



*Parent/Student
Protocol Procedure
Handbook*

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FROM THE PRINCIPAL'S OFFICE

Greetings and Welcome,

I am incredibly excited to begin my fourth year as the Proud Principal of Fairington Elementary, "Where Panther PRIDE is Intensified. This promises to be a year filled with golden opportunities for all of our students as we continue to strive to **"Set the Standard for Educational Excellence"** and find opportunities to be even better than we have been before!

The theme for the **2018-2019** school year is, **"Fairington Elementary.....Together We Rise!"** We embark on this journey with a pledge that this will be a year of Accountability. All stakeholders (parents, students, and teachers) will be held accountable for raising student achievement for all students and to prompt and support school improvement needs where necessary because it truly takes a Village.

We are committed to providing our students many opportunities both inside and outside of the classroom. Therefore, we invite and encourage students and parents to work in partnership with us to seize these opportunities. Parents, we want, we need, and we value your involvement and support in your child's education. Your active participation is key to the success of your child(ren) and Fairington Elementary.

It is my pledge that we will remain committed to improving all areas (test scores, student discipline, attendance, community involvement, communication and campus beautification) at Fairington Elementary. The mission of Fairington Elementary School in partnership with staff, parents and community is to provide educational experiences that will enable students to become college and career ready citizens able to compete in a global society. I remain confident that by operating as a Professional Learning Community, we will achieve excellence together and successfully set the educational standard at Fairington Elementary School.

As always, thank you for your continued support.
In Partnership.

Dr. Walter L. Burke, Jr., Principal

"I Am, You Are, We Are...Fairington Elementary!"

Daily Schedule

7:00 a.m. – 7:30 a.m. Building opens/Breakfast

7:00 a.m. – 7:45 a.m. - School Day Begins with Morning Enrichment/Morning Meetings

7:35 a.m. Morning Enrichment ends/ Morning Announcements Begins

7:45 a.m. – Instructional Day Begins

2:10 p.m. -2:15 p.m. – Afternoon Announcements/Dismissal

2:30 -3:00 p.m. - Afternoon planning, tutorial, and conference time for teachers

ABSENCE FROM SCHOOL

Regular attendance is critical for your child's success. According to the state law of Georgia, all absences shall be classified as unexcused except for the following reasons:

Illness; death in the family (mother, father, student's siblings, grandparents); religious holidays; instances which attendance could be hazardous as determined by the DeKalb County School System; service as a Page in the legislature.

The first day a student returns after an absence, there must be a written excuse from the parent or guardian stating the reason for the absence. If the absence was for three or more consecutive days, a doctor's note must be presented. **In the case of a rash or any contagious illness, the note from the doctor must state that the child is no longer contagious and able to return to school, for the protection of the other students.** This information will be kept on file.

Students must be present until 11:15 A.M. to be counted present for the day. Likewise, students checked in school after 11:30 A.M. will be counted absent for the day. This does affect perfect attendance.

NOTE: NEW STATE LAW

State law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A 20-2-690.1 (a)) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$1,000.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A. 20-2-690.1 (b)).

The State of Georgia law mandates that parents comply with compulsory attendance laws. The law below pertains to parent/guardian consequences for not complying with student attendance laws.

Any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A 20-2-690.1 (a)) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absences shall constitute a separate offense (O.C.G.A. 20-2-69-.1(b))

Penalty may range from detention to expulsion. After five (5) unlawful absences or truancy days, chronic offenders must be referred to appropriate resource personnel.

- *1 absence, the homeroom teacher will make a call to the parent or guardian.*
- *3 absences, a letter will be sent home informing the student and parent/guardian of the number of absences and the attendance policy. In addition, a counselor's referral will be filed.*
- *4 absences, a referral will be made to a social worker that will make contact and provide formal feedback to the Principal. An administrator will contact the parent or guardian by phone and in writing. A parent conference must be held.*

Academic work missed due to lawful absences can be made up when the student returns to school. Please note that excused absences are only those absence defined as lawful absences.

ALL ABSENCES ARE UNEXCUSED UNLESS A WRITTEN EXCUSE IS PROVIDED BY THE PARENT /GUARDIAN UPON STUDENTS RETURN TO SCHOOL.

Student will be consider absent when checked out of school before 11:30 a.m. Since a significant portion of the school day has been missed, students checking in school after 11:30 a.m. are will be considered absent for that school day. Please talk with your child about the necessity for school attendance. If you have any questions, please contact our school counselor at (678) 676-8702

Academic Dishonesty

All students are required to complete their own work. Students who are caught cheating, sharing individual assignments, or plagiarism, will receive a grade of zero (0) on the assignment and the parents will be notified. Students will not be able to make-up assignments or tests where cheating has occurred. Also refer to Student Code of Conduct.

Accidents of Students

First aid supplies are available in the clinic. In the event of a student emergency or an accident on the grounds or in the building, the following steps are to be followed:

1. Staff will notify the front office immediately
2. The teacher or principal/designee will contact the parents
3. Parents will make the decision on student's transportation to the hospital
4. If necessary, the principal/designee will make the decision to call 911
5. Referring staff member will complete an Accident/Incident Report

After School Programs/Activities

Fairington Elementary does not have an after school program onsite. Upon approval, information will be sent home regarding registration and guidelines.

Awards

Our school believes in recognizing students for the various accomplishments. The First Semester Academic Awards will be presented in January and the Second Semester Academic Awards in May. An invitation will be sent inviting all stakeholders. The following awards will be given:

- **Principal's List**

All A's in core subject areas and special area classes and all S's in work-study habits and conduct.

- **Honor Roll**

Any combination of A's, B's and S's in core subject areas and special area classes and all S's in work study habits and conduct.

- **Academic Recognition**

Any combination of A's, B's and S's in core subject areas and special area classes and N's in conduct.

ACADEMIC RECOGNITION

Students who demonstrate above average performance will be honored by being placed on the Principal's List or Honor Roll. Principal's List criteria includes ALL A's, S's, or E's and satisfactory conduct. Honor

Roll List criteria includes: A's B's, S's, or E's and satisfactory conduct. Awards/Honor's Day Programs will be held in January 2019 and in May 2019

AFFIDAVITS

Affidavits must be completed each semester year. Affidavit requirements include:

- Notarized by a notary public prior to coming to the school.
- Parent must provide a piece of official business mail addressed to the parent(s)/legal guardian(s) at the address listed on the Affidavit of Residence
- Must provide photo ID

Residence owner must complete page 4 of affidavit in the presence of a school official.

The residence owner must provide a photo ID, apartment/house lease rental agreement or mortgage deed and current utility bill (gas, electric or water in their name).

MORNING DROP OFF PROCEDURES

Parents must drop students off in the parent pick up area outside the cafeteria from 7:00 a.m. - 7:45 a.m. Parents must come into the front office to sign students in if they arrive after 7:45 a.m.

A parent must check in all students arriving to school after 7:45 a.m.

Note: All students arriving after 7:45 a.m. are considered late to school.

Early Check-Out Procedures

Early check out ends at 1:50 p.m. each day. This helps to maintain order during dismissal.

School bus rider dismissal will begin at 2:15 p.m. For the safety of our students, walkers will be dismissed once all buses have left the campus. Car rider pickup will follow once all bus lanes are clear of buses and students.

AGENDA PLANNER

An agenda is a means of communication between teachers and parents. Students will use the agenda/planner (a composition notebook is acceptable) to write down their homework assignments and other notes related to their schoolwork. Teachers will use the agenda planner to communicate student behavior, academic progress, and content standards that are being taught in the class. **The effectiveness of the Fairington's Agenda Planner rest on each teacher, parent and student working together**, please assist us with making the agenda planner worthwhile by checking your child's agenda each day and initial/sign in the box for parent signature.

