers have conversations in which they reflect on their actions and choose "stop and think strategies" to use.
- These forms are used as teachable moments, not as consequences.
- The forms are shared with parents, so you can reinforce PBIS expectations with your child as well.
- A separate cafeteria communication form is shared with parents to communicate PBIS expectations during lunch.

PBIS School Behavior Matrix

		Hallway Transitions	Working in Hallways	Playground	Cafeteria	Common Areas	Restroom
EXPECTATION	Be Respectful	Walk silently. 	Talk softly. 	Use good sportsmanship. 	Talk softly. Walking feet. 	Talk softly. 	Give people privacy. 
	Be Responsible	Keep your hands and feet to yourself. 	Keep your hands and feet to yourself. 	Use kind words and a kind body. 	Clean up your area: table and floor. 	Put materials in their place or away. 	Leave the stall clean. Wash your hands. 
	Be Engaged	Walk in the 3 rd square. 	Work on your assigned task. 	Play where you can be seen. Follow equipment rules. 	Eat your own food. Raise your hand to leave your seat. 	Take your belongings with you. 	Throw trash away. 

What can parents/guardians do to help?

To be successful, our behavior program needs to be a partnership between home and school. Please help support PBIS at Northwood by reviewing the expectation matrix with your child.

How do our students feel about PBIS?







- 1st grader: "PBIS keeps our school safe and happy. Kids are quiet and don't run in the hallways. I love being here!"
- 3rd grader: "Gold slips remind me that I'm being good, and I like the monthly celebrations. I can't wait for Cosmic Bowling!"
- 5th grader: "I like PBIS because it helps everyone work harder to behave and you earn gold slips and prizes. The monthly celebrations are awesome!"

If you have questions or would like to learn more about our PBIS system at Northwood, please reach out to our assistant principal, school counselor or AA.

Reflect and Refocus Forms

Northwood Student Reflection Sheet

How were you feeling?









     

Sad Worried Confused Frustrated Upset Excited

What did you want?

☐ to talk to a friend ☐ to make someone laugh
☐ to talk to the teacher ☐ to stop someone from annoying me
☐ to get out of doing work ☐ to make something fair
☐ to get attention ☐ other

How do you think your choices made other people feel?

☐ Happy  ☐ Scared  ☐ Unsure  ☐ Confused 
☐ Worried  ☐ Angry  ☐ Frustrated  ☐ Sad 

Did you use a coping strategy? Yes or no? If yes, which one did you use? If no, which ones could you have tried?

☐ Take 3 deep breaths ☐ Count to 10 ☐ Walk away
☐ Ignore ☐ Count backwards ☐ Talk to the teacher
☐ Take a break ☐ Walk pushups ☐ Other

What needs to happen next to solve this problem?

☐ Apologize ☐ Clean up ☐ Complete the work
☐ Make a plan for next time ☐ Other

Northwood Reflect and Refocus Plan

Name _____ Grade _____ Date _____ Time _____

What were my actions?

I made this choice because _____

My choices caused other people to feel _____

Another choice I could have made is _____

Next time, a "Stop and Think" strategy I could use is _____

☐ Take 3 deep breaths ☐ Count to 10 ☐ Walk away
☐ Ignore ☐ Count backwards ☐ Talk to the teacher
☐ Take a break ☐ Walk pushups ☐ Other

Teacher Signature _____

Please circle:

Behavior Type	Language	Physical Contact	Defiance	Failure to Follow school rules	Peer-to-peer	Disruption	Stealing	Chewing
Location of Incident	Classroom	hallway	Restroom	Entrance	Run	Playground	Computer Lab	Bus

White - Report Yellow - Report

Northwood Reflect and Refocus Plan

Name _____ Grade _____ Date _____ Time _____

My actions were _____

I made this choice because I wanted _____

My choices caused other people to feel _____

Another "Stop and Think" strategy I could use is _____

☐ Take 3 deep breaths ☐ Count to 10 ☐ Walk away
☐ Take a break ☐ Talk to the teacher ☐ Other

Teacher Signature _____

Please circle:

Behavior Type	Language	Physical Contact	Defiance	Failure to Follow school rules	Peer-to-peer	Disruption	Stealing	Chewing
Location of Incident	Classroom	hallway	Restroom	Entrance	Run	Playground	Computer Lab	Bus

White - Report Yellow - Report

Fulton County Code of Conduct and Discipline Handbook.

