

# Cleveland Elementary School Family Handbook 2016-2017



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**Fayetteville, Georgia 30215**  
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**County Web Site – [www.fcboe.org](http://www.fcboe.org)**  
**School Web Site – [www.clevelandelementary.org](http://www.clevelandelementary.org)**  
**Student School Hours 7:40 AM – 2:25 PM**  
**School Office Hours: 7:10 AM - 3:10 PM**  
**After School Program Hours: 2:15 PM - 6:30 PM**

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## **FAYETTE COUNTY MISSION STATEMENT**

Our mission is to forge and equip a community of learners who confidently face challenges, embrace opportunities, and positively impact our world.

## **FAYETTE COUNTY BELIEF STATEMENTS**

We believe...

- Public education is the foundation of a free society.
- Schools exist to promote the intellectual, social and personal development of all students.
- All children can learn in a safe, supportive and nurturing environment.
- Education is a partnership among students, families, schools and community.
- Students should be prepared as independent, productive problem solvers to successfully meet the challenges of the future.

## **FAYETTE COUNTY VISION**

Our students will be capable of living and working effectively, responsibly and productively in a global environment.

## **CLEVELAND ELEMENTARY SCHOOL MISSION STATEMENT**

Cleveland's mission is to improve learning for all stakeholders by creating a safe environment with clear academic and social expectations.

## **CLEVELAND ELEMENTARY SCHOOL BELIEF STATEMENTS**

- We believe all children can learn.
- We believe students reach their highest potential when the community, staff, parents, and students work in partnership.
- We believe in an environment of open communication that requires mutual respect and where individual needs are met.
- We believe children learn best when clear academic and social expectations are established and maintained.
- We believe a safe and physically comfortable environment promotes student learning.
- We believe in providing continued opportunities for learning for staff, community, and parents.

## **CLEVELAND ELEMENTARY SCHOOL VISION**

Today's learners; tomorrow's leaders.

## 2016-2017 SCHOOL CALENDAR

Meet the Teacher (4:00-6:00 p.m.) .....	August 4, 2016
Students Report .....	August 8, 2016
First Semester .....	August 8 2015 – December 16, 2016
Workday (Student Holiday) .....	January 2-3 , 2017
Second Semester .....	January 4 – May 26, 2017
Post Planning .....	May 30 – June 1, 2017

### HOLIDAYS

Labor Day .....	September 5, 2016
Fall Break (Columbus Day) .....	October 10, 2016
Thanksgiving Break .....	November 21-25, 2016
Semester Break .....	December 19-30, 2016
Workday (Student Holiday) .....	January 2-3, 2017
Martin Luther King, Jr. (Student Holiday) .....	January 16, 2017
Presidents' Day (Student Holiday) .....	February 20, 2017
Winter Break .....	February 21-24, 2017
Spring Break .....	April 3-7, 2017
Memorial Day .....	May 29, 2017

### NINE WEEKS GRADING PERIODS

1st Nine Weeks (45 days) .....	August 8 – October 11, 2016
2nd Nine Weeks (43 days) .....	October 12 – December 16, 2016
3rd Nine Weeks (47 days) .....	January 4 – March 17, 2017
4th Nine Weeks (45 days) .....	March 20 – May 26, 2016

**SCHOOL CALENDAR:** The 2016-17 school year includes 180 days of instruction. The official calendar for all Fayette County Schools is approved by the Board of Education.

**SCHOOL DAY:** Students should not arrive until 7:15 a.m. Supervision of students is not provided before 7:15. Classes begin promptly at 7:40 a.m. Although the school day officially begins at 7:40 a.m., students are encouraged to arrive earlier to allow time for them to reach their classrooms and organize themselves for a successful day. Dismissal of students begins at 2:20 p.m. Students should be picked up by 2:35 p.m. Students not picked up by 2:35 will be placed in the After School Program. Parents will be responsible for all charges incurred.

**PERFECT ATTENDANCE:** All students with perfect attendance for the school year will be recognized at the end of the school year.

**FAYETTE COUNTY PUBLIC SCHOOLS  
ATTENDANCE PROTOCOL FOR UNEXCUSED ABSENCES  
2016-2017**

Number of Unexcused Absences	Procedure
<b>5 Cumulative Unexcused absences Per Semester</b>	<ul style="list-style-type: none"> <li>• <b>*Ages 6-16</b> The school notifies parents by first class mail of the unexcused absences and a summary of consequences</li> </ul>
<b>10 Cumulative Unexcused absences Per Semester</b>	<ul style="list-style-type: none"> <li>• <b>*Ages 6-16</b> The Attendance/Residency Officer will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention</li> </ul>

*\*After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences.*

**ABSENCES/TARDIES:** A student is considered absent if he/she does not attend classes for at least one-half of the official school day. A student must be in attendance until 11:15 a.m. to be counted present for a full day.

A student who arrives **in the classroom** after 7:40 a.m. is considered tardy. A parent or guardian must sign-in a tardy student in the office. Parents are encouraged to schedule medical, dental, and other appointments outside of school hours.

Absences/tardies may be excused for the following reasons: (1) personal illness (doctor/dentist appointment), (2) death in immediate family, (3) religious holidays, (4) court order, (5) service of the student as page in legislature, (6) absence for student to vote in an election or (7) up to 5 absences for student of military parent(s) to visit when leaving or returning from combat areas. A student must present to the teacher a dated and signed written excuse from his/her parent or guardian on the day he/she returns to school following the absence for the absence to be considered excused. If a child is excessively tardy/absent a doctor's note may be requested. If a student is absent the majority of the school day, he/she may not participate in any end of the day class parties or afternoon or evening extracurricular activities.