ARRIVAL TO SCHOOL

Children should NOT arrive at school before 7:00 a.m. There is not adequate supervision before 7:00 a.m. School officially begins at 7:45 a.m. each morning. Breakfast will be served from 7:00 a.m. to 7:30 a.m. The school will contact the parents of students that are on campus before 7:00 a.m.

School Schedule

The daily schedule for the school year is as follows:

7:00 a.m. – 7:30 a.m. Building opens/Breakfast

7:00 a.m. – 7:45 a.m. - School Day Begins with Morning Enrichment/Morning Meetings

7:35 a.m. Morning Enrichment ends/ Morning Announcements Begins

7:45 a.m. – Instructional Day Begins

2:10 p.m. -2:15 p.m. – Afternoon Announcements/Dismissal

2:30 -3:00 p.m. - Afternoon planning, tutorial, and conference time for teachers

Note: Early checkouts disrupt the learning environment for all students in the class. We do not dismiss students for early release after 1:50 p.m. Teachers are giving end of the day instructions and early checkout disrupts the end of the day procedures. If you need to check your child out of school after 1:50, please notify the front office (emergency purpose only) and your child’s teacher in writing and , your child will then be sent with car-riders, which is the first group dismissed at 2:15 p.m.

Birthday Celebrations

Birthday celebrations are not permitted during the instructional day. Birthday parties, whole cakes, homemade baked goodies, treat bags, gift bags, gifts, ice cream, pizza, balloons, floral gifts and deliveries, etc. are strictly prohibited.

Parents are allowed to bring store bought cupcakes during their child’s lunch period only. If you miss your child’s lunch period, the “cupcake celebration” will have to be re-scheduled during the next lunch period the following day.

If you would not like for your child to consume edible treats from parents due to dietary restrictions, religious beliefs, etc. please communicate your restrictions with your child’s teacher. Again, please do not bring or send balloons or stuffed animals to the school, as they are distractions to students in the classroom. Parents are not allowed to bring homemade treats, whole cakes, gift bags, birthday decorations, tablecloths or balloons.

BREAKFAST

All students eat free.



Bus Transportation

School bus transportation is provided for all students who reside at least one mile from the school. Bus schedules will be available in the office during the school year or on-line at www.dekalb.k12.ga.us.

Students are to ride only on their assigned bus. They cannot decide to ride sometimes and walk sometimes. The same rules of good conduct that are expected in school are also expected on the bus and at the bus stops. Violations can result in having bus privileges suspended. Students are to stay out of neighborhood yards at bus stops and on the walk to and from school. ***ALL transportation changes must be made in writing. Changes during the school day must be faxed to (678) 676-8710 by 1:00 P.M. If the change is not in writing, the child will go home their regular way.***

BUS CONDUCT

The DeKalb County Department of Transportation publishes the Rules of Conduct and Safety Procedures for Students. Our major concern is safety and welfare of all children on the bus. This safety depends on

orderly behavior and any child who interferes with the safe transportation of students will be subject to suspension from riding the bus. We appreciate the cooperation of parents and children in helping maintain these standards.

Rules of Conduct and Safety Procedures for Students

School Bus Safety Rules:

1. Students will follow the directions of the driver.
2. Students will wait in an orderly line and avoid playing.
3. Students will go directly to an available or assigned seat when entering the bus. Students will remain properly seated and keep hands to themselves.
4. Students will not eat, drink, chew gum, or bring glass objects, nuisance items, animals, tobacco, alcohol, drugs, weapons, cell phones, mirrors, lasers, flash cameras, or any other lights or reflective devices that does or might interfere with the school bus driver's operation of the school bus. Electronic devices such as, but not limited to, cellular phones, pagers, audible radios, tape or compact discs without headphones or any other device that may interfere with the school bus communications equipment or the school bus driver's operation of the school bus are prohibited (OCGA 20-2-751.5).
5. Students will refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
6. Students will not extend head, arms, or objects out of the bus windows.
7. Students will be totally silent at railroad crossings.
8. Students will stay seated until time to get off the bus.
9. Students will help keep their bus clean and in good, safe condition.
10. Parents are not allowed to board the bus.

Consequences for Misbehavior

- 1st offense – 1- 3 days bus suspension
- 2nd offense 3-5 days bus suspension
- 3rd offense – 5-10 days bus suspension with the petition to not ride for the remainder for the semester due to unsafe actions.

Bullying Information

Taken from the: from the DeKalb County School District Code of Student Conduct

State law prohibits bullying. State law mandates a discipline hearing after the third incident of bullying with referral to an alternative school setting upon a finding of guilt (O.C.G.A. 20-2-751.4 and 20-2-145.

The DeKalb County School District **WILL NOT TOLERATE** bullying and other forms of harassment and, therefore reserves the right to punish students after the first incident and upon a finding of guilt.

Such punishment may include suspension, expulsion, or a referral to an administrator, teacher, counselor or other staff member by using the complaint procedures indicated below or by calling **1-877**

SAY-STOP. Students, parents/guardians and other stakeholders may report incidents of bullying.

Cyber-bullying, using school equipment, school networks, and e-mail systems is strictly prohibited.

Car-Riders

Students who do not walk home, ride a bus, or are picked up from school by a nursery van are considered car-riders. Car-riders will be released from a designated location each day. Parents of kindergarten students must be picked up by a parent/guardian each day from a specified location. Parents of 1st-5th grade students are required to place a car-rider on dashboard, so it is visible through the front passenger side windshield of the vehicle when picking students up in the afternoon. Students will be dismissed when their name is called by duty personnel. If the parent/guardian loses/forgets the car-tag, he/she will be asked to go to the front office and show identification. The person picking the students up **must** be listed on the child's approved pick-up list by the registering parent or guardian. Parents are required to

remain in their vehicle during the car-rider dismissal process as a safety precaution.

Cell phone use/students

Students are not allowed to use personal cellular phones during the school day. This includes talking on the phone, calling on the phone, sending or receiving text messages and using the camera of the phone. Cell phones may be confiscated if students are caught using their cell phones during the school day. The phone will only be returned to the parent. If a cell phone is in the possession of a student, the school is not responsible for lost, stolen, or damaged cell phones.

Child Custody Issues

Child custody issues are handled through the court. The appropriate documentation must be provided for visitation, check out of students, and to release information pertaining to students. **As information changes, the legal guardian must update all information on the student's emergency information card and online in Parent Portal.** It is vital that the school be notified as soon as possible when any changes in the family relationships occur which affects the custody of a child permanently or temporarily.

The Probate Court of DeKalb County may grant guardianship. The contact number for Probate Court is 404-371-2892. The website is www.gaprobate.org. Parents/guardians may download forms and other information.

Guideline for Classroom Observation

By Parents or Legal Guardians

1. The DeKalb County School District is an open system and encourages parent participation and involvement.
2. To insure safety of all students, parents must sign in at the front office upon arrival at the school.
3. Parental visits should not be for the purpose of "monitoring" a teacher and generally should not exceed thirty minutes in length. If the parent has questions regarding the competence of a teacher, this matter should be properly addressed with the principal who may request an instructional coordinator to conduct an evaluation.
4. When appropriate, the principal may choose to sit with the parent during the visit.
5. If at any time during a visit the principal considers the parent's activities to be other than in the best interest of the students being served, he/she may terminate the visit.
6. To maintain an optimal learning environment, parents should arrange classroom visits with the office in order to avoid testing days, field trips or other similar preplanned group activities.
7. While visiting in classrooms, parents should limit activities that might distract students, such as walking around the room, talking to the teacher or students during class or talking on a cell phone. The rights of all students to privacy and to a proper learning environment must be strictly observed.

