

Sara Harp Minter Elementary School

Family Handbook 2021-2022

Draft: Updates may occur due to COVID-19



“Celebrating life, one child at a time.”

[Sara Harp Minter](#)

1650 Hwy.85 South Fayetteville, GA30215

Office: 770-716-3910

Fax: 770-716-3914

ASP: 770-716-3918

**Stacie Coppola, Principal
Erik Falkenhagen, Asst. Principal**

School Hours

7:10-2:20

7:40 Tardy Bell

Sara Harp Minter Elementary School

Family Handbook

2021-2022

"Celebrating life, one child at a time."

Vision:

It's All About the TEAM.

T—Trust Within

E—Echo our Greatness

A—Achieve High Levels of Learning

M—Mold Leaders

Mission/Purpose Statement:

At Sara Harp Minter, we collaborate to promote high levels of learning and leadership for all students.

Value Statements:

We believe:

*Everyone can be a leader

*Everyone has genius

*Change starts with me

*Educators empower students to lead their own learning

*We develop the whole person

Mascot: Blaze the Mountain Lion

Colors: Ruby, Navy, and Gold

www.saraharpminter.org

1650 Hwy.85 South

Fayetteville, GA 30215

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Dr. Stacie Coppola, Principal
Erik Falkenhagen, Assistant Principal

Sara Harp Minter Elementary School

Principal	Dr. Stacie Coppola
Asst. Principal	Erik Falkenhagen
Counselor	Mesha Bolton
Counselor	Rebekah Gilliam
Media Specialist	Amanda Lane
Secretary/Bookkeeper	Ivette Whitehead
Student Information Clerk	Beth Yeager
Front Office Secretary	Susan Boykin
School Nurse	Donna Lawrence
ASP Coordinator	Amanda Seals
Café Manager	Tina Bowlden
Head Custodian	Barbara Wilson

Office Hours

7:00 am -- 3:30 pm

Staff Hours

7:00-3:00

ASP Hours

2:30 pm -- 6:30 pm

Fayette County Board of Education

770-460-3535

www.fcboe.org

Superintendent

Dr. Jonathan Patterson

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AFTER SCHOOL PROGRAM (ASP):

Sara Harp Minter offers an After School Program which operates from dismissal until 6:30 PM providing a safe, nurturing environment for our students. Space is limited and is offered on a first come, first served basis. SHME's ASP is accredited by the National School-Age Care Alliance (NSACA). **Please see the ASP Family Handbook for Registration and Fee Information, or call 770-716-3918.**

ARRIVAL AND DISMISSAL:

Arrival: We welcome your students to arrive at 7:10 a.m. For the safety of your children, **please refrain from arriving earlier as there is no supervision until 7:10 a.m. Please do not let students out of your car until staff is present to supervise the car line.** Car riders must enter through the front entrance as the side of the school is reserved for buses. The school day and instruction will begin at 7:40 a.m. Students are expected to be present in their classrooms by this time or they will be considered tardy. **Students arriving after 7:40 a.m. must be checked into school by a parent in the front office.** The only exception to this rule is for days of extreme weather when the rain is impeding typical arrival procedures.

Car Lane Procedures - Following these procedures helps keep our children safe and traffic flowing smoothly. Please ensure that your child is prepared to exit the car as soon as your vehicle comes to a complete stop in the front of the school/drop off area.

Car Lane Drop-off:

- Follow the "S" curve of the parking lot.
- **Have students ready to exit the vehicle when you pull up to the drop off area (along the front sidewalk of the school).** A quick and safe exit from the car keeps traffic moving.
- After your student exits the car, wait for the car in front of you to move forward before moving your car. **Please do not pull around cars unless a staff member directs you to do so in the car line.**
- **All students should exit vehicles from the passenger side. Exiting from the driver's side creates a safety concern and is not permitted.**
- **At no time should a student get dropped off in the parking lot area.**

Student drop-off must adhere to the previously outlined procedure.

Arrival for Walkers:

Parents who reside within a .5 mile radius of Sara Harp Minter Elementary may walk their child/children to and from the school. In addition, staff members of WWHS may walk their child/children to and from the school.

Whitewater High School Parking Lot:

Staff members of WWHS are permitted to park in the WWHS parking lot. There are no exceptions to be made for parents of SHMES children who are not WWHS staff members.

Parking (for parents visiting the school):

- Park in one of the available parking spaces in the lot directly in front of the school. Do not double-park behind parked cars or along the fire lane.

- Use the crosswalk. Duty personnel will indicate when it is safe to cross.
 - At no time are parents permitted to park in the bus parking lot, church parking lot, or parking lot behind the school when dropping off /picking up their child/children.
- Arrival/Dismissal procedures/expectations will be followed consistently with all Minter families. There will be no exceptions to these procedures.**

Dismissal begins at 2:20 p.m. Students not picked up by 2:40 p.m. will be placed in the After School Program and the drop-in fee will be charged. This will be done for your child's safety as staff members are extremely busy after school and supervision is not available. **Students picked up prior to 2:20 p.m. will be counted as an early dismissal and their attendance will reflect each instance.** Please note that students requiring an early dismissal must be checked out of school prior to 2:00. **All students must be picked up by 2:40 as there is no supervision for students beyond this time. If students remain beyond 2:40, they are taken to the After School Program (ASP) and a fee is charged to parents/guardians.**

Dismissal for Walkers:

Parents who reside within a .5 mile radius of Sara Harp Minter Elementary may walk their child/children to and from the school. In addition, staff members of WWHS may walk their child/children to and from the school.

Afternoon Pick up:

- Follow the "S" curve of the parking lot.
- Have the car rider card **prominently** displayed in the car windshield. **If a card is not present, you will be asked to park in the parking lot, enter the front office, and present your identification to the front office staff (even if you feel that we "know you"). This is for the safety of your child.**
- Please stay in line and wait for your child to be delivered to your vehicle. Do not exit the line until the vehicle in front of you leaves. Do not pull around other vehicles.
 - Parents/Guardians/Adults should remain in the vehicle. It creates a safety hazard when adults exit the vehicle during afternoon pick-up.

