

Student & Family Handbook



Huddleston Elementary School

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Peachtree City, Georgia 30269
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After School Program 770.487.9084

School Hours: 7:40 – 2:25

Principal Heidi Pfannenstiel
Assistant Principal Ashley Brookshaw

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Due to varied school operations during the 2020-2021 school year, information is subject to change/adjustment.

Please also refer to the Fayette County Code of Conduct
https://www.fcboe.org/codeofconduct_elementary

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Our Vision Statement

Our Huddleston students will be capable of living and working effectively, responsibly, and productively in a global environment.

Our Mission Statement

Hounds are Striving for their Personal Best

The Huddleston community creates a safe, nurturing, and engaging learning environment where staff and students collaborate to achieve our personal best.

Our Beliefs

- Thinking critically and creatively, with real world application of student learning, is the chief priority of the school.
- Building healthy relationships is the foundation for sustaining a community of lifelong learners.
- Valuing and involving our parents and community members is vital to the success of our students.
- Continually examining the rigor, relevance, and effectiveness of teaching and learning practices is the responsibility of all stakeholders.
- Demonstrating and communicating our learning through the use of technology is essential in empowering students to be lifelong participants in our globally networked society.

Due to the many changes from the COVID 19 Pandemic-some items/information is tentative or no longer applicable when in the yellow or red level.

After School Program

There is an After School Program in operation at Huddleston Elementary School in conjunction with the Community Schools Program. Information on this program is

available in the school office. Students will be provided snacks, physical exercise, and supervised study hall. Other activities are also planned. This program is open until 6:30 p.m. Any student that is not picked up from the Huddleston car pool by 2:40 p.m. will be taken to the After School Program for extended day care. Parents or guardians will be responsible for paying any After School Program Drop-In fees.

If you need to call the After School Program, the phone number is 770.487.9084. Our site manager will be glad to answer all your questions.

In order to stay in the After School Program (ASP), you must fill out an enrollment application for each child you have attending the ASP. There is an annual \$50 registration fee per child that is due at the time of your application submission. Details of the actual fee structure are described in the ASP information on the FCBOE website.

Each ASP site has an enrollment cap based on the number of students that can be safely accommodated. To hold a child's place in the ASP program, attendance must be regular and the tuition balance must be up to date. There is no longer a daily rate available. Tuition is \$50 for 1, 2, 3, 4, or 5 days attendance.

It is important for your child to be picked up promptly at dismissal or promptly after attending a club or activity. Because of our concern for the safety of all children, students not picked up by 2:45 p.m. will go to the After School Program. All parents are asked to pre-enroll their child in the ASP so that he or she will have a safe place to go should you inadvertently be late.

Attendance

Fayette County elementary school hours are 7:40 a.m. - 2:25 p.m. Parents should ensure that students arrive at their classroom each day on or before 7:40 a.m. It is the responsibility of the parent to come to the office and sign in students who arrive on campus after 7:40 a.m. A student is considered tardy if they are not in their classroom when the tardy bell sounds at 7:40 a.m.

Students must be present and remain at school until 11:15 a.m. to be counted present. A written note from the parent or guardian explaining the reason for the absence is required on the day the child returns to school. After five absences, a written note from the physician's office may be required. When a student is out of school for an excused absence, parents may call school and request assignments. This must be done by noon on the day of the absence. Assignments may be picked up after school from the bookshelf in the lobby or sent home with a sibling/friend. A student absent from school due to illness should not participate in school related activities during the time of absence/illness. Please send in a written note within three days of an absence to excuse the absence if it falls under one of the lawful absences (excused) as defined by the Georgia State Board of Education.

The State of Georgia's laws regarding compulsory education and student attendance are stated below.

Summary of Consequences for Attendance Violation

Reporting Students with Unexcused Absences (O.C.G.A. 20-2-701)

- Absences – Lawful absences (excused) as defined by State Board of Education Rule 160-5-1-.10
 - Personal Illness
 - Death in immediate family
 - Religious Holiday
 - Instances in which attendances could be hazardous as determined by the Fayette County School System
 - Service as page in legislature
 - Court Order
 - Absence to vote in an election

- Consequences for Unexcused Absences
 - Any parent, guardian, or other person who has control of any child who on the tenth unexcused day of absence, and after the child's school system notifies the parent, guardian, or other person who has control of any child, upon each day's absence from school shall be guilty of a misdemeanor and court action may be pursued for formal intervention.
 - Penalties:
 - Fine – not less than \$25 and not greater than \$100.00
 - Imprisonment – not to exceed 30 days
 - Community Service or any combination of such penalties, at the discretion of the court.

Application of School Rules and Procedures

All school rules and procedures apply not only to things that happen at school, but also at all school functions. The Fayette County Code of Conduct will be adhered to whether on a field trip or any school sponsored function.

Birthdays

Birthdays are a special day and an important time to celebrate with classmates.

However, we are experiencing a growing number of students with severe food allergies and as always want to promote health and wellness among our students and staff.

For this reason, the Fayette County Board of Education strongly discourages cupcakes, cookies, or other food items to be brought in for celebrations. If sweet treats are brought to school the following should be only individually packaged store bought items.

There are plenty of additional ideas to celebrating birthdays: As always, please check with your child's teacher.

- Bring fruit roll-ups, fruit snacks to share, fruit kabobs.

- Read a book to the class and/or donate the book to the classroom library in honor of your child's birthday.
- Party Favors, such as stickers, pens, pencils, erasers, notepads, bubbles, etc.
- Send in an autograph book for each classmate to write a special birthday message to your child.
- Donate a board game, puzzle, jump rope, ball, etc. in honor of your child's birthday.
- Ask your child's teacher for a show and tell time. Your child can make a poster, bring in their favorite things, etc.
- Donate a plant, seeds, or a bulb for the school garden.
- Send in a t-shirt, stuffed animal, pillow case, etc. for the class to sign.
- Other ideas: please check with your child's teacher and share your ideas so we can add them to our list.

Balloons, flowers, etc. should not be delivered to school to celebrate a student's birthday or special event. Students should not wear any clothing or accessories that distract from the learning environment. Written invitations to birthdays or social events outside the school should be mailed unless every child in the class or every member of the same gender in the class receives an invitation.

Bus Privileges and Expectations

Most students ride school buses to and from school. Riding the school bus is a privilege, and a student is required to behave in an acceptable manner in order to ride the bus. The driver must be able to concentrate without distractions or student-related problems and is considered the authority figure on the bus. Bus safety rules are a part of the Fayette County Code of Conduct. The administration is given a copy of all bus referrals that will be added to the student's discipline file for the school year. Depending on the frequency and severity of inappropriate bus conduct, and its impact on the safety and well being of the other students on the bus, the administration may suspend students from riding the bus for a period of time and require parents and students to attend a bus safety program through the Fayette County Board of Education. During this bus suspension the student may not ride any Fayette County bus to or from school. Parents are expected to find a safe method for your child to get to and from school if such a situation occurs as the student is expected to still attend school.

