



# A Leader-in-Me School Spring Hill Elementary



## FAMILY and STUDENT HANDBOOK 2020-2021

### What is the Leader in Me?

*The Leader in Me* is a whole-school transformation model that acts like the operating system of a computer — it improves performance of all other programs. Based on *The 7 Habits of Highly Effective People*®, *The Leader in Me* produces transformational results such as higher academic achievement, fewer discipline problems, and increased engagement among teachers and parents. Better yet, *The Leader in Me* equips students with the self-confidence and skills they need to thrive in the 21st century economy.

In 1999, A.B. Combs Elementary developed this program under the leadership of principal, Muriel Summers. Her school community felt that "schools should not merely be focused on improving test scores, but should provide opportunities for students to develop their full potential." She and her staff developed a leadership theme and a school mission statement: To Develop Leaders, One Child at a Time. They taught the 7 Habits not as a curriculum, but in a ubiquitous fashion, integrating them into the curriculum, traditions, systems, and culture of AB Combs.

<http://www.theleaderinme.org/>

### WHY 7 HABITS AT SPRING HILL?

It is a privilege and honor to welcome you to Spring Hill and to introduce you to our school and the LeaderinMe. Our LeaderinMe journey began back in 2009 when our parents and staff concluded that we wanted to put more focus on teaching to the "whole child." Our adoption of the LeaderinMe has been a labor of love with both parents and staff working side by side to bring this concept to our students. By adopting the LeaderinMe, we believe that we are creating responsible citizens and leaders who can thrive in the 21st Century.

### Attendance

Good attendance is essential for your child to maximize his/her opportunity to attain a quality education. **School Hours** are from 7:40 a.m. to 2:25 p.m. Students should not arrive before 7:15 a.m. Promptness to school is very important. Students should be in their seats and ready to begin work when the tardy bell sounds at 7:40 a.m. Students arriving after that time will be marked tardy. Parents are required to sign students in at the front office when tardy.

**Compulsory School Attendance Laws** in Georgia (O.C.G.A 20-2-690.1) state: Every parent, guardian, other person who has control of any child between the ages of six and sixteen shall enroll and send such child to school.

### **Leaving School Early**

If parents need to pick up a child during the school day, they should come to the office and sign the child out. The child will be notified to come to the office to go home. Parents should not go to the classroom for the child. A child returning to school the same day needs to report to the office to sign in noting the time returning. A child must be present for fifty percent (50 %) of instruction (excluding lunch) (until 11:15 a.m.) to be counted present for the day.

**Lawful (excused) absences** according to **State Board of Education Rule 160-5-1-.10** include:

- Personal illness
- Serious illness or death in the immediate family
- Court order
- Religious Holiday
- Conditions in which attendance could be hazardous as determined by the Fayette County School System
- Service as a page in legislature
- Court order
- Absence to vote in an election
- Up to 5 days per year to students whose parent(s) are in the military and are being deployed or are on leave

### **Consequences for Unexcused Absences/Tardies**

Any parent, guardian, or other person who has control of any child who on the tenth 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, of each day's absence from school, shall be guilty of a misdemeanor, and court action may be pursued for formal intervention.

- After five cumulative unexcused absences per semester, the school system shall send a notice and summary of consequences by first class mail.
- After five cumulative unexcused tardies per semester, the school system shall send a notice and summary of consequences by first class mail.
- The school system shall have the parent, guardian, or other person who has control or charge of a child or children to sign a written statement of possible consequences and penalties. Children who are 10 years of age or older by September 1 shall also sign the statement of possible consequences and penalties.

**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 such penalties, at the discretion of the court.

**The school requires a written excuse for each absence. This should be brought to the teacher on the day the child returns to school.** Teachers are happy to provide make-up work for students who will be absent for more than two days. Students who are absent one or two days will be given make-up assignments when they return to school. Requests for homework should be made by 10:00 a.m. through the front office.

### **After School Program (ASP)**

Students attending Spring Hill may attend the **After School Program**. The cost includes an annual application fee. Please refer to the ASP Department for fee schedule and specific details. Study time, creative play, exploration and hands-on learning activities, and physical activity are included in the daily schedule. The program begins at school dismissal time and ends at 6:30 p.m. Additional information, including the charge for late fees, can be found in the Fayette County After School Program Family Handbook. Charlene Shaw is the ASP Director at Spring Hill.

