Oakley Elementary
7220 Oakley Terrace
Union City, GA 30291
Tel: 470-254-4050
Fax: 470-254-4057
School Website:
http://school.fultonschools.org/es/oakley/
Pages/default.aspx
Oakley Elementary School
7220 Oakley Terrace
Union City, GA 30213
470-254-4050
470-254-4057

ADMINISTRATION
Principal – Estella Cook
Assistant Principal – Shannel Jordan

ADMINISTRATION SUPPORT TEAM
Dean of Students – Walter Flowers
School Counselor – Nikki Hunter
Curriculum Support Teacher (CST) – Tiffany Felker
Math Instructional Coach – Tracie Shealey
Literacy Instructional Coach – Dominique Johnson
Instructional Support Teacher (IST) – Shonta Williams
School Psychologist – Kelly Dale
In-School Suspension Teacher (ISS) – Onri Gregg

OUR VISION
“Building a Legacy of Excellence…. From Crayons to College”

Our Mission
At Oakley Elementary School our mission is to collaborate with family and community to:

- Develop students into critical thinkers who are technologically advanced and able to compete in a global society
- Cultivate lifelong learners by utilizing relevant real world experiences.
- Promote student wellness in a nurturing environment

Purpose
Oakley Elementary will provide an environment where students feel valued and supported while learning at high levels. We will invest in our teachers and staff to ensure they are empowered to implement appropriate researched-based strategies to close the achievement gap between Oakley and other elementary schools across the nation. Our culture will be one of partnership and collaboration with all stakeholders in order to prepare students to pursue their college or career path of their choice. Together, we will help our students excel as productive members of our community.
ATTENDANCE
Student attendance is very important and valued here at Oakley Elementary School. We encourage students to come to school every day. House Bill 1190, (Section 10-Minimum Number of Unexcused Absences-20-2-690.1) states an accumulation of five or more days of unexcused absences is a violation of the law, a misdemeanor, and violations make you subject to the following:

- Fine not less than $25.00 and not greater than $100.00.
- Imprisonment not to exceed 30 days.
- Community service or any combination of such penalties at the discretion of the court.

Each day of absence from school that is in violation of this law constitutes a separate offense.

If a student has accumulated five (5) unexcused absences, the School Social Worker (SSW) has the authority to file a truancy petition with the Fulton County Juvenile Court.

School hours for students are 7:10 a.m. – 2:20 p.m. If a student arrives to school after 7:40 a.m., the parent must park their car in a visitor’s parking space and accompany the student into the building, sign-in at the front desk, and obtain a tardy slip from the front office secretary. Since our instructional day begins at 7:40 a.m., parents are not allowed to walk the student to class after 7:35 a.m. Faculty and staff supervision of students begins at 7:10 a.m. Students may not arrive prior to this time. All students being driven to school by their parent must be dropped off in the car-rider line. When students report to school, they have the option to go directly to the cafeteria to eat breakfast, which is free of charge, or go directly to their class. Students who check-in at the front desk after 11:15 a.m. or leave before 11:15 a.m. are considered absent for the day. Parents must notify the clinic and their child’s teacher if their child has a contagious disease or an extended illness. The Fulton Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, and special recognized holidays observed by their faith. Students with contagious diseases or illnesses should be kept at home.

Although our school day ends at 2:20 p.m., we understand at times parents will need to check-out their child early. Students may be checked out early by a parent, legal guardian or person listed as a contact if and only if it is absolutely necessary. The adults listed on the student’s enrollment records are the only adults that will be allowed to check the student out from school. A photo I.D. is required when checking students out early. Students being checked out will be called to the front office by the front office secretary. Students may not be released to their parents directly from the classroom. If a parent needs to check-out a student early, it must take place before 2:00 p.m. We will not allow students to be checked-out after 2:00 p.m. unless it is deemed as an emergency. An administrator will make the final decision, and the parent is required to sign a template, documenting the day and time the student was checked out after 2:00 p.m. Early check outs are monitored by administrators, for the purpose of protecting instructional time.

When students are absent, parents are required to submit a written note or documentation for every day their child is absent from school. The written note or documentation must be submitted to the child’s teacher or data clerk within three days of each absence. Students who have missed ten days of school or more in a school year may be required to provide additional verification, including doctors’ statements. Student attendance is monitored by the student’s teacher, administrators and the school social worker.

AWARDS DAY CEREMONIES
We celebrate our student’s academic and social accomplishments throughout the school year in various ways. Student accomplishments are featured on our television broadcast, announced on the intercom by administrators and personally complimented by their teachers and members of the administrative team. In addition, we will have one awards day ceremony for each grade level at the end of the school year. All
ceremonies are student-centered and very well planned by the teachers for each grade level. The Principal’s Honor Roll recognition is given to every student who has earned an “A” average as their final 1st and 2nd semester grades in all subjects. The A / B Honor Roll recognition is given to students who have earned an “A” or “B” average or as their final 1st and/or 2nd semester grades in all subjects. Perfect attendance certificates are given to students who haven’t missed any days of school and have less than 5 tardies for the school year. Citizenship certificates are given to students who have earned all “S”s for conduct. Other awards will be given and included in the ceremony. Siblings enrolled Oakley Elementary School are not allowed to attend each other’s awards day ceremonies. Siblings must remain in their classrooms, and attend their own awards day ceremony. Parents are not allowed to check out a sibling to attend their sibling’s awards day ceremony.

BIRTHDAY CELEBRATIONS
In alignment with our Healthy Kids, Smart Kids goals, we have created a great way for students to celebrate student birthdays, while engaging the students in fun, kinesthetic activities. Once a month students who celebrated a birthday during that month will be called to the gym. During that time, the gym is reserved for them to kinesthetically celebrate their birthday. PE stations are set up for them to rotate through. Before returning to class, they are given a gift, promoting healthy living.

In compliance with our Fulton County Board of Education Wellness Plan, individual student birthday celebrations and/or parties are not permitted or celebrated at school. Students and parents are not allowed to bring cupcakes, treats, goodie bags or cakes for student birthdays. Teachers are not allowed to celebrate birthdays in the class with a party or a snack.