Change in Transportation: At the beginning of the year, parents are asked to identify a student's usual dismissal procedure (bus, ASP, car, etc.). We will not change a child's mode of transportation unless we have a note from the parent. **Under no circumstances will a teacher take a child's word regarding dismissal plans.**

- If the child's dismissal plans change from day to day, the parent must send a note to the teacher and to ASP (if applicable).
- If a student is going home with a friend, **the parents of both students must send a note to the teacher(s).**
- If you have a transportation change during the school day, you must call the front office at 770-716-3910 **before 1:45 p.m. All transportation changes must be made in writing or by phone call prior to 1:45 p.m.**
- **Do not email teachers or office staff regarding transportation changes. All changes must be made in writing or by phone call.**
- **Each family has a password for verification purposes for transportation changes made over the phone. Please make sure family members are aware of the password.**

Early dismissal: If your child needs to leave school early, please send a note to the teacher. Parents must come into the building to sign their child out from the office. Students are not signed

out from the classroom. A photo ID and being listed on the student emergency card are required when checking out a child. **If we cannot verify the identity, your child will not be released. Teachers will not release students until notified by the office. We do not honor early dismissals between 2:00-2:20 due to the safety of our students.**

ATTENDANCE

Absences and Tardies:

A student is considered absent if s/he does not attend classes for at least one half of the official school day. If a student is scheduled to go to the clinic before 11:00 and needs to be picked up from school, the student will be marked absent for the day even if the parents do not come to pick up the student until after 11:00. In order for makeup work to be given, the absence must be excused. Absences are considered excused for illness, a death in the family, religious holidays, or a mandated court appearance. Students must bring a written excuse the day following the absence. If a child is going to be absent for three or more days, we encourage a parent to call the school by 8:00 a.m. and ask for makeup work. This work will be available for pickup in the office at the close of the school day. If the parent calls later in the day, there is a possibility that the work will not be ready until the next school day

A student is considered tardy if s/he arrives in their classroom after the 7:40 a.m. bell. **If a student is tardy, the PARENT must check the student into school by signing in at the front office.** If a tardy is a result of a doctor or dental appointment, please provide a copy of the doctor/dentist excuse when signing your child in at the front office. We ask that you make every effort to see that your child is here on time since instructional time is so valuable.

Please read the attendance policy in the Fayette County Student Code of Conduct that encompasses the Compulsory Attendance Law. Below is the official Fayette County Public Schools Attendance Protocol for Unexcused Absences that became effective for the 2005-2006 school year.

Number of Unexcused Absences	Procedure
5 Cumulative Unexcused absences Per Semester	Ages 6-16 The school notifies parents by first class mail of the unexcused absences and a summary of consequences
7 Cumulative Unexcused absences Per School Year	Ages 14-17 The Attendance/Residency Officer will notify parents by letter concerning the attendance/driver's license law and a summary of consequences
10 Cumulative Unexcused absences Per Semester	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.

***All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law.**

SUMMARY OF CONSEQUENCES: ANY PARENT, GUARDIAN, OR OTHER PERSON WHO HAS CONTROL OF ANY CHILD WHO ON THE TENTH UNEXCUSED DAY OF ABSENCE PER SEMESTER, 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 COURT ACTION MAY BE PURSUED FOR FORMAL INTERVENTION.

Penalties: Subject to;

1. **Fine** – not less than \$25 and not greater than \$100.00
2. **Imprisonment** – not to exceed 30 days
3. **Community Service**, or any combination of penalties, at the discretion of the court.

Lawful absences (excused) are defined by the State Board of Education Rule 160-5-1-.10 Student Attendance:

- Personal Illness
- Death in immediate family
- Religious holiday
- Instances in which attendance could be hazardous as determined by the Fayette County School System
- Service as page in legislature
- Court Order
- Absence to vote in an election

BIRTHDAY / CELEBRATIONS

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. **We have made the decision to not allow cupcakes/cakes or other birthday food items brought from home/purchased and delivered to the school.**

We would still love to celebrate your child's special day. If you would like an alternative idea for your child's birthday celebration, below are some suggestions. As always, please check with your child's teacher first to make sure your birthday plans fit into the class schedule.

- **School Ice Cream pass** for the class (\$15.00 for the entire class—can be purchased in the front office). Our ice cream has been approved to comply with the Smart Snack regulations from the Federal government. **Parents may provide store bought/package popsicles as a dairy free alternative.**
- **Party Favors**, such as stickers, pens, pencils, erasers, notepads, bubbles, etc.
- **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. in honor of your child's birthday.

- Have the class work on a quick **community service project** together in honor of your child's birthday. Examples—write a letter to someone in the military or collect items to donate to a local charity.
- **Donate a plant**, seeds, or a bulb for the school garden.
- **Send in a t-shirt**, a stuffed animal, pillow case, etc. for the class to sign.
- 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. Students should not wear any clothing or accessories that distract from the learning environment. Written invitations to birthdays or social events outside the school should be mailed unless every child in the class or every member of the same gender 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.

BUS TRANSPORTATION

There is currently a federal mandate which requires all students to wear a mask while riding the bus.

MOST STUDENTS RIDE SCHOOL BUSES TO AND FROM SCHOOL. TO RIDE A BUS IS A PRIVILEGE, AND A STUDENT IS REQUIRED TO BEHAVE IN AN ACCEPTABLE MANNER IN ORDER TO BE ALLOWED THIS PRIVILEGE. THE DRIVER MUST BE ABLE TO CONCENTRATE WITHOUT DISTRACTIONS AND STUDENT-RELATED PROBLEMS. BUS SAFETY RULES ARE PART OF THE FAYETTE COUNTY CODE OF CONDUCT. PLEASE REVIEW THESE SAFETY RULES WITH YOUR CHILD.

School bus drivers may assign students to seats. If further disciplinary action is necessary, the driver may refer students to the administration, and the administration may take further action. A bus driver should be considered "the" authority figure on the bus and should be treated in a respectful manner by the students. If a student continually fails to behave in a respectful and safe manner, the student will be denied the privilege of riding the bus. Students suspended from riding one bus may not ride another bus. The student is not suspended from school and is expected to attend.

BUS RULES

1. Being on time at the bus stop is essential. Each student should be at the bus stop five to ten minutes before the time the bus normally arrives.
2. Most school buses have a seating capacity of 66. Students are expected to sit three to a seat unless otherwise directed by the driver. The driver has the right to assign students to specific seats.
3. Students are expected to sit facing the front of the bus and to remain in their seats until the bus stops for unloading.
4. Students will be permitted to carry only books and other items related to school work which can fit in the student's lap. This includes musical instruments. Exceptions must be cleared with the bus driver.
5. No eating or drinking is permitted on the school bus.
6. The route will be run the same way each day. Exceptions may be made for rain or cold weather.
7. Students are permitted to talk in a normal tone while on the bus. Loud talking or screaming cannot be tolerated. Absolute silence will be enforced at all railroad crossings and hazardous intersections.

8. Students should always cross in front of, never behind, the bus.
9. Students should not open or close windows without permission from the driver.
10. Students should not behave in any manner that would jeopardize their safety.
11. Masks are required for all students who ride the bus until communicated otherwise by the district.

CAFETERIA

At this time we are not allowing parents/guardians to eat lunch with their students.

Sara Harp Minter has a ‘Point of Sale’ program in the cafeteria, which allows parents to pay in advance for student lunches. Each student is assigned a PIN number that s/he enters into a keypad at the cafeteria cash register, and the price of the meal is deducted from the student’s account. You will receive notification when the account is getting low. ***When paying for your child’s lunch please place the check/cash in an envelope clearly marked with the student’s name, teacher, PIN number, and amount enclosed.*** Another option for paying for lunch is MyLunchMoney.com. This is an online option for automatic payment into your child’s lunch account. Go to www.MyLunchMoney.com for more information.