Letters will be mailed to parents of children with excessive unexcused absences/tardies. Continued unexcused absences/tardies and constant absenteeism/tardiness will be reported for further action. Any parent, guardian, or other person who has control of any child who after five unexcused days of absence and after the child's school system notifies the parent, guardian, or other person who has control of any child, upon each day's absence from school shall be guilty of a misdemeanor and subject to a fine, imprisonment, or community service as stated in the Compulsory School Attendance Laws in Georgia O.C.G.A. 20-2-690.1.

Families are discouraged from taking vacations at a time when children would miss school days because many of the instructional activities are hands-on, and make-up work may not be available. Remember that every lesson is important in developing a child's understanding. **Vacations are unexcused absences.**

**EARLY SCHOOL CLOSINGS AND EARLY DISMISSALS:** When weather conditions require early school dismissal, official notification is made on WSB Radio 750 a.m. Other radio and television stations may also make the announcement, but WSB Radio is the station notified by the Board of Education when the decision is made to cancel school or dismiss early.

In the event that school is dismissed earlier than usual, all students will be transported by the way they would normally go home that day. For that reason, every family should make arrangements for where the child(ren) is to go in case a parent is not home. Parents are expected to explain the arrangements to their child(ren) and review them frequently.

Families who use the services of the After-School Program should note that ASP does not operate on days that school is closed. The After School Program will be in operation for a very short time (no longer than one hour) if school is dismissed early. This will allow parents who commute from Atlanta time to come pick up their children. **ONLY CHILDREN REGISTERED FOR ASP FOR THIS PARTICULAR DAY WILL BE ALLOWED TO STAY IN ASP.** Therefore, those families need to make arrangements for the possibility of early dismissal days.

**MAKE-UP WORK:** Parents of students absent for more than one day at a time may request make-up assignments by 9:00 a.m. on the 2<sup>nd</sup> day absent. Teachers will have assignments ready for pick-up in the office by 3:00 p.m. Students absent only one day will be given appropriate make-up assignments by the teacher upon his/her return. If a student is absent from school due to a prearranged, unexcused absence, make-up work may be given when the child returns to school.

**EARLY DISMISSAL:** Parents are encouraged to schedule medical, dental, and other appointments outside of school hours. Should this not be possible, the parent must come to the school office to sign the student out on the sign-out sheet.

Students will not be called to the office to wait for his/her parent. The student will be called over the intercom to come to the office to be dismissed when the parent arrives. To avoid classroom interruption, parents should wait in the office for the student. A student returning to school that same day will need to report to the office with a parent to be signed in.

#### **ARRIVAL PROCEDURES:**

- Students should not arrive before 7:15 a.m., as there is no supervision before this time.
- Students riding in vehicles (automobiles and golf carts) may only be dropped off at the main entrance to *each* school. These vehicles should remain in a single lane.
- Cleveland students may only exit vehicles at the cones on the sidewalk where duty personnel are posted.
- Bennett's Mill Middle School students may **NOT** be dropped off at Cleveland, and Cleveland students may **NOT** be dropped off at Bennett's Mill Middle School.
- Do not drop students off in the shared bus loop, or on Lester Road.
- If you want to escort your student into the building, please park in the Cleveland gym parking lot, and then walk up the sidewalk along the front of the school. No students are permitted to cross the drive in either direction, even when accompanied by an adult.
- If you wish to come into the school, please drop your child off first, then park in the gym parking lot and come into the building. Please understand that the crosswalk at the front of the school is only to be used after morning arrival procedures are completed. No one should use the crosswalk at the front of the building during arrival / dismissal for the safety of all.

- On rainy days, we will **not** have duty personnel available at the crosswalk on Lester Road. Students should not arrive at school via the crosswalk at Lester Road on inclement weather days. They should ride the bus or be dropped off in the car rider line.
- For students living in Brookview Subdivision who walk to school: please walk down the sidewalk/cart path on the subdivision (south) side of Lester Road, then cross at the sidewalk in between Cleveland and Bennett's Mill where there is a crossing guard on duty.

#### **DISMISSAL PROCEDURES:**

- Students staying in the Afterschool Program are dismissed at 2:15 p.m.
- Car riders are dismissed at 2:20 p.m.
- Bus riders, along with walkers and bike riders, are dismissed at 2:22 p.m.
- Parents walking or biking with their children are asked to wait under the bus canopy for their children.
- Cars and golf carts should remain in a single lane with their car rider number displayed in the front window. Please continue to pull forward to the farthest cone to help maintain a continuous flow of traffic.
- Cleveland students may only enter vehicles at the sidewalk near the cones where duty personnel are posted.

Please remember, these procedures are necessary for the safety of all our students.

**Pets must not be brought on the school grounds** during the arrival and dismissal period. Even a very gentle pet can become agitated around a large group of unfamiliar children; we also have students with allergies to pets. The safety and health of the children must be of utmost importance.

**BICYCLES:** Students may ride bicycles to school. Students should stop riding bicycles and begin walking when they reach the crossing guard at the bus loop. Students should park their bicycles in the bike racks at the bus loop. Students should not lock their bicycles to the sidewalk canopy.