BREAKFAST AND LUNCH
When students arrive at school, they can go directly to the cafeteria and eat breakfast, or they can go directly to their classroom. We encourage all students to eat breakfast here in the cafeteria, if they don’t eat breakfast at home before coming to school. Breakfast is free of charge for all students. Parents are not allowed to send students to school with breakfast items. Parents and students are not allowed to bring food from outside vendors in the cafeteria.

CAFETERIA SWAG RULES

SHOW RESPECT: Use manners when speaking with teachers & café staff.
WISE CHOICES: Use an appropriate voice level at all times while remaining seated.
ALWAYS BE RESPONSIBLE: Get everything you need from the line before you sit for lunch. Keep the table and cafeteria clean.
GET ALONG WITH OTHERS: Keep your hands & feet in your own space.

Oakley Elementary School participates in the school lunch and breakfast programs. This year, ALL students may eat breakfast and lunch FREE OF CHARGE! Therefore, no charges will be permitted. Students are allowed to purchase one snack/treat as they go through the lunch line.

If a student has a special diet or is allergic to certain food items it must be reported to the clinic aide and the cafeteria manager immediately. There is a process the Fulton County requires all schools to follow before granting the request for special diets. For students who are not allowed to drink milk for dietary reasons, the students will receive a cup of water at the same time they receive their lunch and/or breakfast. If a student wants to purchase juice instead of receiving water, the student can pay the $.25 fee for the 4 oz. carton of juice for breakfast and the $.50 fee for the 8 oz. carton of juice for lunch. If a student brings his or her lunch to school, the parent must remember employees are not allowed to warm up lunch items in the microwave for the student.
If a parent wants to eat lunch or breakfast with their child, the parent must follow the following guidelines:

- Park in a visitor’s parking space or the parking lot. Refrain from parking in the fire lane.
- Remember siblings, family members and other children are not allowed to accompany the parent to the cafeteria when the parent is coming to have lunch or breakfast with their child.
- Parents must dress appropriately.
- Report to the front desk and inform the front office secretary of the request to have lunch.
- Provide the front office secretary with the proper ID.
- Complete and submit or state that the Fulton County Volunteer Form is on file. (Once the form has been completed and submitted, the parent is also checked to make sure he or she is not listed on the sex-offender’s list).
- Complete or state that he or she has completed the required Child Abuse Training. Volunteers are mandated child abuse reporters.
- Sign-in. Obtain and wear a visitor’s badge.
- Report to the cafeteria, wearing the visitor’s badge.
- Refrain from going any other places in the building, other than the location selected when signing in at the front desk.

This year all Oakley students will receive free breakfast and free lunch. Students will have to pay for additional snacks and extra breakfast and lunch items only.

<table>
<thead>
<tr>
<th>Elementary School</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Elementary Student Breakfast</td>
<td>$1.10</td>
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<tr>
<td>Elementary Student Reduced Breakfast</td>
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</tr>
<tr>
<td>Elementary Student Lunch</td>
<td>$2.45</td>
</tr>
<tr>
<td>Elementary Student Reduced Lunch</td>
<td>$0.40</td>
</tr>
</tbody>
</table>

**BULLYING**

The Fulton County Board of Education prohibits bullying at any location or activity under the jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Any complaint of bullying will be promptly investigated. The school system prohibits retaliatory behavior against any reporter of bullying and or any participant in the reporting process. If you suspect that your child is being bullied or harassed, the following steps should be followed:

- Report the incident to the classroom teacher.
- The teacher will make a referral to the school counselor.

The counselor will investigate the situation and meet with all students allegedly involved. If further action is needed, the assistant principal and/or principal will be notified. Please reference the Fulton County Discipline Handbook for more information.
BUS CHANGES
Students must get on and off the bus at their own stop only. If it is necessary to change buses due to a long term child care situation, permission must be granted by the South Fulton Transportation Department and our assistant principal. Parents must send a written request to the assistant principal, prior to the change being made.

BUS EXPECTATIONS
Fulton County Transportation Department’s mission is to deliver students to their destinations on time and in a frame of mind ready to learn. Their purpose is to provide safe and efficient transportation that meets all of the requirements of the requirements of the daily instructional programs and extra-curricular activities. In order for Oakley Elementary to support the Transportation Department’s mission and purpose, it is important that our students follow the below rules while riding the bus:

- Students must behave appropriately on the bus as well as at the bus stop. They must follow the directions of the bus driver at all times, the first time they are given.
- Students are expected to display respectful behavior to each other and to the driver at all times.
- Bullying, teasing, horseplay, play fighting, name-calling, etc. will not be tolerated.
- Students must sit in their assigned seat and/or section of the bus.
- Students may not eat or drink on the bus.
- All cellphones and electronic devices should be in the off position and in the student’s book bag until they are off the school bus.
- Students must remain in their seats, facing forward while the bus is in motion. Hands and feet are to be kept out of the aisle and inside the windows.
- Glass objects, radios, balloons, and electronic equipment are not permitted on the bus.
- Large instruments or anything that cannot be held in the lap of a student are not permitted on the bus.

BUS SAFETY
Students must get on and off the bus at their designated stop and ride their assigned bus. Riding the bus is a privilege contingent upon proper and courteous behavior. For the safety of all students on the bus, children whose behavior negatively affects their safety or the safety of others will be handled by the bus driver and referred to the assistant principal. Students may be subjected to disciplinary actions when bus safety rules are violated. These may include a verbal warning, an assigned seat, suspension from the bus for a period of time, and/or the loss of bus privileges for the remainder of the semester/year.

CAR RIDERS
Oakley Elementary School maintains a busy car rider line. Parents are encouraged to let their children ride the school bus, if the student qualifies for Fulton County bus services. If a parent chooses to drive their child to school or pick up their child up after school, we ask that the parent please adhere to the following:

Students may not be dropped off before 7:10 a.m. Our faculty and staff members arrive for their morning duty at 7:10 a.m. each morning. Therefore, students may not arrive for school until after 7:10 a.m.

All students arriving to school between the hours of 7:10 a.m. – 7:39 a.m. must be dropped off in the car rider line in the front of the school, where employees are on duty to receive them. Parents are encouraged to drop their children off before 7:35 a.m., so this will allow the student time to report to their classroom before 7:40 a.m.
If a parent would like for their child to take advantage of the free, nutritional breakfast provided for all students, the parent must make sure the student is here at school early enough to eat breakfast and report to class before 7:40 a.m.