Clinic/Health Care Worker

The mission of the clinic is the delivery of general clinical health services to students.

Functions and duties are as follows:

- ✚ Provide emergency care of sick and injured students
- ✚ Notify parents of sick/injured children.

- ✦ Provide basic first aid to students following school system and American Red Cross guidelines.
- ✦ Assist students in taking medications following school system guidelines.
- ✦ Maintain clinic records, clinic site and clinic logs.
- ✦ Maintain clinic supplies, inventory of supplies and ordering of supplies.
- ✦ Perform necessary health-related procedures when designated by the principal and properly trained to do so.
- ✦ Communicate with principal and coordinating nurse on matters pertaining to health concerns in the school
- ✦ If medication approval is received from doctor's office, ALL medication will be kept in the nurse's office.

Children showing evidence of illness may not remain in school. Any child who becomes ill at school will be sent to the nurse's office to contact parents for pick-up. It is an absolute necessity that we are able to contact a parent during the school day. If this is impossible, please provide the school with at least two emergency numbers of someone who can pick up your child. The emergency contact person



(s) should be listed on your child's registration form and information card. *Please make the school aware of changes in important phone numbers as soon as they occur.* If your child is injured at school, we will make him/her as comfortable as possible and call the parents immediately. If you cannot be reached, we will attempt to contact the emergency numbers that you have listed on the emergency information card.

Collection of Money

Faculty or parents shall not collect money for any reason without the knowledge and consent of the principal. This includes clubs, holiday parties, and field trips. Cash and money orders are the preferred methods of payment for all events and activities.

CHANGE IN FAMILY RELATIONS

It is vital that the school be notified as soon as possible when any change in family relationships occurs which affects the custody of a child either permanently or temporarily. Guardianship and parental rights changes must be documented through family courts. Please make sure that the school has **CURRENT TELEPHONE NUMBERS** where the parent can be reached at any given time. Please provide a work number, and/or a cell numbers if applicable.

CHECKING STUDENTS OUT

Parents should make dismissal arrangements with their children prior to the beginning of school each day. **EMERGENCY** changes can be handled through the school office. Students who are checked out before 11:30 a.m. are considered absent and students who are checked in after 11:30 a.m. are considered absent. Only legal guardian and/or persons listed as emergency contact will be allowed to check out students with a proper State ID. No children can be checked out after 1:50 p.m., due to materials and supplies that need to be given out and taken home each day. If your child has a doctor's appointment he/she needs to be checked out before 1:30 pm. **All students must be checked out in the front office, please do not check or remove a child from the classroom. We verify the guardianship of all parents. THE MAIN OFFICE SECRETARY WILL CALL FOR THE STUDENT.**

CLASSROOM VISITATION

Fairington Elementary welcomes parents to visit in their children's classrooms with a 24 hour prior notice. We encourage you to visit your child's classroom to observe. Your firsthand experience in the classroom can help you understand our need for your support. While observing in the classroom, please be aware that you cannot interact with the teacher or the students. An observation is watching the

children learn.

We ask that all visitors abide by State Law and sign in at the front office or the Parent Resource Center and obtain a **Visitor's Pass** so that we may monitor who is in the building at all times. Also, visitors and parents are asked to limit their visit to no more than 30 minutes at any one time so as not to disturb the classroom instruction or environment. No small children will be allowed in the classroom during observation time. This is a safety precaution to protect the children. **Please note that parent visitation is not the time for parent conferences.** Adults are encouraged to come by and have lunch with their children whenever they can. Adult lunches are \$3.00.

GUIDELINES FOR CLASSROOM OBSERVATION: By Parents or Legal Guardians

1. The DeKalb County School System is an open system and encourages parent participation and involvement.
2. To assure safety of all students, parents must sign-in at the front office upon arrival at the school.
3. Parental visits should not be for the purpose of “monitoring” a teacher and generally should not exceed thirty (**30**) minutes in length. If the parent has questions regarding the competence of a teacher, this matter should be properly addressed to the principal who may request an instructional coordinator to conduct an evaluation.
4. When appropriate, the principal may choose to sit with the parent during the visit.
5. If, at any time during a visit, the principal considers the parent’s activities to be other than in the best interest of the students being served, he/she may terminate the visit.
6. To maintain an optimal learning environment, parents should arrange classroom visits with administration or designee no less than 24 hours in advance. This is required in order to avoid testing days, field trips or other similar preplanned group activities.
7. **While visiting in classrooms, parents should limit activities that might distract students, such as walking around the room, talking to the teacher or students during class. The rights of all students to privacy and to a proper learning environment must be strictly observed.**

Parents are always welcome to visit their child’s class or volunteer in the school! If you would like to volunteer, please complete a Fairington Elementary volunteer form and training course. See the staff in the front office for more information.

CODE OF STUDENT CONDUCT

The atmosphere of a school must be conducive to learning. A student’s appearance can positively or negatively impact the climate of a school. Students must adhere to DeKalb School System dress code requirements. Students who fail to comply with the DeKalb County School System dress code requirements, as enumerated below, may be charged with Offense #25 –Student Dress Code Violation. ***Please note that students are expected to wear school uniformed colors Monday—Friday.**

*Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements. Clothing or jewelry that disrupts the educational process or endangers the health or safety of other students, staff or visitors is prohibited.

*The wearing of clothing, insignia, symbols, or adornments worn or carried on or about a student which promote gangs, the use of controlled substances, drugs, alcohol, or tobacco is prohibited.

*The wearing of clothing which shows offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, or words or phrases that

are derogatory regarding a person's ethnic background, color, race, national origin, religious belief, sexual orientation, or disability is prohibited.

*The wearing of pants below the waist line, bare midriffs, halter tops/tank tops, tops/blouses revealing cleavage, short shorts, net/see through garments, flip-flops, between-the-toe shoes without heels, bedroom shoes, or other footwear that interferes with freedom of movement and dresses, pants, or skirts with high splits is prohibited.

CONFISCATED ITEMS

Items that will be confiscated from students include (but are not limited to) the following items:

Candy	Trading Cards	Hand-held games
Portable Walkman	I-Pods	Cell phones
Headphones	Toys	

These items tend to disrupt instruction and/or are high risk for theft. The teachers will collect and store them. However, the school assumes no responsibility for these items. Please do not allow your children to bring expensive toys, electronics and collectibles to school.

Crossing Guards assist children walking to and from school. They are stationed at intersections near the school. Parents should make arrangements for their children's safety when guards are not on duty.

CROSSING GUARDS

The school has no jurisdiction over this person. If you have any questions concerning the crossing guard, please call the Department of Public Safety.

Daily Schedule

Schedules are grade specific and will be posted outside each classroom door.

Deficiency Report

When it becomes apparent that a student is not achieving up to his/her potential or is in danger of failing, a Deficiency Report with Plan for Remediation will be sent home to the parent or guardian. Parents are strongly encouraged to request conferences with teachers to discuss ways to remediate poor grades.

Classroom Detention

Classroom Detention may be given to student after school from 2:30 – 3:15 P.M. Parental permission ***must be received*** in writing and parents should be given 24 hours' notice prior to students serving. Students are ***never*** to be left unsupervised during classroom detention.

