

Ocee Elementary School



The A's to Z's and . . In's and Out's of Ocee

A is for Arrival:

School Hours at Ocee are 7:40-2:20. Drop off time is 7:10-7:40.

Arrival by School Bus - The Best Practice

We highly encourage students to use our school bus system. The FCS Transportation Department focuses on operating safe, clean and well-maintained school buses. Their mission is to deliver students safely to school **on time** and in a frame of mind ready to learn. Students are delivered to school under the dry bus awning, early enough to participate in our breakfast program, and will never be counted tardy regardless of arrival time. Bus stop information can be found on the Fulton County Website, click on the Transportation icon.

Arrival by Car – All student drop-off (carpool) is conducted via the main school entrance on Kimball Bridge Road. Please do not use the bus entrance (State Bridge Road) or parking lot for student drop off.

- Arrival time is from 7:10-7:40. Our lobby area is **not** open before the **7:10** arrival bell. Please do not drop off students before this time.
- Carpool attendants are onsite to monitor traffic and maintain student safety. Students are asked to exit their vehicle independently and parents are to stay in their vehicles.
- Make sure your child is ready to exit – shoes on, breakfast finished, backpacks loaded and zipped.
- Do not let your child exit your car until you reach the unload zone. Children are to unload on the right side of the vehicle.
- Do not pass cars and please obey carpool monitors.
- If you need to park, please use a designated space. All students must be walked through the parking lot and to the drop off zone.
- There are various days when carpool can be quite congested (weather, school events, etc.) If the morning bell rings while you're in line, children are not in the building and therefore, counted tardy. Please park your car in the parking lot and escort your child into the building.

B is for Breakfast:

Breakfast for students can be purchased each morning before the start bell. The cost of a student breakfast is \$1.10. Please visit Fultonschools.org and select **School Nutrition** from the **Students and Families** tab for menu information. If you would like your child to eat breakfast, please make sure they arrive before 7:30 which will allow time to eat. Accommodations will be made for a late-arriving bus.

C is for Cafeteria:

In addition to Breakfast, Fulton County provides a nutritious, hot lunch to students for \$2.45. Visit the Fulton County website for menu information. There are 2 options available each day – one will be a vegetarian option and the other will be Cafeteria Manger's Choice. Milk and sides are also available. Visit MyPaymentPlus.com to electronically load money to your student's account.

If you choose to send a lunch from home, some things to consider are:

- Make sure child can independently open wrappers, containers, etc.
- Do not pack food in glass containers.
- Include any items needed for meal, i.e., utensils (no knives), sauces, napkin, etc.
- Make sure food is cut into bite-size, manageable pieces.
- Label child's name on lunch box and thermos.

Note: Cafeteria monitors are available to monitor student safety but cannot heat/reheat food.

D is for Daycare:

There are several daycares in the area who come to Ocee daily to pick up students for afterschool care. Local daycare providers are familiar with the Ocee pickup routine. Please let your afterschool daycare provider know if your child will be absent from their daily pickup.

In addition to off-site programs, the YMCA currently provides an afterschool program onsite at Ocee. Afterschool YMCA care is run by the Alpharetta Ed Isakson YMCA. Please contact them directly for registration and information. Tutor Shop will also be providing after school care on site next year.

Note: There is no onsite morning daycare available.

E is for Early Dismissal:

If you need to pick up your child from school before the dismissal bell, please send a note with your child for the teacher. Children can be picked up early before **2 p.m.** After 2 p.m. dismissal changes are not allowed, and children are sent home their regular way. We cannot hold buses in the afternoon for student retrieval. When picking up students early, parents must park in the main lot and come into school to sign out their child.

F is for OEF (Ocee Elementary Foundation):

Ocee Elementary staff and students are supported by the Ocee Elementary Foundation – (equivalent to a PTA program). Ocee has chosen the support of an OEF rather than a traditional PTA to allow more flexibility with contribution monies and less funds allocated to national membership fees. Please visit the OEF website at: **oef.ptboard.com** for all the news and happenings of Ocee Elementary. There are numerous ways to support our OEF and many volunteer opportunities.

G is for Guidance:

Ocee has a wonderful School Counselor on staff - Renee Corley. Ms. Corley is always available to students and parents for any concerns, needs, and guidance. Ms. Corley teaches a variety of guidance counseling lessons in class during the school year. In addition to classroom instruction, she conducts small groups and one-on-one sessions for personal concerns. She is at school daily and can be reached by email: **CorleyRR@fultonschools.org** or by calling: 470-254-9872.