Parents dropping their children off at school are required to follow the designated traffic patterns. Parents must drive slowly through the car rider line. Cars should form a single line in front of the doors to the school building. For the safety of our students and staff, parents should not attempt to bypass cars in front of them.

Students may not be dropped off in the parking lot, because they are not permitted to cross through the parking lot without a staff member accompanying them.

The car rider line closes promptly at 7:40 a.m. For students arriving to school after 7:40 a.m., which includes the student sitting in their parents’ car in the car rider line, they are considered tardy. The parent must park their car in a visitor parking space, escort their child into the building and sign their child in, and obtain a tardy slip. For safety reasons, parents must refrain from parking their car in the fire lane along the curb. The Fulton County Police Department may issue a ticket and/or tow the car. Staff members will record the license plate number of any vehicle not following these guidelines. The information will be reported to the Fulton County School Police Department.

We will begin dismissing students at 2:20 p.m. each day. All students must be picked up by 2:45 p.m. If a parent consistently picks up their child after 2:45 p.m. an administrator will contact the parent to discuss expectations for picking their child up on time. If it continues to be a concern, the school’s social worker will be contacted to help resolve the matter.

All parents picking up students in the afternoon must have an Oakley car rider decal with their assigned car rider number written on it. Parents can obtain a car rider number during Open House. If a parent needs a car rider number after the school year begins, the parent can see any front office secretary to obtain a car rider number. During dismissal staff members will escort students to their parent’s car.

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

A student shall not use, display, or turn on cellular telephone or other personal electronic communication device on school property. No such devices may be used at any time on school system operated vehicles, or during an emergency drill or evacuation. 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, shall have the device confiscated.
CHAIN OF COMMAND
If parents have a concern, the parent must follow the proper chain of command summarized below. First, contact the employee regarding the concern. If the matter is still not resolved, contact the assistant principal or principal.

<table>
<thead>
<tr>
<th>Concern</th>
<th>1st Contact</th>
<th>2nd Contact</th>
<th>3rd Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum</td>
<td>Teacher</td>
<td>CST</td>
<td>Principal or Assistant Principal</td>
</tr>
<tr>
<td>Discipline</td>
<td>Teacher</td>
<td>Assistant Principal/ Administrative Assistant</td>
<td>Principal</td>
</tr>
<tr>
<td>Volunteering</td>
<td>Teacher</td>
<td>Parent Liaison</td>
<td>Principal or Assistant Principal</td>
</tr>
<tr>
<td>Bus</td>
<td>Bus Driver</td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Café Manager</td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>Records</td>
<td>Data Clerk</td>
<td>Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>Homework</td>
<td>Teacher</td>
<td>CST</td>
<td>Assistant Principal or Principal</td>
</tr>
<tr>
<td>Classroom Concerns</td>
<td>Teacher</td>
<td>CST</td>
<td>Assistant Principal or Principal</td>
</tr>
<tr>
<td>Medical</td>
<td>Teacher and Clinic Aide</td>
<td>Assistant Principal or Principal</td>
<td>Principal</td>
</tr>
<tr>
<td>Transportation Changes</td>
<td>Teacher</td>
<td>Front Office</td>
<td>Assistant Principal</td>
</tr>
</tbody>
</table>

CHECKING STUDENTS OUT EARLY
If a parent needs their child to leave school before the school day officially ends, the parent must report to the front desk. Upon arrival, the parent must request an early check out for the student. Parents or guardians must provide the proper photo ID. No student will be released from class after 2:00 p.m., unless it’s an emergency, which will only be approved by the principal or assistant principal. This procedure is necessary for security reasons and minimizes interruptions to instruction. The only adults that can check a student out of school are those adults listed as the student’s emergency contacts. If a parent is in the building serving as a volunteer, and the parent wishes to check their child out early, the parent must report to the front office to request an early check out. The front office secretary will call into the teacher’s classroom and ask the teacher to send the student to the front office. Teachers will not release the student until the student is called to the front office. If a parent develops a habit of checking a student out early several times, an administrator reserves the right to deny the parent the right to continue checking the student out early.

CLINIC INFORMATION
Employees at Oakley Elementary School care about the health and well-being of all of our students. We ask parents to please keep the school informed about allergies, diseases, or other medical conditions your child may be exposed to. The clinic must have a written record of your child’s condition and specific instructions for their care. Students perform better in school when they are healthy. If a student is experiencing or has experienced a fever, the parent should not send the student to school unless they have been “fever free” for 24 hours. A parent or guardian will be called to pick up a student if he/she has vomited, has a fever, or has diarrhea during school hours. If a student requires daily medication, he/she must come to the clinic to have it dispensed. Written permission is required for the clinic aide to administer any kind of medication. Prescription medication requires an authorization form signed by the doctor to be on file in the clinic. Over-the-counter medications require written authorization from the
parent/legal guardian to be on file in the clinic. These required forms are available in the front office and in the clinic. All signed forms may be faxed directly to the office at (770) 774-4057.

COMMUNICATION
The home and school communication connection is very important. All teachers have county-provided email addresses and are expected to check their email message several times a day. Email addresses of all teachers can be found on our school's website and can also be provided by our front office secretaries. All students are given one agenda book, free of charge. Parents are expected to do the following daily:

Read and sign your child’s agenda book daily. Every child is provided one agenda book, free of charge. If the agenda book needs to be replaced, the parent must contact the school’s bookkeeper or teacher to pay $5.00 for a replacement.

Read the monthly parent newsletter. This publication includes a message from the principal, current information about the school, important dates, school activities, and curriculum information. Read all teacher newsletters.

Call the teacher when you have a question or a concern. Please remember teachers are unable to take phone calls during instructional time, but our front office secretaries will take the message and have the teacher return your phone call. Teachers are required to return all calls within 48 hours.

Messages regarding changes in transportation should not be sent via email. Most communication can be handled through written notes to the teacher. Please be sure to let your child know that he/she has a note for the teacher.