Students should not have charges in the lunchroom. A written notification of lunch debt will be sent to parents. If money is owed, the lunchroom will provide the child an alternative lunch. Students who have lunch charges will be denied the privilege of purchasing ice cream until their lunch charges are cleared.

Food allergies:

It is imperative that parents/guardians notify school personnel of food allergies specific to their child. Parents/Guardians are asked to notify the school nurse, the child’s teacher, and the principal of any allergies specific to their child/children.

Breakfast:

A Grab-and-Go breakfast will be served at Sara Harp Minter for the 2021-2022 SY. This breakfast is provided free of charge through a federal meal program. If you would like your child to eat breakfast at school, please ensure that they arrive with ample time to engage in the breakfast process. Breakfast ends at 7:38 and all students must return to their classrooms by 7:40 to begin the instructional day.

Lunch program: A cafeteria lunch is available for student purchase on a daily basis. The menu is available on our school newsletter and website. Two entree choices and a salad option are available each day, along with a variety of side dishes. Extra milk and/or water may be purchased. For the 2021-2022 school year, lunch will be provided free of charge. Students who wish to purchase additional a-la-cart items will be charged for those items. Adult lunches are not included in the free lunch program (this includes staff members).

CAFETERIA PRICES Meal	SY 2021-2022
Elementary Lunch	\$2.75
Adult Lunch	\$4.75
Reduced Price Lunch	\$0.40
Extra Milk	\$0.50
Ice Cream	\$1.00

CARE TEAM

The Fayette County CARE (**C**hildren **A**t **R**isk in **E**ducation) Team chaired by our school counselor is dedicated to helping our students and families who may need assistance both in and outside of the school setting. The CARE program also sponsors the Parent Enrichment Series, Systematic Training for Effective Parenting (STEP) classes for parents, and the tutoring/mentoring program. The school counselor can provide specific information to you about these programs.

CELL PHONES/GAMES/PERSONAL PROPERTY

Electronic devices and personal property such as games, toys, Pokemon Cards and similar items are not allowed in the school or on school buses. Book bags and other personal items may be subject to search. Please label all personal property with your child's full name. **At no time are cell phones allowed to be used on the school bus, on the playground, in the restroom, etc.** If you need to get an important message to your student during the day, please call the school and we will relay the message.

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students are allowed to carry cell phones to school. However, **phones must be turned off and stored in bookbags during school hours.** Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction - Students will have their cell phone taken away and returned at the end of the day.
- Second Infraction - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- Third Infraction - Students will no longer be allowed to bring a cell phone to school until a parent conference with the teacher and/or principal is held.

Smart Watches must not be used during the school day for phone calls, text messaging, videos, music, etc. If a Smart Watch disrupts the learning environment, the teacher may ask the student to remove the watch to be placed in a safe location.

CHECKS AND MONEY

The school accepts personal checks for all activities or materials. Separate checks should be issued for each child and for each activity. School lunch checks must be issued separately. Ice cream money cannot be included in a check for lunches. There is a \$15.00 service charge for each returned check. If a family has a returned check on file, all school transactions must be made in cash until the matter has been resolved. **After April 30, all financial transactions must be made using cash.**

CIVILITY POLICY

The Fayette County Board of Education has a civility policy to encourage positive civil and professional behavior between school system employees and citizens. All exchanges between employees and citizens are to be considerate, respectful and professional. Under no circumstances should unpleasant exchanges with inappropriate language take place in the presence of children. Please see Civility Policy in the Student Code of Conduct.

CLASS PARTIES

In an effort to provide a safe and healthy environment for all of our elementary students, **school parties and activities should emphasize activities (such as crafts or games) and limit refreshments and/or treats.** Room parents are expected to consult with the classroom teacher to determine if any students have food allergies or diet restrictions.

Classes have two parties each year—winter holiday and end-of-year. We do enjoy smaller celebrations for Valentine’s Day and Egg Hunts/Spring Snacks. Parents may be asked to contribute money and or refreshments for these special occasions. We may invite parents to come and participate, but ask that **younger children and older siblings not attend (this does not include infants in a car seat and/or stroller).** Attention must be on the students and the younger/older children may prove to be a distraction.

CLINIC

Our clinic is staffed with a full-time Registered Nurse trained in basic First Aid, Red Cross lifesaving techniques, and CPR. If a child is injured or is too ill to be at school, we will contact you to pick up the child. It is imperative that the child be picked up in a timely manner. If we feel that the illness or injury is beyond our capabilities, we will immediately notify the parents and call the paramedics. We want our children to attend school as much as possible. Consult the School/Health Services section of the FCBOE Student Code of Conduct for information regarding the dispensing of medicine.

The purpose of the clinic is to assist students who become sick or injured while at school and to dispense medications prescribed by physicians. If your child has any special medical concerns, please notify the school in writing. The clinic is not a medical facility. When contacted please make arrangements to pick up your child as soon as possible.

Injury: Minor cuts, scrapes, or bruises will be treated in the clinic. Saline eye drops, antibiotic ointment, lotion to control itching (i.e. Calamine lotion), alcohol, peroxide, petroleum jelly (i.e. Vaseline), oral Benzocaine, (i.e. Anbesol), topical wound dressing (i.e. QR or Styptic Pencil), un-medicated throat lozenges/cough drops, and aloe vera are routinely used in the school clinic unless instructed differently by the parent/guardian. Any other more serious injuries will be reported to the parents.

Student Illness: Students with contagious infections need to stay home so as to not expose others. Be sure to call your doctor for treatment. If your child is home with a communicable illness, please contact the clinic so other students’ parents/guardians may be alerted of symptoms. Students with a fever (Fever >100.4 degrees F or 38.0 degrees Celsius*) should stay home until there is NO fever for at least 72 hours (that is THREE FULL days of no fever WITHOUT the use of medicine that reduces fevers).

*Based on 4/16/2020 CDC Recommendations

In the event we believe your child has **head lice**, we will contact you to take your child home from school. For your child to return to school, you must provide documentation of proof of treatment such as a lotion box top or empty medication shampoo bottle. We request that your child stay home until treated and nits removed. Students must be cleared by the clinic to return to school. If head lice or nits are still identified, the child will be sent home again for further treatment and may be required to provide verification of a health department or health care provider visit before returning to school. If you find head lice in your child's hair, please notify the clinic immediately. **Impetigo**: Students should stay home if they have red, oozing blisters with yellow scabs on body or face. **Shingles and Scabies**: Students should stay home with itching and rash for 24 hours after treatment begins. Students must be under treatment and the lesions covered to return to school. If your child has **recurrent vomiting and/or diarrhea**, they must stay home. Children must be free of illness for 24 hours before returning to school. A child with bacterial **Pink Eye** (thick eye colored drainage and redness of whites of the eyes throughout) should stay home if eyes are red with cloudy or yellow drainage. Students may return to school after 24 hours of treatment.