Bus Rules

1. Being on time at the bus stop is essential. Each student should be at the bus stop five to ten minutes before the time the bus normally arrives.
2. Under usual riding conditions, most school buses have a seating capacity of 66. Students are expected to sit three to a seat unless otherwise directed by the driver. The driver has the right to assign students to specific seats.
3. Students are expected to sit facing the front of the bus and to remain in their seats until the bus stops for unloading. Students should not stand up until the bus has come to a complete stop.
4. Students will be permitted to carry only books and other items related to school

work which can fit in the student's lap. This includes musical instruments.

Exceptions must be cleared with the bus driver.

5. No eating or drinking is permitted on the school bus.
6. The route will be run the same way each day. Exceptions may be made for rain or cold weather.
7. Students are permitted to talk in a normal tone while on the bus. Loud talking or screaming cannot be tolerated. Absolute silence will be enforced at all railroad crossings and hazardous intersections.
8. Students should always cross in front of, never behind, the bus.
9. Students should not open or close windows without permission from the driver.
10. Students should not behave in any manner that would jeopardize their safety or the safety of others.

Cell Phones/Games/Personal Property

Cell phones and other wi-fi enabled devices may be utilized for instruction when teachers have given permission to use these or other portable devices. The technology will be allowed for educational purposes and only to enhance the classroom experience. Any device brought from home to be used for educational purposes should be registered. Please refer to Huddleston Website for all requirements of BYOT.

Teachers will decide when it may be used and for what purpose(s). Electronic devices and personal property such as games, toys, CD players, and similar items are not allowed in the school or on school buses. Book bags and other personal items may be subject to search. Please label all personal property with your child's full name. Unless cell phones and other electronic devices are being used for instructional purposes they MUST be kept in the off position and in their book bag unless an alternate location has been created by the homeroom teacher. At no time are cell phones allowed to be used on the school bus.

Character Education and Life Skills

Huddleston Elementary follows the state mandated character curriculum that focuses on the student's development of the following character traits through the Voyage Program.

courage	generosity
patriotism	punctuality
citizenship	cleanliness
honesty	cheerfulness
fairness	school pride
respect for others	respect for the environment
kindness	respect for the creator
cooperation	patience
self-respect	creativity
courtesy	sportsmanship
compassion	loyalty

tolerance
diligence

perseverance
virtue

As a part of our commitment to your child's total education, we incorporate the instruction of life skills and expectation that students will exhibit behavior congruent with these character traits. These skills are under the umbrella of our life-long goals: be trustworthy; be truthful; be an active listener; be positive towards yourself and others; and always try your personal best.

The following are the life skills and their definitions:

- Integrity: To act according to what is right and honest
- Initiative: To do something because it needs to be done
- Flexibility: The ability to alter plans when necessary
- Perseverance: To keep at it
- Organization: To work in an orderly way
- Sense of Humor: To laugh and be playful without hurting others
- Effort: To do your best
- Common Sense: To think it through
- Problem-Solving: To seek solutions
- Responsibility: To do what is right
- Patience: To wait calmly
- Friendship: To make and keep friends through mutual trust and caring
- Curiosity: To investigate and seek understanding
- Cooperation: To work together towards a common goal (purpose)
- Caring: To show or feel concern
- Courage: To act according to one's beliefs
- Pride: Satisfaction in achieving your personal best

While implementing these life skills into our everyday Huddleston community, we have chosen to recognize a class each month on each grade level, K-5, which exemplifies the life skills. Individual classes and students earn WOW cards as they model and practice our life skills. Students/classes are recognized in a variety of ways, such as appearing on our video broadcast and having their picture posted on the WOW bulletin board.

Civility Policy

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

Classroom Visits / Observations

In recognition of the importance of parent involvement in the educational process, parents

are welcome to visit their children's classrooms during usual times of level green. For the protection of our students and the integrity of the instructional program, all parents and visitors must check in at the school office for classroom visitation, delivery of articles and messages to students, or volunteer work. The following procedures are delineated to assure fair and equitable access to our schools:

- All observations must be arranged through the school principal or designee.
- Observations are limited to two adult observers at a time (no child visitors).
- Scheduling an observation shall take place at least 48 hours 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.
- Outside observers should refrain from interacting with the students (including their own child) and teacher during the observation.
- A staff member may be assigned to accompany the observer during the observation.
- Observations should be limited to thirty minutes. Additional observations may be scheduled at the discretion of the principal.
- Observations for any other purpose than to address instructional needs of enrolled students may be scheduled at the discretion of the school administration.

Clinic/School Health Services

School Health Services is proud to be part of the team effort that supports student success in our county. As your school nurse works with you this year, we need your assistance and cooperation in preparing for the possibility that your student might need to take medication, become ill, or have an injury during school hours. This parent letter, Immunization Information, Religious Exemption for Immunizations, the School Medication Policy, School Medication Authorization and Health Care Plans are available on the Fayette County Board of Education website at www.fcboe.org under Departments, "School Health Services".

School Medication Administration

The Fayette County Schools Medication Policy is available on the website, e-Board under Policies and will be followed for all medications administered at school.

- **The parent or legal guardian must complete and sign the School Medication Authorization for ALL medications given at school.** For prescription, homeopathic or supplement medications, a duly-licensed, Georgia physician must also complete and sign the *School Medication Authorization or Health Care Plan* available on the website or from your school nurse. Only FDA approved CBD (cannabidiol) medications can be administered at school due to the *Safe and Drug Free Legislation*.
- A parent/legal guardian or other designated adult must bring all medication, accompanied by the School Medication Authorization or Health Care Plan, to the

school clinic unless special permission has been given by the principal or school nurse.

- All over-the-counter, prescription, homeopathic and supplement medications must be 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.
- If your student has a serious condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, glucose tablet, epinephrine injector, or internal Insulin pump) on his or her person from the student's physician and parent/guardian on a completed and signed *School Medication Authorization or Health Care Plan*.
- Alcohol, aloe vera gel, antibiotic ointment, anti-itch lotion (i.e. Calamine lotion, Hydrocortisone cream), antiseptic wash, oral Benzocaine (i.e. Anbesol), Calcium Carbonate (i.e. Tums), lotion, peroxide, petroleum jelly (i.e. Vaseline), Saline eye drops, topical wound dressing (i.e. QR or Styptic Pencil), Vicks, and throat lozenges/cough drops/chews are routinely used in the school clinic unless instructed differently by the parent/guardian.

Student Illness/Injury at School

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

Reasons Your Child will be Sent Home from School

Students with the following symptoms, should stay home for 24 hours and may not return until symptom are resolved or a "Release to Return to School" is submitted from a healthcare provider (i.e. If your child is sent home during the school day on Monday, your child can not return to school until Wednesday.)

- **Fever:** >100.4 degrees Fahrenheit or 38.0 degrees Celsius
 - Students should stay home until there is NO fever for 24 hours without the use of medication that reduces fevers. (*Based on CDC Recommendations on 7/22/2020)
- **Vomiting or Diarrhea:** Students should stay home with ONE event of vomiting or watery diarrhea.
- **Drainage from a wound, rash, eyes or nose:** Students should stay home with drainage from a wound, rash, or eyes.
- **Head Lice or Scabies:** Students should stay home until after treatment is complete and no lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the school nurse to return to school.
- **Unexplained Rash:** Students should stay home with an unexplained rash.