Parent/teacher conferences are an integral part of reporting and monitoring student progress. We are partners with you in the education of your child; therefore, it is important to share information regularly. We recommend that you request a conference with your child’s teacher a minimum of two times per year (once in the fall and once in the spring). Teachers are available for conferences during their daily planning period, which varies for each grade level, or at another mutually agreed upon time.

CONDUCT EXPECTATIONS FOR STUDENTS
Here at Oakley Elementary School, the learning environment must be established and maintained by the entire Oakley family: students, faculty, parents, and community members. We expect all Oakley family members to:

S - Show Respect
W - Wise Choices
A - Always be Responsible
G - Get along with others

We reward appropriate behavior consistently. When inappropriate behavior occurs students will be assigned a consequence and a parent will be notified. Please see the enclosed TIGERS Conduct Expectations Matrix enclosed for more details on our expectations for our students.
CONDUCT EXPECTATIONS FOR PARENTS, GUARDIANS, & VISITING ADULTS
We ask all parents, guardians, and visiting adults to always remember to adhere to the expectations outlined in this handbook, as well as all Fulton County policies and procedures. The principal and assistant principal expect all employees to treat students and parents with respect. The same is expected of our parents. Being disrespectful and/or rude to our employees in person and/or on the telephone will not be tolerated. All infractions will be dealt with by administrators and/or the school’s Fulton County resource officer. Also, parents are not allowed to enter school buses, engage in confrontations at the bus stop, smoke or drink at the bus stop, or engage in disciplinary conversations with children. All issues should be addressed through the school. We strive to provide a warm and nurturing learning environment for our students. Therefore we appreciate the cooperation of everyone involved in the lives of our students. We also ask parents to be mindful of their attire when visiting the school.

Georgia Code: O.C.G.A. 20-1-1181 Disrupting Public School:
It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

CONTACT INFORMATION
It is important for us to be able to contact you. Please keep your address, home and work phone numbers, and emergency contacts updated at all times. If any of your contact information changes, please send it to our data clerk and your child’s teacher. If there is an emergency that involves your child, we depend on using the contact information that was provided to us.

DELIVERIES FOR STUDENTS AT SCHOOL
We will not interrupt classes for student messages or deliveries. If a parent brings an item to school, such as a lunch box, lunch money or notebook, the parent must leave the item(s) at the front desk. An employee will take the item(s) to the student’s classroom and give the item(s) to the student. Students are encouraged to remember to bring necessary items with them to school. We will not deliver flowers or fast food.

DISCIPLINE
The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a safe and nurturing learning environment that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others. Certain forms of misconduct and disobedience of school rules and board policy by students make it necessary for disciplinary action to be taken. The misbehavior may occur at school, on the way to and from school, or at school-sponsored activities. Disciplinary action is intended to show the student how he/she has ownership of the problem, to help the student formulate ways to prevent the problem from recurring and to inform parents of misconduct.

The administration may use a variety of local school interventions including, but not limited to the following: student conferences, parent conferences, time-out for the student with the teacher, counselor, or administrator, in-school suspension (ISS), out-of-school suspension (OSS), school transfer, long term suspension or expulsion.

Consequence ranges on the Elementary School Student Responsibility Cycle cover general infractions. However, responsibility cycles can’t cover all possible examples for violating the listed offenses; therefore, the school administration retains the option to impose either a less or more severe
consequence if warranted by individual circumstances. Offenses not covered by the Student Responsibility Cycle are handled by the school administration as provided in policy, procedures, school rules, or federal, state, and local laws.

In addition to our local TIGERS program, each classroom teacher is required to set up a discipline program within the classroom which supports the TIGERS program and the Oakley Elementary School Discipline Cycle. Georgia law requires school officials to report incidents 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, pocketknives, mock weapon replicas or toys. Students do not have permission to bring these items to school at any time, 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.

**DRESS CODE**

Students are encouraged to wear uniforms. The uniforms consist of the following:

- Khaki or black bottoms
- Yellow/gold, white, or black top. All shirts and blouses must be tucked in.

Administrators reserve the right to determine whether a student’s attire is within the limits of decency and modesty, and it interferes with or distracts from the learning environment or the operation of school. (Policy 6.310)

- Clothing must fit correctly. Pants, shorts, and skirts must be worn at the waist. Sagging pants will not be permitted. Pants with holes or frayed edges are not acceptable during school. Pants may not drag the floor.
- Students cannot wear hats in the building. Young men must tuck in their shirts and wear a belt. The belt should be visible and at the waist.
- Students are not allowed to wear halters, see-through blouses or pants, low-cut blouses, sun dresses, blouses made to show the bare midriff (stomach), tank tops, or muscle shirts.
- Undergarments must be covered by another appropriate article of clothing at all times.
- T-shirts and pants must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for elementary school students –i.e. alcohol and tobacco products, weapons, violence or of such a nature to cause disruption in the school).
- Curlers, head scarves, combs, hair picks, bandanas, sweat bands, sunglasses and gloves may not be worn during instructional time. Head apparel, except for religious or medical purposes, may not be worn inside the school building.
- Shoes must be worn at all times. Students are not allowed to wear flip-flops, slides, slippers, or high- heeled shoes for safety reasons.
- Only lightweight jackets or sweaters may be worn in the classroom.
- Earrings (male or female) may only be worn if smaller than the size of a pencil eraser.
- Dental grills for decorative or cosmetic purposes are not permitted. Any student required to wear a dental grill must provide documentation from the dentist.

**EMERGENCY EVACUATION & SCHOOL CLOSING**

In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and television stations. Parents should listen to WSB radio 750 AM or television for information. Please do not contact or come to the school. School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Oakley Elementary School has developed a detailed emergency evacuation plan which will be reviewed,
updated, and practiced on an annual basis. Evacuation drills are rehearsed and practiced throughout the school year. This plan will be followed should any emergency occur during the school day.

**EXCEPTIONAL CHILDREN’S SERVICES**

Exceptional children’s services are provided for eligible students on a resource basis and within modified self-contained classes. Referrals for these programs may be initiated by the teachers or parents subsequent to the Student Support Team (SST) process. Children placed in these programs must meet state criteria. All program placements are based on a referral process, individual evaluation, and parent consent. The following programs are provided:

- Interrelated Resource (IRR) Classes – available to students who show a significant discrepancy between expected performance and actual achievement according to state guidelines.
- Speech/Language Therapy – available to students who demonstrate disorders in articulation, fluency, language, or voice according to state guidelines.
- Talented and Gifted – available to students who are intellectually gifted and meet Fulton County and state guidelines.

