

***North Fayette Elementary School***  
Empowering Learners to Strive and Thrive



**2020-2021**  
**Parent and Student Handbook**

## *Our Mission*

The Mission of North Fayette Elementary is to equip diverse learners with the mindset and skills to succeed in a global community.



**A PBIS School empowering our scholars to be  
North Fayette Role Models by being  
Respectful, Responsible, and Safe.**

# *Our Beliefs*

We believe our mission will be realized if:

We are...

- -A place where parents and teachers collaborate and communicate so that all children receive an appropriate education.
- -A place where all children are accepted for their individual gifts and abilities, and educated according to their needs.
- -A place where new ideas are met with enthusiasm, where thinking “outside the box” is encouraged, where innovative concepts are embraced.
- -A safe haven in which everyone grows, where children and adults are not afraid to make mistakes or take risks, and every experience is a learning experience.
- -A place where faculty, students, administration, parents, staff, and community members hold hands and set out on the journey together.
- -A place where children are respected and their teachers realize that each child is a precious individual and a priceless gift to the world.
- -A place where children are exposed to limitless opportunities for character growth and development, and they are led and encouraged to treat all people with understanding, honesty, and respect.



# Fayette County Board of Education

205 LaFayette Avenue

Fayetteville, Georgia 30214-0879

Phone: (770) 460-3990 Fax: (770) 460-8191

*"Where Excellence and Creativity Merge"*

## ***School Calendar***

2020-2021 School Year

[Full Calendar View from FCBOE Website](#)

\*\*\*Subject to change based on COVID restrictions

Students Report	August 17, 2020***
First Semester	August 3 - December 18, 2020
Second Semester	January 7 - May 28, 2021***
Last Day of School/Graduation	May 28, 2021***
Post Planning	June 1- June 2, 2021

## ***Student Holidays***

Labor Day	September 7, 2020
Teacher PL (Student Holiday)	September 8, 2020
Personalized Learning (Teacher PL)	November 3, 2020
Thanksgiving Break	November 25-27, 2020
Christmas Break	December 21, 2020-January 5, 2021
Teacher Workday (Student Holiday)	January 6, 2021
Martin Luther King, Jr. Holiday	January 18, 2021
Winter Break	February 15-19, 2021
Personalized Learning (Teacher PL)	March 12, 2021
Spring Break	April 5-9, 2021

## **Nine Week Periods**

1 <sup>st</sup> Nine Weeks	August 3 - October 8, 2020
2 <sup>nd</sup> Nine Weeks	October 9 - December 18, 2020
3 <sup>rd</sup> Nine Weeks	January 7 - March 22, 2021
4 <sup>th</sup> Nine Weeks	March 23 - May 28, 2021

# *Faculty and Staff*

Department Lists along with email and websites:

<https://www.fcboe.org/nfes>

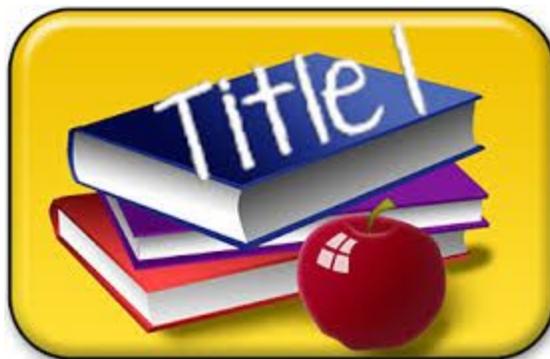
> [NFE Faculty and Staff](#)

# *Parent & Teacher Organization*



[NFE PTO](#)

Title I



[Title I](#)

## ***Student Information***

### **Attendance/School Hours**

School hours are 7:40 AM to 2:20 PM. Students are not allowed to arrive before 7:15 AM since there is no supervision for them.

Promptness is very important to the quality of the instructional day for every child. **All** Students should be in their seats, ready to begin the day's activities before 7:40 AM. Students arriving after 7:40 AM must be signed in **by a parent or guardian in the front office** before the student will be permitted to go to class. **Any student not in class at 7:40 AM will be designated as tardy.** Our instructional day begins at 7:40 AM.

Absences:

State law allows children to be temporarily excused from school who:

- are personally ill and whose attendance at school would endanger their health or the health of others;
- experiencing COVID-19 symptoms as outline by the CDC ([CDC COVID-19 Symptoms](#))
- have in their immediate family a serious illness or death which would reasonably necessitate absence from school;
- have special religious holidays observed by their faith.

