



***Manning Oaks  
Elementary School***

***405 Cumming Street  
Alpharetta, GA 30004***

**770-667-2912**

**FAX 770-667-2916**

**[www.manningoaks.com](http://www.manningoaks.com)**



**Georgia School of  
Excellence**

***2011 – 2012 Family Handbook***

*W. Kirk Shrum, Principal*

*Camille D. Santos, Assistant Principal*

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**405 Cumming Street  
Alpharetta, GA 30004  
770-667-2912**

## **W e l c o m e**

*Welcome to Manning Oaks Elementary! As we begin the 2011-2012 school year, it is our mission to provide the optimum educational opportunity for your child. Our number one goal is that of improving student achievement and meeting individual student needs.*

*In order for our school to run smoothly and safely, this Family Handbook has been prepared to provide necessary guidelines. The pages are filled with important information about school policies and procedures. We suggest that parents and students review the handbook together. If you have questions after reading the handbook, please call the school office.*

*We believe that a collaborative partnership between parents, community members, business partners, students and staff is essential for student success. We welcome your involvement.*

*Thank you for taking the time to read this family handbook. We appreciate your support in helping us to provide a safe, fair, and academically sound environment for your child.*

*Thank you.*

*W. Kirk Shrum, Principal  
Camille D. Santos, Assistant Principal*

## **Mission Statement**

*Our mission at Manning Oaks Elementary is to provide a learning environment that encourages independence, respect, and responsibility.*

*Manning Oaks Elementary Faculty and Staff*

## **ACCIDENTS**

Safety precautions are always taken at school; however, accidents will happen. Necessary first aid will be administered, and a clinic slip will be sent home to inform you of clinic visits made as a result of an injury. Minor scrapes may be treated with first aid in the classroom; however, you will be contacted by clinic aides in critical situations. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a teacher or the office. See "CLINIC" for additional information.

## **ARRIVAL/DISMISSAL**

The school day for students begins at 7:45 a.m. Students are permitted to enter the school building beginning at 7:15 a.m., after the school bell rings. If you are carpooling, students are to remain in cars with their parents until 7:15. Parents of walkers or car riders are not permitted to drop off their children unsupervised outside/inside the school anytime before the 7:15 bell rings. Please understand that these procedures are in place for the safety of all students. If this occurs, our social worker will be contacted.

The school day ends at 2:25 p.m. Please **avoid** early checkouts as teachers use the last class minutes for educational purposes. If your child **must** be checked out early, do so before 2:00 p.m. After 2:00, you will be asked to wait so as not to interfere with the school-wide dismissal process.

## **ATTENDANCE**

The Fulton County Board of Education considers regular school attendance essential to successful school progress. Students must be present to take full advantage of available educational opportunities.

The Board supports vigorous enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. Board Policy JBD, Attendance and Absences, outlines consequences for failure to comply with this law.

The district also maintains a Student Attendance Protocol pursuant to O.C.G.A. 20-2-690.2 which contains detailed information regarding truancy procedures and referrals. A copy of this Protocol can be found on the district website.

Students attend school 177 days per year. A student must be present for at least half of the instructional day (3 hours) to be counted present.

A student's absence from school or class will be considered excused when it is due to any of the circum-

stances listed below and accompanied by a parent note following the absence.

1. Personal illness of the student.
2. Attendance at school would be detrimental to the health of the student or others.
3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, only if the absence has been requested in writing to the principal and has been **pre-approved** by the principal or designee:
  - a. scholarship interviews/college visitations,
  - b. travel opportunity with educational benefits,
  - c. graduation or wedding of an immediate family member,
  - d. specialized educational experience,
  - e. other circumstances that are mutually agreeable to the parent and principal,
  - f. up to 5 of these days can be used to visit with a parent or guardian who is on leave from, or is being deployed to, military service overseas.
8. Up to ten (10) instructional days (60 instructional hours) per year for school-sponsored, non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.
9. School days missed as a result of an out-of-school suspension.