Medications: In the event it is necessary to administer medication to a student during school hours, a parent/guardian must complete and sign a **School Medication Authorization** for all medications (prescription and over-the-counter) given at school. For prescription medications, a licensed, Georgia physician must also complete and sign the **School Medication Authorization or Health Care Plan** available on the website www.fcboe.org under School Health Services or from our school nurse. All over-the-counter medications and prescription medications must be FDA approved and in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Parent/Guardian must provide over-the-counter medications to the clinic. **All Authorizations and medication must be brought to the by a parent/guardian.** In the event that a parent/guardian can not bring the medication to school, it is the parent/guardian's responsibility to notify the school. The principal or clinic staff can give approval for the student to transport the medication and authorization to school.

Any student who needs to carry medication due to a life threatening condition (i.e. asthma, diabetes, or severe allergy), may be granted permission to carry the medication (such as inhaler, glucose tablet, EpiPen, or internal Insulin pump) on his or her person from the student's physician and parent/guardian.

School Medication Authorization or Health Care Plan.

Any student not complying with this policy and possessing any medication (prescription or over-the-counter medications) on the school campus shall be subject to discipline as set forth in the Fayette County Schools Student Code of Conduct.

Reasons Your Child will be Sent Home from School

- 1. Fever >100.4 degrees F or 38.0 degrees Celsius - Students should stay home until there is no FEVER for at least 24 hours WITHOUT MEDICATION that reduces fever. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea..**

Students with the following symptoms should stay home for 24 hours and may not return until symptoms are resolved or a "Release to Return to School" is submitted from a

healthcare provider. (i.e. If your child is sent home during the school day on Monday, your child cannot return to school until Wednesday)

- 2. Vomiting or Diarrhea** - Students should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.
- 3. Drainage from a wound, rash, eyes or nose** - Students should stay home with drainage from a wound, rash, eyes or nose. Call your doctor for treatment.
- 4. Head Lice or Scabies** - Students should stay home until after treatment is complete and no lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the clinic to return to school.
- 5. Unexpected Rash** - Students should stay home with an unexplained rash. Call your doctor for treatment.

When there is doubt in your mind about sending your student to school, consult your doctor. Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Please make sure that your student's school knows how to reach you during the day. All students sent home from the clinic will need clearance from the School Nurse upon return to school.

CLUBS

Sara Harp Minter offers a variety of clubs for students. These organizations are designed to meet the interests of students and enhance the overall school program. Each year various clubs are offered for students. In past years, we have had chorus, SHMES Broadcast, Science Olympiad, Chorus, and Running Club. Pay close attention to newsletters and announcements for up to date information.

COMMUNICATION

Communication between parents and teachers is valuable in establishing a positive relationship focused on student success. Communication can be in the form of notes, emails, letters, newsletters, telephone calls and conferences. If you wish to contact your child's teacher, please call the front office or email the teacher. It is our goal to respond to all messages (phone/email/written) within 24 hours.

CONFERENCES

Parents are encouraged to schedule conferences with their child's teachers. It is recommended that parents have at least one scheduled face-to-face or Zoom conference with their child's teacher. Parents should not expect teachers to conference about their child's progress during arrival time, lunch time, etc. without an appointment. The counselor, support teachers, and administrators are also available for scheduled conferences by contacting the office or by e-mail. For the 2021-2022 school year, we will hold one student-led conference. More information about this will come home during the second semester.


DISCIPLINE

The faculty and staff strive to establish a positive school climate. Sara Harp Minter 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 misbehavior 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. Sara Harp Minter is a Leader in Me and PBIS (Positive Behavior Interventions and Support) school. All staff members will teach and model our school pledge and behavior matrix expectations and teachers will reinforce positive student behavior through “Leader Loot”.

I Am A Leader When...

	Hallway <i>Silent Zone</i>	Playground	Cafe	Bathroom <i>Quiet Zone</i>	Technology	Assembly	Media
I am RESPECTFUL.	Hands to self. Be Polite.	Take turns. Use your words.	Use Minter Manners. Respect personal space.	Respect the privacy of others. Use kind words.	Participate appropriately. Be a positive role model of digital citizenship.	Participate appropriately. Be an active listener.	Participate appropriately. Be an active listener.
I am RESPONSIBLE.	Follow directions. Walk directly to destination.	Follow directions. Clean up after yourself.	Follow directions. Clean up after yourself.	Keep bathroom clean. Go, Flush, Wash, Leave	Follow directions. Be a digital citizen.	Follow directions. Stay seated.	Follow directions. Clean up after yourself.
I am SAFE.	Be alert. Eyes forward.	Stay in assigned area. Use equipment properly.	<u>Eat only</u> your food. Stay in your seat.	Report problems to an adult. Keep your body to yourself.	Report misuse to an adult. Visit only approved sites.	Keep your body to yourself. Be calm.	Be calm. Share space with others.
I am a PROBLEM SOLVER.	Get to where you are going with a purpose. Walk away from teasing situations or use STOP, WALK, TALK.	Walk away from teasing situations or use STOP, WALK, TALK. Count to 10 if you get angry.	Inform an adult of dangerous or teasing situations. Count to 10 if you get angry.	Report any misbehavior to a teacher/adult right away.	Think of a possible solution before speaking to your teacher. Use only teacher assigned Websites.	Ignore misbehavior and model positive behavior for the students around you.	Report any misbehavior to the teacher. Listen and follow all directions in the media center.

DRESS CODE

All Fayette County students are expected to be neatly groomed and dressed appropriately. Students' dress and hairstyles should not distract from the educational process. School administrators are responsible for determining dress code violations. The principal reserves the right to interpret or add to these provisions as deemed in the best interest of the school. Inappropriate dress for all students includes clothing containing inappropriate language, advertisements for drugs, tobacco, or alcohol, suggestive lettering or pictures, or any clothing that glorifies death and/or violence. An appropriate shirt needs to be worn underneath transparent or mesh clothing. Hats or caps are not to be worn inside the building. Shorts are acceptable as long as they are finger-tip length or longer. If a student is dressed inappropriately, parents may be asked to bring a change of clothing to school and/or the student will be provided a change of clothing from the clinic. Please dress your child appropriately, including safe and comfortable shoes, for P.E., recess, and the weather.