### **CARE Team**

Spring Hill has a **Children At Risk in Education (CARE) Team** to assist in the total well-being of the students. The team consists of the school counselor, teachers, administrators, and other staff members. The CARE Team seeks to aid families in ways to help the student be successful at school. The team has access to many community agencies to provide assistance to our school families. CARE Team referrals are usually made by teachers, but if you feel the CARE Team might help your family or a family of a Spring Hill student, please contact our school counselor, Patricia Scott.

### **Civility Policy**

Members of the Fayette County School District staff should treat parents and other members of the public with respect and expect the same in return. The district is committed to keeping schools and administrative offices free from disruptions and to preventing unauthorized persons from entering school or district grounds.

Accordingly, employees are expected to follow practices that promote mutual respect, civility, and orderly conduct among district employees, parents, and the public in an effort to maintain a safe, harassment free workplace for our students and staff. It is not intended to deprive any person of his or her right to freedom of expression. In the interest of presenting teachers, other employees, parents and other adults as positive role models, the school system encourages positive communication and discourages volatile, hostile, or aggressive actions. The school district seeks public cooperation with this endeavor. **Disruptive Individuals Must Leave School Property.** Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and / or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property should be directed to leave school or school district property promptly by the school's principal or other chief administrative officer.

## Clinic Policies

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 **recurring 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](http://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.**

### **Clubs/Activities**

**\*\*Clubs are tentative and may be adjusted due to the status of Covid-19.\*\*** Spring Hill 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, SNN Broadcast, Science Olympiad, SUN Patrol, and Running Club. Pay close attention to newsletters and announcements for information.

**Birthday Parties - At this time, outside items for birthdays cannot be brought into the school. If you'd like to celebrate your child's birthday, you are welcome to purchase individual ice cream from the cafeteria for the class.**

### **Schoology**

All teachers will be using Schoology this year. Schoology will be used as our primary method of resource storage and communication with parents and students.

### **Cell phones**

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.

### CHAMPS Program (5th grade)

Choosing Healthy Activities and Methods Promoting Safety (CHAMPS) Program is an educational program for Georgia's youth, providing guidance and the skills, ability and knowledge to be safe, healthy and happy in preparation for a successful life.

### Discipline

Fayette County Schools have discipline procedures that are age appropriate and designed so the degree of discipline will be in proportion to the severity of the behavior leading to the consequences. Please refer to the Fayette County Student Code of Conduct that will be disseminated to each student at the start of the school year. **PLEASE READ, SIGN, and RETURN to your child's teacher the "Elementary Parent/Guardian Signature Page" found at the front of the Elementary Student Code of Conduct 2020-2021.**

### Dress

Appropriate dress and hygiene is expected of all students. Any clothing, hairstyle, etc. which distracts from learning or impairs student safety will not be accepted. Short shorts, halter tops, transparent or mesh tops, tank tops, and t-shirts with drug, alcohol, tobacco, sex, or violence related messages are not appropriate school attire. No head coverings may be worn inside the building except on designated days. This includes, but is not limited to: hats, caps, scarves, bandanas, toboggans, sweatbands, hoods, kerchiefs, skull caps, or do rags. Students may not wear wallet chains or other type chains that may be dangerous or disruptive. In addition, students may **not** wear gloves or sweatbands on their hands and wrists. Wheeled and cleat-type shoes are not permitted. Heelys, or other shoes with wheels, must have caps in place. Additional restrictions for 4th and 5<sup>th</sup> grade students: 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.

Students who violate the dress code will be sent to the office to change or have parents bring appropriate clothing. If clothing is not changed, the student will be assigned to in-school suspension for the remainder of the day. To promote school unity and spirit, we urge students and staff to wear Spring Hill t-shirts. You may purchase these in the front office. Please refer to the Fayette County Student Code of Conduct for additional information.

### Drug Free and Communities Act Notice

Resources are available to students and parents in the area of drug and alcohol abuse. Students need to contact the school counselor for specific details concerning individual needs.