**FEEDER SCHOOLS**

We are proud to have Bear Creek Middle School, McNair Middle School, Banneker High School, and Creekside High School as our feeder schools.

**FIELD TRIPS**

Field trips are planned to supplement and enrich the total instructional program. In an effort to ensure student safety, transportation is provided by Fulton County school buses. A donation may be requested to pay for the field trip. Every child must have written permission from a parent or guardian before he/she can attend a field trip. No verbal permissions will be accepted from parents. Any student who receives a discipline referral within thirty (30) days prior to a field trip, which results in disciplinary consequences, will not be permitted to attend the upcoming field trip. Refunds for field trip fees will not be issued to students who lose the privilege of attending the trip.

Parents of currently enrolled students may be permitted to attend field trips for the purpose of assisting with chaperoning students, if the teacher requests additional chaperones. It may be necessary for chaperones to pay for the cost of the field trip and ride the school bus with the students. Siblings, other family members, and students not enrolled at our school are not permitted to attend the field trip. For overnight trips, parent chaperones must first undergo a background check through the school system. Parent chaperones should not be alone with an individual student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances.

**GRADING**

Report cards are distributed at the end of each nine-week quarter. Teachers will send home progress reports every 3 weeks. The grading scale for elementary students is as follows:

<table>
<thead>
<tr>
<th>Kindergarten - 1st Grade</th>
<th>2nd Grade - 5th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>S = Satisfactory 100-80</td>
<td>A = 90 – 100 (Excellent)</td>
</tr>
<tr>
<td>N = Needs improvement 79-70</td>
<td>B = 80 – 89 (Good)</td>
</tr>
<tr>
<td>U = Unsatisfactory 69-0</td>
<td>C = 70 – 79 (Average)</td>
</tr>
<tr>
<td>NG = Not Graded</td>
<td>F = 69 and below (Below average)</td>
</tr>
</tbody>
</table>

Grades for effort, social skills, work/study habits, and general conduct are recorded as: S = Satisfactory, N = Needs improvement, U = Unsatisfactory
Grading Weights for Grades K-5

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summative Grades</td>
<td>50%</td>
</tr>
<tr>
<td>Formative Grades</td>
<td>40%</td>
</tr>
<tr>
<td>Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Progress Monitoring (Informational Purposes only)</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Summative Grades**
Definition: Summative grades are those reported to communicate an evaluation of student learning and mastery of standards.
Purpose: To report the final result of learning one or more academic standards
Time and Frequency: Summative evaluations occur after instruction, practice, and feedback have occurred and occur a few times over the course of a unit.
Examples: Summative evaluations of learning typically include tests, projects/reports, and exams, but may include observations, quizzes, assignments completed inside or outside of class, performance assessments, presentations, lab reports, personal communications and other assignments provided that sufficient instruction, practice, and feedback have occurred prior to the evaluation.

**Formative Grades**
Definition: Formative grades are those reported to communicate how student learning is monitored during instruction on standards.
Purpose: To monitor student learning along the way and provide students with feedback for improvement prior to a summative evaluation.
Time and Frequency: Formative evaluations occur during instruction and occur several times during a unit.
Examples: Formative assessments typically include observations, quizzes, work completed inside or outside of class, performance tasks, presentations, lab reports, personal communications, and other assignments.

**Homework**
Definition: Homework is relevant and purposeful assignment or task completed outside of class with minimal support.
Purpose: The purpose is to prepare students for instruction on a standard or provide time for students to practice using knowledge or skill learned through instruction.
Time and Frequency: Homework occurs before or during instruction throughout a unit.
Examples: Homework may include an assignment to prepare for a lesson, required reading, a written reflection, mathematical exercises to be completed, information to be reviewed before a test, or other skills to be practiced.
Board Policy: Homework should not count more than 10% (K-5) and 15% (6-12) in the final grade.

**Progress Monitoring**
Definition: Progress checks occur during student learning across an entire course and communicate student growth across multiple learning experiences.
Purpose: The purpose is to communicate how much improvement students have made over a period, rather than just where they are at a given moment.
Time and Frequency: Progress checks occur during instruction and multiple times throughout a course but not necessarily within each unit.
Examples: Progress checks may include growth data from pre-assessment to post-assessment, BAS, running records, iRead/iReady progress, Fastbridge Progress Monitoring, effort, social skills, work/study habits and general conduct.
GRADE PLACEMENT/GRADES
The principal will approve all grade placements and classroom assignments.

GUIDANCE COUNSELING
Our guidance counselor provides individual or small group counseling to children, conducts classroom guidance lessons on a regular schedule, and works with school personnel to foster a positive learning environment for children. She also assists parents in understanding children and developing positive attitudes, techniques, and strategies essential for constructive child rearing and assists parents and children in obtaining special school and community services.

HEALTHY KIDS, SMART KIDS THROUGH NUTRITION AND EXERCISE
We believe that healthier eating habits and consistent exercise have a positive impact on our children’s learning and ultimately their test scores. We use alternate rewards in our classrooms and provide items with the lowest or minimum sugar on our breakfast menu and lunch menu, but still maintain a balanced, nutritionally sound diet. If 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, hot fries, hot Cheetos, Takis, gum and/or sugary snacks in your child’s home lunches, his/her snacks or for the two Fulton County School System 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. We encourage parents to substitute healthier eating items such as fruits, chips, vegetables, granola bars, animal crackers and/or 100% fruit juice. Thanks for supporting the health and academic performance of our children.

HOMEWORK
Homework is a necessary part of each student’s educational program and can account for up to 10% of the grade for each subject. The purpose of homework is to reinforce skills taught in the classroom, increase academic success, develop student responsibility, and provide opportunity for parent involvement. Teachers will assign homework Monday through Thursday and will inform parents of expectations for homework. On occasions, teachers will assign homework on Friday. Homework assignments will be meaningful practice work that directly ties to standards, elements, and concepts taught. Please contact your child’s teacher if you have any questions regarding homework. It is the student’s responsibility to know what the homework assignment is, write all homework assignments down in the agenda book, and complete all homework assignments on time.