Discipline

Students do not have the right to interfere in any way with others rights to learn. The administration and faculty will make and enforce such rules as necessary for the efficient operation of the school. The primary responsibility for the conduct of the student rests with the parents. In addition, proper conduct will be expected at all school related and sponsored activities (assemblies, field day and field trips.) A uniform discipline policy is followed in DeKalb County and is outlined in the Student Rights and Responsibilities Handbook. Each student will receive a copy of this brochure and sign indicating he/she received it. Classroom expectations are unified throughout the building so students know what their

behavior should be at all times.

1st Offense

Warning to student

2nd Offense

Conference with Student & Note Sent to the parent/guardian

3rd Offense

Telephone Conference with the parent/guardian

4th Offense

Reminder/Warning to student the student and written communication with parent

5th Offense

Mandatory Parent/Teacher
Conference

6th Offense

Office Referral to Administrator- There will be situations where these steps cannot be implemented such as fights, blatant disrespect, threats, and/or acts of bullying. Students are expected to cooperate in maintaining cleanliness in the classroom, lunchroom, halls, restrooms, and on the playgrounds. Proper care must also be used on school furniture and equipment. There will be no chewing of gum or candy in the school unless provided and monitored by staff. A student will be expected to make financial restitution for the deliberate destruction of school property.

School-wide rules are as follows:

1. Listen and follow directions the first time given.
2. Running or talking in the hallway is not permitted.
3. Raise your hand and wait to be called on.
4. Keep your hands and feet to yourself.
5. Respect others, yourself, and property.

DRESS CODE

School Uniforms are encouraged to ensure a uniformed color dress code school. Students at Fairington Elementary will wear school colors/uniforms Monday through Friday. We expect students to take pride in their appearance. We respectfully encourage all students to wear school uniforms daily Monday – Friday. A student shall be required to show proper attention to maintaining personal cleanliness, neatness, and appropriate standards in dress and appearance that are not disruptive of the educational process.

The following dress code is encouraged to be worn at Fairington Elementary:

1. **Tops:** Hunter Green, Yellow, Navy Blue
2. **Styles:** Collared/Polo Shirts, Button Down Shirts and blouses,
3. **Bottoms:** Khaki and Navy Blue Preferred (Any color will be accepted)
4. **Styles:** Skirts, Shorts, Skorts, Pants and Jumpers. All shorts, skirts, skorts, and shorts can only be 4 inches above the kneecap.
5. Hair is to be clean and neat. Students are not allowed to have grooming aids or make-up out in the classroom.

6. While inside the building, students are not to wear sunglasses, (shades) on the face or head or around the neck.
7. Neither males nor females are to wear hats on their head or around their neck. Headscarves, hair nets, stocking caps, sweat bands, combs, picks and hair curlers are not permitted. (Religious Exceptions).
8. Belts must be buckled, sashes tied, straps strapped, and suspenders properly worn.
9. Shoes are required at all times.
10. Pants must be worn at waist level. **Pants cannot be worn low on the hips.**
11. All tapered shirts must be tucked inside, unless the shirt can be considered a jacket.

The following are not permissible as part of Fairington Dress Code:

Shoes: Flip flops, thong sandals, furry slippers, hee-lies, mules and sandals without straps are not allowed at any time. (Student's heel must be secured in the shoe).

The atmosphere of a school must conducive to learning. A student's appearance can positively or negatively impact the climate of a school. Students must adhere to DeKalb County School District dress code requirements. Students, who fail to comply with the DeKalb County School District dress code requirements, as enumerated below, may be charged with Offense #25- Student Code of Conduct (see page 28)

- Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses or other similar requirements.
- Clothing or jewelry that disputes the educational process or endangers the health or safety of other students, staff or visitors is prohibited.
- The wearing of clothing, insignia, symbols, or adornments worn or carried on or about a student which promote gangs, the use of controlled substances, drugs, alcohol or tobacco is prohibited.
- The wearing of clothing which shows offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature a sexual nature , or words or phrases that are derogatory regarding a person's ethnic background color, race, national origin, religious belief, sexual orientation , or disability is prohibited.

The wearing of pants below the waist line, bare midriffs, halter tops/tank tops, blouses revealing cleavage shorts, net/see through garments, flip-flops, between-the-toe shoes without heels, bedroom shoes, or other footwear that interferes with freedom of movement and dresses, pants, or skirts with high splits is prohibited. Note: Students/Parents are urged to review local school handbooks for any additional requirements related to student dress.

STUDENT DRESS CODE VIOLATIONS- Consequences for dress code violations will be determined by an administrator.

Emergency Procedures

Fire safety and tornado drills are held during the year according to the school's safety plan. Teachers will instruct their students on the procedures to be followed during fire and tornado drills. Students are carefully evacuated from the building during the fire drill. Students are

escorted to a designated safe place in the halls during a tornado drill. All DeKalb County Schools have Emergency Preparedness Plans, which deal with various types of emergencies. These plans are followed in the event of other emergencies.

ELECTRONIC DEVICES/TOYS

Students may not use electronic communication devices during instructional time and non-instructional time on school property or on school buses. Items such as CD players, tape recorders, MP3 player, iPods, cell phones, toys, etc. are not allowed at school. Any electronic device or toy will be taken up, logged and filed in the school vault and returned to parents. Neither the school nor school personnel will be responsible if items are damaged, stolen or lost. Cell phones are prohibited.

EXTRACURRICULAR ACTIVITIES/CLUBS

Fairington Elementary will offer several opportunities throughout the school year for students to participate in after school activities and clubs. Permission slips will be sent home. It is the parent’s responsibility to arrange transportation for students **prior** to them staying after school. If the student is not picked up on time – he/she may forfeit the opportunity to participate in future extracurricular activities. Parents must complete a club registration application. **The club registration application is not complete until the parent has paid a \$5.00 PTA membership fee.**

Students with excessive disciplinary infractions will disqualify themselves from extracurricular activities and club participation. Students must wear uniforms to be eligible for club participation.

FERNBANK SCIENCE CENTER FIELD TRIPS

Students will be scheduled for several trips to Fernbank Science Center throughout the year. Parents will be notified in advance of scheduled trips are a total program, each grade given the to participate In the event is a constant is disruptive, may be an classroom

the trip. Field part of the instructional Students at level will be opportunity in field trips. that a student disruption or consistently the student assigned to alternative when his/her class is on a non-Fernbank field trip.

# of Offenses	Actions of the School
1 st Offense	Verbal Reprimand and Contact Parent
2 nd Offense	Requirement Parent Conference or Parent Shadow
3 rd Offense	Contact Parent, Conference and Local Formal Hearing which may result in up to ten (10) days Out of School Suspension (OSS), Local School Probation and/or parent attend classes with student in lieu of OSS. Chronic violation of this expectation will result in the charge of #19a-Repeated Violation of School Rules and a possible referral to an alternative setting upon a finding of guilty by the Student Evidentiary Hearing Committee.

advance of scheduled trips are a total program, each grade given the to participate In the event is a constant is disruptive, may be an classroom

Field trips are scheduled to various places, including the Fernbank Science Center (Forest and Planetarium) and require signed permission from the parent. Field trips are an important part of the total instructional program. We want all children to participate in these trips. No child will be denied a trip due to lack of funds. **ALL CHILDREN MUST HAVE A PERMISSION**

SLIP TO GO ON A TRIP. STUDENTS WHO DO NOT BRING IN A PERMISSION SLIP WILL REMAIN AT SCHOOL. Students not going on the field trip will remain at school and participate in alternative assignments. This will not affect the student’s grade.