When there is doubt in your mind about sending your student to school, consult your healthcare provider. Please make sure that your student's school knows how to reach you during the day.

Student Emergency/Safety Information

Please make corrections, sign and return your student's Emergency Safety Card. This information must be updated annually to enable us to contact you in case of an emergency. **If any phone numbers or contact information changes, please notify the school or make changes on Infinite Campus's Parent Portal.**

Health Certificates

All students entering or attending Grades Pre-KG through 12th grade in the Fayette County School System are required to have a complete Georgia Certificate of Immunization (Form 3231) and issued by a licensed Georgia physician, Advanced Practice Registered Nurse, Physician Assistant or qualified employee of a local health department or the State Immunization Office in accordance with Georgia State Law , O.C.G.A. 20-2-771 and Regulations, Chapter 290-5-4. All students must be immunized against disease as specified by the GA Department of Human Resources, or have medical, or religious exemption on file at the school. Immunization information, Religious Exemption Form, and flyers for Pre-Kindergarten, Kindergarten, 7th Grade and 11th grade students are available on the website. All students enrolled in a Georgia Public School for the first time are required to file a completed Certificate of Vision, Hearing, Dental, Nutrition Screening (Form 3300) in accordance with GA Regulations, Chapter 290-5-31.

Health Care Plans

If your student has a severe allergy, asthma, cardiac condition, diabetes, seizures or other health condition which may require medication or special care during school hours, we recommend you and your healthcare provider complete and sign a Health Care Plan available on the website or from your school nurse.

Any student returning to school after surgery or a hospitalization or Intermediate Care or Emergency Room or healthcare provider visit is required to present from their healthcare provider a "Release to Return to School" and instructions for care (such as Discharge Instructions) including but not limited to, PE modifications, the use of crutches, or a wheelchair and/or other medical devices or supplies (i.e gloves) provided by the parents.

Working together, we can promote the health and well-being of your student and ensure they obtain the maximum educational benefit while at school. Please contact our school clinic if you have any questions or concerns at 770.631.3255.

Discipline

The staff at Huddleston Elementary works diligently to ensure an orderly and safe environment. The discipline philosophy at Huddleston is based on Love and Logic principles in that discipline should teach children to make responsible decisions and experience logical and realistic consequences. Our goal is to foster a safe place to learn in which all students maintain their dignity and develop skills to achieve their personal best. This is accomplished through instruction of life skills mentioned earlier in this handbook, as well as the Fayette County Student Code of Conduct for Elementary Schools. The faculty and staff of Huddleston Elementary believe that each student has four basic rights, which are known as our school-wide limits.

- The right to be free from physical injury
- The right to be free from emotional or psychological harm
- The right to have personal belongings free from damage and destruction
- The right to participate in instructional activities and school functions without disruptive interference

The Fayette County Student Code of Conduct will be reviewed each day during the first week or two of school. Daily lessons and practice will be planned for this purpose. The Code of Conduct should be reviewed online or a written copy requested through your child's teacher. A signature of both the student and the parent will be obtained on a form sent home to verify that the parent(s) and the student are aware of and agree to follow all discipline procedures.

Each grade level will prepare a set of procedures and guidelines specific to their grade level which will be provided shortly after the beginning of school. This will give you a more grade specific set of expectations for your child this school year.

Additionally, each teacher promotes a positive learning environment through his or her own classroom management plan. You will receive information about the classroom management plan at the Parent Information Night and in the introductory letter to the parents. Daily lessons will be planned within each classroom to reinforce classroom, grade level, school level and county level expectations. The purpose of these plans is to help students internalize all of these expectations. Corporal punishment is not a part of Huddleston's discipline program. The Fayette County Code of Conduct will be the procedural guidelines for handling office referrals.

Playground Rules

***Equipment and some activities are restricted/limited during the 2020-2021 school year.**

Students are expected to abide by these guidelines while on the playground. These rules not only apply during the school day, but during the After School Program as well.

- All students are to listen to and obey any faculty/ASP worker who is on duty, even if the person is not his or her classroom teacher.

- All students are to treat everyone on the playground with respect, both in actions and words. If someone is bothering you, remove yourself from that situation. If it continues, tell an adult on duty immediately.
- Play safely on all equipment at all times.
- Report any injuries immediately to an adult on duty.
- Toys are not allowed on the playground.
- Rough playing, tackling, or play fighting, are not allowed.
- Tackle football may not be played, nor any other game involving physical contact between students.
- When playing on the lower playground, the woods, the bank areas, and the fenced areas are off limits.
- Use safe equipment (i.e. rubber or nerf balls).
- Digging is permitted only in the sandy areas.
- Students must use the steps to enter and to exit the playground.
- When using the swings, you must stay seated at all times. Only one student is allowed on the swing at a time. Students may not push one another on the swings, nor raise the level of the swings.
- When on the blacktop area, you may not climb on the poles.
- If snacks or ice cream are eaten outside, all trash must be disposed of properly.

Drug Free and Communities Act

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

Dress Code

Our school community and culture benefits when all members including staff, visitors, and students ensure that the appropriate attire is worn to school. As staff and parents, we set the example for wearing attire that is casual, comfortable, and appropriate to be in a community of young learners. The dress code for students provides a description also of the attire that should be reflected by all members of the school community. The Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Student dress should not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal reserves the right to interpret or add to these provisions as the principal deems to be in the best interest of the school, student or the educational process. Please refer to the Fayette County Code of Conduct for more information and description of the Dress Code.

The following outlines inappropriate school dress:

- Shirts and/or dresses that do not cover the waist, shoulders, back and chest. (Sleeveless shirts must cover the entire width of the shoulders. Backless or

strapless dresses or shirts are NOT permitted. No skin may show at the waist. No low-cut necklines).

- Tank tops/muscle shirts
- Pants, slacks, shorts, shirts and skirts of inappropriate size and fit or which have holes above the knee. (Pants/slacks must not touch the floor. Pants and shorts must always be on the waist).
- Skirts, dresses or shorts with hems above the fingertips
- Exposed undergarments
- Not wearing proper undergarments
- Clothing containing inappropriate language; advertisement of drugs, alcohol, tobacco, or sex, suggestive lettering or pictures advocating/glorifying death and/or violence
- Transparent or mesh clothing without appropriate clothing underneath
- Trench coats
- Clothing that is form fitting (i.e. spandex shorts or leggings worn without appropriate outer garment or appropriate length).
- Sleepwear and/or bedroom footwear
- Sunglasses (May not be worn inside the buildings.)
- Wallet chains or other type chains that may be dangerous or disruptive
- Hats, caps or hoods (Hats or caps must be stored in book bags and retrieved at dismissal)
- Headbands or bandannas
- Gang related clothing, signs, symbols and tattoos
- Body piercing or tattoos that are disruptive or dangerous

Family Educational Rights and Privacy Act

(also refer to the *Fayette County Code of Conduct*)

Under the Family Educational Rights and Privacy Act, parents have the right to the following:

1. Parents have the right to inspect and review, within 45 days of a request, the educational records of your child. Parents should submit to the principal a written request identifying the record(s) you wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Parents have the right to request an amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school amend a record, parents should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the school decides not to amend the record, it will notify the parents of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

3. Parents have the right to consent to disclosures of personally identifiable information contained in the student's educational record except when this act authorizes disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest.
4. Parents have the right to file a complaint with the United States Department of Education concerning the alleged failure of Huddleston to comply with the requirements of this act.