If a note is not received within three days, the absence is recorded as unexcused. E-mail excuses will need parent signature. Three or more unexcused absences may result in a letter of **Notification of Excessive Absences** from the school. Five unexcused absences are a violation of the School Compulsory Attendance law and subject to the following: fine, imprisonment, community service. At seven unexcused absences the School Social Worker has the authority to file a truancy petition called educational neglect with the Fulton County Juvenile Court.

## **Tardiness**

Students are considered tardy if they arrive in the building after 7:45 a.m. In order to start the day smoothly and minimize interruptions caused by late arriving students, please see that your child is on time. Late arriving students must be checked in by a parent. Cars must be parked in the parking lot, and students and parents must stop by the office, sign in, and get a pass to class stating reasons for tardiness. Students riding Fulton County Board of Education buses will not be counted tardy if the bus arrives late. Excessive tardiness of ten or more may result in a letter of **Notification of Excessive Tardiness** from the school. Continued tardiness will result in a referral to the school social worker.

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

If a student is absent due to illness, you may request make-up work beginning on the second day of absence at the school office before 9:00 a.m. each morning. Material may be sent home with another student, or picked up after 2:30 p.m.

## **Extended Absences**

Teachers are not expected to prepare make-up work in advance of extended absences. Upon returning from an extended absence, it is the parent's responsibility to request make-up work. Teachers will determine assignments that need to be made up and will provide make-up work for students. Students will have one day for each day absent to make up work. Elementary students will receive the actual grade earned on any make-up work submitted on time, regardless of whether the absence is "excused" or "unexcused." Please notify your child's teacher in advance of anticipated extended absences.

## ***BICYCLE RIDERS***

Students must walk their bicycle **at all times** while on school property. Bicycle riders are to arrive at school after 7:15 a.m. Students are not permitted to wait outside the school unsupervised. Bicycles are to be parked and locked in the bicycle racks provided. Bicycle riders must wear helmets. No riding is allowed on school property before, during, or after school hours for safety reasons. Bicycle riders are dismissed along with walkers in the afternoon. Bicycle riders enter and exit the building through the main entrance only.

## ***BIRTHDAYS***

**Student birthdays** are not 'celebrated' at school. Your child will be recognized on his/her special day, with an announcement on the MOE News Show, with a visit to the Guidance Office for a special pencil, and at lunch with a special ice cream treat. Please do not send cake, cupcakes, party favors, or party invitations to school as these cannot be distrib-

uted. **Teacher birthdays** follow the same rules as student birthdays. While parents can acknowledge teachers' birthdays, please do not send edible treats for distribution.

## ***BUS TRANSPORTATION***

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

## **Bus Conduct**

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

- ◆ Students are to behave appropriately on the bus as well as at the bus stop and must follow directions of the bus driver.
- ◆ Students are expected to display respectful behavior to each other and the driver at all times. Bullying, fighting, teasing, horseplay, playfighting, name-calling, etc. will not be tolerated.
- ◆ Students must sit in their assigned sections on the bus. Bus drivers will seat students as they arrive, the front being reserved for kindergarten students.
- ◆ Students may not eat or drink on the bus.
- ◆ Students are to remain in their seats while the bus is in motion, facing forward at all times. Hands and feet are to be kept out of the aisle.
- ◆ All body parts must remain inside the bus windows at all times.
- ◆ Live animals or insects are not permitted on the bus.
- ◆ Glass objects, radios, electronic equipment (pagers, games, cell phones, etc.) are not permitted to be used on the bus.
- ◆ Oversized items that cannot be held in the lap, are not permitted on the bus.
- ◆ Students must adhere to a "whisper silence" policy while buses are enroute.
- ◆ Additional information is provided in the Fulton County pamphlet, "School Bus Safety Rides With You." Please read this pamphlet and discuss bus behavior expectations with your child. If your child's driver believes that your child's behavior is inconsistent with Fulton County expectations, you will receive a Bus Behavior Report.

The Fulton County Board of Education recognizes that safe school bus operation is only possible with the full cooperation of our parents, students, and school staff. Call the North Transportation Depart-

ment (770-667-2970) with questions or concerns regarding bus routes, times, and bus supervision.