Fees

Fees are assessed based upon the activity schedule. Fees can be assessed for the following:

- Clubs and Organizations
- Lost Textbooks and/or Library Books
- Field Trips
- Fifth Grade Dues
- PTA Events
- Fundraisers

Field Trips

Educational field trips have a place in the instructional program. They must relate to the Georgia Performance Standards, and be approved by the administrative staff.

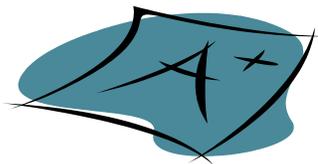
Fernbank Science Center trips are free and are an extension of the DeKalb County School Curriculum. There is a special permission form for Fernbank trips covering the entire year; the parent or guardian signs this form during registration.

There is a fee for all other field trips that are planned outside of the school which include but not limited to: Fox Theatre, Georgia Aquarium, Zoo Atlanta, Fifth grade trips etc. **Field trip tickets are paid for in advance and unfortunately no refunds can be given after tickets have been purchased.**

FIELD DAY

Field Day is an exciting activity for our students and staff. Field Day will be held in May for (Pre K—5th grade). We are asking that parents volunteer to assist during field day and donate refreshments. Please note that field day is a privilege—not part of the required curriculum. Thus, students who consistently exhibit inappropriate behaviors during the last two months of school may be excluded from field day activities. Please volunteer during Field Day.

Grading Policy



Evaluation of each student's progress will be based on an average of daily grades, tests, projects, reports, class participation and homework. Final grades will be determined using the DeKalb County scale. Listed below

are the percentages to be used for assessing all students.

Grading Scale:

100-90	A
89-80	B
79-71	C
70	D
Below 70	F
E	Excellent
S	Satisfactory
N	Needs Improvement

I Incomplete
U Unsatisfactory

The DeKalb School System Grading Scales is below:

- Grading Weights: Class work = 40%
- Tests and Quizzes = 30%
- Projects = 25%
- Homework = 5%

Hall Passes/Rules

All students moving through the halls except when moving with a class will be issued a hall pass. Students without hall passes are sent back to class. Students are expected to remain quiet in the halls, walk to the right and respect the learning environment at all times. Teachers assign student buddies for students transitioning throughout the building.

Harassment

Harassment is a form of misconduct, which undermines the integrity of the school environment. It refers to behavior, which is not welcomed, offensive and interferes with the learning process. There are specific consequences for harassment in the DeKalb County Code of Student Conduct.

Health and Physical Education

Physical education and health are an integral part of the instructional program. All children are required to participate unless a doctor's excuse or statement is received and turned into your child's teacher. A daily note will be satisfactory for up to three consecutive days. After that time, a doctor's statement is required. County and state requirements state that all students must receive 30 hours of health per school year.

Field day is an annual occurrence at Princeton and a time for our students to enjoy healthy competition with their peers and parents. ***Students from other schools are not allowed to participate or attend this event due to insurance and school attendance policies.*** Students must wear appropriate footwear (tennis shoes, gym shoes or sneakers).

Homework Policy

Homework is an integral part of the instructional program. Homework is an extension of the learning process. Every student will have homework Monday through Thursday.

Homework will be comprised of either: (1) *practice work* on previously taught skills, (2) *preparation work* to be ready for learning activities that will take place in the classroom, and (3) *extension work* for long-term assignments that parallel class work and require students to apply skills which may include projects, papers or other activities.

Other factors that the teacher might consider when assigning homework include: (1) Homework for Practice and (2) Homework for Grading. *Homework for practice* will focus on the practice of Georgia Performance Standards (GPS) that have been introduced and taught in class. Teachers will provide feedback to students about homework as practice assignments. This homework will not be graded. Smaller and more meaningful homework assignments should result in more appropriate homework for students and more time for teachers to determine the quality of the completed student work under the homework for practice assignment. *Homework for grading* will be assignments that are used to evaluate specific skills after sufficient practice and re-teaching have taken place. Homework for grading will be evaluated for a grade. The grading weight for homework has been established as 5% of the total grade

when progress reports and report cards are issued.

The following is a schedule of the amount of time your child should be spending on homework:

Grade Level Homework Assignments

Kindergarten students should receive between 15 minutes to 30 minutes of content area homework per night and reading for practice and /or pleasure can beyond this time.

First Grade students should receive between 20 minutes to 30 minutes of content area homework per night and reading for practice and /or pleasure can beyond this time.

Second Grade students should receive between 20 minutes to 40 minutes of content area homework per night and reading for practice and /or pleasure can beyond this time.

Third Grade students should receive between 30 minutes to 45 minutes of content area homework per night and reading for practice and /or pleasure can beyond this time.

Fourth Grade students should receive between 40 minutes to 60 minutes of content area homework per night and reading for practice and/or pleasure can beyond this time.

Fifth Grade students should receive between 50 minutes to 75 minutes of content area homework per night and reading for practice and /or pleasure can beyond this time.

If you find that your child is having challenges with homework, please contact your child's teacher and always remember that the school is here to provide resources for you and your child to help with the process of educating your child. If a student is absent, they have the opportunity to make up any missed assignments or tests. Parents should contact the child's teacher if the child has not received the missed assignments. Remember, we have a Parent Resource Center. This center is available for you to check out activities to help strengthen weak areas or build upon your child's strengths.

HEAD LICE/ PINK EYE/ RINGWORM

Head lice and ringworm sometimes become a problem in schools. Students who have head lice, nits, or ringworm will not be permitted to come to school until they have been adequately treated. The local Health Department offers assistance with the treatment. Medical documentation is needed before returning to school after being treated for head lice/Pink Eye/Ring-Worm.

HELPING YOUR CHILD ACHIEVE

Books and Activities

- Encourage your child to bring books home from school to read.
- Take your child to public library.
- Ask your child to read aloud to you.
- Give books as gifts.
- Let your child see you read so they know that you feel it is a worthwhile activity.
- Participate in the Racing to Read Campaign and promote the Principal's Book of the Month.
- Have your child read for thirty minutes each night and document the books that he/she reads in their book log.
- Ask your child questions related to the books or passage that he/she reads

Television

Monitor the length of time your child watches television. Monitor the type of programs that your child watches on TV. Discuss the programs together. (What was the show about? What were the characters' names? What happened first? What might have happened instead? Could this happen in real life?) Use dinnertime to talk and share information about your day or week.

Good Study Habits

Plan a nightly study time.

Study in a quiet place with no distractions (without any radio or television).

Start your study time with all needed materials (books, pencils, paper, etc.). Study at a table or desk, not on a bed.

Do written work first.

Do the assignments that are most difficult first.

Take a break between subjects.

Review daily assignments that are completed.
Set your goals to help you achieve good grades and conduct.
Get a good night's sleep and eat a good breakfast.

Illness of Students in School

In the event a student becomes ill, they are sent to the clinic where the clinical assistant will assess the illness and contact the parent or guardian for parent pick up if necessary.

Incident Reports

In the event of a student accident or injury, the school nurse and or teacher will generate a report and a copy will be provided to the parents. Parents will be notified immediately if an accident occurs.

IMMUNIZATION AND HEALTH SCREENINGS

According to Georgia Law, every child must have a **current immunization form (Form 3231) and a Hearing/Dental/Vision Screening certificate (Form 3300)** on file. Physicians or Health Department officials must sign these forms. If a form has an expiration date, a new certificate must be brought in within 30 days or the student will be excluded from attendance roll.

Late Pickups

It is imperative that students are picked up on time daily. All students must be picked up by 2:30 p.m. each day. Teachers and administrators often participate in meetings and workshops after school therefore supervision is limited.