A student who is absent more than 30 days in one school year may be retained due to excessive absenteeism unless a doctor's excuse is received **within three days of the absences.**

***Calling the school office to say your child is sick does NOT excuse the absence.*** A written note or submission through our [Absence Submission](#) online form located on our website from the parent or guardian explaining the reason for the absence is ***required within three days after the child returns to school.*** Continued unexcused absences and constant absenteeism will be reported to the Fayette County Board of Education's Attendance Office for further action. You will receive a letter documenting unexcused, excessive absences as directed by the State of Georgia.

### **Missed School Assignments:**

Requests for missed assignments during an extended absence can be made via email to the teacher(s) or by calling the front office or. *Student work will be available for pickup **24 hours from the time of the request.***

## Attendance Protocol for Unexcused Absences for students ages 6-16:

**5 Cumulative Unexcused Absences per semester:** The school notifies parents by first class mail of the unexcused absences and a summary of consequences.

**7 Cumulative Unexcused Absences per semester:** 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:** Attendance/Residency Officer will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention.

### Leaving School Early

If parents need to pick up a child during the school day, they should come to the office to sign the child out. The child will be called over the intercom and asked to come to the office for dismissal.

**Adults should not go to the classroom to pick up a child.** Please allow enough time for the child to be called from the classroom as students will not be called up to the office prior to the arrival of the parent.

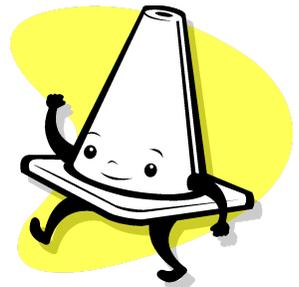
**Students can be checked out in the front office until 2:00 each day.  
Once dismissal has begun, students will not be called for early checkout.**

A child leaving and returning to school the same day must first report to the office to sign/check back in noting the time of his/her return. ***A child must be present for half of a school day to be counted as present for the day. Half of the school day hours are from 7:40 to 11:10 or 11:10 to 2:20.***

### Arrival, Dismissal & Transportation Information

**Safety is #1 at North Fayette Elementary!** In order to provide a safe arrival and dismissal for our students, parents, and staff members, we have put together the following rules and guidelines. It is important that all adults (parents and staff members) adhere to these rules in order to keep our students safe. If you have a concern about Oak Grove's procedures, please see the administration instead of voicing your concern with the staff members on duty, so they can maintain focus on student safety. **Thank you** for your cooperation in keeping everyone safe.

Arrival Time in the morning: 7:15-7:40 a.m. Students may not arrive prior to this time. **All** late arrivals must be signed in at the front office. Please enter at the front of the building.



## Car Riders

### Drop Off / Pick Up Procedures

1. All cars must stay in a single line staying on the right side of the loop. **For the safety of our students and staff, please refrain from passing other cars unless absolutely necessary.**
2. Children should exit the car on the sidewalk side.
3. The pick-up sign must be visibly displayed for pick-up. **PLEASE do not enter the car line without your tag.** Your tag must stay visible until you exit the pickup line. If you do not have a tag, for student safety, **you MUST park and report to the front office to show your picture identification. This is for our students' safety! Staff members on duty are not allowed to bypass this rule.**
4. Drive SLOWLY at all times. Thank you for not blocking the crosswalk coming from the parking area.
5. **There is NO drop-off from the parking lot in the mornings.** If you park in the parking lot, you MUST walk your child to the nearest staff member at the crosswalk; if it is after 7:38, you must walk your child into the school and check them in at the front office. Children are to be IN their homerooms at 7:40.

Car riders are dismissed at 2:20 and must be picked up no later than 2:40. After 2:40 all remaining students will be taken to the school's After School Program (ASP). **Parents will be required to pay ASP's drop-in fee for this service.**

## Bus Riders & Bus Loop

1. Only **BUSES** will be allowed in the bus loop. **ALL** cars must use the front entrance. **There is NO drop-off in the mornings or pick up in the afternoon from the bus loop. NO EXCEPTIONS.**

### Bus Riders:

Riding the school bus is a privilege and all students are expected to behave in an appropriate manner to ensure safety. The driver must be able to concentrate without distractions. He/she should be considered *the authority figure* on the bus and treated with respect. If a student fails to behave appropriately, student bus privileges may be suspended.

At times students may need to transport items to and from school on the bus. The rule of thumb is: If the child cannot hold an item in his/her lap, the item cannot be on the bus. See the FCBOE's Student Code of Conduct for more specific information on what can be transported on the bus.

## Change of Transportation -

**All transportation changes MUST be made via email or written note by 12:00 p.m.** For the safety of our students, we will not be accepting any changes via telephone. There will be no changes accepted after 12:00 pm to ensure that all of our 600+ students get home safely, with the appropriate person, and in the appropriate manner.

