

 190 Lester Road
Fayetteville, GA 30215

Cleveland Elementary

Family Handbook



2024-2025

 Principal
Allison Staggs

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FAYETTE COUNTY MISSION STATEMENT

The mission of Fayette County Public Schools is to teach and learn by:

- Inspiring individual potential
- Developing critical thinking
- Nurturing responsible citizens

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

The vision of Fayette County Public Schools is to instill a passion for learning, a standard of excellence, and a drive for success.

CLEVELAND ELEMENTARY SCHOOL MISSION STATEMENT

To build curiosity and foster relationships that empower students to learn and lead with integrity in our global community.

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 collaboratively.
- We believe in an environment of open communication that requires mutual respect and where individual needs are met.
- We believe children learn best with clear academic and social expectations.
- 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.

2024-25 SCHOOL CALENDAR

Meet the Teacher	August 1, 2024
Students Report	August 5, 2024
First Semester	August 5 – December 20, 2024
Second Semester	January 6 – May 23, 2025
Post Planning	May 27-28, 2025

HOLIDAYS

Labor Day	September 2, 2024
Student/Teacher Holiday	October 14, 2024
Student Holiday	October 15, 2024
Digital Learning Day	November 5, 2024
Thanksgiving Break	November 25-29, 2024
Semester Break	December 23, 2024- January 3, 2025
Student Holiday	January 20, 2025
Martin Luther King, Jr.	January 20, 2025
Winter Break	February 17-21, 2025
Student Holiday	March 14, 2025
Spring Break	April 7-11, 2025
Memorial Day	May 26, 2025

DIGITAL LEARNING DAYS (from home)

November 5th

NINE WEEK GRADING PERIODS

1st Nine Weeks (45 days)	August 5 – October 8, 2024
2nd Nine Weeks (45 days)	October 9 – December 20, 2024
3rd Nine Weeks (45 days)	January 6 – March 17, 2025
4th Nine Weeks (45 days)	March 18 – May 23, 2025

SCHOOL CALENDAR: The 2024-25 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. **If your child arrives after 7:40 a.m. you must park and check your child in at the front office.** Dismissal of students begins at 2:20 p.m. Students should be picked up by 2:45 p.m. Students not picked up by 2:45 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. All students with perfect attendance will be recognized every 9 weeks. Students will also be recognized at the end of the year.

FAYETTE COUNTY PUBLIC SCHOOLS
ATTENDANCE PROTOCOL FOR UNEXCUSED ABSENCES
2024-2025

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

***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 2nd 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.

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. If your student is seated

on the driver's side of the vehicle, please wait for a staff member to come around and escort the student safely to the sidewalk.

- Cleveland students may only exit vehicles at 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 parking lot, and then wait to be directed to cross at the crosswalk. No students are permitted to cross without an adult.
- If you wish to come into the school, please drop your child off first, then park and come into the building.
- 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.

DISMISSAL PROCEDURES:

- Students staying in the Afterschool Program are dismissed at 2:20 p.m.
- Car riders are dismissed at 2:23 p.m.
- Bus riders, along with walkers and bike riders, are dismissed at 2:20 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 crosswalk 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 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. **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 1:45 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 1:45 p.m.

CAFETERIA

BREAKFAST PROGRAM: Cleveland Elementary School offers 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 \$1.75. (Adult breakfast price is \$3.00.)

LUNCH PROGRAM: Cleveland students may select from two lunch lines. Extra milk may be purchased (\$1 each). Students may not leave campus during the school day for lunch. Student lunch price is \$3.00. (Adult lunch price is \$5.25.)

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 are 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 with a credit card online at my school bucks (online payments will be assessed a convenience fee).

Students may bring lunches from home, but glass containers are not permitted. Students who bring lunch from home have the option to purchase milk. To limit classroom disruptions, students are responsible for bringing their own lunch daily.

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.

Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, Door Dash or GrubHub. Food delivered to students by outside delivery companies will be confiscated.

Please remember that only parents and immediate family members in the computer system can deliver food to students during the school day. If you need to drop off your child's lunch, you must leave it in the front office. Children will not be called down to pick up their lunch as this interrupts instruction. Your child will receive their lunch when they go to the cafeteria. This is to better ensure the security of the school as well as to minimize disruptions to the school day.

Parents bringing restaurant food to their child for lunch must stay and eat with their student. You can only bring food for your child.