LOST AND FOUND

Any student's personal possessions should be labeled very plainly with his/her name and grade. This is especially important for items of clothing such as coats, caps or hats, sweaters, jackets, etc. Any possessions, including books, which are left in the classrooms, hallways, or other rooms at Fairington, will be placed in Lost and Found. Items not claimed at the end of each semester will be given to

LUNCHESES

Well-balanced meals are served daily by the cafeteria staff under the supervision of an experienced dietitian. All students are encouraged to participate in our hot lunch program. Students bringing lunches are not allowed to bring **carbonated drinks of any kind** into the lunchroom. All students enrolled at Fairington will receive free breakfast and lunch daily.

LUNCHROOM/CAFETERIA RULES

1. Walk in quietly
2. Sit with feet on the floor
3. Use inside voices when the music is off
4. Clean your area before you leave
5. Follow cafeteria monitor's instructions at all times

LUNCHROOM GUIDELINES

1. No carbonated drinks should be brought to school in cans or bottles. Squeeze bottles are not permitted at school or on the bus.
2. Students are expected to use the appropriate manners in the lunchroom. Noise should be kept to a minimum.
3. **Food from “Fast Food” restaurants may not be brought into the cafeteria.**

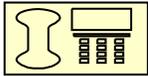
MAINTAINING CLEANLINESS IN SCHOOL BUILDING

Students are expected to assist in maintaining the cleanliness in the classroom, lunchroom, corridors, restrooms and grounds and to exercise proper care in the use of school furniture and equipment. Students must pay for deliberate damages to school property.

MEDICATION

The School Nurse may administer medication when an Authorization to Release Medication Form is completed and signed by a physician and parent/guardian. Appropriate forms are available in the office and must be on file **prior** to the medication being administered. Medication must be hand-delivered by the parent/guardian. If you have questions regarding Medication administrator, please contact the School Nurse at (678) 676-4607.

The parent/guardian is responsible for the following:

1. Obtaining form,  “Authorization to Administer Prescribed County Public School Student While in School.
2. Personally delivering to the school nurse the completed medication authorization form, the physician’s statement, and the medication, properly labeled by a pharmacist (Under no circumstance will either the school or health department personnel administer medication brought to school by the student).
3. Dosage and hours of medication must be given during the school day.
4. If medication approval is received from doctor’s office, ALL medication will be kept in the nurse’s office.
5. Expected duration of administration medication.
6. List of possible side effects.
7. Submitting to the school written notification from the physician of any change in dosage or time of administration of medication.

Messages/Forgotten Items

Students are not allowed to receive telephone calls. Please make sure that you discuss all relevant information prior to your child coming to school. Students will not be allowed to call for homework, book bags, transportation changes or permission to attend a school related activity. If you would like to change or make transportation arrangements that are different from what is on file, you must send a hand written note in to the front office, or fax it to the school with a copy of your ID. before 1:00 p.m. The fax number is 678-676-8710.

Lastly, if your child is absent you will receive an automated message letting you know that your child was reported absent in the system. If the absence is due to illness, please send a note in to your child’s teacher.

MONEY

Students should not bring large amounts of money or valuable items to school. The school is not responsible for excessive amounts of money or personal property of students, nor will any class be disrupted in order to search for lost or stolen items.

Students should not bring electronic equipment, athletic equipment or computerized games and cartridges. These items will be sent to the principal if they are brought to school.

MOST VALUABLE PARENT-MVP All Star

The Most Valuable Parent Parental involvement is designed to encourage parents of Fairington Elementary to actively participate and be involved in their child's education both at home and at school. Parents have the opportunity to earn points by participating in school related activities. The amount of points a parent earns is based on the activities in which he/she participates. The various activities will be grouped into various categories:

School Based Parental Involvement:

Make calls/answer telephone

Preparing Thursday Courier Envelopes

Photo copies, bulletin board set-up

Post student work

Reading to a class

Assisting in classroom

Hall/cafeteria monitor, etc.

Assisting with Custodial needs

Becomes a member of the PTA (\$5 dues)

Attendance and/or Volunteering at Meetings/Programs:

- **PTA**
- **Parades**
- **Career Day**
- **Men Do Read**
- **Attendance at Parent Conferences**
- **Attendance at PTA Meetings**
- **Field Day**
- **Awards Day**
- **School Dances**
- **Winter Luncheon**
- **Thanksgiving Luncheon**

School Connect/Newsletters/Flyers

The School Connect is an important way of keeping communication open between the school and parents. Parents will receive Weekly School Connect Calls communicating events or important parent information pertaining to your child's education at Fairington. Please keep your email and telephone numbers updated. Newsletters and flyers are sent home as needed.

Office Procedures

Our goal is to provide excellent customer service to all stakeholders. The front office personnel will be glad to assist parents and guardians with concerns regarding their children. The office staff will request all parents/guardians to present a picture ID before checking out a child. If a parent designates another individual to pick up their child, the person's name must appear on the school data system. This procedure is in place for the safety of all children.

PARENTS RIGHT TO KNOW

The College and Career Readiness Act also referred to as CCRPI defines new standards for school performance and student achievement. Under the Act, there is a parents' "Rights to Know" provision, which states that parents be notified if their child has been taught for four consecutive weeks by a teacher who does not meet the federal teaching standards. Parents in Title I schools may request information about the qualifications of their child's teacher.

PARENT - SUPPORTING TIME ON TASK

There are a few simple, yet critical actions that each member of the Fairington Team must take to increase student time on task and student engagement. Please note that every staff member has been given specific actions to take so that we may improve in this area. We are asking that parents/guardians, support learning and support student time on task by taking the actions below:

1. Ensure that your child is seated at his/her desk by **7:20 a.m. everyday**. Please note that students who arrive before 7:45 are able to participate in tutorials and receive one on one instruction from their teacher.
2. **Honor and comply with guidelines related to parent visitation. Parents are not permitted to interrupt instruction. If you would like to speak to your child's teacher, please contact the main office so arrangements can be made for you to speak to your child's teacher when he or she is not teaching.**

Thanks in advance for helping us to help your child. After the 1st week of school, please assist us with maintaining an orderly/safe environment by allowing your child to walk to class independently.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a vital part of our school community and every family should make an effort to become involved in its many valuable projects. **The PTA and your child need YOU!** Any parent who wishes to become a PTA volunteer at Fairington may sign up on registration day, at any PTA meeting, leave a message on PTA voicemail (678-676-4636) or by placing a note in the PTA mailbox in the school office. The PTA membership fee is \$5.00.

Parent Teacher Conferences & Student Led Conferences

Parent Teacher Conferences



Communication is an essential part of education. Parent/teacher conferences are always welcome. The teacher, parent or administrator may initiate conferences. Please contact your child's teacher directly to set up a conference. The purpose of conferences is to review the child's learning experiences and explore ways to improve them. There are two set conference nights per semester for parents to discuss academic and behavioral concerns. Conferences will be scheduled to accommodate parents' needs.

Parent Teacher Conferences & Student Led Conferences are required in all school matters that affect your child's learning habits. Conferences are usually held after school except on Wednesdays. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers through the school secretary (678) 676-8702. If your child has more than one teacher, remember to inform the secretary if you wish to see your child's homeroom teacher, or all of his or her teachers. During each semester, there will be two conference nights.