H is for Happy Birthday:

Due to the increase in student dietary restrictions and allergies, treats cannot be brought into the school. The Ocee Cafeteria can provide classroom celebration treats for a fee. Treats consist of an assortment of frozen slushie treats for an approximate fee of \$20 per classroom. A completed form and payment must be submitted to the Cafeteria Manager 2 days in advance of celebration.

I is for Infinite Campus:

Infinite Campus and **Student Campus** provide access to information for all students enrolled in a Fulton County School. Access to student grades, attendance, assignments, and school announcements can be found on the Parent Portal. Parents must register the first time they are accessing their account. All students have access to Campus Student via ClassLink. Please click the green “Campus Portal” or “ClassLink” buttons on the main Fulton County Website at: **fultonschools.org**. The portal is an excellent way to update household information including address, phone number, email, or to register a new incoming student.

J is for Jacket:

Please make sure your child is dressed appropriately for the weather and for their daily school schedule. All students participate in outdoor recess once each day (weather permitting). In addition to recess, students should have a jacket for other circumstances as well, including emergency drills and outdoor PE lessons. Make sure your child's name is written in their jacket - we have a Lost and Found for missing items.

Ocee Elementary does not require students to dress in uniform. We do ask that students dress for learning. Please wear clothing suitable for the daily weather. Always bring a jacket in colder months and wear shoes appropriate for the playground and P.E. Spirit wear can be purchased on the OEF website and is an excellent way to support Ocee and show your spirit.

K is for Kindergarten:

Kindergarten Registration for the 2022-23 is ongoing throughout the spring and summer. All enrollment is completed online through our **Infinite Campus Registration**. For new student registration, please visit **Fultonschools.org**. Select the **Students and Families Tab, Enrolling Your Student**. Once complete, notify Denise Beam at 470-254-9879 with your enrollment application number. We ask that you please complete your online registration prior to April 29, 2022. This allows us to schedule students as needed. Due to Covid restrictions, we do not conduct tours of the school for parents at this time.

Note: If your child is currently enrolled in a Pre-K Fulton County Schools program, you do not need to re-register.

L is for The Learning Commons:

The Learning Commons is our student library and so much more. Students will visit the Learning Commons to receive educational instruction from the Learning Commons teachers. Students are permitted to visit the Learning Commons independently each morning before 7:30 and at other times as designated by their teacher, to check out and return books. Grades K-2nd may check out 2 books for a 2-week time period. 3rd-5th may check out 3 books for a 2-week time period. It is your child's responsibility to keep track of his/her book and return them on time – there is a replacement fee for lost or damaged books.

M is for Motto:

All students and staff entering the Ocee Elementary doors are asked to follow the "Ocee Way". Our **motto** is:

Be Respectful – I use kind words and actions

Be Responsible – I do the work that leads to learning

Be a Problem Solver – I focus on solutions

At Ocee Elementary, we strive to meet the individual needs of each and every student in our building. Our dedicated, hardworking, and professional staff arrive at school every day with a mission: To do everything possible to help students learn. Our name Ocee stands for "Outstanding Character Excellence in Education" and our students are our #1 priority.

N is for Nurse:

When your child is not feeling well or has daily medication needs, we have an onsite Clinic Assistant available. Our Clinic Assistant can administer first aid for minor cuts, scrapes, bumps and bruises. Please make sure your emergency contact information is up to date in your Parent Portal. 911 is the protocol for any emergency situations.

If your child has medication needs, all medicine must be brought to school and given to the Clinic Assistant. Medication must be the original container with a medical authorization form, complete with dosage instructions, and physician signature.

O is for Oscar Otter:



P is for Parent Participation:

Ocee Elementary parent participation is a very important role – we couldn't survive without our parent volunteers! Some of the many opportunities are: Room Parent, Copy Parent, Thursday Papers Parent. There are also numerous committees, and OEF chairperson positions. Please stay informed to school communications, the Ocee Elementary Foundation (OEF), our Ocee Elementary school website, teacher communications, and the weekly online Otter Outlook newsletter for all the opportunities to make a difference.

Q is for Quick Question:

Our Front Desk Secretary, Ms. Linda Stein, has the 411 to everything Ocee. The main phone number is: **470-254-2960**. Ms. Stein will gladly assist with any question or need. If Ms. Stein can't help, she will point you in the right direction!

We also have a wonderful Parent Liaison, Clara Salemi, for Spanish speaking families in need of an interpreter. Ms. Salemi is onsite 3-4 days a week and can be reached by phone at: **470-254-9874**.