## Walkers

Walking to and from school is a privilege that is reserved by the school for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders. A written, signed note giving your student permission to walk must be provided to the teacher or front office. If a parent wishes for a K-2<sup>nd</sup> grader to walk to school **with an older sibling**, a written request is required along with a brief meeting with an administrator. In the interest of safety, students may not be allowed to walk home from school in inclement weather. They will be held until the weather has passed.

## Inclement Weather

In the past, inclement weather has necessitated our closing school mid-day. Such a decision is always based on the safety of our children balanced with the uncertainties of weather forecasting. In the event of a school closing, notifications will be provided through:



- **Infinite Campus** - your contact preferences on your IC Account dictates whether you get email, text, and/or voicemail notifications
- **Websites** The Fayette County Schools website ([www.fcboe.org](http://www.fcboe.org)) and North Fayette's website (<https://www.fcboe.org/nfes>)
- **Atlanta Media**
  - WSB-TV, WSB radio AM750, [wsbtv.com](http://wsbtv.com), and WGST radio 640AM,

Be prepared for school closings:

- Be sure your contact preferences in Infinite Campus are updated!
- Be sure your emergency contacts - the adults to whom the school will release your child - are listed in Infinite Campus.

## Clinic and Medications

Tara Daniel, RN [daniel.tara@mailfcboe.org](mailto:daniel.tara@mailfcboe.org)

North Fayette Elementary offers the student body clinic services that address minor injuries and illnesses. A full-time school nurse is available each day (7:15 to 3:10). Students seen by the nurse will bring home a pink slip explaining the visit.

## Student Illness or Injury

The main reasons for keeping your child home from school are he/she is too sick to participate comfortably at school or may spread a contagious disease to other students. If your child has been diagnosed with a contagious disease, please contact the clinic so other students' parents and school staff may be alerted of the symptoms.

### 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 **72 hours** (that is three full days of no fever **WITHOUT THE USE**

OF MEDICINES that reduces fevers) Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (\*Based on CDC Recommendations)

2. **Vomiting or Diarrhea** Student 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 Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.
4. **Head Lice or Scabies** Student should stay home until after treatment is complete and there are no live lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the Nurse to return to school.
5. **Unexplained Rash** Student should stay home with an unexplained rash. Call your doctor for treatment.

If your child goes home sick with a contagious disease, vomiting or diarrhea, he/she must not enter the school building for a full 24 hours (72 hours with a fever). 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 child's school knows how to reach you during the day.

### **Sick During School**

Once contacted by school because of a sick child, parents have ONE HOUR to retrieve their sick child from school. If you are unavailable by that time, you must arrange for an alternate adult contact to pick up your child.

### **Injury**

Minor cuts, scrapes, and bruises will be treated in the clinic with the child returning to class after treatment. Any other more serious injuries such as head injuries, sprains, or breaks will be reported to parents. 911 emergency calls will be made at the discretion of the school administration with parents assuming responsibility for the payment of services. Every effort will be made to contact the parents should these services become necessary. **(Please make sure all of your contact numbers are up to date.)**

### **Special Problems**

If your child has any medical or health problems of which the school needs to be aware, notify the child's teacher and the school nurse in writing (i.e. allergies, asthma, daily medications, etc.)

### **Daily Medications**

Many students require medications on a daily basis due to acute and chronic conditions. To administer prescription medications, the school requires the proper parent and physician forms to be completed. The parent or legal guardian must complete and sign a *School Medication Authorization* form before medications can be administered. A reproducible copy of this form is included in this handbook. Medications should be brought to the school clinic with the appropriate paperwork by the parent or legal guardian. All medications (prescribed or over-the-counter) must be in their original containers with unexpired dates and labeled in English.

In certain circumstances, a student with a serious medical condition (i.e. asthma, diabetes, or allergic reactions) may be granted permission to carry medication on his or her person. Such permission will only be granted in response to a written statement from the student's physician and parent or legal guardian that such a need exists based on a serious medical condition on a completed and signed School Medication Authorization or Health Care Plan. ***The parent or legal guardian must also sign a statement releasing the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such medication or for a designated staff member administering such medication to students who are unable to self-administer because of age or any other reason.***

Nurses or other school employees are authorized to administer epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who, in good faith, chooses to administer epinephrine to a student in such circumstances shall be immune from civil liability.

Over-the-counter medications require only the parent's authorization. The School Medical Authorization form or Health Care Plan must be signed and presented with the over-the-counter medicine.