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

1. The student's name, address and telephone number
2. The student's date and place of birth
3. The student's participation in official school clubs and sports
4. The dates of attendance in the Fayette County School System
5. The awards received during the time enrolled in the Fayette County School System.

Unless you, as a parent/guardian request otherwise, this information may be disclosed to the public upon request. Parents 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 parents wish to exercise this right, you must indicate this on the parent/guardian signature page on the front page of the Fayette County Student Code of Conduct.

Field Trips

We believe that field trip experiences are an important part of a child's educational process. They provide experiences from which a teacher may base many valuable lessons. Therefore, during the year, field trips will be scheduled for your child. Signed permission slips are required for all field trips. In order to defray the cost of the trips, parents may be asked for a donation. This donation is strictly voluntary and no student will be denied going on the field trip because the donation is not paid. However, if sufficient funds are not donated to provide for the cost of the trip note that the trip may be cancelled. If you do not wish your child to participate in a field trip, alternative educational activities will be provided at school. If parents request to have their child ride with them in their car to or from a field trip, they must sign out their student on the school sign out form the teacher will provide.

Home-School Communications

We are committed to a strong home-school connection. We realize the importance of parental support in our efforts to provide the optimum education for your child. We have an open door policy and any time you have a question, concern, or problem, we encourage you to communicate such to the person involved. There are many vehicles of communications to utilize such as email, phone calls, conferences, teacher websites, school website.

Each student in grades K-5 will have a home-school communication folder or agenda that will be taken home on a daily basis. It will be important to check the folder/agenda daily. This will also give you a vehicle for ensuring that communication from you to the teacher will be received, as the classroom teachers will also check the agenda daily.

All teachers will send homework and grades (if applicable) on a regularly scheduled basis. The specifics of this will be discussed at the grade level Parent Information Nights. Check the Huddleston calendar for the dates of these important meetings. Additionally, each teacher will send home an introductory letter with this information in it.

Communication Notes

From time to time notes for parents and caregivers will be sent home with your child. Make it a habit to check your child's book bag each day. Going over work done in class is an excellent review for your child. By going through your child's book bag, you will also be more aware of notes for you from the teacher and/or the school as well as any homework that your child may have. If you have any questions or concerns, contact your child's teacher.

Homework

Homework is a tool to maximize student learning. It is assigned to reinforce concepts, practice skills, enrich a student's understanding and link classroom instruction to real life experiences as well as provide additional time to complete work. In general, students are expected to read nightly, practice their math facts nightly, and do other work as assigned. No teacher expects homework to take an extraordinary amount of time each night. Kindergarten and first grade students should spend approximately 15 minutes, second and third grade students approximately 25 minutes, and fourth and fifth grade students approximately 40 minutes each night doing homework. Concerns about the amount of homework and/or the amount of time your child takes to do the homework should be discussed with his or her teacher.

Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. When a student is absent from school, he or she will be allowed to make up assignments. These assignments may be requested by noon on the day of the absence and picked up by 3:30 p.m. or the following day. The student will be allowed one day to make up work for every day absent. The amount of work given will be up to the discretion of the teacher, based upon the individual needs of the student.

Insurance

Accident insurance is available through the school. Information on insurance coverage can be accessed at www.K12Studentinsurance.com . This insurance is optional to students.

Internet Acceptable Use Policy

Internet access is available to students and teachers. This access offers vast, diverse, and unique resources to both students and teachers. The goal of providing this service is to promote educational excellence by facilitating resource sharing, production, innovation and communication.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided herewith so those users are aware of pursuant responsibilities. In general, this responsibility requires efficient, ethical, and legal utilization of network resources. If a Fayette County School System user violates any of these provisions, access to the Internet will be terminated and future access jeopardized.

Internet-Guidelines/Rules

(Please also refer to the Fayette County Code of Conduct)

- Internet use must be in support of educational endeavors and research consistent with the objectives of the Fayette County School System. Use of other networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited.
- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
- Users must be polite, use appropriate language, respect confidentiality, and respect other users of the network.
- The Fayette County School System makes no warranties of any kind (expressed or implied) for the Internet service it provides. The school system is not responsible for any damages suffered by users. Use of information obtained is at the user's risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet services.
- Commercial services are available on the Internet. If a user chooses to access these services, the individual is liable for any incurred costs.
- If any security problem on the Internet is identified the responsible lab supervisor, teacher, media specialist or administrator must be notified.
- Vandalism will result in cancellation of privileges. Vandalism is any malicious attempt to harm or destroy data of another user, Internet, or any agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Teachers will not be held accountable for what the student may access through the Internet or other technology beyond instructional directives.

Internet User Requirements

Violation of any of the guidelines above can result in restricted access to computing facilities, temporary or permanent loss of access to computing facilities and equipment

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. Users are financially responsible for damages.

Lost and Found

Lost and found is located in the Hound Hub at the school. It is important that students assume responsibility for textbooks, chromebooks with cases, and personal property. Please be sure that personal belongings are tagged in some manner with the child's name. We encourage you to check our lost and found often. At the end of the first semester and end of the school year, all unclaimed lost and found items will be donated to local charities.

Lunch/Breakfast

Breakfast and lunches are available for students, adults, and non-students wishing to purchase one. A debit account is established for each student. Money is deposited into the account and separately designated for lunch and/or a'la carte items. At meal purchase, the student enters his/her four-digit pin number and the amount is deducted from the account. Parents may pay weekly, monthly, or yearly either by cash or check. Online accounts, which include electronic deposits, can be made by creating an account on www.myschoolbucks.com. Deposit envelopes are available in the office or at the cafeteria register. Checks should be made payable to Huddleston Elementary Cafeteria and placed in the deposit envelope, noting the student's PIN number. Parents may also write one check for multiple students as long as each pin number is noted on the check. When the account is low, parents will be contacted. All meal prices include one box of milk. A'la carte items are available at an extra cost. Parents not wanting their child to have permission to purchase a'la carte items should indicate on the lunch envelope if money should be used for meals only.

If your child is not buying lunch and forgets his or her lunch at home, please bring the lunch to the front office. The student will be responsible for checking with the office before lunch.

Prices

Student breakfast	\$1.60
Adult and non-student breakfast	\$2.25
Student lunch	\$2.75
Adult & non-student lunch	\$3.75

Extra milk	\$.50
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Lunch/Breakfast Free and Reduced Information

Forms will be made available for those who wish to apply for free/reduced lunch. These applications are available throughout the school year and may be submitted at any time. When applying for free/reduced lunch, include all family members including students and any other household members on ONE FORM. Forms will be sent to the School Nutrition Office for processing. Please allow up to 10 school days for the meal application processing. Parent/Guardian(s) are required to pay full meal prices until after the application is approved for free/reduced meal benefits. Any student who received free/reduced lunch last year must reapply within the first 30 days of school. All information submitted is held in strict confidence.

Notice for Language & Disability Assistance for the School Nutrition Program

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Contact (770-460-3535 ext 1058). Free language assistance or other aids and services are available upon request.