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

- K-1st grades 10 – 20 minutes per day
- 2nd grade 20 – 30 minutes per day
- 3rd grade 30 – 40 minutes per day
- 4th grade 40 – 50 minutes per day
- 5th grade 50 – 60 minutes per day

Office phones may not be used by students to phone home to request forgotten items. If a student is absent due to illness, requests for homework must be received in the office by 9:00 a.m. Work can be picked up at the end of the day or sent home with another student. Make-up work must be provided for all students with excused absences. Students are permitted 2 days per day absent to complete and turn in all make up assignments.
INSTRUCTIONAL PROGRAM
Oakley Elementary School is organized to include Pre-K – 5th grade. The curriculum includes the following: Language Arts, Reading, Mathematics, Social Studies, Science, Health, Chorus (grades 4 & 5), Talented and Gifted, Early Intervention Program (EIP), Special Education, General Music, PE, and Art. Instruction is enhanced by the availability of computers to assist students in each of the major subject areas, field trips to provide relief connections to the curriculum, and guest speakers sharing authentic experiences. The curriculum emphasis is a hands-on, manipulative, continuous achievement approach. Teachers instruct students in sequential steps called skill levels. The emphasis is on active participation in learning. Advanced placement classes are offered at grades K-5 for students who meet eligibility requirements. Our 3rd-5th grade teachers are departmentalized and students receive instruction from a team of teachers.

We also have co-taught inclusion classes, as well as co-taught EIP classes. We vary our models and frameworks for teaching to meet the needs of all of our students.

INTERNET PROTECTION
Internet access is available at Oakley Elementary school in support of the instructional program. The Fulton County School System complies with the Children’s Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for your child. Websites are permitted or denied upon review of the school Media Committee. Acceptable use of the Internet is established in Board Policy / Procedure IFBGA, Electronic Network Access.

LOST AND FOUND
All lost and found items are housed in the cafeteria on the stage. Please help us get things back to students by putting names on all students’ jackets, coats, sweaters, lunchboxes, and book bags.

MEDIA CENTER
The media center is a very important resource at Oakley Elementary School. The media center operates on an open library concept with flexible scheduling. The media center is equipped with a carefully selected collection of books, magazines, kits, videos, audio books, and computer software. A certified media specialist and media paraprofessional work with children individually, in small groups, or with whole classes to assist and instruct students. Throughout the school year, the media center coordinates activities such as the book fair, reading incentives, plays, storytellers, author visits and other events to promote reading. Students may check out two books at a time for two weeks. Book check out is available from 7:10 a.m. – 2:15 p.m. daily. In addition, parents are welcome to visit the media center throughout the day. Students are free to come to the media center before and after school and at times designated by their teacher during the school day. Students are expected to pay for books that are lost or damaged beyond repair. The media center welcomes volunteers throughout the day. There are many volunteer opportunities available and parents are encouraged to stop by to help for a few minutes or a few hours.

MORNING ARRIVAL OF STUDENTS
Students will be allowed to enter the building at 7:10 a.m. After arriving, they must report to the cafeteria for breakfast or to their classroom. If a student is eating breakfast, the student must report directly to the cafeteria upon arriving to school. Students are not allowed to go to their classroom first and then report to the cafeteria.
NEWSLETTERS
Parents can expect to receive our school newsletter, on the dates listed below.

- August 16th
- September 6th
- October 4th
- November 1st
- December 6th
- January 10th
- February 7th
- March 6th
- April 3rd
- May 1st

PARENT OBSERVATIONS
We strive to provide the best education possible for all students. Parent observations are allowed, starting the first week in September. An observation is not the time to conference with the child’s teacher. Parents must follow these guidelines when observing in a classroom:

- Report to the front desk and inform the front desk secretary of their request to observe in the classroom of their child’s teacher.
- Provide the front desk secretary with the proper photo ID.
- Complete and submit or state that the Fulton County Volunteer Form is on file. (Once the form has been completed and submitted, the parent is also checked to make sure he or she is not listed on the sex-offender’s list).
- Complete or state that he or she has completed the required Child Abuse Training.
- Sign-in. Obtain and wear a visitor’s badge.
- Report to their child’s classroom and refrain from interacting with students or the teacher during your observation, as instructional time is valuable and must not be interrupted.
- Maintain confidentiality regarding the performance of individual students in the classroom.
- A thirty-minute time limit is placed on all observations. At the end of that the thirty minutes, the parent must leave the classroom and sign-out in the front office.

Parents are allowed one thirty-minute classroom observation per week, unless otherwise approved by the principal or assistant principal.

PARENT RESOURCE CENTER
We are proud of to have a Parent Resource Center for our parents to utilize. Parents are encouraged to visit the Parent Resource Center to check out instructional materials to use at home to support your child’s education. Computers are also available for parents to use.

PARENT TEACHER ASSOCIATION (PTA)
The PTA plays a vital role in the success of our school. Many parents volunteer their time, financial resources, and special talents in endless ways, as they become partners in their child’s education. We strongly encourage parents to join the Oakley Elementary PTA and become an active participant. You can join PTA by paying $10.00.

PHYSICAL EDUCATION
All students attend physical education classes twice weekly for 45 minutes. In addition, a 15 minutes recess is provided with the classroom teacher. Students should dress appropriately for their physical education classes, which should include athletic or gym shoes. Students must have written permission
from a parent/guardian to not attend physical education classes. Missing several physical education
classes requires a doctor’s excuse.

RECORDS
Parents or legal guardians have the right to examine their child’s records and to have them explained.
Principals, counselors, teachers, and other authorized personnel who have responsibility for supervising,
instructing, or helping a student will have access to student’s records. No third-party releases will occur
without written permission from the parent. When parents are requesting student records and/or
applications to be completed for private schools, all requests should be delivered to the school office for
processing. Records/transcripts will be mailed via U.S. mail and not hand-delivered by the parent.
Records for recommendation status from teachers will be mailed from this school to the requesting
institution.