***Please note that conferences outside the conference dates above must be arranged 24 hours in advance.**

Parties

Only two parties are allowed during the school year, one prior to the winter holidays and one on Valentine's Day. All parties will be held the last hour of the school day. **Refreshments will not be permitted at any other time during the school year. Birthdays can be celebrated by the serving of cupcakes by the parents, during the child's lunch period in the cafeteria only.** Parties are not allowed in the classroom. If you miss your child's lunch period, the birthday celebration will have to be re-scheduled during the next lunch period the following day. Please do not bring or send balloons or stuffed animals to the school, as they are distractions to students in the classroom. Parents are not allowed to bring homemade treats, whole cakes, gift bags, birthday decorations, tablecloths or balloons. No other parties, including Birthday's and going away, are permitted at Fairington. Noisemakers and other toys that tend to be a distraction to students in the classroom and/or the cafeteria are not permitted.

PARENT LUNCH AND LEARN

We will host Parent Lunch and Learn sessions once a month. Parent Lunch and Learn sessions will take place on Tuesday or Thursday. These meetings begin at 11:00 a.m. The sessions will include ways to support our child's success.

PROGRESS REPORTS

Progress reports will be issued every 4^{1/2} weeks. DeKalb County School's Official progress reports will be issued every six weeks. DeKalb County official report cards will be issued in January 2018 and May 2018.

Residency

Students must attend the school in their assigned attendance area. All parents must establish proof of residency each academic year by providing a current mortgage statement, gas or electric bill. If you are living with a friend or relative, you must complete an affidavit. Affidavits must be requested from the school. The owner of the home and the person living with the owner must come in to register the student and must be resubmitted each semester.

Restroom Procedures

Classes take frequent scheduled restroom breaks throughout the day. All students are required to

have a buddy and a pass during unscheduled restroom breaks. Students are expected to be quiet in the hallway during restroom breaks. It is important that we protect the instructional time of classes that are still in progress. A student will not be denied restroom privileges for medical related concerns. Documentation from a doctor must be provided of all medical related conditions.

Registration:

All students attending Fairington must complete a registration packet and provide proof of residency each academic year. Contact the registrar for required documents.

Safety

Regular drills are held concerning emergency situations. In the event of extreme weather conditions, a weather alert radio is located in the principal's office and in operation 24 hours daily. It is not necessary for parents to call the school to provide a weather alert. Throughout the year students practice for emergency situations such as fire drills, tornado drills and intruder alerts. Each school has a safe school plan in place, which addresses any and all potential emergency procedures.

School Improvement Plan

The school improvement documents the strengths and growth areas of each school. The school improvement plan can be viewed on the school website as well as the DeKalb County website at www.dekalb.k12.ga.us. Copies can also be viewed in the main Office.

School Closing



When you feel school may be closed due to bad weather, please listen for announcements on WSB 750 AM and Channel 2 only for DeKalb County School closings. Should it be necessary for school to close early, parents need to make arrangements to pick up their children or have someone home to receive them from the bus.

Student Information Changes



It is important that telephone numbers, addresses and contact information be updated whenever there is a change. We must be able to contact parents and/or guardians at all times in case of an emergency. Please make sure the student sends in new and corrected information or parents can come to the front office to make changes.

It is important that telephone numbers, addresses and contact information be updated whenever there is a change. We must be able to contact parents and/or guardians at all times in case of an emergency. Parent can come into the front office to update information or a parent can makes changes in the front office.

SCHOOL HOURS

School hours are from 7:45 a.m. to 2:15 p.m. Any student that is not in homeroom by 7:45 a.m. will be marked tardy. **The building will not open to receive students until 7:00 am. Please do not drop your student off before 7:00am.** The Principal or the Assistant Principal will call you to pick up your child if he/she is on campus before 7:00 am. Repeat violations could result in a social work referral and placement on school probation.

STANDARDIZED TESTING

Standardized Tests will be administered throughout the course of the school year. Standardized tests serve two primary purposes:

- To evaluate mastery of concepts and skills taught.
- To diagnose what skills are to be taught.

SEARCH

The administration reserves the right to search desks, book bags and students if the administration believes that there may be articles in the student's possession that might be harmful to individual students or to the student body as a whole.

SEVERE WEATHER CONDITIONS

The DeKalb County Superintendent of Schools makes the decision for school closing due to severe weather conditions. The Director of Communications receives the decision by 6:00 a.m. and will contact the news media to announce any change in normal school operations. Announcements are normally released to the media (television stations/radio stations) between 6:00 a.m. and 6:15 a.m. It is the parent's responsibility to monitor news reports to learn about school closings.

Student Support Team/Response to Intervention

SST/RtI

Students may be referred to the Student Support Team if they have failing grades, experiencing learning difficulties or exhibiting emotional behavior problems. The team will discuss strategies for remediation and acceleration. Parents may also initiate a referral through the school counselor. Parents will receive written notification of meeting dates and times and are encouraged to attend and participate in all meetings.

Student Portfolios/Student Work

Student portfolios are a collection of work samples that show how well students are learning the Georgia Performance Standards (GPS). Portfolios help students, parents and teachers gain a better understanding of the student's growth over time. Student work samples in the portfolio can also provide some evidence for how grades have been determined. The portfolio should also help the teacher provide assistance to the student when the teacher, parents and student review the collection of work and identify academic areas for growth. You should expect to receive student work at home for review. If requested by the teacher, student work should be returned to the teacher if you want it included in your child's portfolio. When student work is not returned to the teacher after it is reviewed at home, it cannot be included in the portfolio. The grade or evaluation of the work may be included on Progress Reports and Report Cards. Parents and students can also request that specific student work be included in the portfolio.

Parents are encouraged to sign-up for access to the Parent Assistant, an electronic tool for home-school communication that allows parents to view their child's grades at any time. For more information, call the school and ask the office staff about the Parent Assistant.

Tardiness

All students who arrive after the morning bell will report to the office for a tardy slip. Students who are chronically late will be referred to the counselor and/or school social worker.

The following applies to all unexcused tardies:

Number of Tardies	Consequences Per Occurrence
1 – 2	Student receives a warning. Teacher is responsible for contacting the parent(s).
3 – 6	Referred to the counselor who is responsible for contacting the parent(s) and signing an attendance contract. If necessary, a recommendation will be made to the School Social Worker.
7 – 10	School schedule a student/parent conference for the purpose of signing an attendance contract.
11+	Violation of contract and Referral to the following: Counselor School Social or Department of Family and children services Referral to Solicitors General's office

Transportation Safety

Safety is a major concern of the school and building proper safety habits involves cooperation from home and school. Parents may help their children by urging them to:

1. Come to school early enough to arrive in class before the tardy bell
2. Obey and respect the safety patrols
3. Be courteous and quiet on the school bus
4. Be considerate of small children
5. Look both ways when getting on and off the school bus
6. Proceed directly to school or home once you exit the bus

The following traffic regulations are set up for the safety of our children:

1. Transportation changes can only be done in writing by sending in a note with the student or faxing this information to the front office before 1:00 P.M.
2. All cars are to stay in a single file while unloading students.

3. Cars must NOT be parked on the curb or in the bus zone between 7:00 and 8:00 A.M. and between 1:30 and 2:30 P.M. This is essential to facilitate safe movement of traffic at all times. The loading zone is located in front of the school and is marked with the yellow curbs.

Please observe school regulations at all times.

Unauthorized Student Items



Cell phones must be kept in book bags and turned off during the instructional school day. If the teacher confiscates cell phone, a parent must pick up the telephone from the principal. Students are not allowed to bring game boys, hand held PSP's or other electronic toys or devices to school.