Wheeled and cleat-type shoes are not permitted. Heelys, or other shoes with wheels, must have caps in place. Additional restrictions: pants, shorts, slacks, shirts and skirts of inappropriate size and fit or that have holes; pants and slacks that touch the floor; shorts that do not reach the finger-tips when arms are extended by the side; shirts and/or dresses that do not cover the waist, shoulders and back; sleeveless shirts that do not cover the entire width of the shoulders; clothing that is excessively form fitting (Spandex); headbands or bandanas. **Refer to the Student Dress Code Section in the Student Code of Conduct for more specifics.**

EARLY INTERVENTION PROGRAM (EIP)

First through fifth grade students who are experiencing difficulties in reading and/or math may be referred to the Early Intervention Program (EIP). 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.

ELECTRONIC EQUIPMENT (1:1 Chromebooks)

Fayette County has decided to provide Chromebooks for elementary students in grades 2-5 in order to provide a more personalized approach to learning. Click on the link for more details.

[FCBOE Digital Resource Handbook](#)

EMERGENCY INFORMATION CARD AND FAMILY PASSWORD

Parents must update and/or complete student emergency cards at the beginning of the school year. These contain basic information such as address, home and office telephone numbers, place of employment, and the **names of two emergency contacts who live close to school**. Children will not be released to anyone whose name does not appear on the card. **If any of the information on the card should change during the school year (i.e. new work number), please send these changes to the teacher and the front office so that we will always have up to date information.**

At the beginning of the school year, all families will be asked to give the front office a family password. This password will be logged in our online student information system.

The purpose of the password is to provide an additional level of security when making student changes over the phone.

EMERGENCY INCLEMENT WEATHER PLAN

Fayette County schools create and maintain preparedness plans to safeguard your child in the event of an emergency. In the past, inclement weather has caused mid-day school closings. In this case the following procedures should be used:

- Listen to WSB radio 750 AM for closings. You are responsible for knowing if schools are closed.
- Unless otherwise notified by parents through phone calls or written notes, bus riders, car riders, and day care van riders will go home by their normal means of transportation.
- After School students should be picked up as soon as possible.
- If your child is to ride with an individual other than those on the locator card, a phone call or a written note must be received.
- Please create and practice an emergency plan with your child.

It is extremely important that all information on your student's locator card be accurate and up to date. If there are any changes, please contact the school immediately with corrected information.

ENRICHMENT PROGRAM

Enrichment classes are provided for students who meet state eligibility requirements for the enrichment/gifted program. These classes meet once a week for an entire day. The remainder of the week these students work in their regular classrooms with needed differentiated instruction provided by the classroom teacher.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Please see Fayette County Student Code of Conduct

FIELD TRIPS

Your child's class may take educational field trips throughout the year and parents may serve as chaperones. **Siblings of the student may not accompany their parents on field trips.** To participate in a field trip, students must have the parent/guardian's written permission on the official permission slip. No verbal or phone permissions will be accepted. Because Fayette County does not fund field trips, donations are requested. 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. Appropriate behavior and attire is expected. As needed, students may be placed on a behavior contract to earn the privilege of attending the field trip. If a parent needs to check out their student from the site of the field trip (not ride the bus home), they must obtain prior approval from the school administration.

GRADES AND 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, 1st, 2nd, and 3rd Grades

The reporting scale for core content areas: English Language Arts, Mathematics, Science and Social Studies consists of 4 performance levels. Students in K, 1st, 2nd, and 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 understanding of the standard
- *Not Formally Assessed

4th and 5th Grades--Standards Based/Hybrid Report Card

Students in 4th & 5th grade will receive both letter grades for academic subjects and performance levels (same as above) for standards assessed in all content areas.

- 4 – Working above grade level standards
- 3 – Working at grade level standards
- 2 – Working at grade level standards with interventions
- 1 – Working below grade level standards with interventions
- S – Satisfactory
- NI – Needs Improvement
- * Not Formally Assessed

In addition to the above rating, 4th-5th receive letter grades in academic subjects:

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

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	10-13-2021
2nd 9 week period	Report Card	1-12-2022
3rd 9 week period	Report Card	3-28-2022
4th 9 week period	Report Card	6-3-2022

Please note: Progress reports are no longer sent at the 4 ½ week mark. Parents are asked to refer to the Schoology platform for all academic progress updates/information.

GUIDANCE COUNSELORS

Sara Harp Minter has two counselors to assist with the social and emotional needs of our students. The counselors teach classroom guidance lessons on a variety of topics including a unit on careers and character education, and are available for individual and small group sessions. They also support parents, teachers, and administrators to meet the needs of our students. Ms. Mesha Bolton and Ms. Rebekah Gilliam are available for parent consultation by calling the main office for an appointment.

HONOR ROLL

Sara Harp Minter honors the academic achievements of students in many ways. Students in grades four and five earning all A's or all A's and B's will have their names posted on the A and A/B Honor Roll each 9-week marking period.

ICE CREAM

Students may purchase ice cream in the cafeteria during the last ten minutes of their lunch period Monday through Friday. If a student owes cafeteria charges, s/he may not purchase ice cream on that day. Parents may consider purchasing ice cream for their child's class to celebrate their child's birthday. Ice cream will be available for \$1.00 each.

INTERNET USE POLICY

Internet/Cybersafety Appropriate Use Policy (included in the Student Code of Conduct)

Highlights of the Internet/Cyber Safety Appropriate Use Policy are:

The measures to ensure the cybersafety of elementary students in Fayette County Schools, outlined in this document are based on our core values. The school's computer network, Internet access facilities, computers and other school technology equipment/devices bring great benefit to the teaching and learning programs and to the effective operation of the schools, throughout the district. The district has rigorous cybersafety practices in place, which include cybersafety use agreements for all district and school staff and students. The overall goal of the district is to create and maintain a cybersafety culture which is in keeping with the values of the school, the district and our legislative and professional obligations. This user agreement includes information about student and parental obligations, responsibilities and the nature of

possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued a user agreement and once signed consent has been returned to school, students will be able to use the school technology equipment/devices. The district's network, Internet access facilities, computers and other school technology equipment/devices are for educational purposes appropriate to the school environment. This applies whether the technology equipment is owned or leased either partially or wholly by the school or district, and used on or off the school site. The district monitors traffic and material sent and received using the school's technology network. The district employs filtering and/or monitoring software to restrict access to certain sites and data, including email. The district may audit its computer network, Internet access facilities, computers and other school technology equipment/devices or commission an independent forensic audit. **See information in the Fayette County Student Code of Conduct.**

INTERNET-TERMS AND CONDITIONS

These rules will help us to stay safe when using technology at school:

1. I may use school technology equipment only after my parent(s) have signed my use agreement form and the completed form has been returned to school.
2. I can only use the computers and other technology equipment for my schoolwork and only with my teacher's permission.
3. I can only go online or use the Internet at school when a teacher gives permission, he/she has approved the website and an adult is present.
4. If there is something I'm not sure about, I will ask my teacher.
5. I will not use the Internet, email, mobile phones or any other technology equipment to be rude, disrespectful, threatening, or unkind about other people.
6. I will not tell anyone my password.
7. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
 - Not show others
 - Minimize the window or turn off the screen and
 - Tell a teacher right away
8. I must follow school rules about bringing any technology equipment/devices (including things like mobile phones, iPods, games, cameras, USB drives, eReaders and software) to school. If there is a special reason I want to bring/ show/ use technology. I must ask permission of my teacher and the principal before I bring it to school.
9. I will ask my teacher's permission before I put any personal information online. Personal information includes:
 - Name
 - Address
 - Email address
 - Phone numbers
 - Photos
10. I must use all school technology equipment appropriately, ensuring I:
 - Use the equipment as directed and taught
 - Follow our school cybersafety rules
 - Tell a teacher about anything missing or damaged
 - Let an adult know if someone else is not doing the right thing around or with the technology.
11. I understand that if I break these rules the principal or teacher will decide on appropriate consequences and may need to tell my parent(s).