Each school year the School Medication Authorization or Health Care Plan must be completed.

### **Procedures for Head Lice Screening**

In the event that we believe your child has live head lice, we will contact you and ask you to remove him/her from school. All members of the classroom will be screened so that no student is singled out and parents will be notified of the possibility of exposure. In order to return to school the infested student will need documentation of treatment and must be nit free. The school nurse will screen the student before admitting him/her to class.

### **Dress Code**

*Faculty, students, as well as, parents, relatives, and other visitors are expected to adhere to North Fayette's Dress code.*

Our dress influences our behavior. Since we hold **HIGH EXPECTATIONS** for all students with regard to academic achievement and behavior, our expectations for student dress are also high. Students are expected to dress appropriately each day at school and at all school functions. Students who wear any clothing that, in the judgment of the school's administration, is deemed disruptive to the learning environment of the classroom, will be asked to change that clothing item or stay in ISS for the remainder of that school day.



Shoes must be worn at all times and hair should be clean and neatly groomed. Students must not wear clothing with any message that is discriminatory in nature, that depicts inappropriate role models, or that includes profanity. Students must not wear clothing with messages that, in the judgment of the school administration, promote drugs, alcohol, tobacco, or violence. Due to safety concerns, Wheelies, or shoes with wheels in the sole, are prohibited. See the [FCBOE's Code of Conduct](#) (page 12) for more specific information regarding student dress code policies.

## **Public Relations**

Throughout the year, there is the possibility that many of our children will be mentioned in newspaper articles, on our social media accounts, or in other public venues identified as North Fayette Elementary School students. These opportunities for positive school publicity arise as the school holds events that are publicized. We are proud of our school and the wonderful experience our children enjoy through the collaborative efforts of home and school but we understand that there may be safety issues concerning individual students that warrant caution.

***If you do NOT want your child to appear in press releases or on our website, please notify the principal in writing within five days of enrolling.*** Be sure to check out Fayette County School's website for important information about local school activities. ***Note: Photographs of students may be published in the public domain (e.g. web pages, newspapers, emails) without specific parental consent.***

## **Invitations**

Birthday party invitations can be distributed at school only if every member of the class or if only all the boys or all the girls in the classroom are invited to the celebration. In order to avoid hurt feelings, individual invitations need to be distributed by parents outside of school.

Off campus class party invitations (i.e. end of the year celebrations) cannot be distributed through the teacher and/or school. The school assumes no responsibility for off campus parties.

## **School Celebration Guidelines**

### **Birthdays**

Birthdays are a special day and an important time to celebrate with classmates. However, due to new nutrition regulations and with the growing number of students with severe food allergies, North Fayette does not encourage treats such as cakes, cookies, cupcakes, or other food items. This is in line with the new County Wellness Plan and our Allergy Plans. Alternative suggestions that North Fayette administration and staff prefer to celebrate your child's birthday include the following:

- School Ice Cream Pass for the class during lunch. The school ice cream has been approved to comply with the Smart Snack regulations from the Federal government.
- Donate a book to the classroom library in honor of your child's birthday
- Donate a board game or puzzle in honor of your child's birthday

Please refrain from sending or bringing flowers, balloons, or other items to celebrate birthdays at school. These items will not be allowed in the cafe, the classroom, or the bus.

### **School Parties and Activities**

In an effort to provide a safe and healthy environment for all of our elementary students, school parties and celebrations 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.

### **Classroom Visits & Observations**

**Due to COVID-19 Guidelines and the safety of our students and staff members, classroom visits will be very limited during the 2020-2021 school year.**

In recognition of the importance of parental involvement in the educational process, parents are welcome to visit their children's classroom. *For the protection of our children and the integrity of the instructional program, all parents and visitors must check in at the school office for classroom visits and volunteer work. A visitor's sticker must be worn at all times during your visit.* The following procedures are delineated to assure fair and equitable access to our school.

- All observations must be **pre-arranged** through the school principal or designee.
- Observations are limited to two adult observers at a time.
- Younger siblings are not allowed during an observation.
- Scheduling an observation shall take place one or two days prior to the visit and must be done with the consent of both the principal/designee and the teacher.
- 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.
- Video/audio/photography devices are not permitted to be used during observations.

**Please do not go directly to your child's classroom to talk to the teacher (unless you have a scheduled appointment and have signed in at the front office).** Even a brief, unscheduled walk-in can disrupt the learning process. ALL forgotten lunches, classroom materials (including assignments & homework), and all other items to be given to the classroom teacher during non-instructional times must be dropped off in the front office. Office staff will make sure the items are delivered in a timely manner. **Homework that is dropped off will be placed in the teacher's mailbox.**

## **Teacher Qualifications**

In compliance with the requirements of the Fayette County School District, parents may request information about the professional qualifications of their child's teacher(s). Parents wishing to request the information should contact one of the school administrators.