### 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.

<https://docs.google.com/document/d/1sCrNCHfS0re3tYNgCX35ECUal7ih1L3NDK04KqsUFk4/edit>

### 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.

### SHES Virtual Learning Days

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 Spring Hill 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 tight schedule
  - Students should have a designated bedtime, wake up time, lunch time, work time, play time, and end-of-school day time during the school week
  - Designate "free" reading time twice daily
  - Teachers may/can provide a daily work schedule at parent request
- Set up a specific work area(s) that students will report to for learning each day
- Make sure your child gets up at least 30 minutes before the first virtual class meeting
- 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 are expected to complete the lesson(s) assigned by their teachers on a daily basis. Remote Learning days are learning days outside of the school building. It is about times when we are away from the school during the regular school year and not stopping instruction. Teachers will enter grades into Schoology after 5 days of instruction (sometimes sooner).

Student 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.

Attendance:

Students are expected to participate in online school as often as you participate in face-to-face school. Students must log in daily and complete any check-ins, assignments, reading etc. by the time frame given by your teacher. If you are absent from your daily log-ins it will count as a school absence.

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of our school. At Spring Hill we pledge to be cooperative, respectful, accountable, very safe and encouraging; we pledge to be our personal best and to be kind as a member of our school family. 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 Elementary School Code of Conduct.



Students will practice safe and appropriate online behavior including using digital etiquette while communicating online. Improper use of 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

#### **Virtual Assessments and Grading:**

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

#### **Field Trips**

Throughout the year each grade level participates in field trips. Often a request will be sent home for a donation to offset the expense of the trip. Payment of these donations is voluntary, but necessary to maintain the educational quality of selected programs. Written parent permission is required for all students participating in a field trip. As a reminder, if you chaperone a field trip, please do not bring younger children or siblings. We reserve the right to request that a parent accompany students who have had discipline referrals.

#### **Grading Procedures**

All students receive report cards each 9 weeks.

#### ***Kindergarten through Third Grades***

The reporting scale for core content areas: English Language Arts, Mathematics, Science and Social Studies consists of 4 performance levels.

- 4--Exceeding proficiency of the standard
- 3--Meeting proficiency of the standard
- 2--Developing proficiency of the standard
- 1--Beginning to demonstrate understanding of the standard

#### ***Fourth and Fifth Grades***

Currently follow the traditional grading scale for core content areas: English Language Arts, Mathematics, Science and Social Studies.

- A - 90-100
- B - 80-89
- C - 71-79
- D - 70
- F - 69 or less

***Other Codes for All Elementary Grades***

- \* - Not formally assessed or introduced during this grading period  
Used in Specials (Art, Music, PE and Technology) and Learning & Life Skills
- S - Satisfactory
- NI - Needs Improvement

If you have any questions concerning grading procedures used by your child's teacher, we encourage you to request a parent-teacher conference to clarify any questions.

**Internet/Cybersafety Appropriate Use Policy (included in the Student Code of Conduct pages 8-10)**

Highlights of the Internet/Cybersafety 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.

**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 responsible for damage incurred.

PLEASE READ, SIGN, and RETURN to your child's teacher the "Elementary Parent/Guardian Signature Page" found at the front of the Elementary Student Code of Conduct 2020-2021.

### **Important Dates at a Glance: Student Holidays**

September 7-8 (Labor Day & Professional Learning Day for teachers); October 5 & 6 (Fall Break); November 3 (Professional Learning Day for Teachers) November 23-27 (Thanksgiving); December 21-January 6 (Semester Break); January 18 (Dr. Martin Luther King's Birthday); February 15-19 (Winter Break); March 12-16 (Student/Teacher Holiday & Professional Learning); April 5-9 (Spring Break).

### **Lost and Found**

Personal belongings can be returned more quickly when they are **marked with the student's name**. We encourage students to assume responsibility for personal belongings, textbooks, and other school property. We do provide an area for lost and found items. We will donate unclaimed items to a local charity periodically throughout the year.

### **Media Center**

Our media center houses books and periodicals for the students and staff. We have an automated circulation system, an online card catalog, and an electronic distribution system, which allows networking between the media center and the classroom. Several multimedia stations are available in the media center for student use.