**Students parking their bicycles at school do so at their own risk.** The school cannot be held liable for lost, stolen, or damaged bicycles. We recommend that students in the lower grades have an older sibling, neighbor, or parent accompany them to and from school. **Bike helmets are, of course, required.**

**DIFFERENT ARRANGEMENTS FOR TRANSPORTATION HOME:** To ensure the safety of our students at all times, we request that you notify the teacher at the beginning of the school year of the usual arrangement for your child's way home. A **dated and signed note** will be required **any time** a student plans to ride a different bus, go home with a friend, or change his/her normal routine for getting home from school. We cannot accept a change from the usual plan verbally from the student. Students must be issued a "Bus Pass" to ride home on a different bus or get off at a different stop. **Please make every effort to have afternoon arrangements made before your child comes to school.** Young students in particular, become very upset when they are notified of changes while at school. **Changes in transportation/supervision cannot be accepted by telephone or email.** Please note that near dismissal time the office and classrooms are quite busy, causing difficulty in receiving and delivering transportation changes. **No transportation changes will be accepted after 2:00 p.m. except in the case of an extreme emergency. These circumstances will require approval by an administrator.** Please do not fax/e-mail change in dismissal arrangement notes without calling in advance to let us know the fax/e-mail will be coming. Also, a follow-up phone call should be made.

**Students may not be checked out after 2:00 p.m.**

## **CAFETERIA**

**BREAKFAST PROGRAM:** Cleveland Elementary School offers a breakfast each morning from 7:15 a.m. until 7:30 a.m. Students interested in participating in this program should arrive no later than 7:25 to have time to eat. Student breakfast price is \$1.45. (Adult breakfast price is \$2.00.)

**LUNCH PROGRAM:** Cleveland students may select from two lunch lines. Extra milk may be purchased. Students may not leave campus during the school day for lunch. Student lunch price is \$2.65. (Adult lunch price is \$3.50.)

Each student has an “account” in the cafeteria. This is a debit account which means that money is deposited into the account and designated for breakfast, lunch or a-la-carte items (milk or juice). At mealtime, the student enters his/her four-digit pin number and the computer accesses that account. If there is money in the account, the purchases are deducted. (If the student is eligible for the free/reduced meal program, the computer recognizes the status automatically and charges nothing, as if the student had money on account.) If there is no money in the account and the student is not eligible for free/reduced meals, the student will be given a sandwich and a carton of milk. **Charges are not allowed.** Cash cannot be taken out of an account. Checks sent will be for meals/a-la-carte items only. **NO CHANGE WILL BE GIVEN FROM CHECKS.** You may pay weekly, monthly or yearly with one check. Only food items can be purchased. Deposit envelopes will be available in the student’s homeroom, the school office and the cafeteria. You may pay by cash or check. Please make the checks payable to Cleveland Elementary Cafeteria.

**Reminder:** Parents may view their child’s lunch account balance in Infinite Campus. Simply log in as usual and click on the “Cafeteria” link.

**Pay online!** Payments for school meals can be sent by cash, check, or money order to the student’s school cafeteria. Parents can also pay for student’s school meals online at [www.mylunchmoney.com](http://www.mylunchmoney.com) (online payments will be assessed a \$1.95 convenience fee).

Students may bring lunches from home, but glass containers are not permitted. Students who bring a lunch from home may purchase milk or juice.

Monthly menus are posted on the school’s website and will be available at school for students, as needed. Students with medical/dietary restrictions should provide the cafeteria manager with a doctor’s statement.

**VISITORS FOR LUNCH:** Parents are invited to join their children for lunch ***beginning the 3<sup>rd</sup> Monday of school*** with the following guidelines:

- Please send a note to your child’s teacher indicating your entrée choice so that the teacher can include you in the class lunch count. Without this notification the parent may not be able to purchase lunch because unexpected guests can cause shortage of food for students in the classes served at the end of the lunch period.
- A student may have two adult guests at lunch.
- The student and his/her guest(s) will sit at the visitors’ table.
- Students are expected to follow the established cafeteria procedures when they have guests just as they do on other school days.

- A younger sibling who joins a student and his/her parent for lunch must follow the same cafeteria procedures as the students. The younger sibling's behavior is the responsibility of the parent.
  - The visiting parent or sibling may bring lunch from home, but is asked not to bring lunch from a restaurant or fast-food establishment into the school or cafeteria.
  - Birthdays are a special day and an important time to celebrate with classmates. However, we are experiencing a growing number of students with severe food allergies. For the 2016-17 school year, we have made the decision to not allow cupcakes/cakes, or other food items brought in for birthday celebrations. We would still love to celebrate your child's special day. If you would like an alternative idea for your child's birthday celebration, below are some suggestions. As always, please check with your child's teacher first to make sure your birthday plans fit into the class schedule.
- **School Ice Cream pass for the class** (\$15 for entire class can be purchased in the front office.) Our ice cream has been approved to comply with the Smart Snack regulation from the federal government. Please note that the ice cream treat is only shared with students in the birthday child's class. Please remember for the purposes of order and safety, that candles are not permitted.
  - **Send a T-shirt**, stuffed animal, pillow case, etc. for the class to sign.
  - **Read a book** to the class and/or donate the book to the Media Center in honor of your child's birthday.
  - **Send in an Autograph book** for each classmate to write a special birthday message to your child.
  - Ask your child's teacher for some **extra outside time** for sidewalk chalk, bubbles, etc.
  - **Donate a board game**, puzzle, jump rope, ball, etc. to the classroom in honor of your child's birthday.
  - Have the class work on a quick **community service project** together in honor of your child's birthday. Examples – write a letter to someone in the military or collect items to donate to a local charity.
  - Ask your child's teacher for a **show and tell time**. Your child can make a poster and bring in a few of their favorite things, etc.
  - Do a **craft project** with the class.
  - **Donate a plant**, seeds, or a bulb for the school garden.
  - Ask the teacher if you can send in a **dance song** and have the whole class dance together. Invite the principal, custodian, nurse, etc. to join the fun!
  - Other ideas: please check with your child's teacher and **share your ideas** so we can add them to our list.