R is for Remote Learning:

On occasion, students are asked to learn from home, i.e. weather, power outage, Covid. Emergency bulletins are communicated via email, phone or text. Please make sure your contact information is up to date in your Parent Portal so you will receive all bulletins. Online classes are conducted via ClassLink. Look for the ClassLink button on the Fulton County website.

S is for Sick Students:

Medical Absences - If your child is absent for a medical reason and will be staying home, please send an email to: oceabsences@fultonschools.org. Include your child's name, date of absence(s), and reason for absence. Emails are checked periodically during the day and updated in our system.

Non-sickness Absences – If you are planning an educational trip, Mrs. Williams, School Principal, can approve up to 6 days per academic school year. In advance of your trip, visit the Ocee website at fultonschools.org/oceees to print the Pre-Arranged Absence form. Absences are marked “excused”

T is for Transportation Dismissal:

Carpool Dismissal.

If you choose to pick your child up at dismissal, please use the designated carpool lane at the main entrance of the school. Line up begins at 2:15.

Please adhere to following dismissal procedure:

- All students are provided a carpool dashboard tag and backpack tag. If you're in need of a tag, please see Linda Stein, Front Desk Secretary.
- Your child's carpool number consists of a number and a shape. Please help your child learn both. The shape corresponds to the room where carpool students are gathered. The number matches your vehicle.
- Display your dashboard tag on your dashboard visible to monitors.
- Monitors will radio into rooms your child's number and they will then be allowed to exit the school to your vehicle.

Bus Dismissal.

If your child will be riding the bus home, we highly recommend he/she starts riding the bus right from the beginning. The carpool and bus routines are very different, and it's a good idea to get your child in the correct routine as soon as possible. Riding the bus fosters independence, helps your child become familiar with the bus driver and start learning bus rules and procedures.

Please help your child memorize his or her bus animal and number. It is easier and safer when your child knows what to look for. For the first few weeks of school, bus riders will be escorted to the buses. As children learn their bus numbers and drivers, responsibility is released to the students. However, school staff are always outside to assist and ensure safety.

While it is easier for students to maintain a regular routine of going home, sometimes a family needs to change their dismissal plan. Please inform your child of the change on the day and send a note in your child's daily folder to the teacher (not email).

Note: We cannot accept verbal changes from children.

U is for Useful Apps :

- **Fulton County Schools**-shows the school calendar, county news, school menus, social media, etc.
- **HereComesTheBus**-to check your bus route and arrival times.
- **MackinVIA**-log-in with your child's school ID & Password. Safe and age appropriate database, books, videos, etc.
- **Infinite Campus**-check grades, attendance, update household information.
- **Replayit**-upload pictures of your child at school activities, such as Bingo Night, Math Night and Literature Night.

V is for Victory:

You can help your child be successful by establishing the routine of getting to school on time! Students must be in the building by the 7:40 morning bell. Any student who arrives after 7:40 is counted “tardy”. If you arrive to school late, parents must accompany their child into the building. Please scan the QR code and conduct the safety check at the front door. Children must be signed in at the front desk. Children will then be allowed to go to their classroom independently. Again, the school bus is the best route to getting to school on time.

W is for Welcome:

Welcome! We are so glad you're here! We understand there are many new processes, procedures, rules, and information. Therefore, we conduct New Parent Panels which are ongoing throughout the school year. This is an excellent time to meet the Administration, ask questions, and learn the dynamics of Ocee Elementary and Fulton County. Please look for scheduled **New Parent Panels** in the Otter Outlook and please plan to attend.

X is for eXamine Your Child's Backpack:

Please check your child's backpack and take-home folder (if provided) each day.

Each Thursday, graded papers, flyers, and announcements are sent home in a clear plastic folder. Please examine the contents. Review the graded papers from the teacher, sign, and return them the next day - graded papers are kept on file at school. Please keep flyers and announcements.

Y is for Yearbook and Pictures:

There are many opportunities to capture Ocee students in pictures throughout the year. Lifetouch, our contracted school photographer, will take Fall and Spring individual pictures. A class picture is taken in springtime. Jostens Yearbooks and the Ocee Yearbook Committee diligently work throughout the year to collect, compile, and snap pictures of all the many events and happenings at Ocee. The yearbook and picture are all available for purchase online. Please watch for advertisements and deadlines. **Replayit** is a handy way to upload pictures of your child at school activities, such as Bingo Night, Math Night and Literature Night.

Z is for Zen:

Remember to stay calm and take some time for yourself.