Please refer to the Fulton County Code of Discipline Handbook for all discipline matters. Parents are required to sign that they have reviewed the Code of Conduct. [2023-2024 Code of Conduct](#)

Minor Offenses – Teachers address minor offenses as they occur during the instructional day. They use interventions such as verbal reminders, parent conferences, time out, reflect and refocus forms, individual action plans, referral to school counselors, etc.

Major 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.

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, pocketknives, 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. Special permission with strict procedures may be granted by the principal for bringing certain items. If you have any questions regarding weapons, please contact an administrator for further clarification.

Pets & Animals

Classrooms may have pets that are kept at the discretion of the classroom teacher and administration. If your child has allergies, please notify the teacher immediately.

Pictures

Individual student pictures are taken during the Fall and Spring. Class pictures are taken in the Spring. There are retakes for the fall pictures in the first semester.

Recess

Thirty minutes of recess is scheduled for every student daily. Students are required to follow the PBIS expectations during recess. If it feels like 32 degrees or below, or a heat index of 95 degrees, then students will have indoor recess.

Residency Verification (per board policy)

The Superintendent or their designee will conduct additional systemic residency verification at different intervals to ensure enrollment accuracy. The list below includes the types of systemic residency verification that can be conducted:

- Entry to Elementary, Middle, and High School: All students entering Kindergarten, 6th grade, and 9th grade in Fulton County Schools will be required to submit proof of residency as outlined above prior to the start of the aforementioned grades.
- Mid-Point of Enrollment: All students entering 2nd grade, 7th grade, and 10th grade will be required to submit proof of residency as outlined above prior to the start of their enrollment in the aforementioned grades.
- Ad Hoc: prompted whole-school review based on concerns related to overcrowding, a high number of reports of fraud, and/or Board request.

You can find more information regarding residency and enrollment using this link: [Board Policy on Residency Verification](#).

Safety & Security

All entrance doors are locked at 7:40 a.m. to provide a secure school environment. Visitors to campus are to enter the building through the doors located near the flagpole. You will need to use the intercom to request entry into the building and a front office staff member will greet you, ask how they can help, and if necessary, buzz you into the building. If you are on campus to volunteer, you will need to register to volunteer in Fulton County Schools (see additional information below). You will be asked to give your driver's license to the front office staff member to scan. After that initial screening, you will only need to check in as a volunteer using the computer in the front office. After signing in, you will need to wear the printed I.D. badge when in the building. Visitors without an I.D. badge will be asked to return to the office to obtain one.

Parents are not permitted to take homework, lunches, glasses, etc. to class. If you need to get something to your child, please bring it to the front office so we may deliver it to your child.

In case of emergency, an administrator may escort a student/parent to the classroom to retrieve the forgotten item.

Security – Locked Doors

The safety of children is very important to us. An intercom/buzzer system is 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.

Safety Drills

Safety and security are top priorities at Northwood Elementary School. 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 Governance Council (SGC)

Fulton County Schools became a charter system a few years ago. This means that each Fulton County school now has more local decision-making authority and the flexibility to implement innovative ideas and strategies to create educational opportunities that meet the needs of their students and school communities. Each charter system school has a School Governance Council (SGC) that plays a critical role in the success of each school. Each SGC is comprised of:

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

The SGC works with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community.

Social Worker

A social worker is available to assist with situations that may involve the home.

Student Success Skills

Fulton County Schools and Rethink Ed have partnered to provide our students with a Student Success Skills program. Our Student Success Skills program provides videos and activities for children to support their social and emotional well-being. The Rethink program supports students as they recognize and manage emotions, build stronger relationships, and develop skills to lead happier and healthier lives.