*The following information may be requested:* certification information: college major/graduate certification or degree held by the teacher; whether or not the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived; qualifications of the paraprofessional, if paraprofessional services are provided.

## **Character Education**

With the signing of HB 1187 into law, all public schools are required to design and implement an effective character education program. North Fayette has partnered with ADDO to bring us "The Voyage: Adventures in Character" program, to encourage our students to grow in their understanding of the following character traits: responsibility, honesty, humility, generosity, cooperation, perseverance, kindness and courage.

## **Behavior Policy**

The North Fayette community, which consists of school personnel, students and families, will work as a team to provide a positive and safe learning environment. Everyone will be treated with dignity and respect. Positive behaviors will be encouraged and enriched through the use of PBIS (Positive Behavior Interventions and Supports). Our staff shares the responsibility for teaching behavior and encouraging all students to develop the skills and attitudes needed to develop self-confidence and to maximize learning.

**North Fayette's GUIDING PRINCIPLES are to  
Be Respectful, Responsible, and Safe**

## **Discipline**

The Fayette County School System's disciplinary procedures are age-appropriate and designed so that the degree of discipline will be in proportion to the severity of the behavior leading to the consequence. The previous discipline history of the student being disciplined and other relevant factors will be taken into account, and all due process procedures required by law will be followed.

Your student will receive a **Fayette County Discipline Code of Conduct** at the beginning of each school year. New students entering during the school year will also receive the Code of Conduct at the time they enroll. Parents should sign a form verifying that they have received and read the Code of Conduct. The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them replace inappropriate behaviors with those that are consistent with the character traits and concepts taught in our Character Education program.

Within the Fayette County Code of Conduct student misbehavior is categorized as minor, intermediate, or serious. Student behavior is subject to the Code of Conduct at school or on school property at any time, off school grounds at any school activity, function or event, while traveling to and from such events, and on vehicles provided for students' transportation by the school system.

### **Bullying**

We define bullying as behavior that intends to cause harm, fear, or humiliation. It is usually repeated over time and involves unequal balance of power and strength.

### **Weapons**

In an effort to send a message regarding the growing problem of weapons on school campuses, the 1992 Georgia 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." Punishment is set at a fine of not more than \$5,000.00, imprisonment for not less than one or more than five years, or both. A weapon is broadly defined to include any pistol, knife with a blade two or more inches, razors, brass knuckles, nunchucks, and throwing stars. ([O.C.G.A. 16-1 1-127.11].

### **Weapons (continued)**

Elementary schools throughout Georgia and across the nation are experiencing increasing problems with weapons. While we hope that North Fayette will never have a problem of this nature, we are advising all students that bringing any type of weapon to school is now not only an offense which will result in disciplinary action by the school, but also an offense which could result in serious criminal legal consequences.

### **Threats and Harassment**

For all students to learn and grow, school must be a safe environment. Current events suggest that ensuring such an environment is a task that requires a strict, no-nonsense approach to any words or deeds that reflect the violence of our times. These include threats, harassment, and bullying.

### **Field Trips**

**Due to COVID-19 Guidelines and the recommendation of the CDC, field trips for the 2020-2021 school year have been suspended until further notice.**

Throughout the school year, each grade level may take field trips that extend the curriculum being taught to bring real world applications to classroom learning. Field trips are learning activities and are never planned solely for entertainment and fun, although a good field trip may be both! Requests will be sent home for a donation to offset the expense of the field trip. This donation is necessary to maintain the educational quality of selected programs. Students who cannot attend

field trips will be given appropriate school activities that cover the same curriculum standards as the field trip experience addresses. The school reserves the right to cancel any field trip.

Standards for behavior are the same for field trips and school-wide activities as they are for the student at school. Administration may withdraw the privilege of a field trip from a student based on his/her behavior. The student will remain at school where he/she will be given activities to complete that address the same curriculum standards.

When a parent volunteers to be a chaperone on a field trip, he/she agrees to assume the responsibility of supervising 4 or 5 students, depending on the grade level. Chaperones are very important to the safety of our children when they are away from campus. Since a chaperone must be free to devote all of his/her attention to our students, we require that younger siblings **NOT** be taken on field trips. Chaperones must sign in at the front office. In order to be a chaperone, parents must complete the VOLUNTEER TRAINING found on the North Fayette Elementary website. *Note: All school related activities are tobacco free.*

### **Book Bags, Backpacks, and Lunchboxes**

For the safety of all students, book bags, backpacks, and desks are subject to search at any time. **It is recommended that the student's name be written inside all personal items.** Our staff makes every effort to return items with students' names.