### **Bus Changes**

- ◆ Students must get on and off the bus at their own stop only. Students may not ride another bus for the purpose of visiting a friend.
- ◆ If it is necessary to change buses due to a long term childcare situation, written authorization must be granted by the Fulton County Transportation Department at 770-667-2970.
- ◆ A student who ordinarily rides the bus, but wishes to go home with a friend who is a car rider, must bring a written permission from his/her parent. The pick up parent must display the carpool numbers for both children.
- ◆ **IN EMERGENCY SITUATIONS ONLY**, the principal or her designee may grant bus changes. Parents must send a written request to an administrator. **The method of transportation will not be altered without a written request from a parent and approval from the administration.**

### ***CARPOOL***

Manning Oaks maintains a busy carpool line and local traffic can be overwhelming. This is compounded during inclement weather. Please help us keep your children safe and your commute stress-free by allowing your child to ride the bus as often as possible.

***For safety reasons, children are not permitted to enter or exit driver's side doors. Children may not be dropped off in the parking lot - they are not permitted to cross through the parking lot without an adult. Cars must not park in the pickup or dismissal area along the front curb. Use slow speed at all times. Please be kind to staff members on duty; they work hard to ensure the safety of all students.***

During morning carpool, cars form a single line behind the traffic cones in the parking lot. Carpool begins at 7:15 a.m. Cars travel in a single line and pull all the way up to the beginning of the walkway as carpool gets very heavy between 7:35 and 7:45 a.m. If students are not inside the school building before the bell rings at 7:45 a.m., they will be marked tardy. An adult must accompany the child in the building to sign them in when tardy.

Afternoon carpool begins at **2:25 and ends at 2:40** following the designated traffic pattern. Parents planning to pick their child up in the carpool lane must first request a number from the school. These numbers must be displayed in the windshield. Cars form a single line in front of the school and pull all

the way to the end of the walkway as directed by duty personnel before letting children in or out.

### ***CELL PHONES, PAGERS, ELECTRONIC COMMUNICATION DEVICES***

**A student shall not use, display, or turn on a pocket pager, cellular telephone or other personal electronic communication device on school property at any time.** 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 by the school administrator. Parents will be required to retrieve the item at the school.

### ***CHANGES IN TRANSPORTATION***

Parents are to designate a single method for their child's dismissal. To ensure student safety, please limit changes. All transportation changes must be in writing. Please send in a note, signed and dated by the custodial parent, for all transportation changes. **For child safety purposes, the school cannot accept phone calls, email notes or faxes for transportation changes, unless it is an extreme emergency.**

Children may only ride the assigned bus or exit at their assigned bus stop. Bus stop changes can be made for child care purposes only. One day changes must be approved by a building level administrator and long term changes must be approved by Transportation North. They can be reached at 770-667-2970.

### ***CLINIC***

Manning Oaks Elementary is concerned about the health and well-being of each child. Please keep the school informed about allergies, diseases, your child's medicine or other medical conditions affecting your child. Our clinic, staffed with clinic aides, is not equipped for serious injury or illness. When a student requires more than first aid, parents are contacted using the numbers on file at the office. It is essential that contact numbers be kept up-to-date. Notify the school office immediately of any change in address, telephone numbers, and emergency contacts. Notify the teacher and school office in writing if you are out of town and your child will be under the supervision of another adult.

Medication should be given at home, however, in the event your child needs medication during the school day, a Medication Authorization form must

be completed and medication must be brought to the clinic.

In the case of inhalers, epi-pens or any other prescription medication, we need the doctor to sign the form as well.

### ***CITIZENSHIP***

It is each student's responsibility to display qualities of good citizenship. Appropriate conduct that follows established school guidelines and the FCBOE Code of Conduct is expected in the halls, in the cafeteria, on the playground, in the classroom, on the way to and from school and on field trips.

### ***CONFERENCES***

Parent/teacher conferences are an important part of reporting and monitoring pupil progress. The school and teachers are partners with you in the education of your children; therefore, it is important to share information regularly. Parent/teacher conference days are scheduled for the first and second semesters of the school year. Please be mindful that teachers are responsible for their students from 7:15 a.m. until the last bus leaves. Therefore, they cannot conference with parents during the school day unless arrangements are made ahead of time. These conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

### ***COUNSELING AND GUIDANCE***

The guidance counselor works with children through classroom guidance, small groups and individual counseling. The counselor also serves as a resource person for teachers and acts as a liaison with outside agencies. The counselor assists parents in understanding children and in developing positive attitudes, techniques, and strategies essential for constructive child rearing. Contact our guidance counselor if she may assist you in any way.