Spanish/ Español:

Si tiene dificultades para comunicarse con nosotros, o para entender esta información porque no habla inglés o tiene alguna discapacidad, por favor infórmenos. Comuníquese con (770-460-3535 ext 1058). Tenemos disponibilidad de servicios gratuitos de ayuda en otros idiomas y otro tipo de asistencia y servicios cuando lo solicite.

Chinese/中文 :

如果您因为不会说英语或有残疾而无法与我们沟通或了解这些信息, 请与我们联系。联系方式 (770-460-3535 ext 1058)。我们会根据需求提供免费语言援助或其他辅助和服务。

Korean/:한국어

귀하께서 영어를 알지 못하거나 장애로 인해 저희와의 의사소통 또는 이 정보에 대한 이해에 어려움이 있는 경우에는 저희에게 알려주십시오. 연락처 (770-460-3535 ext 1058)요청에 따라 무료 언어 지원 또는 기타 보조 수단 및 서비스를 이용하실 수 있습니다.

Vietnamese/Việt:

VI: Vui lòng cho chúng tôi biết nếu quý vị gặp khó khăn khi giao tiếp với chúng tôi hoặc khó hiểu thông tin này vì quý vị không nói tiếng Anh hoặc bị khuyết tật. Liên lạc theo (770-460-3535 ext 1058). Luôn có hỗ trợ ngôn ngữ miễn phí hoặc trợ giúp và dịch vụ khác theo yêu cầu.

German/Deutsch:

Falls Sie Schwierigkeiten haben, mit uns zu kommunizieren, Sie kein Englisch sprechen oder behindert sind, so teilen Sie uns dies bitte mit. Kontakt (770-460-3535 ext 1058). Auf Anfrage erhalten Sie kostenfreie Sprachunterstützung oder sonstige Hilfen und

Dienstleistungen.

French/Français:

Si vous avez des difficultés pour vous communiquer avec nous ou pour comprendre ce document car vous n'êtes pas anglophone ou parce que vous êtes en situation de handicap, veuillez nous en informer. Contact (770-460-3535 ext 1058). Une assistance linguistique gratuite ou d'autres aides et services sont disponibles sur demande.

Portuguese/Português:

Se você tiver qualquer dificuldade para se comunicar conosco ou entender estas informações porque não fala inglês ou tem alguma deficiência, informe-nos. Entre em contato com (770-460-3535 ext 1058). Oferecemos assistência gratuita para o idioma ou outros tipos de auxílio e serviços, mediante solicitação.

Hindi/नहीं:

अगर आपको अंग्रेजी में बात नहीं कर पाने या अंग्रेजी समझने में असमर्थता के कारण हमसे बातचीत करने या इस जानकारी को समझने में कठिनाई होती है, तो कृपया हमें बताएँ। (770-460-3535 ext 1058) पर संपर्क करें। निःशुल्क भाषा सहयोग या अन्य साधन और सेवाएँ अनुरोध पर उपलब्ध हैं।

Gujarati/ગુજરાતી:

જો તમને, ઇંગ્લિશ નથી બોલતા તેને કારણે કે કોઈ વિકાંગતાને કારણે, અમારી સાથે ચિતચીત કરવામાં કે આ માહિતી સમજાવવામાં તકિફ પડતી હોય તો, કૃપા કરી અમને જણાવો. સંપર્ક (770-460-3535 ext 1058). ભાષા અંગે મદદ કે અન્ય સિાય વિનતાં લી કરાચી વન:શલ્ ક મળશે.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

- 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
 3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Lunchroom/Breakfast Procedures & Conduct Expectations

Students are expected to follow school procedures and rules while in the lunchroom, "Huddle's House". Students should be respectful of all lunchroom staff and monitors and follow all adult instructions.

While in the lunchroom all students are expected to:

- Eat lunch at their assigned table
- Walk to their assigned tables
- Raise their hand if they need assistance
- Use appropriate table manners
- Use a quiet voice
- Clean up after themselves

We appreciate your willingness to support appropriate mealtime manners and behavior by talking with your child about these expectations.

Students purchasing breakfast should go directly to the cafeteria upon arriving at school. Students purchasing lunch will make their lunch choices early in the morning and will need to adhere to these choices. While walking through the service line, students are expected to talk quietly so lunchroom staff can hear the students and fill their requests. Students should not trade or share food.

Lunch Guests/Visitors

At this time, visitors are not allowed for lunch. Thank you for your cooperation.

Parents may have lunch with their children. Please help with the following:

- According to the Fayette County Wellness Guidelines, bringing in food from outside restaurants is highly discouraged.
- Eating with your child is a special time for you and your child. We encourage parents to make lunch visits a special occasion versus daily or weekly events as students also need this time to socialize with their classmates during lunch.
- We ask that guests avoid eating lunch with students during the first two weeks of school, as students practice lunchroom procedures and enjoy meeting their classmates.
- Children, whose parents are visiting for lunch, may sit together at visitor tables or outside on the patio.

- Parents/guests should not sit at student tables due to the lack of space for the remainder of the class.
- Please ensure that your child remains seated with you for the entire lunch period.
- Friends should not be allowed/invited to eat outside or at visitor's tables due to limited space.

Lunch Charges

Meal Charge Procedure (Please note: There are no meal charges during the month of May.)

Elementary Students

- No Breakfast Charges
- 3 Lunch Charges
- No "a la carte" charges

Middle & High Students

- No Breakfast Charges
- No Lunch Charges
- No "a la carte" charges

No Adult charges at any level

Students are allowed three lunch charges. Students who do not have lunch money may be allowed to call a parent asking the parent to bring the student meal money to school prior to the student's lunchtime. After three charges and if the student is unable to obtain lunch money, he or she will be offered an alternate meal. Please be aware that the lunch program is a completely separate financial program from the daily financial operations of the school and must provide reports to auditors that document a self-sustaining lunch program.

Media Center Program

The Huddleston 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 include:

- 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.
- Large group use of reference materials, the computerized encyclopedias, and the Internet.
- Book selection and checkout.
- The Reading Counts program.

Book Checkout

Students may check out books whenever the need arises. Books may be checked out for a period of one week. After that time, books will be considered overdue. Students with overdue books may not check out other materials until the overdue items are returned or the replacement cost is paid. Students may check out the following quantities:

- PK and K: one book per visit
- 1st: one book per visit during 1st semester, and two books per visit (at teacher discretion) during the 2nd semester
- 2nd-5th: two books per visit

Library Hours

Students may visit the media center during the school day (7:50am-2:00pm) for study, browsing, or book checkout as needed with teacher permission. Students may also visit the media center before school (7:00-7:25am) or after school (2:30 – 3:00pm) if accompanied by a parent (or with parent permission) and if the media center is not being used for other activities. The Media Center staff will be conducting morning broadcast class from 7:15-7:45am each morning. After school/PM duties and class coverage may affect the availability of the Media Center staff. The Media Center will be open but assistance may be limited.

Morning Announcements

WHES or Huddleston Hounds Broadcasting is provided every morning from 7:40-7:50 am. All students must be in their classroom for morning announcements.

Book Fair

Two Scholastic Book Fairs will be held during the year. They are tentatively scheduled for October and March.