Specials

All students have special classes in their weekly schedules. Each week, students will attend one music class, one art class and two physical education classes. For PE classes, students should dress appropriately, including athletic shoes, and shorts/pants for girls. A student must have a written note by a parent to miss a P.E. class.

Talented & Gifted Program (TAG)

The Fulton County School System screens all students twice a year for eligibility for the system's Talented and Gifted Program. The classroom teacher uses the Characteristics Instrument for Screening Students (CISS) form. Students must demonstrate outstanding characteristics and behaviors in five of the ten categories on the screening instrument (CISS) AND have supporting data gathered from test history, grades, products, and/or continuous achievement. Student names are then presented to the local school's eligibility team for possible referral. TAG teachers review all standardized testing results and screen students' scores for automatic referral. A parent must sign a consent form to evaluate their child before any individual student testing is initiated. Results of testing are given to the student's parent(s). This process takes approximately six weeks.

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.

- 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 or lose technology items such as charger, headphones or devices, parents will be asked to pay a fine covering the cost of the replacement.
- Internet is available to students upon the teacher's receipt of the Northwood Elementary internet use agreement signed by the student and parent. Failure to use the internet in accordance with guidelines stated in the signed agreement 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.
- Northwood participates and obtains a Digital Citizenship certification each year. We pride ourselves on the number of devices and technology equipment that we offer our students and ask that students do NOT bring their personal devices to school.
- Students must transport school devices to other classrooms using laptop sleeves or cinch bags.

Testing

Students take standardized tests throughout the year to measure progress toward grade level standards mastery. The following tests are used in Fulton County Schools:

- GKIDS : Georgia Kindergarten Inventory of Developing Skills provides ongoing diagnostic information about kindergarten students' developing skills in Literacy, Math, Science, Social Studies, Personal/Social Development, and Approaches to Learning.
- MAPS : Given to students in 2nd and 4th grades, the purpose of MAPS is to obtain information about the performance of students and compare it with that of students in a national sample. The results are used for evaluation, decision-making, and instructional improvement.

- iREADY: Reading, Math, and Early Literacy computer adaptive tests used in grades K5. The reports are aligned to Common Core State Standards and assist teachers in screening, progress monitoring, and planning for instruction. Students take these tests a minimum of three times per year (fall, winter, and spring). Based on students' academic needs, students may take the test more often to measure progress towards goals for academic improvement.
- GEORGIA MILESTONES END OF GRADE TEST: Students in grades 3-5 are given an end of grade assessment in English Language Arts, Math, and Science (5th grade only). The test is aligned to the Georgia Performance Standards of Excellence and is designed to provide a picture of grade level academic mastery.
- Unit Assessments: Given to students in each grade level at the end of an instructional unit, these tests measure how well students mastered math and ELA standards.

Textbooks

Textbooks are available online through ClassLink. Textbooks may also be utilized in the classroom during the class day.

Toys

Toys, electronic devices, playing cards, trading cards, etc. should not be brought to school without teacher permission. Such items present a distraction from learning and will be confiscated by the teacher or administrator.

Volunteering & Visitors to Northwood

ALL volunteers must be registered using the volunteer registration system.

We provide opportunities for volunteers in the school. Anyone who volunteers or visits a classroom must complete the mandatory volunteer training on Child Abuse Reporting as required by the state of Georgia. We value your time and will try to make this as quick and simple as possible. The training may be accessed through the Fulton County website: <https://www.fultonschools.org/volunteer>.

All visitors and volunteers that enter the school are required to bring their government issued identification to sign in at the office. A printed visitor or volunteer badge will be issued and must be worn during your time at our school.

Confidentiality regarding students you are working with or have observed during your volunteer services is required.

Withdrawal Procedure

Please notify your child's teacher, as well as the data clerk, at least one week prior to student's last day of school. All textbooks, student devices, chargers and media center books must be returned, and lunch fees paid.