### ***CROSSING GUARD***

A crossing guard will be on duty to control and direct pedestrian traffic only. Please cross the street only at the crossing guard location and as directed by the crossing guard.

### ***CURRICULUM***

#### ***GEORGIA PERFORMANCE***

#### ***STANDARDS DIFFERENTIATION***

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.

Students new to Fulton County are administered a series of placement assessments by the Curriculum Support Teacher (CST). These tests enable us to make the most appropriate placement in reading and math.

The 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.

### ***DAY CARE RIDERS***

Students riding day care vehicles will load in the bus loading area of the school. **If a student is absent from school or will not be attending day care for any reason, it is the parent's responsibility to notify the day care provider and the school.**

### ***DISCIPLINE***

The Manning Oaks staff believes in a school environment in which students are able to learn and teachers are able to teach. Optimal learning takes place in an atmosphere of mutual respect, high expectations, encouragement, positive motivation and academic honesty. Discipline is defined as a process of helping students understand what they have done that is inappropriate and learning how to correct the inappropriate behavior. Students are expected to take responsibility for their behavior, to accept the consequences for behavior that does not follow the Fulton County Code of Conduct Handbook given to and signed for by each family and to change/adjust their behavior for the future. Students are expected to display respectful behavior to each other at all times. 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 schools to maintain a wholesome environment for learning.

**Minor Offenses** – Teachers deal with minor offenses as they occur during the instructional day. They use interventions such as positive reinforcement, verbal reminders, parent conferences, time out, individual action plans, referral to school counselors, referral to SST, etc.

**Major Offenses** – Administrators deal with major offenses and chronic minor offenses. 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 Disciplinary Tribunal.

**Discipline Plan Guidelines** – A detailed copy of the Fulton County Student Discipline Guidelines is provided to each student and to his/her parents at the beginning of each school year. You are required to sign for receipt and are asked to read and review discipline policies with your children.

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

### ***DRESS CODE***

Overseen by parents, students are expected to groom themselves in such a way as to reflect neatness, cleanliness, and good taste. Students shall be modestly groomed so as not to distract the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. The principal or other authorized school official shall determine whether any particular mode of dress or grooming results in violation of the spirit and intent of this rule.

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

- ◆ No short shorts, mini-skirts, cut-offs, or excessively baggy clothes are to be worn. Shorts and skirts must be at fingertip length. Low rider pants must be worn at waist level with a belt.
- ◆ No hats, bandanas, sweat bands, sunglasses, or gloves are to be worn in the building except on specially designated days. This applies to both male and female students.
- ◆ Bare midriffs, spaghetti strap tank tops, halter tops, T-shirts or pants with ripped openings, see-through clothing or any dress that is disruptive to the educational process should not be worn.
- ◆ T-shirts must be in good taste with no suggestive wording, illustrations or advertisements for drugs, alcohol, or tobacco products.
- ◆ Make-up is inappropriate at the elementary level. This includes, but is not limited to; lip-stick, colored hair gel or spray, extremes in hair color, and face or body paint.

- ◆ Any jewelry worn by a student is the student's responsibility and should not be a distraction to instruction.
- ◆ Purses are to be left in the students' backpacks during the day.

Students are expected to honor the dress code so that valuable school time is not spent examining attire to determine appropriateness. Students will be notified of any exceptions to the dress code (Field Day, Spirit Days, etc.). Teachers will reinforce the dress code standard and report any infractions to the administrator. Parents will be contacted to bring appropriate clothes.

### ***DRILLS***

Safety and security are top priorities at Manning Oaks Elementary School. In order to provide a safe learning environment for our students, fire, tornado, emergency evacuation drills, and intruder 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.