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 a lot of 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.

New Students

The Fayette County Board of Education requires parents to go to the Welcome Center to enroll students in our system. The following information must be presented to the registrar at the Welcome Center. If a family moves, residency must be established to allow the student to continue being enrolled.

1. Certified birth certificate (which must have an imprinted, raised seal from the state of birth)
2. Social Security Card
3. One of the following documents:

- a. Property Deed (Warranty/ Security)
 - b. Original Signed Lease Agreement
 - c. ***If you are unable to produce one of the above documents, you will need to obtain an "Affidavit of Residency" from the LaFayette Educational Center which is located at 205 LaFayette Avenue in Fayetteville. The phone number is 770.460.3990.
4. Current **ELECTRIC** bill displaying your name and address of service.
 5. Immunization Record on the Georgia State form #3231. (Two doses of MMR vaccine administered on or after the child's first birthday are required for students entering kindergarten. Additionally, varicella immunization or proof/history of having had chickenpox is required for school entrance. Also three doses of Hepatitis B vaccine are required for all students born after January 1, 1992.)
 6. Eye, Ear, Dental Record on the Georgia State Form (#3300). Forms are available from the Fayette County Health Department. You may also have general screenings done there as well as getting shot records transferred to the correct forms. The telephone number is 770.461.6041.
 7. Photo ID of the person enrolling the student.

Non-Discrimination Policy

It is the policy of the Fayette County Board of Education not to discriminate against any student or employee on the basis of race, color, national origin, sex 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 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 handicapped under any of the above listed laws or regulations.

Parent-Teacher Conferences

It is essential for parents and teachers to communicate effectively with each other. Conferences should be arranged through the classroom teacher. The teacher will discuss the student's strengths and weaknesses and will suggest ways to help the student improve. You are also free to make an appointment with the administration. However, we do ask that you talk with the teacher first regarding any questions and concerns. Teacher and parents may suggest a conference per the needs of the student.

When you are with the teacher in a large group or busy setting such as student arrival and dismissal, PTO meeting or a field trip, remember that this time is not conducive to good conferencing. The teacher needs to be able to focus with you on your child in order to meet your child's needs. Please make an individual appointment rather than trying to discuss your child during a group event or activity.

Parent-Teacher Organization (PTO)

The PTO offers parents and teachers an opportunity to plan and work together for the good of the students. The organization holds regular meetings at the school. A calendar of events will be included in the regular newsletter published by the PTO. The PTO publishes a wonderful newsletter that is shared through Constant Contact. Please sign up to receive this electronic newsletter on the Huddleston website. Take some time to read through this for much valuable information. The PTO has numerous opportunities for you to become involved in the school. Watch for a list of current committees and volunteer for those that interest you.

Parent/Guest Visits

For the safety of our students, anyone visiting the school for any purpose must go directly to the school office to sign in. There he or she can pick up a visitor's badge. Under no circumstances is a visitor to go directly to the classroom without first checking through the office. Adults in the building without a visitor's badge will be asked by staff members to go to the office and sign in. We encourage parents to visit the school, but must also consider the classroom atmosphere we are trying to provide the students as well as their safety. Any non-scheduled visit to the classroom should be prearranged with your child's teacher or the administration.

Parking

Parking space is limited at Huddleston, especially during large-scale events such as class celebrations and field day. We ask that visitors not double park, park in any locally restricted areas (such as the FIRE LANE, kitchen area, the loading docks, the dumpster, or the reserved parking spaces). It has been our experience that the police will ticket cars illegally parked in fire lanes and handicapped parking. You may park in the amphitheater parking lot across the street if our lot is full.

Parties/Class Celebrations

At the beginning of the school year, the teacher and the PTO room parent coordinator will select the room parent for the teacher's classroom. Room mothers/fathers will assist with or coordinate assistance for parties and other functions needed by the classroom teacher. Each classroom will select three times during the year to have a party. Other special events may be celebrated by offering light refreshments.

Promotion and Retention

Below is information regarding promotion and retention. A final placement

recommendation will be made by the last two weeks of school involving teacher(s), parents, and administration. All issues involving promotion/ retention will be addressed through the Response to Intervention process.

It is expected that students will achieve a level of academic proficiency and social development each year that will enable them to benefit from the teaching and learning experiences at the next higher grade level. However, given the variability in the motivation, interests, abilities and development among children, some students may require more than the usual time to master the approved curriculum. Assignment for the upcoming year will be based upon a careful and continuous evaluation of each student.

Kindergarten, First, Second, and Fourth Grade

- A student must complete with 70% mastery those skills identified in their grade level Fayette County Language Arts Curriculum Guide and Fayette County Mathematics Curriculum Guide.
- A student must master the skills listed for their grade level in the state mandated Georgia Standards of Excellence in English Language Arts, Math, Science, and Social Studies.

Third Grade

- A student must complete with 70% mastery those skills identified in their grade level Fayette County Language Arts, Mathematics, Science and Social Studies content areas.
- A student must master the skills listed in the state mandated Georgia Standards of Excellence in English Language Arts, Math, Science, and Social Studies.
- A student must achieve a score indicating reading proficiency on the Georgia Milestone Test.

Fifth Grade

- A student must complete with 70% mastery those skills identified in their grade level Fayette County Language Arts, Mathematics, Science and Social Studies Curriculum.
- A student must master the skills listed for their grade level in the state mandated Georgia Standards of Excellence in English Language Arts, Math, Science, and Social Studies.
- A student must achieve a score indicating reading and math proficiency on the Georgia Milestones Test.

Publicity, Photographs, and Privacy

From time to time students are photographed or they may participate in activities which may be videotaped for school related news stories or broadcasts. These may be released to newspapers, radio or television, possibly citing the child's name for school publicity. If you would prefer that your child's picture and/or name not be published, please indicate this on the parent/guardian signature page on the last page of the Fayette County Student Code of Conduct. Please refer to the Family Educational Rights and Privacy Act enclosed in the Fayette County Student Code of Conduct for additional information regarding release of directory information.

Report Card Grades

Kindergarten-Grade 4

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

4.0--Exceeding proficiency of the standard

3.0--Meeting proficiency of the standard

2.0--Developing proficiency of the standard

1.0--Beginning to demonstrate understanding of the standard

In addition, 4th grade students will receive a letter grade in each content area.

Grades 4- 5

Below is listed the adopted grading scale for Fayette County for students in grades 4-5.

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

Grades and After School Sponsored Activities

In order to participate in any after school activity or club (Chorus, Science Olympiad, etc.), a student must have passed all subjects on his or her most recent report card. He or she may continue to participate as long as he or she continues to pass all subjects. A child with a failing grade on his or her report card will be removed from the activity until he or she passes all subjects on his or her next report card. Fifth grade students who fail a subject for the last nine weeks of fifth grade will not be allowed to participate in after school activities for the first grading period of middle school.

Reporting System

Report cards will be sent home every nine weeks. Please refer to the Huddleston website and school calendar for these dates. It is our intent to stay in close contact with parents about your student's progress and let you know if there are any concerns.

Students and parents are encouraged to closely monitor grades through our on-line grade book of Schoology. Information regarding on-line access will be provided by your child's teacher within the first three weeks of school.