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

- Lunch should take place during students scheduled lunch time.
- **Parents may dine with their students up to two days a week.**
- 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 cannot invite peer(s) to join them at the visitor 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. ***Note: Sibling lunches are charged the adult rate, not student rate.***
- ***The visiting parent or sibling may bring lunch to share with their child but may not bring food in to share with another student.***
- 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. The decision has been made 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** (\$1 for each student in the class to enjoy ice cream. A class ice cream pass 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.
- 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.
- Donate a board game**, puzzle, jump rope, ball, etc. to the classroom in honor of your child's birthday.
- Donate a plant**, seeds, or a bulb for the school garden.
- Other ideas: please check with your child's teacher and **share your ideas** so we can add them to our list.
- Balloons, flowers, etc. should not be delivered to school** to celebrate a student's birthday or special event. Written invitations to birthdays or social events outside the school should be mailed unless every child in the class receives an invitation. This policy is in effect to ensure that no child's feelings are hurt because of being left out of a special activity.

ICE CREAM: Beginning the 3rd 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 \$1. **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 ensure the safety of our students, parents, and staff, all visitors must use the main entrance to the school on Lester Road and sign in at the kiosk located in the front office. Note that a government issued ID is required. Visitors to the campus must wear an ID badge at all times. There will be no exceptions to the registration/badge policy.

When entering the front office, please do not hold the door open for anyone not in your party. We appreciate the courtesy, but it is important that our staff address all visitors before entering. Once visitors are checked in they should only visit the locations in the building that are identified upon entry. If it is necessary to visit another area, please visit the office first. Teachers and staff are not available for impromptu meetings. Please remember to check out at the kiosk before leaving the building, and make sure the door closes completely when exiting the foyer.

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 will be limited to thirty minutes and an administrator will accompany the parent during this observation.

Friends/Siblings may not visit 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. 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 we have signed authorization from 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 100.4 degrees or above. *Students with a fever (Fever > 100.4 degrees For 38.0 degrees Celsius*) should stay home until there is NO fever and they are symptom free for at least 24 hours (without the use of medicine that reduces fevers).***

Refer to medication policy in the “Student Code of Conduct” for additional information.

DISCIPLINE

The faculty and staff strive to establish a positive school climate. Cleveland Elementary is a place where students are taught guidelines to live successfully with others, where students are encouraged and recognized, and where natural or logical consequences for conduct are consistent and fair. The Fayette County Student Code of Conduct will be issued to all students/parents. Parents should read the Code of Conduct with their child(ren) in order to help them to understand the document. As per Fayette County Board of Education policy, there will be no corporal punishment. When it is necessary to impose discipline, school administrators and teachers will follow an age-appropriate progressive discipline process.

The use of consistent school-wide positive behavior expectations encourages children to make responsible choices for their personal behaviors. Every staff member will monitor student behavior throughout the school setting. Cleveland Elementary is a Leader in Me and PBIS (Positive Behavior Interventions and Support) school.

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 ensures 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.

GRADING/REPORT CARDS:

The Fayette County Schools operate on the semester system; each semester is divided into 2 nine-week grading periods. All students, grades K-5, receive a report card every 9 weeks. Please utilize **Infinite Campus** to monitor student grades as well as attendance, lunch account, and ASP information.

Kindergarten--GKIDS Plus IC

Fayette County Schools will utilize the GKIDS platform to report student performance for each 9 week period. GKIDS consists of big ideas and learning progressions and these allow teachers and parents to have a common understanding of expectations of knowledge and skills a student needs to be prepared for first grade. In addition, kindergarten students will receive an Infinite Campus Report card which includes attendance, performance in Specials and teacher comments.

First Through Third Grades--Standards Based Report Card

The reporting scale for core content areas: English Language Arts, Mathematics, Science and Social Studies consists of 4 performance levels. Students in 1st-3rd will not receive a traditional progress report at the 4 ½ week mark.

- 4.0--Exceeding proficiency of the standard
- 3.0--Meeting proficiency of the standard
- 2.0--Developing proficiency of the standard
- 1.0--Beginning to demonstrate an understanding of the standard

* Not Formally Assessed

4th/5th Grade--Report Card

Students in 4th and 5th grades will receive numeric grades for academic subjects.

Scale	98-100	93-97	90-92	88-89	83-87	80-82	78-79	73-77	71-72	70	69 less
Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F

Other Codes for All Elementary Grades

Used in Specials (Art, Music, PE and Technology) and Learning & Life Skills

S - Satisfactory

NI - Needs Improvement

Report Cards

Reporting Period	Type of Report	Date Sent Home
1st 9 week period	Report Card	October 16
2nd 9 week period	Report Card	January 13
3rd 9 week period	Report Card	March 24
4th 9 week period	Report Card	May 30

STANDARDIZED TESTING: The following standardized testing is scheduled for the Fayette County Schools for the 2024-25 school year: Georgia Milestones End of Grade (EOG) (Grades 3-5) April 21 - May 5, 2025

SCHOOL-WIDE 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 later than the Friday prior to your reservation. 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 are invited to participate with parent permission 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. Students qualify for EIP by meeting state eligibility requirements. EIP teachers work with groups of students to help them learn the skills necessary to be successful in reading and/or math.