### ***EARLY DISMISSAL***

If it is necessary for a student to leave school early, please send a note to the student's teacher. Early dismissal must take place by 2:00 p.m. Any student leaving before the regular dismissal time must be signed out through the office by the custodial parent. Do not go directly to your child's room—teachers are instructed not to dismiss students to adults at their door. Be prepared to show your driver's license when checking out students. If the custodial parent would like to authorize someone other than themselves to check their child out early, please contact the front office for the necessary paperwork

### ***EARLY INTERVENTION PROGRAM (EIP)***

The Early Intervention Program provides supplemental instruction in Reading and/or Math to help K-5 students who are performing below grade level and who meet eligibility criteria so they can obtain the academic skills needed to reach grade level performance. Supplementary instruction is provided by additional certified teachers in a regular classroom or in a small group setting.

### ***EMERGENCY INFORMATION***

Please keep the school informed of all changes regarding phone numbers, addresses, emergency information, medication the child may be taking, etc. Please contact the school office or your child's teacher for a "Student Information Update Form." In an emergency, if you cannot be reached, it may be

necessary to involve the resource officer or school social worker.

### ***EMERGENCY SCHOOL CLOSING***

Each family will complete an emergency school closing plan. Please review the plan with your child should school be dismissed early so that he or she is prepared. The most up-to-date information will be provided on local radio and TV stations. **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. Manning Oaks has developed a detailed emergency evacuation plan that is annually reviewed, updated, and practiced routinely during the year. The plan will be followed should any emergency occur during the school day. Please be sure to have a completed emergency school closing form on file for your child.

### ***ENGLISH FOR SPEAKERS OF OTHER LANGUAGES THAN ENGLISH (ESOL)***

English for Speakers of Other Languages (ESOL) is a program designed for students whose native language is not English. Eligible students participating in this program will be served by ESOL teachers at Manning Oaks who will assess student eligibility.

### ***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, 786 Cleveland Avenue, SW, Atlanta, Georgia 30315, or phone 404-763-4585. TTY 1-800-255-0135.

### ***FIELD TRIPS***

Field trips are planned to supplement and enrich units of school work. In an effort to ensure student safety, local transportation is provided by Fulton County school buses. A donation is requested to help pay for the trip. A trip may be cancelled due to lack of funds. 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.

### ***FOOD COURT***

Visitors to the MOE Food Court should be aware of the following procedures:  
Sign in at the office and obtain a cafeteria visitor yellow sticker to visit the cafeteria only.

- ◆ Greet your child as the class enters the Food Court for lunch.
- ◆ Sit at the designated visitor tables on the stage with your child—do not invite others to sit with you.
- ◆ Do not purchase or give food to any other child except yours.
- ◆ Say good-bye in the rotunda as your child heads back to class.

### ***FOOD SERVICE***

- ◆ Nutritious, well-balanced meals are served in our cafeteria.
- ◆ Breakfast will be served from 7:15 a.m. until 7:40 a.m. daily
- ◆ Meals may be bought daily or prepaid. A monthly menu will be provided for planning your child's meals. Please send the correct amount for each child. Checks should be made payable to Manning Oaks School Cafeteria and placed in an envelope labeled with the teacher's name and grade.
- ◆ Meals may also be paid through Meal pay plus by obtaining a student identification number to set up an account at [www.mealpayplus.com](http://www.mealpayplus.com).
- ◆ Meals may be charged in an emergency situation only, however charges must be paid the following day, and no more than three charges can be allowed.
- ◆ Charges are not allowed for juice, extra milk or any extra food.
- ◆ No charges will be allowed during the last two weeks of school.
- ◆ We encourage nutritious lunches; therefore, sodas, canned drinks, candy, etc. are not appropriate.
- ◆ Students may not eat outside vendor food at the cafeteria tables.
- ◆ 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 and require 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. These students will receive ½ pint juice in place of milk at no extra charge.
- ◆ Each lunch period will have five minutes of silence to encourage students to eat.
- ◆ Except during the first two weeks and special occasions, you may eat breakfast or lunch with your children. Visitor tables are designated for parents who wish to eat with their children.
- ◆ When having lunch at school, please follow our "Greet and Good-bye" procedures. Check in at the office and obtain a visitor badge. "Greet" your child at the cafeteria and say "good-bye" at the cafeteria door. In no case are visitors to go to the classroom to wait for the child or return to the classroom after lunch unless prearranged with the teacher. This

constitutes an interruption to the instructional day of all students in the class.