REGISTRATION
New and returning students must reside in the Oakley Elementary School attendance zone. The
following documents must be furnished for all students entering a Fulton County school district for the
first time:
• An official copy of the student’s birth certificate (with seal)
• A Georgia Certificate of Eye, Ear, and Dental Screening
• A Georgia Certificate of Immunization (including Hepatitis B for students born after January 1,
  1992; and Varicella vaccine or proof of immunity for students new to a Georgia school
  (beginning Fall 2000)
• Two proofs of residency and in some cases, proof of guardianship
• Valid photo ID from the parent and/or guardian
Please remember the person who enrolls a student is the only person who can officially withdraw the
student.

SCHOOL GOVERNANCE COUNCIL (SGC)
Our School Governance Council is a governing body that is representative of the community and the
school, but operates under the control and management of the Board of Education. The Council is
responsible for making decisions regarding the strategic direction of the school, including: approve the
school’s strategic plan and updates; approve the annual budget and annual resource allocations; manage
the request for flexibility process, and participate in hiring of the principal (in case of a vacancy).

SECURITY
We are committed to providing a safe and secure learning environment for your child. Please be
prepared to show a photo I.D. when checking out a student. This is for your child’s protection and
for school security. All peripheral entrance doors are locked at 7:40 a.m. for safety reasons. You
should enter the building through the doors in the front office. As required by Georgia State law, all
parents, visitors, and guests must check-in and sign-in at the front office. You must sign-in and wear a
visitor’s badge when you are in the building. Visitors without a visitor’s badge will be asked to return to
the office to obtain one. After the instructional day begins, parents are not permitted to take items, such
as homework, lunches, glasses, etc., to classrooms.

SNACKS
Some classes are scheduled for a late lunch and may be allowed to bring a snack to school for individual
consumption only. No food items may be brought to school by any student for distribution to
other students. Chewing gum, candy, soda, sunflower seeds, and large bags of chips are not permitted
on school property or on the school bus and should not be packed for snack or for lunch.
SOCIAL WORKER
Our social worker is available for our students to assist with situations that may involve the home (i.e. attendance, tardiness, personal needs, and family concerns). Employees of Oakley Elementary School take seriously their responsibility to consider the safety of all of our students both during and after school. Child Protective Services assists with these efforts by establishing the following guidelines for the amount of time and ages children may be left unsupervised or supervised by a child under 18 years of age.

Children eight years and under should never be left alone. Children between the ages of nine and twelve may be left alone for brief periods of time (less than two hours when the child is determined to be mature by parent/caretaker. Children ages thirteen and older may be left alone and may perform the role of baby-sitter as authorized by the parent/caretaker. It is advisable to limit this time to twelve hours or less and only when the child is determined mature by the parent/caretaker. It is also suggested that those children over the age of thirteen caring for others should have participated in a course on baby-sitting.

Older children with special conditions or disabilities should not be left home alone. It is further suggested that all children should know:

- the family emergency plan (fire escapes, 911, etc.)
- how to demonstrate the emergency plan
- where the parent’s phone numbers are for work and home, their home address, and how to give directions to emergency personnel
- support systems in place, in case a parent cannot be reached. (Relatives or available neighbors) whom to contact if there are language or cultural factors affecting the situation

SOUTH LEARNING COMMUNITY
All schools in the Fulton County School System are listed in learning communities. Our school is a school within the South Learning Community. Dr. Gyimah Whitaker is our Area Superintendent for the South Learning Community.

STUDENT PLACEMENT
The school makes every effort to ensure student placement in a class where he/she will receive a quality education. The number of boys and girls, the total number of students, test results, and Language Arts and Math level determine placements. Any concerns regarding student placement should be directed to the principal in writing. Parent input is always welcome in matching the needs of students with specific kind of teachers. Class assignments are tentative the first ten days of school. Occasionally, in order to meet state class guidelines, new classes need to be formed or existing classes need to be collapsed requiring the reassignment of students to a new teacher. We will make every effort to ensure that such transition.

STUDENT SUPPORT TEAM (SST)
The SST is a multi-disciplinary team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping the child. The SST process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress. The team’s efforts may include some or all of the following activities:

- Review of student records
- Analysis of student work
- Observation of 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 committee may consider an academic achievement, and/or ability screening as a further means of gathering information. Any parent or school staff member may initiate a referral to the SST.

TARDIES
School begins at 7:40 a.m. and ends at 2:20 p.m. Students who are not in their classrooms at 7:40 a.m. are considered tardy and should get a tardy slip from the office. If your child is still outside when the bell rings at 7:40 a.m., he/she is tardy. Students who are tardy must be accompanied to the office by a parent to be signed in. Students arriving after 11:15 a.m. are considered absent for the day. Students who ride a Fulton County school bus to school are not considered tardy if their bus arrives to school late. Excessive tardiness of three or more per month will result in a letter of Notification of Excessive Tardiness from the school. Continued tardiness may result in a referral to the school social worker.

TELEPHONE CALLS
Students are unable to call home except in cases of extreme emergency. Students will not be allowed to phone home for books, homework, signed papers, agendas, field trip permission forms, etc. Our goal is to assist our children in the development of responsibility. Teachers are unable to accept phone calls during instructional time. Parents may call and leave a message for teacher with the front office secretary. Teachers will check for messages at the end of the day. Please be aware that it may be late afternoon before your message is picked up. Teachers are required to return telephone calls within 48 hours.

TESTING
Testing is an integral part of our educational system in helping us assess and meet students’ needs. The tests are in accordance with the State of Georgia Testing Program. The following standardized tests are administered to the students during the year:

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Assessment Name</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/12/2019 - 05/01/2020</td>
<td>GKIDS Assessment</td>
<td>K</td>
</tr>
<tr>
<td>09/21/2019 - 03/01/2020</td>
<td>Georgia Alternate Assessment (GAA)</td>
<td>K, 3, 4, 5</td>
</tr>
<tr>
<td>10/21/2019 - 10/25/2019</td>
<td>Iowa Tests of Basic Skills (ITBS)</td>
<td>3, 5</td>
</tr>
<tr>
<td>01/15/2020 - 02/28/2020</td>
<td>ACCESS for ELLs</td>
<td>K-5</td>
</tr>
<tr>
<td>04/20/2020 - 04/28/2020</td>
<td>Georgia Milestones End of Grade</td>
<td>3, 5</td>
</tr>
<tr>
<td>05/04/2020 - 05/08/2020</td>
<td>Georgia Milestones End of Grade</td>
<td>4</td>
</tr>
</tbody>
</table>

TEXTBOOKS
Textbooks are provided for all students. Students are expected to take care of all books and return them undamaged at the end of the year or before he/she withdraws from school. If a textbook is lost or damaged, a fee will be charged. Teachers will conduct textbook checks every 6 weeks. At this time, parents will be notified if their child has a lost textbook. Report cards will be held for unpaid fees.