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

FIELD DAY: The physical education teachers coordinate a day of special activities for each grade level in the spring.

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 them. 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 canceled.

- Field trip payments are nonrefundable.
- Participation in field trips may be denied due to chronic discipline concerns.
- Siblings are not permitted to go on field trips.

CHAPERONES FOR FIELD TRIPS: Before volunteering or chaperoning a field trip, parents are required to view the mandatory Child Abuse Reporting Video and complete and submit the verification form to the front office. Both the video and verification form are available on the Cleveland Elementary website. REMINDER: Students must ride school bus transportation to and from the field trip, and may not be checked out from the field trip location.

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 an appreciation for literature. Policies and procedures for using the media center and its materials will be outlined by the media specialist and classroom teachers.

MULTICULTURAL: Throughout the school year we focus on various cultures that are represented in our school.

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, other health impairments, emotional behavior disorders, speech language disabilities, etc. are provided services by a special education teacher. In order to be placed in a program, students must have gone through the response to intervention process, been referred, evaluated, and staffed into the program through an 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.

Multi-Tier System of Supports

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.

Multi-Tier System of Supports (MTSS) 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 MTSS, 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 MTSS 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 Standards of Excellence (GSE) 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 (Systematic 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.

Cleveland Elementary Media Center

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

MEDIA CENTER HOURS: The Media Center is open for check out and book return 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 needed 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.

LESSONS: Instructional lessons are provided by the media specialist for Pre-K through 5th 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 SKILLS AND PRACTICE: A student in K and 1st 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 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.

Student Chromebooks

All students in grades 3rd - 5th will be assigned a Chromebook for instructional purposes at the beginning of the school year. This Chromebook will remain the student's sole responsibility for the life of the device or until the student transfers out of the district. The student will be responsible for transporting the device back and forth from home to school daily, charging the device nightly, and following all protocols as spelled out in the FCBOE User Agreement located in the Student Code of Conduct. In the event of any technical issues, damage, or general questions please contact the school technology specialist, Marie Roberson at: roberson.marie@mail.fcboe.org.

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 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 preschool 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 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 MAY NOT BE GIVEN OUT AT SCHOOL UNLESS EVERY CHILD IN THE CLASS RECEIVES AN INVITATION.** This policy is in effect to ensure that no child's feelings are hurt because of being left out of a special activity.

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.

COMMUNICATION

Communication between parents and teachers is valuable in establishing a positive relationship focused on student success. Weekly communication folders will be sent home on Thursdays. These will include important school communications, permission slips and graded student work. This school year we are excited to continue utilizing Parent Square. This will enable us to use a more streamlined system of communication between school and home. If you wish to contact your child's teacher, please use Parent Square. Teachers are not permitted to provide parents with their personal cell phone numbers. It is our goal to respond to all messages within 24 hours. School-wide Crocodile Chronicle will be sent out every Friday afternoon with important information and upcoming dates.

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 video games, electronic devices, Pokémon toys, yo-yos, trading cards, 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 if a parent comes to the office to pick them up.

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. Approved 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. There are two locations for lost and found- outside of the media center as well as inside the recess door. Reminders will be published periodically on the Chronicle, asking parents to check the lost and found box. Articles not claimed will be sent to charitable organizations periodically during the year.

SUPPLIES: Teachers will provide a list of suggested school supplies at the beginning of the school year.

MEMOS TO PARENTS: From time to time, Homeroom Parents, or PTO committee chairs 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. All communications will go home in folders on Thursdays.

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 and 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 the 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, picture fees, etc. Please be aware that a third party, Envision Payment Solutions, charges a \$30 fee for all returned checks plus the amount of any and all bank fees. 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/evening extracurricular activities.

CELLPHONE & SMART WATCHES

All student cell phones and other communication devices should be silenced and kept in the student's backpack at all times during school hours and ASP. Activity trackers and smart watches should not be connected to cellular networks or the school WiFi. Students should not use smart watch devices to text/talk during the school day. Any personal electronic device that interferes, distracts or interrupts classroom instruction will be confiscated and held in the front office for parent pickup.