**School meal prices:**

Elementary Student Breakfast	1.00
Elementary Student Lunch	2.00
All Adult Breakfast	1.50
Adult Lunch	3.05

**Snack/Ice Cream Prices:**

Gummies	.25
Ice Cream	.75
Water, Juice, Popcorn, Pretzels,	
Granola Bars, Fruit	.50

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

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

**The Process:**

- A Free and Reduced-Price Meal application can be obtained at [fulton.schoollunchapp.com](http://fulton.schoollunchapp.com).
- Parents/guardians complete one application per household indicating the school attended for each student.
- The application is returned to the school cafeteria manager of the youngest student.
- New students to Fulton County will pay for meals until the household application is approved.
- Returning Fulton County students will maintain last year's meal status for the first 30 days of school then will go back to full pay status until a new application is received and 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 Fulton County School Nutrition Program at 404-669-8960.

**GRADING**

Students in Fulton County attend school for 177 days, divided into two semesters.

Reports Cards are sent home four times a year and Progress Skills Checklists three times a year. Students in art, music, and physical education classes receive a No Grade (NG) for the first six weeks progress report.

**Grading Scale for Grades K – 1**

S	-	Satisfactory
N	-	Needs to Improve
NG	-	Not Graded
U	-	Unsatisfactory

**Grading Scale for Grades 2 – 5**

Letter (A, B, C, and F\*) and/or numeric grades will be used on report cards and transcripts. No Grade (NG) will be used for students enrolled fewer than twenty days.

*\*by state rule, any grade below 70 is failing*

**Marks for effort, social skills, work/study habits, and general conduct are recorded as:**

S	-	Satisfactory
N	-	Needs to Improve
U	-	Unsatisfactory

**GUM CHEWING**

Gum chewing is not allowed at school under any circumstances.

**HOME/SCHOOL COMMUNICATION**

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

- ◆ **Manning Oaks Paw Print** is the school newsletter from the administration containing general school information, important dates, school activities and upcoming events.
- ◆ **Tiger Talk** is the PTA newsletter published monthly.
- ◆ **Classroom Bi-Monthly Newsletters** are written by the classroom teacher and focus on classroom curriculum and activities.
- ◆ **Samples of work** are sent home to keep you updated on your child's progress. These papers are signed and returned to the teacher.
- ◆ **Written Notes:** Most communication can be handled through written notes. Please be sure to let your child know that he/she has a note for the teacher. **All notes regarding transportation home must be approved by the office.**
- ◆ **Email:** All teachers have county-provided email addresses and check their email at least twice per day.
- ◆ **Transportation changes may not be emailed due to a possible system shutdown or teacher absence.**
- ◆ **Phone Calls:** Teachers are unavailable to take phone calls during instructional time. Please be aware that it may be late in the afternoon before your message is picked up and your call returned. In most cases, you will receive a response within 24 hours.

- ◆ **Conferences:** We encourage regular communication to discuss your child's progress at school. Conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

### ***HOMWORK***

Homework is a necessary part of each student's educational program to reinforce skills taught in the classroom. Homework assignments give students an opportunity for additional skill practice and parent involvement.

- ◆ K & 1<sup>st</sup> 10-20 minutes
- ◆ 2<sup>nd</sup> 20-30 minutes
- ◆ 3<sup>rd</sup> 30-40 minutes
- ◆ 4<sup>th</sup> 40-50 minutes
- ◆ 5<sup>th</sup> 50-60 minutes
- ◆

Teachers will communicate expectations through grade level newsletters, Open House, Curriculum Night, and the student agenda or communication folder.

### ***ILLNESS/MEDICATION***

If your child visits a doctor, please send a doctor's note to your child's teacher. If you keep your child home, please send in a note stating the cause. Parents are allowed up to ten home-generated sick notes, after which they are expected to send in doctor generated sick notes.