### **Lost and Found**

North Fayette has one Lost and Found bin. The bin is located in the cafeteria near the lunch tray window. Items left in the bin at the end of each semester will be donated to charity. PLEASE put your child's name on ALL personal items!

### **Parent and Community Support**

**Due to COVID-19 Guidelines and the safety of our students and staff members, volunteering will be very limited during the 2020-2021 school year.**

One characteristic that America's best schools share is a strong parent and community support system. North Fayette Elementary is blessed with involved, caring parents, grandparents, and community volunteers. We value all of our families and encourage your active involvement in the life of our school. Your participation communicates to all of our children that learning and growing, setting goals and achieving them with effort and perseverance matters. Any investment of time and energy in the school lives of the children of North Fayette offers the best promise for the future of this next generation of citizens and the country they will lead.

### **Parent Enrichment Series**

The Fayette County School System offers parenting programs during the school year. Please review the calendar for dates and time of sessions. For more information, please contact our school counselor.

## **Standardized Testing**

Standardized testing is one way schools assess what students learn. Our philosophy is that testing is one stroke in painting a realistic picture of each child's potential and achievement. We appreciate the differences in pace, process, and product that characterize each child yet we hold high standards for quality student work. Standardized tests that are administered at North Fayette Elementary School include:

- **Georgia Milestones Assessment:** State mandated **Georgia Milestones Assessment (GMAS)** are criterion and norm referenced tests administered to grades 3-5. These tests are administered in April and measure student mastery of specific criteria. Rather than being compared to other students, each student's performance is compared to a set of criteria. Our *GMAS* measures each student's mastery of the state mandated curriculum standards.
- **Writing Assessments:** Writing assessments are incorporated into the *Georgia Milestones Assessment*.
- **GKIDS:** The *GKIDS* is administered to all kindergarten students to provide evidence of readiness for first grade. Students are assessed in three domains, Literacy, Mathematics, and Social/Emotional Development.

## **Programs**

### **Gifted**

The Gifted Program at North Fayette Elementary School consists of high-level activities beyond the regular classroom. These activities are differentiated through the county's gifted curriculum and universal themes. Emphasis is placed on developing critical thinking, deductive reasoning, research skills, and technology related to these universal themes. Student identification for placement in the Gifted Program involves four areas: Mental Ability, Achievement, Creativity, and Motivation. Students may be referred for gifted testing by teachers, parents, or current test scores. Students may only be evaluated for placement every two years.

### **ELL**

An English Language Learner (ELL) Program is offered at North Fayette. This program is for students who do not know the English language well enough to profit from the regular, English-based classroom experience. Support services include collaboration within the regular classroom for meaning and resource activities for skill development.

### **Special Education**

North Fayette offers services to children with special needs through IDEA. A continuum of services from consultative to collaborative, resource, and self-contained is offered.

### **EIP**

The Early Intervention Program (EIP) is a state mandated reading, math, and writing instructional support program designed to serve K-5<sup>th</sup> grade students who qualify. Students may be served in pull-out and collaborative settings.

## **STEAM Mondays**

STEAM is an after school program that takes High Level 2+ students and exposes them to critical thinking (and FUN) activities giving them the opportunity to grow to the next level. Students qualify based on data collected throughout the year and parents will be notified for permission to participate.

## **Media Center Program**

### ***Overview***

The North Fayette Elementary Media Center serves the learning and teaching needs of students, teachers, and the community. The Media Specialist serves as a member of the instructional team cooperatively planning with teachers and implementing instruction to best meet the needs of the individual learner. One of the primary goals of the media center is to develop lifelong learners with skills to access information in the fast-changing world.

### ***Activities***

- Lessons in which specific library skills are integrated into the classroom curriculum.
- Research activities, including the use of the Internet, related to any area of the curriculum.
- Book selection and checkout.
- The Scholastic Reading Counts program.

### ***Book Checkout***

Students may check out books whenever the need arises. Books may be checked out for a period of two weeks. After that time, books will be considered overdue. Students with overdue books may not check out other materials until the overdue items are returned.

Students may check out the following quantities:

- K - one book
- 1st - two books
- 2nd - 5th - three books

### ***Lost books***

Lost books are charged to the student at replacement cost. Books found within 60 days of the due date can be returned for a full refund of any amount paid.