**ICE CREAM:** Beginning the 3<sup>rd</sup> Monday of school, ice cream will be available for purchase. A student may purchase one ice cream after eating his/her lunch. The price is \$.75. If a student does not have lunch money, he/she may not purchase ice cream that day. Students may not purchase ice cream for classmates unless purchasing for the entire class.

**PARENTS, VISITORS AND VOLUNTEERS:** The parents of Cleveland students are a vital part of the Cleveland Elementary School community. The staff and parents form a team to educate the children of the school to their maximum potential. To insure the safety of all students, parents and other visitors must use the main entrance to the school on Lester Road and register in the visitors' log immediately upon entering the building. Visitors to the campus must wear an identification badge at all times. There can be no exceptions to the registration/badge policy.

Volunteers with special talents or extra time are always needed and appreciated to support the school's many programs. Teachers will notify parents of special needs they may have and parents may contact either a PTO Board Member or the administrators to sign up for school-wide assistance.

If a parent wishes to observe his/her child's classroom, arrangements should be made directly with the teacher or administration. Such an observation is to be limited to thirty minutes and an administrator will accompany parent during observation.

***Siblings should not visit in classrooms during instructional time.*** Occasionally, friends of students from other areas will have school holidays and visit while we are in session. These friends may visit Cleveland only during lunch to lessen instructional disruptions.

**PARENT-TEACHER ORGANIZATION (PTO):** Cleveland parents and teachers actively support the school through its PTO meetings. PTO board meetings are held monthly at the school. Night meetings are held four times a year. The dates and times are announced on the menu. All parents are welcome and encouraged to attend. Information regarding the PTO will be sent home throughout the school year.

**SCHOOL CLINIC:** Our clinic is staffed by a full time clinic worker. The clinic worker is trained in CPR and is authorized to distribute prescription medications to students when they are in prescription bottles and there is a written authorization by the doctor and parents. Over-the-counter medications may be dispensed with written parental authorization. The clinic worker cares for students with minor cuts, scratches, or illnesses. Parents are notified to pick up students who are more severely injured or have a temperature of 100.0 degrees or above. Refer to medication policy in the "Student Code of Conduct" for additional information.

**DISCIPLINE:** This school year, we will implement Positive Behavior Interventions and Supports (PBIS) for the success of all students.

**CLEVELAND CODE OF CONDUCT:** The state board of education has developed a core list of values and Character Education concepts that should be taught in Georgia's schools. Cleveland's Code of Conduct is based on this core list in addition to the *Second Step* and *Steps to Respect* objectives.

**FAYETTE COUNTY CODE OF CONDUCT HANDBOOK:** The Fayette County School's Code of Conduct is available on both the Cleveland Elementary and county websites. (Printed copies are available upon request.) This handbook covers Fayette County elementary policies and procedures. Parents should read this handbook with their students.

**CURRICULUM AND INSTRUCTION:** Cleveland Elementary School is a child-centered school emphasizing innovative process-oriented instruction. The State of Georgia's Performance Standards and the Fayette County Board of Education Curriculum Guides provide the basis for the curriculum. The design of the instructional program addresses the curriculum areas of language arts, mathematics, character education, social studies, science, health and safety, music, art, technology, and physical education. While areas are interrelated, the emphasis is placed on language arts and mathematics. All instruction is planned according to the developmental levels of the students in order to facilitate maximum learning. Students are encouraged to think critically and explore new content through active participation, hands-on experiences, interdisciplinary activities, and cooperative learning. The staff of highly competent, professional, and caring educators insures a quality

education for Cleveland students. Classroom teachers, resource teachers and paraprofessionals individualize instruction.

**TEACHER QUALIFICATIONS:** In compliance with the requirements of the No Child Left Behind statute, the Fayette County School District informs parents that they may request information about the professional qualifications of their child’s teacher(s). Parents wishing to request the information should contact one of the school administrators. The following information may be requested:

1. certification information;
2. college major/graduate certification or degree held by the teacher;
3. whether or not the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
4. qualifications of the paraprofessional, if paraprofessional services are provided.

**REPORT CARDS:** The Fayette County Schools operate on the semester system. The elementary school semester is divided into 2 nine-week grading periods. You will find below an explanation of the grading system.

**Explanation of Grading System (K and 1<sup>st</sup>)**

4 Working above grade level standards 3 Working at grade level standards independently 2 Working at grade level standards with accommodations 1 Working below grade level standards with accommodations * Not formally assessed	S Satisfactory NI Needs Improvement
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**Explanation of Grading System (2<sup>nd</sup>-5<sup>th</sup>)**

A+ 98-100	C+ 78-79	4 Working above grade level standards
A 93-97	C 73-77	3 Working at grade level standards independently
A- 90-92	C- 71-72	2 Working at grade level standards with accommodations
B+ 88-89	D 70	1 Working below grade level standards with accommodations
B 83-87	F Below 70	* Not formally assessed
B- 80-82		S Satisfactory
		NI Needs Improvement

**PROGRESS REPORTS:** Teachers will send home written progress reports at the mid-point of the grading period (4 ½ weeks). Teachers will communicate their individual or grade level policy to parents at Parent Information Meetings early in the school year.