TOYS AND GAMES
There will be many opportunities throughout the school year for you and your child to share special things that relate to units of study. Please contact your child’s teacher if you have special things to share with the class. Do not send one of a kind or irreplaceable items to school with your child. Please do not allow your child to bring toys, electronic gadgets, or games from home. The school and staff cannot be responsible if these items are lost or stolen. If a child brings a toy to school that is unsolicited, the child will be told to put the toy away, take it home at the end of the day, and do not bring it back to school. If the toy is brought back, the teacher or teacher assistant will take the toy away from the child and call the parent to pick up the toy.
**TRANSPORTATION CHANGES**
All requests by parents for changes for a child’s regular method of transportation home must be submitted to the child’s teacher by 9:00 a.m. Parents can write their transportation change in the student’s agenda book or on a separate note to the teacher. Unless the school is notified in writing, students will be sent home in the normal manner. In the event of a teacher absence or computer problems, emailed transportation notes and notes written in a student’s agenda book are not recommended. In cases of emergency, contact the front office secretary and the information will be relayed to the student and teacher before the end of the day. Please do not fax or email transportation requests without calling the front office and notifying the secretary. Changes in transportation may be faxed to 470-254-4057, and the parent must call the school to state the fax was sent. Parents must provide a copy of their driver’s license with the fax.

**VISITORS TO THE BUILDING**
We now have visitor parking spaces for anyone who is coming to visit our school, and they are conveniently located in the front of the building. We ask our visitors to refrain from parking in the fire lane or any other space that is not a valid parking space. For the protection of our students, all visitors are required to sign-in at the front office, provide a photo ID, complete or have a Fulton County Volunteer Form on file and wear a visitor’s badge at all times. All visitors must enter through the main office entrance. Visitors are not allowed to deviate from or visit areas of the building other than the destination the visitor signed in for. For example, if a visitor signed in to visit the media center, the visitor can’t go any other place in the building other than the media center. If a visitor would like to visit multiple destinations, the visitor must return to the front desk to sign-out and sign back in, obtaining a new visitor’s badge, listing the new destination. Visitors must follow these guidelines when visiting our school:

- Park in a visitor’s parking space or the parking lot. Refrain from parking in the fire lane.
- Report to the front office and inform the front office secretary of their purpose for visiting the building.
- Provide the front office secretary with the proper ID.
- Complete and submit or state that the Fulton County Volunteer Form is on file. (Once the form has been completed and submitted, the parent is also checked to make sure he or she is not listed on the sex-offender’s list).
- Complete or state that he or she has completed the required Child Abuse Training.
- Sign-in. Obtain and wear a visitor’s badge.
- Report to the desired location, wearing the visitor’s badge. Refrain from going any other places in the building, other than the location selected when signing in at the front desk.

**VOLUNTEERS**
Parents are encouraged to help and support our school. Many volunteer opportunities are available for our parents. Here are a few ways and places parents can support our Tigers by volunteering:

<table>
<thead>
<tr>
<th>Car Rider Line Monitor</th>
<th>Media Center</th>
<th>Classroom Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Outreach Events</td>
<td>School Events</td>
<td>Room Parent</td>
</tr>
<tr>
<td>Fundraising PTA</td>
<td>PTA Events</td>
<td>Field Day</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Science Fair</td>
<td>Technology Fair</td>
</tr>
<tr>
<td>Social Studies Fair</td>
<td>Picture Day</td>
<td>Mobile Dentist Day</td>
</tr>
<tr>
<td>Hearing &amp; Vision Screening</td>
<td>Dances</td>
<td>Spelling Bee</td>
</tr>
<tr>
<td>Classroom Reader</td>
<td>Field Trip Chaperones</td>
<td>STEM Day</td>
</tr>
</tbody>
</table>
If a parent wants to volunteer, the parent must contact our parent liaison or their child’s teacher to schedule a day and time to volunteer. If the parent wants to volunteer in the classroom, the parent must contact their child’s teacher. If a parent wants to volunteer anywhere else in the building, the parent must contact our parent liaison.

- All volunteers must follow these guidelines when volunteering here at our school:
  - Park in a visitor’s parking space or the parking lot. Refrain from parking in the fire lane.
  - Remember siblings, family members and other children are not allowed to accompany volunteers to the school when the parent is coming to volunteer.
  - Volunteers must dress appropriately.
  - Report to the front office and inform the front office secretary of approved purpose for volunteering in the building.
  - Provide the front office secretary with the proper ID.
  - Complete and submit or state that the Fulton County Volunteer Form is on file. (Once the form has been completed and submitted, the parent is also checked to make sure he or she is not listed on the sex-offender’s list).
  - Complete or state that he or she has completed the required Child Abuse Training. Volunteers are mandated child abuse reporters.
  - Sign-in. Obtain and wear a visitor’s badge.
  - Report to the assigned location for volunteering, wearing the visitor’s badge. Refrain from going any other places in the building, other than the location selected when signing in at the front desk.

**Remember volunteers cannot:**
- Give medication to students at any time
- Reprimand or punish students
- Divulge personal information about students and staff
**WALKING TO SCHOOL**
Walking to school is not encouraged unless students are accompanied by their parent or guardian. Due to the location of Oakley Elementary, there is no walking guard or staff members available to supervise students walking to and from school.

**WITHDRAWAL PROCEDURES**
If a parent needs to withdraw their child from Oakley Elementary School, the parent must contact the school’s data clerk. Please allow 48 hours for all withdrawal requests to be processed. All library books and textbooks must be returned to school and, if the books are not returned to the school before the student is withdrawn, the cost of the book(s) must be paid. If the student has cafeteria charges on his or her account, the charges must also be paid. A copy of the school records can be given to the parent(s) or forwarded to the new school upon their request.