### ***Library Hours***

The library is open for checkout from arrival until 2:45pm daily.

### ***Echo News***

The Echo News Broadcast is provided every morning from 7:40-7:50 am. All students must be in their classroom for morning announcements. Fourth and Fifth grade students are nominated by their teachers and are eligible to work on the Echo News Broadcast Crew with parent permission and understanding of the Echo News policies.

### ***Flexible Scheduling***

Although most classes visit the library at a regular basis, the media center is a flexible program. Events such as guest authors, grade-level events, book fairs, etc. may cause classes to change their regular time for visiting the library media center.

### **Scholastic Reading Counts**

How it works:

- Students complete a Reading Inventory to determine their reading Lexile - a numerical rating of their ability to understand text.
- With that Lexile reading number, students get a Lexile range (100 below and 50 above their Reading Inventory)
- Students then read books in their Lexile range. Research supports this to be the best means to improve reading comprehension and fluency.
- Students will earn points - book points are based on book length toward their goal.
- Goals are set by the classroom teacher.
- Books are marked on the spine with color codes based on their Lexile. The exact Lexile can be found inside the cover.

\* Important note: Lexile is one company. Reading Counts is another. Sometimes, books are Lexiled but do not have a quiz in RC. Sometimes, books have no Lexile but do have a test in RC.

### ***Grading***

Reading Counts tests will NOT be used for grading except where the book has been taught in the classroom as a trade book.

### ***Testing***

Students may test daily in their classrooms between 7:20 and 2:45 p.m.

Teachers usually have a system for allowing students to test. Because testing is an assessment of the student's ability to comprehend what they have read, students may not use open books, watch over another student's shoulder, take tests for other students, or receive assistance from others during the testing process.

### ***Removing tests***

Because children are read to within the early grades, tests are erased at the end of kindergarten. Students may independently re-read these earlier books. After grade one, no tests are removed from a child's record.

### ***Reading with/to your child***

For students in grades K and 1 who are emerging readers, parents are encouraged to read to or with their children on a daily basis. Young students experience growth in vocabulary and comprehension by using listening skills. Once your child becomes an independent reader, we encourage you to allow the child to read to you, as well as, continuing to hear adults read books to the child.

## **Guidance and Counseling Services**

North Fayette Elementary is fortunate to currently have a full-time and a half-time counselor on staff. The counselors are here to offer assistance to students, parents, and staff members. Areas of responsibility include counseling, guidance, and consultation.

### **Counseling**

Students are encouraged to consult with the counselors if they need help with a problem. They conduct individual and group counseling sessions with students in areas of need such as divorce, relocation, shyness, etc.

### **Guidance**

The counselors may lead classroom discussions and activities to help children strengthen self-esteem and to improve interpersonal skills. The counselors also ensure that students receive appropriate life-development assistance such as help with transitions to middle school, etc.

### **Consultation**

Parents and teachers often talk with the counselors concerning issues and problems involving students. The counselors offer another objective point of view. The counselors also consults with community resources and may make suggestions regarding their use as support to North Fayette families.

### **Adult Mentors**

**Due to COVID-19 Guidelines and the safety of our students and staff members, face-to-face mentoring will be very limited during the 2020-2021 school year.**

We welcome adults who can provide emotional support and positive role modeling. If you are interested in volunteering, please contact our counselor.

### **Parenting Classes**

Please review the school's calendar for dates and times of sessions. For more information on parenting classes, please contact our school counselors.

## **C.H.A.M.P.S.**

The CHAMPS (Choosing Healthy Activities and Methods Promoting Safety) is designed to promote child participation in healthy activities that are drug and alcohol-free, non-violent, and safe. A trained law enforcement officer presents the program to all fifth graders in Fayette County Schools. This program meets 45 minutes per week for one semester.

## **After School Program**

Parents may choose to enroll their K-5<sup>th</sup> grade (not Pre-K) NFE students in the After School Program (ASP) in our building as enrollment permits. The hours of ASP are from 2:17 p.m. to 6:30 p.m., Monday through Friday. If you register your child for ASP, please write a note to the teacher notifying them of the registration. Handbooks and registration materials are available in the front office. Every parent is encouraged to register his/her child in ASP in the event that an emergency arises and after-school supervision is needed for the safety of the student. In

addition to a once a year registration fee, weekly rates are outlined in the ASP handbook. The North Fayette ASP Site Coordinator may be reached at **770-461-5430**. All checks for ASP services are to be made payable to FCBOE. (Only cash will be accepted the last four weeks of the school year.) **Note:** For the safety of our students, parents are strongly encouraged to complete and sign the ASP Emergency Release Form at the beginning of the school year. It will only be used in the event of an emergency. Without this release, the police or DFACS will be contacted to provide after school care for children.