Our media center operates on a flexible schedule in order to provide access to media services and resources as needed throughout the instructional day. Such a schedule promotes continuous and purposeful use of media materials and technology by classes, individuals, and small groups. The media center is open each school day from 7:30 a.m. until 2:30 p.m. Reference skills are scheduled by the individual teacher as needed in relation to the current unit of study. The teacher teaches some skills in the classroom, while the media specialist in cooperation with the classroom teacher teaches others in the media center.

### **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 Spring Hill will observe a moment of silent reflection on the anticipated activities of the day every morning.

### **Nondiscrimination Policy**

Spring Hill 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- Classroom**

Parents are welcome to visit their children's classrooms. For the protection of our children and the integrity of the instructional program, all parents and visitors must check in at the school office. The following procedures are in effect:

1. All observations must be pre-arranged through an administrator or designee.
2. Observations are limited to two adult observers at a time and are limited to 20 minutes.
3. Scheduling an observation shall take place one to two days before the visit and must be done with the consent of both the principal and the teacher.
4. A staff member **will be** assigned to accompany the observer(s) during the observation.
5. Observations should be for the purpose of addressing instructional needs of enrolled student(s).

### **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 Jamie Munoz, Principal, at [munoz.jamie@fcboe.org](mailto:munoz.jamie@fcboe.org) if you wish to make a request.

### **Parent-Teacher Conferences**

Communication between parents and teachers is of prime importance. A good way to establish a working relationship between the school and home is through parent-teacher conferences.

Teachers will request conferences with parents at a minimum of twice a year-fall and spring. However, parents are asked to request a conference anytime you have questions and/or concerns about your child's education. Please feel free to contact the teacher during school hours to set up an appointment. We request that you avoid calling your child's teacher at home.

Occasionally, there are misunderstandings between parents and teachers. It is requested that parents first discuss the problem with the classroom teacher before coming to an administrator. If the problem is not resolved to everyone's satisfaction, the teacher, parents,

an administrator and sometimes the student will discuss the situation in order to solve the problem. Again, open and honest communication is very important to the successful relationship between parents and teachers.

### **Parent Visits**

For the safety of our students, all visitors are required to sign in with the front office. When you proceed through the building, a "Spring Hill Visitor's Badge" should be visible for our staff to see. Parents who have not made prior arrangements with teachers will not be allowed in classrooms. We value the instructional time in each classroom, therefore we ask that you please avoid interrupting classes. This will help to ensure the quality of student instruction.

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.

**Parking:** The **first four parking spaces** facing the school are reserved and **designated for office personnel**, as well as the **first two parking spaces facing the playground**. **\*\*We ask that you please refrain from parking in those spots.\*\***

**Parties: School Parties** - There will be three parties during the school year - Semester Break, Valentine's Day, and End of the Year. Parties will be considered under the direction of the classroom teacher. Parents may be requested to help and/or contribute refreshments for these special occasions. Parties will be held school-wide from 1:30 to 2:00 p.m. on the days indicated on the calendar.

### **Pets**

Pets of any type, reptiles, or other animals may be brought to school only with prior approval of the teacher. 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.

### **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.

### **Return Check Inquiries**

If you wish to inquire about a returned check written to Fayette County School District, please contact: Envision Payment Solution, P.O. Box 157, Suwanee, GA 30024-0157. Phone 877-290-5460 or 770-709-3100. Email address: customerservice@envisionpayments.com

### **Sales by Students**

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

### **School Counselors**

Spring Hill Elementary has one full-time counselor and one part-time counselor who work with students, parents, and staff members. They provide classroom guidance to every class, group counseling services, and individual counseling as needed. Ms. Pat Scott and Ms. Bekah Kirk are available for parent consultation by calling the main office for an appointment.

### **School-Wide 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:** Spring Hill Elementary School has three leader expectations:

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

### **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.

### **Standardized Testing**

Each year the Fayette County School System administers standardized tests. Test results are used to identify a child's potential areas of strengths and weaknesses, to examine and compare system level scores and individual school's scores, and to determine and prioritize professional development needs of our faculty and staff. This school year all first grade students will take the CogAT in October.