**STANDARDIZED TESTING:** The following standardized testing is scheduled for the Fayette County Schools for the 2016-2017 school year:

Georgia Milestones End of Grade (EOG) (Grades 3-5) .....April 11-20, 2017

## **SCHOOLWIDE ACTIVITIES, PROGRAMS AND SERVICES**

**ACADEMIC COMPETITIONS:** Students are offered various opportunities for academic competition at school, county, and regional levels. Parents will be notified of these opportunities via teacher newsletters.

**AFTER-SCHOOL PROGRAM:** Cleveland Elementary's After-School Program is an extension of the regular school day, available from afternoon dismissal until 6:30 p.m. The program provides activities in a structured and safe environment. Snacks, supervised study hall, physical activity, and special classes are included in the daily schedule. Payment should be given to the ASP office in the blue envelopes provided. No ASP payment should be given to the child's teacher or to the front office. For more information, contact Cleveland's ASP site coordinator. The ASP phone number is 770-716-3917. (Answering machine available.)

**C.H.A.M.P.S.:** (Choosing Healthy Activities and Methods Promoting Safety) C.H.A.M.P.S. is coordinated and taught by the Fayette County Sheriff's Department. All fifth graders participate in C.H.A.M.P.S. instruction for ten weeks.

**EARLY INTERVENTION PROGRAM:** The Early Intervention Program (EIP) serves children Kindergarten through fifth grade who have deficits in math, reading, and/or written expression.

**ENRICHMENT:** Classes are provided on a regular schedule for students meeting eligibility requirements for the gifted program in grades 1-5.

**FIELD DAYS:** The physical education teachers coordinate a day of special activities for each grade level in the spring. A theme may be selected for the Field Day.

**FIELD TRIPS:** During the school year, teachers will plan field trips to supplement classroom instruction. To participate in the field trip, students must have written permission from his/her parent or guardian. Because Fayette County does not fund field trips, donations are requested to fund field trips. No child will be denied participation in the field trip for not making a donation; however, if adequate donations are not received, the trip may be cancelled. Participation in field trips may be denied due to chronic discipline concerns. Field trip payments are nonrefundable.

**HOMEBOUND INSTRUCTION:** Students who are absent for extended periods due to physical inability to attend classes can be referred for homebound instruction. Parents should notify an administrator if their child is to be out for an extended time.

**MEDIA CENTER:** The Media Center is accessible to students daily during the school year. Students are encouraged to develop good reading habits and appreciation for literature. Policies and procedures for using the media center and its materials will be outlined by the media specialist and classroom teachers.

**MULTI-CULTURAL :** A focus on the wonders of the various cultures throughout the world is brought into our school throughout the school year.

**PHYSICAL EDUCATION:** Physical education instruction is required by Georgia law, and participation is mandatory except for health reasons. A written note from a physician explaining the nature of the illness or injury and stating specifically the length of time before normal participation can

be resumed should be presented to the physical education instructor if the student is to have none or limited PE participation for more than one week. Appropriate shoes and clothing should be worn on the days when the children will meet with the physical education teacher.

**PSYCHOLOGICAL TESTING:** The Board of Education provides a school psychologist to evaluate students at the recommendation of the Student Support Team.

**SPECIAL EDUCATION:** Students with specific learning disabilities, intellectual disabilities, and/or behavior disorders are served by a special education teacher. In order to be placed in a program, students must have been referred, evaluated, and staffed into the program via a current Individualized Education Plan (IEP).

**STUDENT SUPPORT TEAM:** Cleveland's Student Support/Tier Process Team is a committee that may include the following: an administrator, the student's parents, the counselor, the school psychologist, classroom teacher, and other related teachers. The purpose of the team is to discuss and plan instructional strategies for students who are experiencing academic, social or behavioral difficulties in school. The team considers all available information on the student including a thorough review of the student's existing records. The team may recommend instructional strategies or materials for the teacher and/or parent. The team may recommend interventions within the learning environment or additional assessment of his/her specific needs. Students may be referred to the Student Support/Tier Process Team by teachers or parents. Students will be referred to the Tier/SST process after appropriate interventions have been attempted in the classroom.

## **RESPONSE TO INTERVENTION AND PYRAMID OF INTERVENTIONS**

If we truly believe that "all students can learn," then we need to be sure that we are doing "Whatever It Takes" to help all students be successful whether they struggle or they can go beyond the regular curriculum.

Response to Intervention (RTI) and our Pyramid of Interventions (POI) provide a framework for us to ask the following questions:

- Are our students learning?
- How do we know what they are learning? And most importantly,
- What are we prepared to do when they do not learn or they already know what is to be learned?

With RTI and the POI, we have a four-tiered process to systematically develop and deliver instructional and behavioral interventions to struggling learners as well as extremely high-level learners. It provides us with a common focus and a common language regarding instructional practices and interventions. It can serve as a way to explore all avenues to assist students in their learning process.

The essential components of our POI and RTI include the following:

- providing scientific, research based instruction and interventions in the general education classroom;
- monitoring a student's progress in response to these changes in instruction and interventions; and
- using this information to shape instruction and make educational decisions.