Safety and Security Procedures

Arrival/Dismissal

Fayette County elementary school hours are 7:40 - 2:25. Enter the building through our front doors only. All other doors will remain locked throughout the day. Parents are to see that students arrive at school each day on time. However, since there is no adult supervision prior to 7:15 a.m., students should not arrive at school before 7:15 a.m. Promptness is very important to the quality of the instructional day for every child. Students should be in their seat, ready to begin the instructional day before the tardy bell sounds at 7:40 a.m. A parent or guardian must sign his or her child in the front office if arriving after the 7:40 a.m. bell. Any student not in class at 7:40 a.m. is designated as tardy.

If your child is walking, riding a bike, or riding with another adult on a regular basis, a note should be sent to the teacher and office staff for our records. If your child is to leave school in a different than usual manner, please use Pick-Up-Patrol to make changes.

For the safety of all students, no transportation changes will be accepted after 1:30. Also for safety purposes, no parent or guardian may check out a student after 2:00. These students will be dismissed with the car riders and walkers at 2:25. Students who ride with parents, ride their bikes or walk are dismissed at 2:25 after the buses have been dismissed.

Our school policy is that only third, fourth, and fifth graders may ride their bikes to school unaccompanied by an adult. If a younger student does ride their bike, a parent (not an older sibling) must accompany the student and a parent note must be provided to the school. A bike rack is provided in the front and back of the building and students are expected to ride to and from school on the cart paths.

We encourage all students who are provided bus service to ride the school bus in the morning and afternoon. In the morning students may be let off at the crosswalk under the supervision of our crossing guard. Parents bringing or picking up their children should be conscious of other children being let off or picked up. We ask that traffic moving through the parking lot be kept in a single file. Please pick up or let your child off in the designated loading/ unloading zone at the curb in front of the main office.

In the morning, we need your help to improve traffic flow and support timely arrival of

students. After our buses have arrived and the crossing guard opens the bus loop drop-off area:

- Car traffic from Peachtree Parkway should use the bus loop entrance for drop-off after buses are unloaded by 7:25.
- Cars from Highway 74 should use the front entrance for drop-off and parking.

Dismissal begins at 2:17 p.m. with golf cart riders and bus riders being dismissed. Buses should leave the school by 2:30 p.m. Carpool students are dismissed at 2:25 p.m. from the front entrance area. Any student that is not picked up from the Huddleston car pool by 2:40 p.m. will be taken to the After School Program for extended day care. Parents or guardians will be responsible for paying any After School Program Drop-In fees.

We are making every effort to assist parents in having students in class by 7:40 so they are not marked tardy. In the afternoon, students must be picked up at the front entrance if riding home by car. Move forward in single file to the assigned color cone where your student is waiting. All car riders are provided with a green name card that is to be placed in the front window of your car when picking up students in the afternoon. If you are unable to present your card, you will be asked to come into the office to show identification and/or receive another card. For the safety of our students, we thank you for your cooperation in this matter.

Checking Out / Leaving School Before the End of the Day

When anyone comes to the school to pick up a student during school hours, he or she must first come to the office. This person will be required to show identification for the safety and security of the children. If you are allowed to pick up the student as indicated on his or her data card, the office personnel will call for the student to come to the office. In order to maximize instructional time, we will not call your child before your arrival.

Before you leave, the student must be signed out. Parents should not go directly to the classroom to get the student. Following this procedure ensures that our early leave record keeping is accurate.

Drills, Evacuations, and Early Dismissal

Your child's safety is our number one priority. We take this charge very seriously. Our school has a variety of measures in place that allow us to keep your child safe in emergency situations. Periodically we practice these safety procedures through things such as fire drills, tornado/severe weather drills, and intruder/crisis drills. This way if we have a real emergency the students will be familiar with procedures. If you are on campus at this time, please follow our safety procedures and participate in the drill.

There may be an occasion for which our safety procedure is a lock-down procedure. In this case, the children are secured within classrooms, and no one is allowed to enter or leave the building without security clearance. Should this occur, we ask that you use the life skill of patience until the situation is deemed safe enough to allow people other than staff to enter or exit the building.

School Closings

School closing for severe weather will be announced on the radio, televisions, as well as through our Fayette County Board of Education website. Please check www.fcboe.org. If we must dismiss school early because of inclement weather or impending severe weather, we will follow the emergency procedures you have designated for your child. We will make every effort to contact you if at all possible through your room mother/father. Your child's immediate safety is our biggest concern and we will follow the instructions you have given us for your child.

School Council

Huddleston Elementary has a School Council consisting of parents, business people, teachers, and the principal. The School Council provides an avenue of communication and support between the school, the parents, and the community. Through a minimum of four annual meetings, the School Council provides a venue for sharing ideas for increased student achievement and school improvement. The School Council sets meeting dates. These dates along with meeting agendas and minutes are available to the public upon request. Elections for vacant positions will be held as required by our by-laws.

School Pictures and Yearbooks

School pictures will be taken twice during the school year. The first set of pictures taken close to the beginning of the school year will include individual poses. These will be the pictures that will be in our school yearbook. A second school picture will be taken in the spring. These pictures will include both individual as well as class pictures. In addition, we take graduation/cap and gown photos for our Kindergarten and 5th grade graduating students. The purchase of class pictures is always optional.

Yearbooks will go on sale in the fall. This is done on a pre-sale basis. The yearbooks will be distributed in the spring to students who have purchased them. If there are leftover yearbooks, people who did not pre-order yearbooks may buy one until all are sold in the spring.

Testing Programs

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

The Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a year-long, performance-based assessment. The primary purpose of GKIDS is to provide ongoing diagnostic information about kindergarten students' developing skills in English Language Arts, Math, Science, Social Studies, Personal/Social Development, and Approaches to Learning. GKIDS will also provide a summary of student performance in English Language Arts and Mathematics at the end of the kindergarten school year. GKIDS serves as one

indicator of first grade readiness.

- Scholastic Reading Inventory (SRI) assesses reading comprehension and gives students in grades 2-5 a Lexile score, which indicates the level of difficulty a student can successfully comprehend.
- STAR Math assesses a student's knowledge base in math over multiple common core standards. Students in grades 1 - 5 will take this assessment three times a year (Fall, Winter, Spring).

Standardized testing from the Georgia State Department of Education includes:

- ACCESS for ELLs is administered, annually, to all English learners in Georgia. ACCESS for ELLs is a standards-based, criterion referenced English language proficiency test designed to measure English learners' social and academic proficiency in English.
- The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive summative assessment program spanning grades 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English language arts and mathematics. Students in grades 5 will also take tests in the content areas of Science and Social Studies. Students in 3rd grade must pass the Reading Lexile Level to be promoted to 4th grade. Students in 5th grade must pass the Reading Lexile Level and Math content areas to be promoted to 6th grade. Features the Georgia Milestone Assessment System include:
 - open-ended (constructed-response) items in language arts and mathematics (all grades and courses);
 - a writing component (in response to passages read by students) at every grade level and course within the language arts assessment;
 - norm-referenced items in all content areas and courses, to complement the criterion-referenced information and to provide a national comparison; and
 - online administration

Other assessments may be administered as mandated by the Georgia Department of Education or the Fayette County School System. Parents will be provided the scores from testing administered at the school. We encourage you to contact your child's teacher about any questions related to your child's scores.