## **Student Educational Records and Information**

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 Expenditures: Insurance**

Accident Insurance is available to students enrolled at Spring Hill. This insurance does not cover illnesses, only accidents. This insurance does not cover ambulance transportation. More information will be sent home at the beginning of the school year.

## **Tier Team**

Spring Hill's Tier Team meets regularly to discuss and plan instructional strategies for students who are experiencing academic, social, or behavioral problems in school. The Tier Team includes an administrator, a counselor, the school psychologist, the referring teacher, parents, and other related teachers such as the Early Intervention Teacher or the Speech Language Pathologist. The team meets to consider all available information on a student, including a thorough review of the student's existing records. The team may recommend instructional strategies or

materials for the teacher and/or parents. The team may recommend modifications in the learning environment or additional assessments of a child's specific needs. Usually students are referred to the Tier Team by their teacher; however, parents may also request a Tier Team meeting by notifying the classroom teacher and/or an administrator.

### Transportation

Due to having nearly 700 students at Spring Hill this year, it is increasingly important that transportation changes for your child be transmitted to the school as early as possible. So that we do everything in our power to insure the safety of all children, the following procedures are established:

1. Changes in transportation occurring after your child is already at school **MUST** be made by calling the school at 770-460-3432 and speaking directly to the front office.
2. **No changes in transportation occurring after your child is already at school can be made via email.** We can not guarantee that the teacher or staff member will receive the email in a timely manner.
3. No transportation changes will be accepted by the front office **AFTER 2:00 PM**. Changes after 2:00 PM, will be handled between an administrator and parent on a case-by-case basis. To avoid confusion and for the safety of your children, we ask that any transportation change requests be made **PRIOR TO 2:00 PM** except in an emergency. To avoid traffic problems, we encourage you to allow your child to ride the bus. If it is impossible for your child to ride the bus, we ask you to follow these guidelines for bringing and/or picking up your child.
4. Supervision is provided at the main entrance of the school; therefore, all students should be picked up and dropped off at the main entrance of the building. We ask that you never drop students off in the front parking lot or in the bus loop area. The bus area is for bus drop off and pick up only. Cars are not permitted in this area while buses are arriving and leaving. After the last bus unloads, there is no adult supervision in that area.
5. You are requested to wait in a single line and remain in your car. Adequate supervision is provided both before school (from 7:15 a.m. to 7:40 a.m.) and after school. Students will begin unloading at approximately 7:15 AM, but should never be dropped off unless there is a staff member supervising. To avoid safety issues for emergency and administrative vehicles, please do not line up in the car line **PRIOR** to 1:45 PM. Car riders should be picked up at 2:30 p.m. Children not picked up by 2:40 p.m. will be placed in the After School Program, and parents will be charged accordingly.
6. Please place the "tagboard" card in the front window of your car when picking up children in the afternoon. This provides proper identification and helps to ensure safety. If you do not have your identification, you may be asked to come into the main office to complete another card and to pick up your child.
7. For the safety of our students, we request that you do not double park in the pick-up line, in the parking lot or park anywhere which requires your child to cross in front of other lanes of traffic. Students will not be allowed to cross traffic lanes to get to cars. If you walk up to the building to pick up your student, please bring the tagboard card.

If you must pick up your child before the school day is over, you must report to the office to sign out your student. For safety reasons, you may be asked to show photo identification when picking up your child from school. We encourage you to make any change in dismissal plans in writing. All Spring Hill students will attend a Bus Safety Orientation Program during the first month of school. Students are expected to behave appropriately while riding a school bus. Any unacceptable behavior will be referred to the administration where appropriate discipline will be used.

### **Weapons**

In an effort to send a message regarding the growing problem of weapons on school campuses, the 1992 Georgia General Assembly created Senate Bill 563, which states that it is a felony and "unlawful for any person to carry or possess or have under such person's control while at a school building, school function, or school property or on a bus or other transportation furnished by the school, any weapon or explosive compound." A weapon is broadly defined to include any pistol, revolver, razor, razor blades, knives, spring stick, brass knuckles, blackjack, bats, clubs, nunchucks, fighting chains, and throwing stars.

Schools are required to warn students and parents that bringing any type of weapon to school is not only an offense which will result in disciplinary punishment through the school system, but will also result in serious criminal action.