**Tier 1 is Standards-Based Classroom Teaching and Learning.** It consists of high quality instructional and behavioral support that is provided for all students in general education. This includes implementing the Georgia Performance Standards (GPS) using research-based instructional practices, adjusting instruction to meet student needs, and monitoring student progress on a regular basis. Parents are notified of concerns related to their child's academic or behavioral struggles. If students still struggle or they need a more enriched curriculum, Tier 2 instruction is recommended.

**Tier 2 is Needs Based Teaching and Learning.** Students receive more specialized interventions, remediation, acceleration, and enhancement within the general education setting. The "Success Team" works collaboratively to formalize interventions in addition to Tier 1 instruction. If indicators suggest a need for greater academic challenge, students will be assessed for gifted services. Otherwise, the teacher, remedial teachers, exploratory teachers, or others generally provide Tier 2 instruction in small groups. Monitoring of the student's progress is increased. As always, communication with parents is vital, and the school's intervention plan must be communicated to parents. Should the student continue to show lack of progress or failure to thrive academically and/or socially and need more specialized instruction, Tier 3 level instruction is considered.

**Tier 3 is Student Support Team (SST) Driven Teaching and Learning.** At this point the SST reviews the student's progress and generally plans for more intensive and systematic instruction. Individualized assessments and evaluations are used to tailor interventions to the specific needs of a child. The interventions are provided one-on-one, in small groups, or in classes (based on gifted assessment) developed to accelerate learning and provide greater challenge. This instruction is more frequent and for longer periods of time. Progress monitoring is implemented more frequently to determine continued instructional interventions.

If, with all the interventions and intensive instruction provided, the data indicates a student still shows lack of appropriate academic or behavioral progress, Tier 4 interventions are considered.

**Tier 4 is Individually Designed Teaching and Learning.** At this point, the student is referred for specialized programs through special education. Grade or subject-area acceleration may be considered for learners demonstrating the need and readiness. Other students may require adapted content and instructional delivery while still having access to the general curriculum.

## **SCHOOL GUIDANCE COUNSELOR**

The School Counselor assists students, parents, and staff members. The counselor's area of responsibility falls into three categories: counseling, guidance, and consultation. Services are provided in compliance with state and county procedures and are concentrated in three domains: Academic, Personal/Social, and Career.

- **Counseling:** Students are encouraged to visit the counselor if they need help with a problem or to share happy experiences. The counselor conducts individual and group counseling sessions with students in areas of need. The counselor counsels students individually by actively listening, identifying and defining problems, discussing alternate solutions, and assisting with formulating a plan of action. Group counseling sessions are held for students experiencing similar problems such as anger management, self-confidence, study skill/organization, friendship, and family changes. Group counseling requires parental permission.
- **Guidance:** The counselor leads classroom discussions and activities to help children develop better self concepts and to improve interpersonal skills. Topics that are covered include self-understanding; decision-making; friendship and peer relations; personal safety, *including all types*

*of abuse*; career awareness and school success. A counselor may assist with the preparation of students for standardized testing and with the interpretation of standardized testing, as requested. The counselor also ensures that students receive appropriate life development assistance such as help with transitions to middle school.

- **Consultation:** Parents and teachers often talk with the counselor about issues, problems, and concerns involving students. Sometimes, having another point of view is helpful in dealing with children. The counselor also consults with community resources. A parent resource center, including books and videos, is available in the media center.
- **CARE:** The Children at Risk in Education (CARE) Team is designed to facilitate and coordinate resources of the community to deal with issues of at-risk students in our schools. The Fayette County Schools CARE program is a collaborative effort between the community and schools to provide opportunities that enhance the well being of our students. Funds from the CARE program are used to provide our Rainbows and Second Step programs. CARE also sponsors parent enrichment programs, STEP (Systematical Training for Effective Parenting) and parenting with Love and Logic for the entire county.

### **Important Information for Parents regarding possible Child Abuse and Neglect:**

The department of Family and Children Services is responsible for investigating referrals of possible child abuse and neglect. All school personnel are mandated reporters, and are required by state law and by State Board of Education rule to immediately report any incident of suspected abuse/neglect to the proper authorities. As mandated reporters, we are also obligated to make a Child Protective Service referral for possible neglect, based on lack of supervision, whenever indicated. In an effort to protect our students and to assist families who may be unaware of these guidelines, we want to share the following very important information regarding children who are left at home without supervision.

- Children eight years and younger should not be left alone;
- Children between the ages of nine years and twelve years, based on level of maturity, may be left alone for brief (less than 2 hours) periods of time; and,
- Children thirteen and older, who are at an adequate level of maturity, may be left alone to perform the role of a babysitter, as authorized by the parent, for up to twelve hours.

## **Elizabeth Redwine Ramsey Media Center Cleveland Elementary Media Center**

**OVERVIEW:** The Cleveland Elementary School Media Center is named for Elizabeth Redwine Ramsey. A 1929 graduate of Fayette County High School, Mrs. Ramsey taught school for 12 years. In 1945, Mrs. Ramsey became the Fayette County School Superintendent and remains the only woman to have held that position. She consistently served others throughout her life and made her community a better place to live. Above all, Mrs. Ramsey served as an exemplary educator for Fayette County. Mrs. Ramsey died March 24, 2006.

The Elizabeth Redwine Ramsey Media Center serves the learning and teaching needs of students, teachers, and the community. The media specialist is a member of the instructional team and plans cooperatively with teachers to implement instruction that best meets the needs of the individual learner. One of the primary goals of the Media Center is the development of lifelong learners who have the skills needed for accessing information in the fast-changing world.