TARDY-CHECK IN

Any student that is not in homeroom by 7:45 a.m., the student will be marked tardy by their homeroom teacher. Students arriving after 8:00 a.m. must be escorted into the building by a parent/guardian and signed in through the front office where a tardy slip will be issued to the student. No student will be allowed to enter the classroom without the office pass. Please have your child at school on time each day. Repeated tardiness will result in the counselor making contact with the parent and the school social worker. A tardy is considered unexcused unless a written note of explanation is provided by the parent/guardian or doctor.

TEAM WORK

Every teacher, parent and student are a part of the Fairington Family. It is important that every member of the team work together so that Fairington can continue to improve and be the "Best School in DeKalb County." As we encourage togetherness, on our learning team, we must remember that all stakeholders play a vital role in our school's success.

Parents and teachers must motivate students by doing the following:

- Assuring that students are well rested and fed.
- Sending students to school with good learning attitudes.
- Providing adequate school supplies and other necessities.
- Rewarding students for work well done.
- Acknowledging students for their effort.

Parents and students must motivate teachers by doing the following:

- Maintaining a positive learning attitude.
- Completing all assignments.
- Showing appreciation for work well done.

TELEPHONE MESSAGES

The school telephone number is (678) 676-8702. Please feel free to call the school to deliver messages to your child in case of an emergency. No student will be called from the classroom to the telephone. The school phone is for school business only. Students will not be allowed to use the phone unless they are ill or if it is an emergency. After school plans need to be made before dismissal.

No dismissal changes over the phone.

TEXTBOOKS AND MEDIA BOOKS

Students are not required to buy textbooks as the State of Georgia provides these for children attending public schools. All textbooks are inspected at the time they are issued and when the books are returned. It is to be understood that the student, parent, or guardian is responsible for the loss, defacing or mutilation of books. Replacement value of books is prorated based on the condition of the book upon issue. This also applies to library books.

Textbooks issued need to be covered and these covers are to be replaced when necessary. This will help keep you from having to pay book damage fines at the end of the year. **PLEASE DO NOT USE CONTACT PAPER!**

DeKalb County School District Board Policy regarding Textbooks

General Procedures

The full responsibility for textbooks and media center materials, which are loaned by the school to students, rests with the students and their parents/guardians.

II. Textbooks

- A. Students who lose, destroy or otherwise damage textbooks shall be required to reimburse the DeKalb County Board of Education for the replacement value of the items.
- B. Students who return books that exhibit wear in excess of what could be attributed to normal use shall be assessed for damages.
- C. All fines for lost or damaged textbooks must be paid for no later than the last instructional day of the school year.
- D. Students who have failed to make restitution to the DeKalb County Board of Education for lost, destroyed, or damaged textbooks will be allowed to use a copy of that textbook in the classroom only but not allowed to take the textbook from the classroom. Students shall have their report cards and/or certificates of promotion/diplomas withheld until restitution is made.

II. Procedures Related to Textbooks

Students who transfer out of the DeKalb County School District and have failed to compensate the DeKalb County Board of Education for lost, destroyed, or damaged textbooks and/or media center materials shall have their records withheld until the school receives a written request from a private or public school outside the DeKalb County School District. *Please be prepared to pay for the book(s) with cash only. Make sure you have the exact amount. We are unable to make change. NO CHECKS WILL BE ACCEPTED.*

TRAFFIC SAFETY

Due to the congested traffic at Fairington, please drive slowly. For your child's safety, cars should remain at a stand still during large group dismissals. Do not double park as teachers or staff may need to leave early. Do not park in Reserved Staff Parking spaces or in the School Bus Area. Upon entering the driveway, please proceed to the designated Visitor Parking spaces.

PLEASE BE SURE THAT YOUR CHILD UNDERSTANDS WHAT TO DO EACH AFTERNOON, MUCH CONFUSION RESULTS WHEN CHILDREN ARE UNSURE OF TRANSPORTATION PROCEDURES.

Please observe the following traffic procedures when dropping off or picking up your child at school:

- Please ensure that your child will only load and unload in the designated lane located by the curb directly in front of the school in the morning and at the Media Center door during afternoon dismissal.
- NO PARKING on the curb or in the lanes directly in front of the main entrance to the school. These lanes are for buses and emergency vehicles only.

Transportation Safety

Safety is a major concern of the school and building proper safety habits involves cooperation from home and school. Parents may help their children by urging them to:

1. Come to school early enough to arrive in class before the tardy bell
2. Obey and respect the safety patrols
3. Be courteous and quiet on the school bus
4. Be considerate of small children
5. Look both ways when getting on and off the school bus
6. Proceed directly to school or home once you exit the bus

The following traffic regulations are set up for the safety of our children:

1. Transportation changes can only be done in writing by sending in a note with the student or faxing this information to the front office before 1:00 P.M.
2. All cars are to stay in a single file while unloading students.
3. Cars must NOT be parked on the curb or in the bus zone between 7:00 and 8:00 A.M. and between 1:30 and 2:30 P.M. This is essential to facilitate safe movement of traffic at all times. The loading zone is located in front of the school and is marked with the yellow curbs.

Please observe school regulations at all times.

Unauthorized Student Items



Cell phones must be kept in book bags and turned off during the instructional school day. If the teacher confiscates cell phone, a parent must pick up the telephone from the principal. Students are not allowed to bring game boys, hand held PSP's or other electronic toys or devices to school.

Unauthorized Photos

To protect the privacy of all school attendees no unauthorized photos will be allowed. Unauthorized photos are defined as pictures taken of students and staff without the consent of parents/guardians of the students or staff members. This includes devices such as cell phones,

cameras and videotaping.

Volunteers/Visitors

We welcome visitors in the school. However, ALL visitors must sign in at the front office first and wear visitor's identification badges while on the school grounds! We also ask that parents spend a maximum of 30 minutes in the classroom for observations. These policies are intended for the protection of your child and instructional time. Parents bringing forgotten books, homework or any other items to their child at school should leave them in the office instead of carrying them to the classroom. The principal, assistant principals or counselors are available to answer any questions parents may have upon the completion of classroom visits.

Volunteers and their services are an integral part of the community support services available to the local school. The administration and faculty encourages community volunteers to be an active part of the educational process.

Volunteer training will be held in September, November, January, March, and May. Look for information in the school calendar for times and dates. We ask that all volunteers and room parents attend one of these training.

WITHDRAWAL

Only the parent or legal guardian can complete the Withdrawal Form located in the front office. In most cases the withdrawal will be completed and ready for pick-up within 24 hours. Please make sure that all library books and textbooks are returned to the school before withdrawing to avoid a hold on student records. Withdrawals cannot be completed via telephone.

Withdrawal Procedures

Transfer Request/Withdrawal of Students

If a family moves from one school attendance area to another within the school district, the following guidelines apply:

- Fifth grade students may remain in the original school but must have their own transportation.
- All students who move out of the county must be withdrawn immediately.
One exception can be made to rule #3 – Fifth grade students who wish to remain in the school but whose parents have moved out of the county may stay if they are in good standing and are willing to transport them. All principals shall receive approval of the Superintendent in each case.

It takes 24 hours to prepare transfer papers. If you intend to withdraw your student, please contact the school at least one day in advance of the students last day. Remember, all fines for lost or damaged textbooks, library books and cafeteria charges must be cleared before records are released.

Zero Policy

Students receiving a zero on any assignment will be allowed the opportunity to make up the missing assignment(s) within three days.

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Attention Parents

Parent please respect our school. Please be mindful of your attire and language when entering

the building.

***“I AM, YOU ARE, WE ARE
FAIRINGTON ELEMENTARY SCHOOL”***