ENFORCEMENT: Violating any of the guidelines above can result in

1. Restricted access to computing facilities.
2. Temporary or permanent loss of access to computing facilities and equipment.
3. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws. Violations of state law will be reported to proper enforcement authorities.
4. Financial responsibility for damage incurred.

LEGAL NOTICES

The Fayette County Board of Education does not discriminate on the basis of age, gender, race, color, creed, religion, national origin, or disabilities in educational programs, activities, or employment practices. Complaints of discrimination or harassment procedures and school system contact personnel are listed in the Fayette County Student Code of Conduct.

LOST AND FOUND

If your child is missing an article of clothing check our lost and found box. It is very important that you write your child's name in all coats, jackets, sweaters, caps, etc. This makes for easy identification. When the lost and found box "runneth over," parents will be notified via the school website that any items still remaining after a specific date will be donated to charity.

MEDIA SERVICES

Students go to the media center as a class on a flexible schedule. In addition to this, students may be sent to the media center at various times to check out or return books, and to browse or do research. Books are checked out for two weeks at a time. Students are responsible for all books they check out and must pay for any book they lose. Overdue notices are sent on a regular basis to help students be responsible for their books. Overdue notices are also periodically sent to parents via email to inform parents if their child has an overdue book. Parents can visit the media center to assist their child in book check-out from 7:15-7:40 a.m. if desired. Parents are welcome to come to the media center at any time to ask questions or volunteer!

Reading Counts: Our school participates in the Scholastic Reading Counts (RC) Program (<http://teacher.scholastic.com>), which is designed to develop reading skills and motivate students to achieve reading success. At the beginning of the year, students in grades 2-5 take the Reading Inventory (RI) to determine their reading Lexile range (<http://www.lexile.com>). The Developmental Reading Assessment (DRA) is used to determine the reading level of younger students. Students then check out books in this range for reading, read the entire book, and take the corresponding quiz on the computer. Quiz results help assess and monitor reading progress. Various honors are given to students as they reach their personal Reading Counts goals. **We urge parents to encourage their child to read or to read with their child nightly to support success in reading.**

MOMENT FOR QUIET REFLECTION

During the 1994 session of Georgia's General Assembly, Senate Bill 396 was passed which provides for a mandated "moment of quiet reflection" to be observed daily in every public school classroom. In compliance with the law, teachers and students at SHMES will observe a moment of silent reflection on the anticipated activities of the day every morning.

NONDISCRIMINATION POLICY

Sara Harp Minter Elementary School does not discriminate on the basis of race, color, religion, national origin, age, gender, or handicap and will provide a free and appropriate public education for each student and an appropriate work environment to each employee within its jurisdiction. It is the intent of the Fayette County Board of Education to ensure that students and employees that are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973, The Individuals with Disabilities Education Act (IDEA), The Americans with Disabilities Act (ADA), and Title IX regulations are identified, evaluated, and provided with appropriate educational services and/or working conditions. Students and employees may be defined as handicapped under any of the above listed laws or regulations.

The contact coordinators and numbers where they may be reached are as follows:
Section 504 and ADA Coordinator
Audrey Toney (770) 460-3990

OBSERVATIONS

Parents are welcome to visit their children's classrooms. **All observations must be pre-arranged through the school principal or assistant principal and are limited to two adult observers at the same time.** Younger siblings are not allowed during the observation. Outside observers should respect the confidentiality of all students within the classroom setting; therefore, no personally identifiable information should be shared. A staff member may be assigned to accompany the observer during the observation. Observations should be limited to thirty minutes and should occur no more than one time during any school week. Observations for any other purpose than to address instructional needs of enrolled students are scheduled at the discretion of the school administration.

PARENTAL NOTICE OF RIGHT TO KNOW TEACHER QUALIFICATIONS

As required by the No Child Left Behind Act, the Fayette County School System advises parents that they may request, and the school will provide in a timely manner, information regarding the professional qualifications of your child's classroom teachers, including the following:

1. Whether the teacher has met state certification criteria for the grade levels and subject areas in which the teacher provides instruction.
 2. Whether the teacher is teaching under emergency or provisional status through which state certification has been waived.
 3. The degrees earned by the teacher and the field of certification or degree.
 4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- Please contact Stacie Coppola, Principal, at coppola.stacie@fcboe.org if you wish to make a request.

PERSONALIZED LEARNING DAYS

Personalized Learning Days are days that are predetermined by the District. On these set days, students will not attend school in person, rather they will remain at home and learn in the 'virtual' setting. Please speak with your child's teacher for specific information regarding Personalized Learning Days.

PETS

Pets of any type, reptiles, or other animals may be brought to school only with prior approval of the teacher/administrator. Their presence at school must serve an instructional purpose. They may not be transported by school bus, but must be delivered by the parent and be returned when the presentation or lesson is finished.

PBIS

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 22,000 U.S. schools are implementing PBIS and saving countless instructional hours otherwise lost to discipline. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students. (OSEP Technical Assistance Center on Positive Behavior Interventions & Supports, 2009)

Leader expectations: Sara Harp Minter Elementary School has three leader expectations:

1. Be Respectful
2. Be Responsible
3. Be Safe

PHONES

Our school phone is a business phone and stays extremely busy. Students must refrain from using the school phone except for emergencies. Please ensure all social arrangements are completed before the student arrives at school. Getting permission to go home with a friend or asking a parent to come to lunch should be arranged prior to school. Reasons such as these are not considered emergencies.

PHYSICAL EDUCATION

Georgia law requires physical education (PE) instruction and participation as mandatory except for health reasons. A written note is required from a physician or parent explaining the nature of the illness or injury and stating specifically the length of time before normal participation can be resumed. The note needs to be presented to the PE instructor and the school nurse 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 have PE classes.

PTO INFORMATION

The Parent Teacher Organization benefits all families of Sara Harp Minter Elementary, and both the parents and teachers at Minter are encouraged to become members of this valuable organization. The PTO Board is composed of the officers and the chairs of our various committees. The principal, assistant principal and a teacher representative also attend the board meetings. The board meetings occur monthly, and all parents are encouraged to attend. If you have any questions or would like to become involved, please feel free to contact a PTO officer, or the school office for more information.