Please follow these guidelines when your child is ill.

1. Your child has a fever if his/her temperature is 100.4 or over. Your child must be fever free without the use of medicine for 24 hours before returning to school.
2. If your child complains about an upset stomach, stomachache, or nausea, please consider with whom he/she may have come in contact, especially during flu season.
3. Consider sending Tylenol, Advil or other over the counter medication to the clinic for your child along with a completed Medication Authorization form. This may save you having to bring the items to school during the day.
4. Please make sure your child has some breakfast before coming to school. Many stomach aches are a result of not having had breakfast.
5. Please notify the school office and clinic if your child had a contagious disease or an extended illness.

If possible, all medication should be taken at home rather than at school. However, if medications must be taken at school, an authorization and instruction form entitled "Authorization To Give Medication At

School" must be completed. This form will be sent home with students at the beginning of the year. The medicine, in the original container, along with the instruction and authorization form must be brought to the school office for central storage. If possible, the parent should bring the medication to school; however, if this is not possible, your child should be instructed to take the medication and instructions directly to the school office. **Under no circumstances should medication, prescription or non-prescription, be kept by a student or shown to other students. Additionally, please note that all prescription medication require a doctor's signature.**

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

### ***INSURANCE***

School insurance is offered to each child who is enrolled and may be purchased throughout the school year. Students attending overnight field trips must show proof of personal or school insurance prior to participation.

### ***INTERNET***

Internet is available to students upon the teacher's receipt of the Manning Oaks 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.

### ***LOCAL SCHOOL ADVISORY COUNCIL***

The objective of the School Council is to assist and advise the local school in coordinating resources to maximize educational opportunities for students. Its function is to assess school programs and services and establish goals to improve these areas as well as act as an advisory group to the local school administration. The committee is made up of elected parents, elected teachers, business partners and the principal and all meetings are open to the public. Meeting dates are published in the school newsletter.

### ***LOST AND FOUND***

Parents and students are encouraged to check regularly for lost items in the Lost and Found closet. Please mark all student belongings, including clothing, backpacks and lunch boxes, clearly with the child's name. Boxes of unclaimed items are periodically donated to local charities.

### ***MEDIA CENTER***

The Media Center, which operates on an open library concept, is equipped with carefully selected books, magazines, and instructional resources for

teachers. A trained, certified media specialist and media assistant 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, plays, puppet shows, guest speakers, storytellers, authors, and other reading incentive programs. Kindergarten may check out 1 book for 2 weeks; grades 1-5 may check out 2 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. Students' library cards are inactivated if the lost or damaged books are not paid for. Refunds for found books will not be made after June 30 of the current school year. Parents are encouraged to visit the media center and volunteer during the school day. Parents may also acquire a library card and check out up to 5 books for a 2 week period. Please call the media center for more information.

### ***MUSIC***

Students in K-5 receive one general music class each week. Winter and Spring concerts are offered annually as well as special programs throughout the year which require student participation.

### ***PARKING***

All parents and visitors must park in the front parking lot of the building in lined spaces when coming to the school. The curbs around the school are fire lanes and must be kept clear at all times. Reserved handicapped spaces are available.

### ***PARTIES***

Two classroom parties are provided for students by PTA room parents—Winter and Spring. Parties are coordinated by the room parents. Do not send cakes, cupcakes, party favors, or party invitations at any other time to be distributed.

### ***PHYSICAL EDUCATION***

Sneakers or appropriate fitness shoes and attire should be worn for Physical Education. All students receive Physical Education for forty-five minutes twice a week. In addition, a fifteen minute recess is provided on non-PE days with the classroom teacher. Students must have written permission from a parent or guardian to miss Physical Education class. Further expectations are communicated to parents and students in writing by the PE Staff.

### ***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 truly become partners in their children's education. We strongly encourage you to join the PTA and become active participants in the volunteer program. We also ask your support of various fundraisers as monies raised directly impact our students served. We request that each family unit support our school through volunteering in some manner during the 11-12 school year.

### ***SAFETY PATROL***

Safety Patrol is available for students in 5<sup>th</sup> grade who meet the established criteria. Manning Oaks Safety Patrol members help to monitor hallways and bus and carpool areas. The goal is to help ensure the safety of all students, while developing leadership skills among participating students.