Student Clubs, Organizations and Activities

Below is a brief description of currently offered activities. The After School Program also offers additional classes in which your child may enroll.

Clubs and Organizations

- **Chorus:** Chorus is offered to interested fourth and fifth grade students. The students may be selected for chorus based on space and audition. These students perform at a variety of functions including holiday and spring concerts.
- **Flag Bearers:** Fifth grade students raise and lower the school flag each day.
- **P.A.W.S. Running Club:** Students in grades two through five are offered the opportunity to get physically active by running during P.E. A cumulative record of each student's running record will be maintained and incentives will be provided for students reaching milestones.
- **Safety Patrol:** Fifth grade students are selected for safety patrol based on previous conduct, grades, and teacher recommendation. These students help monitor the safety of the school.
- **Science Olympiad:** Teams of students in grades 3 – 5 are chosen to learn, practice and work together to participate in a county level Science Olympiad event.
- **Student Council:** Students in grades 1 – 5 will be elected to serve on our Student Council. These students will complete service projects and give representative opinions related to issues involving students.

Activities

- **D.A.R.E.:** All fifth graders are offered the opportunity to participate in a ten week, 45 minute, once a week drug awareness program. This program is taught by a PTC police officer and is supervised by the classroom teacher.
- **Recitation:** All interested students are invited to memorize a poem to recite. Details about these activities will be forthcoming once the school year begins or when the activity is ready to begin. If you have any questions, please don't hesitate to call your child's teacher for information.

Student / Parent Grievances

In accordance with policy set forth by the Fayette County Board of Education, it is the policy of Huddleston Elementary that students and parents have the right to present and resolve problems and grievances relating to matters affecting the student at the lowest organizational level possible. It is our goal to address all concerns with the best interest of the children at Huddleston Elementary in mind.

Huddleston Elementary encourages all students and parents to resolve issues informally and in the spirit of cooperation and trust whenever possible. If such efforts do not succeed, students and parents have the right to pursue this procedure.

1. The student/parent shall present their concerns to the teacher, staff member, or administrator with whom the student/parent has the concern.
2. If the situation cannot be resolved, the student/parent should present it to the Assistant Principal.

3. If the Assistant Principal cannot resolve the situation, it should be turned over to the Principal for final dispensation.

Student Support Services

Huddleston has a wide variety of student support resources/programs to help with individual student needs. Here is a brief description of each program.

Enrichment

The Huddleston Elementary School Enrichment Program offers gifted education opportunities to students who meet Georgia's eligibility criteria. This program is for students who meet three out of four criteria set forth by the Georgia Department of Education. The four criteria are 96% on a cognitive measure, 90% on an achievement measure, 90% on a creativity measure, and 90% on a motivation measure. The curriculum for these classes is based on the interdisciplinary approach as is outlined in the Fayette County Gifted Curriculum. Student referrals for the Enrichment Program may include reported referrals or automatic referrals. Several referral opportunities exist throughout a student's academic years at Huddleston. Fayette County policy dictates that students can only be tested once every two calendar years. For more information, please contact the Enrichment staff or visit the website, www.doe.k12.ga.us.

Speech

This program is for students who may have some difficulty with their articulation, fluency, language, or structure of the language. These students receive extra help in this area if the student meets the eligibility requirements for the speech program.

Special Education: These programs are for students who require specialized help learning and meet eligibility requirements.

Early Intervention Program (EIP)

These programs are for students who may require additional academic intervention in reading and/or math. Any student that does not meet proficiency in reading or math on the Georgia Milestones will be served in EIP.

Counseling

We have a full time counselor at the school to help students and parents deal with social and emotional issues that arise both at home and at school. The counselor does classroom guidance, small groups for students, and individual student counseling as needed. He is available to talk to parents as the need arises, and he is an advocate for the students.

Response to Intervention (RtI)

When teachers or parents find a student in need of extra support with learning, with social situations, and/or with emotional concerns, teachers will begin a process of assessment and intervention which may involve a Response to Intervention (RtI) meeting. At these meetings student intervention and progress will be discussed, monitored and documented beginning with the initial Tier 1. As needed, students will progress through

Tiers 2, 3 and 4. Through the Tier Intervention and Response to Intervention processes, professionals and interested individuals will brainstorm strategies to help increase the student's success at school.

Student Use of the Internet and School Computers

The students at Huddleston Elementary have access to computers, devices, and the Internet within the classroom, the media center, and the computer lab. Students in K-2 are also issued a chromebook. Students are to respect the computers at all times and may not change the settings on the computers. Students are not allowed to use the computers except under the specific direction of a teacher.

Internet use will be very closely monitored and supervised by the teachers. The Internet is to be used for instructional purposes only. Although this usage will be closely monitored, we realize students may accidentally get into an inappropriate web site. If so, the student is to immediately minimize the page or turn off the monitor and to immediately tell the teacher what happened. If a student purposely goes where he or she should not go, computer use will be terminated for a period of time and other disciplinary action may take place.

Student Use of the School Telephone

Telephones are to be used for school business only. Students are not allowed to use the telephone during the day except at the specific direction of a staff member. Unless it is an emergency, we discourage students from calling home requesting parents to bring things. If your child is ill, he or she must go to the clinic first where either the clinic worker or the office staff will call you. If by some chance your child does call you directly, ask your child to let you talk to an adult so we can be aware of the student's needs.

After school plans for the students need to be made before a child leaves home in the morning. Children should not use the phone during the school day to request being allowed to go home with friends nor have friends come home with them. These arrangements need to occur prior to coming to school that morning and all students involved should have a note from the parents about the changes.

Teacher Qualifications

In compliance with federal regulations, the Fayette County School District informs parents that they may request information about the professional qualifications of their child's teacher(s). Parents wishing to request the information should contact the school principal by phone or email.

The following information may be requested:

1. Certification information
2. College major/graduate certification or degree held by the teacher

3. Whether or not the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived
4. Qualifications of the paraprofessional, if paraprofessional services are provided

Threats/ Bullying

For all students to learn and grow, school must provide a safe, positive, supportive environment. Current events suggest that ensuring such an environment is a task that requires a strict, no nonsense approach to any deeds or words that reflect violence or intimidation of any form.

Huddleston Elementary will regard all written and/or verbal threats, implied or direct, as acts of malice and endangerment. Investigation of allegations will be timely. Evidence will be considered and reasonable judgement will be applied as consequences are determined. Consequences for these incidences may range from time out in the office to out of school suspension. All incidences will be reported to the parents of all students involved. Parents may be asked to come in for a follow up conference. Incidences may be reported to the police and/ or the sheriff's department.

Use of School Facilities

To use Huddleston Elementary School for non-school sponsored activities, the group or individual must do the following:

1. Obtain written permission from the Community Schools and Board of Education to use the facility. The Community Schools will send the application to the school for approval.
2. Designate a contact person or someone to be in charge.
3. Set up for the activity and clean it up when the activity is completed.
4. Pay the associated fees which may include custodian(s) on duty for his/her services. The custodian(s) will be available to assist and he/she will be responsible for securing the building.