**CLEVELAND'S MEDIA PROGRAM:** The Elizabeth Redwine Ramsey Media Center operates with an open, flexible schedule so that the facility is accessible to students and faculty at all times throughout the instructional day. This type of schedule encourages use of the Media Center at the time of need rather than at an assigned period each week.

Activities include:

- Lessons in which specific library skills are integrated into the classroom curriculum
- Research activities which relate to any area of the curriculum and include the use of the Internet
- Large group use of reference materials, computerized encyclopedias, and the Internet
- Book selection and check out
- The Reading Counts program

**MEDIA CENTER HOURS:** The Media Center is open for check out and book return from 8:00 AM – 2:00 PM daily.

**BOOK CHECK OUT:** Students may check out books whenever the need arises. Books may be checked out for a period of one week (7 calendar days) with an additional one week (7 calendar days) grace. If the due date falls on a school holiday, books will be due on the second school day after the holiday period. After that time, books will be considered overdue. Students with overdue books may not check out other materials until the overdue items are returned to the Media Center.

**There are no fines but students must pay for lost/damaged books.**

Limits for books checked out to a student's Media Center account:

Pre-K & Kindergarten – One book

Grades 1-4 – Two books

Grade 5 – Three books

Students have the flexibility of returning books on an as need basis and with the teacher's permission, they may do so several times per week. In grades 2-5, students may also have a class Trade Book checked out in addition to books of their choosing.

**STORY TIME/LESSONS:** Story Time or an instructional lesson is provided by the media specialist for Pre-K through 5<sup>th</sup> grade in the Media Center. Specific objectives and standards are addressed during this time. Children usually return to check out books in small groups at their teacher's discretion.

**LIBRARY FRIENDS:** The Library Friends program honors Cleveland's students and supplements the Media Center's book collection. Through the Library Friends program, parents may "donate" a recommended book to the library in honor of their child's birthday, graduation, milestone, or other special event. A bookplate with the student's name is placed in the front of the book, and the Library Friend is given the first check out of the book. Parents will receive information about the program. The donation for a Library Friends book is \$20.

**READING COUNTS:** Reading Counts (RC) is a Lexile-based reading program that tracks a student's success on the books they have read. The Lexile framework helps match reader ability and

text difficulty based on the numeric Lexile scale. After a student has read a Reading Counts book, the number of words read and the total number of books read in each homeroom class will be tracked and recorded in the library. The ultimate goal of the Reading Counts program is to help children improve reading skills and become lifelong readers.

**READING SKILLS AND PRACTICE:** A student in K and 1<sup>st</sup> grade is an emerging reader, and parents are encouraged to read to or with their child on a daily basis. A K-1 student will experience growth in vocabulary and comprehension while he/she listens. When a student becomes an independent reader, parents are encouraged to have their child read to them on a daily basis.

**WCCB:** WCCB (Cleveland Crocodiles Broadcasting) starts every morning at 7:40 AM with announcements by fifth grade student anchors. Students participating in WCCB must arrive in the Media Center no later than 7:25 AM. Cleveland's administrators will also broadcast Project Wisdom, a Moment of Silence, the Pledge, and other announcements. All students must be in their classrooms for the morning announcements.

**VOLUNTEERS:** Parent volunteers are welcome in the Media Center. Their assistance is greatly appreciated in daily operations and during the two book fairs (each held for a week) in the Media Center. Recruitment for volunteers is held during Open House, but parents may contact the media specialist at any time throughout the year to arrange volunteer times that are mutually convenient. Grandparents often like to lend assistance. They are welcome in the Media Center, too.

## **Cleveland Elementary 2016-2017 Clubs**

**Chorus** – 4<sup>th</sup>/5<sup>th</sup> grade students by audition only

Mission: to make music by singing, reading, moving, and performing

Faculty Advisor: Jennifer DiLeo

Past/Planned Activities: after school rehearsals, various performances throughout the school year

**Science Olympiad** – 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> grade students by testing/teacher recommendation only

Mission: to provide events to promote the understanding of science, math and technology

Faculty Advisor: Angela Spagnuolo

Past/Planned Activities: weekly practice (one day per week beginning in Sept./Oct.) in preparation for spring competition

**Character Club** – 4<sup>th</sup>/5<sup>th</sup> grade students only

Mission: to provide opportunities for 4<sup>th</sup> and 5<sup>th</sup> grade students to be involved in a service organization at the elementary level

Faculty Advisor: Delecia Hill

Past/Planned Activities: Cleveland's Going Green campaign which includes paper recycling and donations to various community charities.

**Art Club** – 4<sup>th</sup>/5<sup>th</sup> grade students only

Mission: to provide 4<sup>th</sup> and 5<sup>th</sup> grade students with opportunities to experience different art mediums

Faculty Advisor: Michael Smith

Past/Planned Activities: working with clay, paper mache, and paints

**Running Club** - 2<sup>nd</sup> – 5<sup>th</sup> Grades - Mission: Promote academics and good behavior for students

Faculty Advisor: Sandra Lamb

**Reading Invitational Club** – 4<sup>th</sup>/5<sup>th</sup> grade students only

Mission: to provide opportunities for students to share/discuss select books from the 4<sup>th</sup>/5<sup>th</sup> grade Reading Invitational book lists

Faculty Advisors: 4<sup>th</sup> and 5<sup>th</sup> grade classroom teachers and Kari Lee

Past/Planned Activities: read select books together and in small groups; discuss to improve understanding; encourage participation in Reading Invitational

**Good News Club** – 1<sup>st</sup> – 5<sup>th</sup> grade students only / Sponsored by Heritage Church

**BYOT (Bring Your Own Technology)**

Students are invited to participate in our BYOT program provided that parents/guardians have signed the required paperwork giving the student permission to bring personal technology devices to school. The classroom teacher will decide when devices may be used and for what purpose(s). See BYOT Protocol and Signature Page provided in this handbook.