PUBLICITY, PHOTOGRAPHS, LISTS, AND VIDEO TAPES

Students are often photographed or they may participate in activities which may be videotaped for school related news stories or broadcasts. These may be released to newspapers, radio or television, possibly citing the child's name for school publicity. **If you would prefer your child's picture and/or name NOT be published, please write a letter to that effect to the principal and your child's teacher.**

When photographing school events/parties/field trips, we ask that all stakeholders respect the privacy of our students. We ask that any photos posted on social media do not include student names and/or any other specific details.

RAINBOWS

The Rainbows Program is for children who have experienced a significant loss in their life either through divorce, death, or separation from a family member. The children meet in small groups with a trained adult leader once a week for approximately 12 weeks. The program includes a Celebrate Me Day when all children and their leaders come together for a special time of sharing and learning. For more information please contact a school counselor.

RECYCLING AND RETAIL COMMITMENT CARD PROGRAMS

There is a paper recycling bin, for all types of paper and cardboard located near the bus door in the first hallway and in the commons area. Proceeds earned from these and the following programs go directly to the children in the form of supplies, computer equipment, books, etc.

- Publix – use your school commitment card (available in front office)
- Target - You can also designate 1% of your Target Visa and Guest Card purchases to be donated to Sara Harp Minter. Please contact Target @ 1-800-316-6142 or target.com for more information.
- Box Tops for Education - Box Top certificates can be found on many grocery products; more information can be found at www.boxtops4education.com.

SALES BY STUDENTS

Students are not allowed to sell any tickets or merchandise at school without permission from the administration.

SEXUAL HARASSMENT

All students have a right to an education free from sexual harassment. If a student feels his or her rights have been violated, this should be reported to the principal. If you do not feel satisfied with the results, you may utilize the Fayette County Board of Education Policy on Sexual Harassment.

SCHEDULE OF EVENTS

Visit www.fcboe.org/shmes for full calendar of events

SCHOOL COUNCIL

Sara Harp Minter has a school council as mandated by the Education Reform Act. The school council was established to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns, and to share ideas for school improvement. The council's role is to provide advice and recommendations in the areas of student achievement and school improvement. Meetings are open to any Minter parent. Meeting dates and times are posted on our school website.

SMART SNACKS IN SCHOOLS

USDA's "All Foods Sold in Schools" Standards Effective July 1, 2014

Due to the Food Guidelines set forth by the USDA, all schools have to make changes to current practices. The changes that will be made at Sara Harp Minter to comply with these federal regulations include: eliminating bake sales, eliminating the sale of popcorn during the school day, and purchasing approved ice cream products. We are still allowed to have classroom parties and events with food that is not "sold" to the students. After-school events, such as Spring Fling and movie nights do not fall under these guidelines.

Food Guidelines

Nutrition Standards for Foods (per item as packaged or served)

Any food sold on the school campus during the school day must:

- Be a whole grain-rich grain product; **or**
- Have as the first ingredient a fruit, vegetable, dairy product, or protein food; **or**
- Be a combination food that contains at least ¼ cup fruit and/or vegetable; **or**
- Contain 10% of the Daily Value (DV) of a nutrient of public health concern in the *2010 Dietary Guidelines for Americans* (calcium, potassium, vitamin D, or dietary fiber).*

AND

Foods must also meet all of the specific nutrient standards (with accompaniments):

Calorie limits

Entrée items: ≤ 350 calories

Snack/side items: ≤ 200 calories

Sodium limits

Entrée items: ≤ 480 mg

Snack/side items: ≤ 230 mg**

Fat limits

Total fat: ≤ 35% of total calories

- *Exemptions: Reduced fat cheese (including part skim mozzarella), nuts and seeds and nut/seed butters, dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats, seafood with no added fat*

Saturated fat: < 10% of total calories

- Exemptions: Reduced fat cheese(including part skim mozzarella), nuts and seeds and nut/seed butters, dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats

Trans fat: zero grams (<0.5g)

Sugar limit

Total sugar: ≤ 35% of weight from total sugars

SPECIAL EDUCATION/EXCEPTIONAL CHILDREN’S SERVICES

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 COMPLAINTS

In accordance with the FCBOE policy, students shall have the right to present and resolve complaints related to matters affecting the student relationship at the lowest organizational level possible. Our school encourages all students to resolve complaints informally in a spirit of trust whenever possible. This policy and procedure is available where such efforts do not succeed or, where for any other reason, the student desires to pursue this procedure.

- Step I - The student shall present the complaint to the teacher, staff member, counselor, or administrator with whom the student has the complaint.
- Step II - If the situation cannot be resolved, it is to be presented by the student (if against a teacher, counselor, or staff member) to the Assistant Principal.
- Step III - If the situation cannot be resolved by the Assistant Principal, it will be turned over to the Principal for final dispensation.

STUDENT RECORDS

Pursuant to the Family Educational Rights and Privacy Act (FERPA), parents have the right to refuse permission for information to be released concerning their children. Any parent who wishes to refuse permission for any information to be released to the public may do so by notation on the Parent Consent Form or by informing the school principal in writing at the beginning of the school year (or on their child’s enrollment day for those who enroll after school is in session).

The Fayette County School District has designated the following information as directory information:

1. Student’s name, address and telephone number;
2. Student’s date and place of birth;
3. Student’s participation in official school clubs and sports;
4. Weight and height of student if he/she is a member of an athletic team;
5. Dates of attendance at the Fayette County School System;
6. Awards received during the time enrolled in Fayette County School System;
7. Grade Level; and

8. E-mail address

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled within 5 days after officially enrolling in school.

You are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school of some school activity or event. If you as a parent or guardian object to this, submit the objection in writing to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above.

STUDENT SUPPORT PROCESS

Multi-Tiered System of Supports (MTSS)

Student academic and/or behavioral concerns are addressed through a four-tiered process that systematically develops and delivers instructional and behavioral interventions. This process is known interchangeably as the Tier process or Multi-Tiered System of Supports (MTSS) formerly known as Response to Intervention (RTI). The essential components of the process include the following:

- Providing scientific, research based instruction and interventions
- Monitoring progress in response to these changes in instruction and interventions
- 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. This includes implementing the CCGPS using research-based instructional practices, adjusting instruction to meet student needs, and monitoring student progress. 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 Student Success Team, Needs Based Teaching and Learning. Students receive more specialized interventions, remediation, acceleration, and enhancement within the general education setting. The "Success Team," comprised of interdisciplinary teachers, works collaboratively to formalize interventions in addition to Tier 1 instruction. Parent involvement in Tier 2 meetings is optional; however, the intervention plan is communicated to parents. The classroom teacher, remedial teachers, or others generally provide Tier 2 instruction in small groups. Monitoring of the student's progress is increased. Should the student continue to show lack of progress or failure to thrive academically and/or socially and need more specialized instruction, Tier 3 instruction is considered.