### ***SCHOOL RECORDS***

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

### ***SCHOOL RULES FOR STUDENTS***

1. **Be** on time so you don't miss classroom instruction.
2. **Work** carefully so that you will succeed.
3. **Act** respectfully to classmates and adults.
4. **Quiet** in the halls so everyone can learn.
5. **Walk** in the school so everyone is safe.

**Please Note:** Chewing gum, toys, trading cards, all electronic games, radios, pagers, ipods, cell phones, and other devices may not be used at school.

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

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

### ***SCHOOL SUPPLIES***

All basic school supplies are provided by Fulton County. A wish list is distributed by each grade level at the beginning of the year should you wish to contribute to the classroom. You may want to provide a backpack for your child to carry papers and projects home. Please check the backpack daily for important correspondence and homework.

### ***SECURITY LOCK DOORS***

The safety of children is very important to us. All parents, visitors, and volunteers in the building **must** report to the office to obtain a security badge. **DO NOT** go directly to the classroom. Visitors are to enter the main school door only during the day. The cafeteria and all other exterior doors will remain locked throughout the day.

### ***SNACKS***

Students are encouraged to bring a healthy snack to school each day. To prevent the passing of germs, snack sharing among students is not allowed.

### ***SPECIAL EDUCATION INSTRUCTIONAL SUPPORT TEACHER***

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

### ***STUDENT COUNCIL***

The Student Council is made up of two representatives elected from each fourth and fifth grade classroom. The Student Council plans and oversees special service projects at Manning Oaks throughout the year. All students at Manning Oaks Elementary are encouraged to participate in the project.

### ***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 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;
- ◆ Implementation of a Response to Intervention Plan;
- ◆ 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 evaluation as a further means of gathering information.

Any parent or school staff member may initiate a referral to the SST.

### ***TELEPHONE USE***

Students may use the office telephone only after receiving a written note from their teacher. Phone use by students is limited to important issues that cannot be addressed before or after school. We ask you to help us by being sure your children are prepared for school and understand after-school arrangements before leaving home.

### ***TEXTBOOKS***

Textbooks are furnished and assigned to 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.

### ***UPDATING INFORMATION***

It is important that in an emergency we are able to contact you. Please keep your address, home and work phone numbers, and emergency contact people updated at all times. If you are out of town, the school must be notified in writing (teacher and office) of who will be responsible for your child during the absence. In emergency situations where a parent cannot be reached, the school will contact the school social worker or school resource officer.

### ***VISITATION***

For the protection of our children, all visitors to the school must sign in at the office and wear a "VISITOR" badge at all times while in the building. No visitors are to enter the building except through the main office door. In order to avoid unnecessary interruption of instructional time, the office staff will deliver articles and messages and will assist in setting up a conference time with the teacher. Lunch passes are for cafeteria only. Visitors may not accompany students back to the classroom.

As a courtesy to the teacher, appointments should be made at least 24 hours in advance. If it is not possible to contact the teacher before or after school hours, please contact the office by telephone to deliver a message for you. Classroom observations or visits are limited to a maximum of one class period and are not intended to be a time for teacher-parent conferences. The regular school program will continue during the visit.

### ***VOLUNTEERING***

Volunteers are important to the success of Manning Oaks Elementary School. If you are able to volunteer, please contact your child's teacher, the PTA, the media specialist, or an administrator to discuss the many options available. We welcome your help. Visit the Manning Oaks website to learn more about volunteer activities. We ask every family unit to become involved at school through volunteering.

### ***WALKERS***

Walkers to school are to arrive between 7:15 and 7:45 a.m. when the crossing guard is on duty. In the afternoon, walkers will be dismissed before car riders and buses have been dismissed. Students must always use sidewalks, obey safety rules, and promptly enter or leave the school grounds. Walkers will enter and exit the building through the main entrance only and are to follow the directives of the

crossing guard. No loitering is permitted, and no student should return to school grounds after hours without adult supervision.

### ***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 and media center books must be returned and lunch fees paid prior to withdrawal.