## **Tier Intervention and Pyramid of Interventions**

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

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

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

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

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

- Providing scientific, research based instruction and interventions with fidelity in the general education classroom;
- Monitoring a student's progress in response to these changes in instruction and interventions; and
- Using this information to shape instruction and make educational decisions.

### **Tier 1**

#### **Standards-Based Classroom Teaching and Learning.**

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

### **Tier 2**

### **Needs Based Teaching and Learning.**

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

### **Tier 3**

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

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

### **Tier 4**

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

## **Nondiscrimination Policy**

North Fayette Elementary School does not discriminate on the basis of race, color, religion, national origin, sex, or disability within the definition of Section 504 of the Rehabilitation Act of 1973. The Individuals with Disabilities Education Act (IDEA), The American 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 disabled under any of the above listed laws or regulations. The contact coordinator and telephone numbers where they may be reached are listed below:

Section 504 Coordinator - Audrey Toney	(770) 460-3990
IDEA Coordinator - Rosie Gwin	(770) 460-3990
Title IX Coordinator - Charisse Windom	(770) 460-3990
ADA Coordinator - Rosie Gwin	(770) 460-3990

## **Food Programs**

### **Breakfast Program**

North Fayette Elementary offers a breakfast program. Student breakfast costs are as follows: \$1.60 (Reduced \$.30). Visitor breakfast (including non North Fayette students) - \$2.50 per breakfast. Breakfast is served from **7:15 until 7:40 AM**.

### **Lunchroom Program**

School lunches are offered to students. Lunches may be paid for daily, weekly, monthly, or yearly through [myschoolbucks](#). Each student will have his/her own lunch account into which deposits may be made at any time. As students purchase meals or ala carte items, their lunch account will be debited. Forms to request free and reduced priced lunches will be sent home at the beginning of the school year, and will be available in the front office throughout the school year as needs dictate.

### **Daily cost for school lunches:**

NFE students - \$2.75 per lunch (Reduced \$.40)

Visitor lunch (including non North Fayette students) - \$4.25 per lunch

Milk & Juice - 50¢ each

### **Lunch Charges ([FCBOE Policy](#))**

No Breakfast Charges

3 Lunch Charges

No "a la carte" charges

Note: Students who have exceeded the meal charge limit will be offered an alternate meal.

### **Visiting For Lunch**

**Due to COVID-19 Guidelines and the safety of our students and staff members, there will be no lunch visits during the 2020-2021 school year until further notice.**

Parents are welcome to join their children for lunch. **All visitors must pay the adult prices.** This includes visiting children. Student prices are for North Fayette students only. We ask that parents and visitors sit with their child at the child's class table or the overflow table. For the safety of our students **North Fayette does not allow outside food** (i.e. Chick-fil-A, Mc Donald's, etc.) due to student allergies. We ask that all parents please comply with this policy as well as our other cafe procedures and expectations. **Our class tables are considered the safe zone for our students with food allergies and food from outside of our school building should not be eaten at these tables.** Parents that fail to follow this request and bring in outside food will be required to eat with their child at a designated table away from the other students. **We appreciate your cooperation in making every effort to keep our entire student population safe.**

Students are welcome to bring lunch from home. Soft drinks should not be sent in lunchboxes. Juice or water is preferred. Milk may be purchased a la carte from the cafeteria. Teachers may arrange for soft drinks for special occasions but we request that they not be served as a lunchtime

beverage.

Students will have an opportunity to purchase ice cream during their lunch period. Ice cream money is to be kept separate from lunch and breakfast money. It cannot be placed in the student's school lunch account.

**Note: Only cash payments for lunch purchase can be accepted in the last month of school.**

### **NFE Creed, pledge to the flag, and moment of quiet reflection**

Each day, during morning announcements, we will all stand for the Pledge of Allegiance and the NFE Creed. Students who choose not to participate in the Pledge of Allegiance must still stand quietly. All students and staff will recite the NFE Creed. The expectation is that regardless of where one is in the building, everyone stops to show respect for this morning procedure.

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. With Governor Zell Miller's signature, the bill became law. It states, "In each public school classroom, the teacher in charge shall, at the opening of school upon every school day, conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all the pupils therein assembled." [O.C.G.A. 20-2-1050]. In compliance with the law, the staff and students of North Fayette Elementary School will observe a moment of silent reflection on the anticipated activities of the day every morning along with the Pledge of Allegiance. This observance will be introduced during the morning television broadcast each day.

END OF DOCUMENT