**General/Miscellaneous Information**

**SCHOOL INSURANCE:** Student accident insurance is available through the school. Information is sent home at the beginning of the year and is available in the office.

**TELEPHONE:** The office telephone is for school business, but may be used by students in cases of emergency. Students are not allowed to call home for forgotten homework, lunches, lunch money, books, etc. Students will not be called to the office for phone calls.

**CLASSROOM PARTIES:** Three classroom parties per year are permissible. One is usually planned before semester break begins, on Valentine’s Day, and at the end of the school year. Classroom parties are for the enjoyment of the members of the class; therefore, we request that pre-school age siblings not come to the parties. In an effort to provide a safe and healthy environment for all of our elementary students, school parties and activities should emphasize activities (such as crafts or games) rather than refreshments and/or treats. Room parents are expected to consult with the classroom teacher to determine if any students have allergies or restrictions. These guidelines are in alignment with the Fayette County Wellness Policy.

**BIRTHDAY CELEBRATIONS:** See the Visitors For Lunch section for guidelines on celebrating your child’s birthday at school. (Page 9) INVITATIONS SHOULD NOT BE GIVEN OUT AT SCHOOL. Invitations to private parties or other personal correspondence may NOT be distributed at school. The practice of passing out invitations at school can cause both hurt feelings and class disruptions.

**DELIVERIES:** Please refrain from sending flowers, balloons, or other deliveries to students at school. This causes classroom disruptions and the Transportation Department does not allow these items on the bus for safety reasons.

**GAMES/TOYS:** Please be aware that Nintendo games, video games, Gameboys, walkmans, Pokémon toys, yo-yos, trading cards, beepers, and similar items are not allowed on school buses, in the classrooms, or in ASP. These items are distracting and disruptive and will be taken up. These items will be returned to the parents if a parent comes to the office to pick them up. BYOT (Bring Your Own Technology) devices are only allowed for use under direct teacher guidance. BYOT devices being used outside direct teacher guidance will be taken up and handled as discipline.

**DRESS CODE:** Shoes with wheels should not be worn to school due to safety concerns. Please refer to the Fayette County Code of Conduct for further dress code information.

**SALES AND SOLICITATIONS:** Students are not allowed to sell any tickets or merchandise of any type at school without permission by the principal.

**PETS/ANIMALS:** Animals may not be brought to school without prior approval of the teacher. Their presence at school must serve an instructional purpose. They may not be transported on the school bus. They must be delivered and returned by the parent when the presentation is completed. Visits should be limited to fifteen minutes. Animals must be on a leash at all times.

**LOST AND FOUND:** It is strongly recommended that items such as jackets, caps, sweaters, book bags, and lunch boxes be identified with name labels or permanent marking pen as these are articles easily misplaced. A lost and found box located in front of the media center is provided where these items can be claimed. Reminders will be published periodically on the menu, asking parents to check the lost and found box. Articles not claimed will be sent to charitable organizations periodically during the year.

**SUPPLIES:** Students are expected to have pencils and paper with them daily. Teachers will provide a list of additional items suggested, not required.

**MEMOS TO PARENTS:** From time to time, Homeroom Parents, or PTO committee chairmen may need to send notes to parents. **All written communication to a group of parents must be approved by an administrator.** Please allow/plan for a 2-day turn-around for an administrator to proof/approve.

**SCHOOL INSTRUCTIONAL MATERIALS:** Students are issued textbooks, math tool kits, and other instructional materials. They may also check out library books from the Media Center. It is expected that these materials and books will be returned in good condition at the end of the school year or whenever the student withdraws from Cleveland. Parents are expected to reimburse Cleveland for any damaged or lost textbooks or materials.

**FORGOTTEN SCHOOL SUPPLIES/LUNCHES:** If a student forgets his/her lunch, the student should check by the office on the way to lunch to see if parent has brought the lunch. Classes will not be interrupted to deliver forgotten lunches or snacks. All other items brought in by parents during the day, will be placed in the teacher's mailbox. The teacher will obtain these items for the student during planning/lunch. This procedure will eliminate the many daily classroom interruptions that impact instruction. .

**PERSONAL CHECKS:** Cleveland Elementary will accept personal checks for lunch fees, pictures fees, etc. Please be aware that there is a \$20 fee for all returned checks. After two returned checks, families will be put on a cash only status.

**WITHHOLDING STUDENT RECORDS:** A student's report card, progress report, etc., may be withheld when a student owes money for lost/damaged books, lunches, etc., until fees have been paid.

**HOSPITAL/HOMEBOUND:** This program is provided for children with extenuating medical conditions restricting him/her to a hospital, nursing facility, or the home for a minimum of two consecutive weeks. No child with a contagious disease or emotional problem may be served through

this program. Students must meet eligibility requirements. For further information please contact the principal.

**ABSENCES AND CLASS PARTIES AND EXTRACURRICULAR ACTIVITIES:** If a student is absent the majority of the school day, he/she may not participate in any end of day class parties or afternoon or evening extracurricular activities.