Tier 3 is Student Support Team (SST) Data Driven Teaching and Learning. At this point the SST, which can include school-based interdisciplinary teachers, countywide specialists, and parents, reviews the student's progress and plans for more intensive and systematic instruction. Interventions increase in intensity and duration and may be provided one-on-one, in small groups, or in classes. Progress monitoring is implemented more frequently to determine continued instructional interventions. If, with all the interventions and intensive instruction provided, the data indicates the student still shows lack of progress, a referral to Exceptional Children's Services is considered.

At this point, the student is referred for comprehensive psycho-educational evaluations through the Exceptional Children's Services, formerly known as Special Education. Grade or subject-area remediation and/or acceleration may be considered, or students may require adapted content and instructional delivery while still having access to the general curriculum.

Section 504 Under Section 504 of the *Rehabilitation Act of 1973* "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." The Section 504 regulation requires a school district to provide a "free appropriate public education" (FAPE) to each qualified person with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability.

If a parent or teacher identifies a student as having a medical or psychological condition that could substantially limit the student's school performance, the school should be informed and begin the student support process immediately. **For more information on 504, contact Erik Falkenhagen, Assistant Principal.**

TESTING

Throughout the year we administer a number of tests to our students to assess both individual and the school's progress.

- The Georgia Kindergarten Inventory of Developing Skills (GKIDS) consists of teachers assessing each standard of the Georgia Standards of Excellence (GSE) in the kindergarten curriculum. Reports at the end of the year, inform parents as to their child's mastery of kindergarten standards.
- Reading Inventory (RI) assesses reading comprehension in grades 1-5 and gives each student a Lexile score, which indicates the level of difficulty a student can successfully comprehend.
- DIBELS reading assessment is administered to students in grades K-2 to gain information on first sound fluency, letter naming fluency, phoneme segmentation, and oral reading fluency.
- The STAR Math assessment is administered three times a year to students in K-5 to assess progress in math standards.
- Georgia Milestones Testing will take place in grades 3-5 and will be taken online during the month of April.

Other assessments may be administered as mandated by the Georgia Department of Education or the Fayette County School System.

THREATS AND HARASSMENT

For all students to learn and grow, school must be a safe environment. Ensuring such an environment is a task that requires a strict, no-nonsense approach to any words or deeds that are intended to threaten the safety of another. All Fayette County Schools will regard all written and/or verbal threats, implied or direct, toward students, staff members, or school and staff property in a serious manner. The school's discipline action will be immediate and severe. Incidences may be reported to the police and/or the sheriff's department depending on the specific jurisdiction.

VISITORS AND VOLUNTEERS

***Information regarding visitors in the building is subject to change per COVID protocols**

At this time we are not allowing parents/guardians to eat lunch with students.

We welcome parent and community volunteers and visitors to our school*. Anyone (parent, volunteer, other visitor) visiting the school must report directly to the office and sign in and get a visitor's badge. You also must sign out when you leave. If you are not wearing a visitor's badge, you may be escorted to the office to pick one up. School visits and volunteer work should be prearranged with the appropriate faculty member. We also ask that you not bring younger siblings when volunteering in the classroom or school, as often your attention must be given to them instead of the students in the class. Volunteers are always welcome in our media center and to assist with selling ice cream in the cafeteria. Please contact PTO, the office, or your child's teacher if you would like to volunteer at Sara Harp Minter. Prior to volunteering at Sara Harp Minter, you must complete the volunteer training as well as receive a background check/fingerprinting. Additional information regarding these requirements is available on our school website.

We encourage parents to come and have lunch with their child(ren) whenever possible*. There are a couple of things to remember to make your visit more enjoyable:

1. Please let your child's teacher know when you are coming to have lunch and if you are planning to eat a school lunch. This will help the cafeteria staff ensure they have prepared enough food.
2. Parents will eat at a designated table with their child. Due to the increased amount of students this year, no other children will be allowed to eat with your child.

All visitors are required to sign in at the front office so that we will know who is in our building. This is for the safety of all of our children and staff members.

WEAPONS

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, on school property, on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchuck, or fighting chain, throwing star or Oriental dart, or any weapon of like kind.

- Punishment: A fine of not more than \$5000; imprisonment for not more than five years. [O>C>G>A> 16-11-127.1]
- House Bill 1100 amended this criminal code section which makes it a fine to possess a weapon at school and adds to the list of weapons prohibited: "any bat, club, or other bludgeon type weapon." The bill adds an exception to the law, stating that sports equipment brought for legitimate athletic purposes is not covered by the prohibition.

In order to comply with this weapons law, a child wanting to have a baseball bat for recess or physical education will not be allowed to bring it to school. However, a parent or guardian may deliver the baseball bat to the office and pick it up there after its use. There will be no baseball bats allowed on buses.

Virtual Learning--Addendum to Handbook

Virtual learning will be provided as an optional educational experience and/or it may become necessary in order to keep our students and faculty safe and healthy. It is our desire at Sara Harp Minter Elementary to provide the very best education for our students. Virtually, we will require additional assistance from our students' parents/guardians.

When learning virtually, teachers are available throughout the day via virtual office hours. **Virtual office hours will vary**; standard office hours will be communicated by each teacher. Parents may reach out via email at any time, and teachers will respond within 24 hours.

Our teachers will work to provide meaningful engaging lessons each day for our students while they are participating in virtual learning. This must be a TEAM effort. We will not be able to provide the instruction and feedback that our students deserve without parent participation.

Parents should adhere to the following in order to maintain a healthy and beneficial learning experience:

- Keep a daily class/work schedule
- Set up a specific work area(s) that students will report to for learning each day
- Students should be dressed for school
- Students should not be "in" their beds; however, some students do well setting up a workspace on their beds.

Students participation must include the following:

1. Students are expected to read all of the material provided.
2. Students are expected to use the links provided in order to complete items that are assigned.
3. It is very important to understand that online work is just as important as in person work.
4. Log in each day to check for assignments, items posted to Schoology, or to interact with peers.
5. It is expected that students keep interactions online positive and constructive.

Virtual Assessments and Grading:

Online assignments and material will follow the same grading and assessing guidelines as face-to-face instruction.

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of our school. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. Digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage. These guidelines are consistent with the Fayette County Board of Education guidelines/expectations on the use of technology resources. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and subject to disciplinary action in accordance with the Fayette County Board of Education technology resources (as determined by the principal) is prohibited including, but not limited to:

- using obscene language or materials
- attempting to send or sending anonymous messages of any kind
- using the network to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on our network
- encrypting communications to avoid security review or monitoring by the system administrator
- using the network to provide addresses/phone numbers or other personal information
- purposely engaging in activity that may harass, threaten, defame slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail