



Welcome to Harriet Tubman School of Science and Technology! We are happy to include you in our Harriet Tubman CSAT Community and encourage your participation in school events and activities. Education truly is a partnership between school, home and community. Please accept our invitation to be an active participant. You are an important pillar to our foundation.

This handbook is designed to develop a better understanding of our school procedures and expectations. It provides pertinent information regarding our school and our Parent Teacher Organization. Please take time to read and discuss the information in this handbook with your child.

Harriet Tubman CSAT is a computer science, data-driven school with a highly skilled and caring staff who dedicate themselves daily to providing the very best education for our students. Join us in working together to help each child become a successful learner. Our school is a lighthouse to the community and grounded by teaching children the essence of computer coding, computational learning and rigorous core-subject standards. Working with you this school year is the beginning of a successful experience in these important elementary years.

From your School Leader, Dr.Driscoll



Harriet Tubman CSAT Mission Statement

To create student academic success and create lifelong career skills in tech and computer science for educationally disadvantaged students.

The Harriet Tubman Way

Prepare for it. Conquer it. Love your results.

The school is a data-driven model which enables school leader and administrative team to close achievement gaps using real-time data for analysis, school goals/targets, professional development and instructional coaching.

ACADEMIC REQUIREMENTS

CLASS WORK

We feel that student work in the classroom offers the best chance for educational achievement to the individual student. Therefore, the minimum requirements for students at Harriet Tubman CSAT will be:

1. Regular attendance
2. In class and ready to go to work on time.
3. All materials assembled - paper, pencil, books, etc.
4. Follow class rules.
5. Make-up all missed work

If a student is absent from school due to illness, his/her parent may request classroom assignments. This request should be made at the office.

HOMEWORK

Homework is defined as school-related assignments that will enhance or reinforce concepts taught in the classroom and which will require time and effort outside the regular school day for successful completion.

Homework will be designed to serve specific purposes. These include assignments that are:

1. Designed to develop good study habits and promote independent learning
2. Preparation for upcoming instruction
3. Practice or review of lessons taught

4. Extension or application of concepts and skills taught in the classroom

To be effective, homework assignments should not place an undue burden on students and families

Properly implemented, homework will:

1. Lead to increased level of mastery of content standards
2. Be related to current classroom instruction
3. Include clearly communicated directions to students and where appropriate to parents
4. Include timely feedback to students
5. Appropriately meet the needs of the individual learner
6. Lead to the development of good study habits and promote independent learning.

Homework/Make-up Work

Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such make-up work as necessary to ensure academic progress, not as a punitive measure.

MAKE-UP SCHOOL WORK

Make up schoolwork may be requested from your child's teacher. Please request it by phone call to the office early in the morning and plan to pick it up after school in the office, as the teacher will need time to prepare it. Getting well takes precedence over completing schoolwork. Children will be given the same number of days as ill to make up schoolwork.

If your child will be absent from school due to a trip or extended illness (five days or more), please contact your child's teacher to set up an Independent Study program. To set up the Independent Study program, please contact the office a minimum of 5 days prior to your trip, so that the contract may be signed and school work prepared. An extended illness may qualify your child for a home teacher. Please contact the school office if it appears your child's absence will be of long duration.

STUDENT ASSESSMENT

Testing is an integral part of any instructional program. It is an on-going process for Harriet Tubman CSAT students throughout the year. In addition, students will be assessed in a variety of ways throughout the year by their teachers to provide information about student progress.

Students in grade 3 take will take the Georgia Milestones state assessment test in the

spring. This statewide test, which is taken on computer, is meant to assess students' mastery of the Common Core State Standards for their particular grade level.

REPORT CARDS

Report cards are given at the end of each quarter.

CONFERENCES

Student-led conferences are scheduled near the end of the second quarter. Students are expected to set goals, share examples of their work with parents, and self-assess their progress. Conferences may be requested by parents or in many cases requested by the teacher for a variety of reasons. Teachers or parents can always schedule parent-teacher conferences as the need arises. Please call or email the teacher to arrange a conference appointment or send a note to school with your child.

EXTENDED SCHOOL OPPORTUNITIES

Students participate in extended day school opportunities based on classroom work and/or various assessments, and computer science data.

	Beginning Time	Ending Time
All grades	7:30	M-T 3:30 Fri. 2:30
SDC	8:30	1:30
Lunch (TK/SDC)	11:15	11:55
Lunch K	11:30	12:10
Lunch (Grades 1-2-3)	11:45	12:28
Lunch (Grades 4-5)	12:15	12:58

SCHOOL HOURS

SCHOOL OFFICE

Principal Dr. Driscoll
Director of Business Operations Mr. Perril
School Office Manager Ms. Pam
RN M
LVN M

School Office Hours: 7:45 AM to 4:00 PM
Telephone: 404.257.68745
Website: www.harriettubmancsat.com

ATTENDANCE / ABSENCES

All children are expected to be in attendance each day unless they are ill or a family emergency arises.

Please pay close attention to your child's future by seeing that he/she is in school and on time each day. Attendance problems hinder progress. Even if you get the missed assignments for your child to do at home, it is not the same as your child being in class and participating. Teachers are not obligated to provide make-up work for unexcused absences. However, students are allowed to make up work missed because of a justified absence.

Please call the school office to report your child's absence. The office is required by the State to keep attendance records. Please call **everyday** your child is absent.

Justified Absences:

Illness

Medical, dental, optometrical or chiropractic appointments

Quarantine

Bereavement

Unexcused Absences:

Truancy

Personal reasons

Suspension

RETURNING TO SCHOOL

A student's temperature must be normal for 24 hours without any medication before returning to school. If your student has diarrhea he or she must remain at home until the diarrhea has resolved. After five consecutive days of absence due to illness, students are required to obtain a note from their doctor stating that they are cleared to return to school. Please bring this note to the office before your child goes to class.

TARDIES

Students who are tardy **must** report to the office before going to class. If you know in advance that a student is going to be late, please call the office. Excessive tardies will be documented.

Tardy Policy

6 tardies within one reporting period (Letter sent home and student to meet with principal)

8 or more tardies within one reporting period (Parent meeting with principal and further steps of action)

Students who miss more than 5 days of school, either consecutively or cumulative, are considered truant. Students who are late to school in excess of 30 minutes are considered truant on each occurrence. Students with 3 or more

unexcused absences or excessive absences and tardies will be required to meet with Principal.

PERSONAL MESSAGES

EMERGENCY messages will be relayed to students by the office staff. The office will notify the classroom via e-mail and the child will be sent to the office at a convenient time. Please use this service sparingly in order to keep classroom and office interruptions to a minimum.

ARRIVAL and PICK UP

Children MAY NOT ARRIVE AT SCHOOL BEFORE 7:30 AM or NOT PICKED UP AFTER 3:30pm, unless participating in BEFORE/AFTER school program when supervision is provided.

TRAFFIC

Please do not park in staff-designated parking spaces; not even to drop off or pick up your child and abide by the following:

- “ Circle the school in a clock-wise direction. This permits children to be dropped off on the school side and off the street, avoids jaywalking and children passing through moving or parked cars.
- “ Please have your children “ready to launch”...sitting on the passenger side of the car, backpacks on laps or nearby!
- “ Staff will be available to open the door for your child, give a greeting, help with a backpack and then close the door. Parents should not need to get out of their cars.
- “ Do not park in the drive through areas.
- “ **No U-turns please! Signs are posted**
- “ **Please drive carefully!**

SCHOOL UNIFORM STANDARDS

Pants/Shorts/Skirts

- “ Solid Color: khaki (tan)
- “ Style: Fitted at the waist (no baggy styles or short shorts); no overalls
- “ Fabric: Twill, cotton, corduroy; or jeans (blue, without decoration), without rips or tears.
- “ Length of Shorts/Skirts/Jumpers: At minimum, shorts must have 6” inseam. Skirts/Jumpers must be at least finger tip length when arms are held down by the student’s sides.

Shirts/Blouses (Boys and Girls)

- “ Solid Color: Kindergarten (Red) 1st Grade (Light blue), 2nd Grade (Navy Blue), 3rd Grade (Grey)
- “ Style: Polo, oxford or turtleneck; **shirts must have collars and sleeves**

Shoes

- “ Black (closed heel and toe dress shoes). No crocks are allowed. Socks must be worn.

Miscellaneous Notes

“ **EVERY FRIDAY IS FREE DRESS DAY.** Reasonable clothing must still be worn including socks and shoes. (No baggy pants, sandals or crocs.) No spaghetti straps on tops, no halter tops or short shorts are allowed, no sleeveless t-shirts.

“ **Please put your child’s name on jackets and sweaters** in case they are lost. Clothes left at the end of the school year will be donated to charity.

“ Please contact the school office for more information on school uniforms.

LUNCH INFORMATION

School lunch menus are sent home monthly. These menus should be used to plan whether or not children will buy or bring a lunch from home.

We currently have an outside school nutritious lunch program, but in the near future, children will have to purchase lunches at school at a reduced rate or free through the Georgia Nutrition Program.

HEALTHY LUNCH AND FOOD POLICY

In an effort to create safer schools for all children, to help students develop an increased awareness of their own responsibility in making healthy nutritional choices, and to meet state and Federal mandates to school districts regarding nutrition, the School District has adopted the following guidelines for all grades.

Rationale: Many students must follow diets that are restricted because of food allergies, religious beliefs, or other reasons. In order to protect student health, sharing food is therefore not permitted. The district provides healthy lunch selections each day. The lunch selections served at school must meet specific nutritional guidelines. The guidelines assure your children are being provided with a healthy and nutritious meal.

In support of the desire to promote safe schools and healthy children, the following Healthy School Guidelines are adopted:

Students should develop an increased awareness of their own responsibility in making healthy nutritional choices

Students may purchase their lunch at school through the school’s cafeteria or bring a lunch from home with them in the morning.

Student lunches should promote healthy choices. Candy and soft-drinks do not meet the food guidelines set by the state and should not be included in lunches brought from home.

Due to SAFETY concerns:

- **Parents are not to bring a lunch to their children during the school day.**
- **Students may not have lunch delivered to school by outside vendors.**
- **Students may not share any food items with other students.**
- **Students may not provide food to other students.**

No child will be allowed to go hungry. If a child forgets their lunch, they shall be provided with a lunch by the school and be given the opportunity to pay for it at a later time.

TELEPHONE USE BY STUDENTS

The school phone is for business purposes. Permission will be given to a child to use the telephone when the teacher, principal or office staff feels it is necessary and appropriate.

CELL PHONES: Students may bring a cell phone to school as long as it is turned off and kept in their backpack. Permission to use the cell phone must be given by a teacher or school authority.

If students are using their cell phones during the school day without permission, the cell phone will be confiscated and sent to the Principal's office. Parents may come in to the office in person to claim the cell phone, or send a note directing the Principal to send the phone home with the student.

HEALTH SERVICES

First Aid is provided during the school day for injuries and illnesses. Please instruct your child to tell a teacher about any injury that occurs on the playground or in the classroom. Parents are notified of serious injuries (severe sprains, fractured bones, and head injuries). Lesser injuries are given first aid (cleaned and bandaged as appropriate) and the child is returned to the classroom.

Children who are not well in the morning should stay home. If your child is ill during the school day we will call you and ask you to come to pick up your child. Any child with a temperature of 100 or higher, has vomited within the last 24 hours, or does not feel well enough to participate in ALL school activities should stay home. Any student with diarrhea must remain at home until the diarrhea has resolved. Disease spreads very quickly in a classroom. Sick children should not be at school. If your child has been exposed to one of the highly contagious reportable diseases (strep throat, chicken pox, scarlet fever, measles, mumps, etc.) **please call the office** so that we may confidentially inform the parents of classmates.

Medications—**any medication** taken by a child during the school day must be kept in the health office and administered only by authorized office personnel. Medication must be brought to the office with a signed Physician's Recommendation for Medication form

(available in the office), which states the name of the medication, the amount to be given, and the time the medication is to be administered. The medication remains in the office and the child must come to the office at the designated time(s). This includes all prescription drugs, asthma medication, inhalers, and aspirin, Tylenol, cough syrups, etc. All medication must be picked up at the end of the school year. **Please do not send any medications to school with your child, to take on his/her own, including over the counter medications.** These must all be kept in the office for the safety of all children.

Children who are sent home from the school health office. If your student was sent home from the health office with a temperature of 100 degrees or greater or they vomited while at school it is **mandatory that the child remain at home the following day.** This is the policy of the School District and is for the protection, safety and welfare of your child as well as other children and staff.

ILLNESS & ACCIDENTS

If your child becomes seriously ill or is injured at school, we will make him/her comfortable and then call you immediately. If we cannot reach you, we will use the emergency contact information you have provided. In case of serious accident, we will call "911". **Please remember, we cannot keep ill children at school.** If your student requires a PE excuse, a written note from a parent is accepted for 1 (one) day. Anything longer requires a note from their Physician.

MEDICAL APPOINTMENTS

Children will be released from school for medical, optical, or dental appointments. Please send a note to the teacher so your child will be sent to the office at the appropriate time. Parents picking up children must sign the Student Release log in the office. **All releases are done from the office, not the classroom.**

REQUIRED IMMUNIZATIONS

Polio (OPV and/or IPV): 4 doses at any age

Four doses at any age, but three doses meet requirement if at least one was given on or after the 4th birthday.

Diphtheria, Tetanus, and Pertussis:

Age 6 years and under (Pertussis is required)

DTP, DTaP or any combination of DTP or DTaP with DT (tetanus and diphtheria).

at least 4 doses: If last dose was given before the 4th birthday, one more dose is required.

Age 7 years and older (Pertussis is not required)

Td, DT, or DTP, DTaP or any combination of these

at least 3 doses: If last dose was given before the 2nd birthday, one more (Td) dose is required.

Measles, Mumps, Rubella (MMR): 2 doses

1st Dose - Must be given on or after first birthday

2nd Dose - Must be given before entering Kindergarten

Hepatitis B: 3 doses*

1st Dose - Birth or older

2nd Dose - One month after first dose

3rd Dose - Four months after second dose or six months after first dose

*Intervals may vary per doctor, clinic or health provider.

Varicella (Chicken Pox)

All students entering kindergarten will need to present documentation of varicella (chicken pox) immunization or documentation from a medical doctor that the student has had the disease.

Note: If the physical condition of the student is such that immunization is not safe, a written statement by a licensed physician must be filed with the school. If immunizations are contrary to the parent's or guardian's beliefs, a signed statement to that effect must be filed with the school.

For more information concerning immunizations, please contact your family physician.

EMERGENCY CARDS

It is critical that your child's Emergency Card be filled out completely and that the school office is notified of any change in your address or telephone numbers. Please notify the school immediately if there is a change in your address, telephone number, care provider, or person to contact in an emergency. **Also, please be sure to keep your work phone number(s) and cell phone numbers updated!** This information is very important in case your child becomes ill or injured. Friends or relatives listed as alternates to be notified in an emergency must be aware of this responsibility and be willing to intervene should we be unable to reach you. Under no circumstances will a sick child be released without proper supervision. If both parents are away, (a business trip or vacation) the school needs to know who is responsible for your child in your absence. Please submit a **TEMPORARY CUSTODIAL RESPONSIBILITY** form should this occur. The form is available in the school office.

FIRE DRILLS & EMERGENCY EVACUATIONS

Fire drills and emergency evacuations are necessary for the safety of the students and staff. Everyone should know the specific directions for reaching a point of safety from the area of the school building in which he/she may be. Practice drills will occur throughout the school year. Specific information is posted in each classroom.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please call or come into the school office a five days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

CLASSROOM VISITS

Whenever a parent wishes to visit his/her child's classroom for purposes of observation, it is required that you make an appointment with the teacher and principal in advance of the day of your intended visit. Upon arrival at school, go to the school office to obtain and sign the Visitors' Log. Classroom visits are limited to 30 minutes a day and only one day per week.

DROP OFFS AT SCHOOL

In part because we are teaching your children responsibility and the natural consequences of both planning and preparation, the school **will not** accept drop offs in the office of any item that your student forgot to bring to school with them, including but not limited to: jackets, backpacks, lunches, water bottles, instruments, homework, library books, any student work and projects.

ACCESS TO CLASSROOMS AFTER SCHOOL

Students are expected to take all necessary items with them as they leave the classroom at the end of the day. The custodians have been instructed not to open classrooms for students.

LOST AND FOUND

Sweaters, jackets, lunch boxes, etc., should be labeled with your child's name. All found clothing and lunch boxes are placed in boxes inside the Multipurpose Room. Small items (keys, jewelry, wallets, money, glasses, etc.) are held in the lost and found drawer in the office.

TOYS, NON-SCHOOL RELATED PERSONAL POSSESSIONS AND MONEY

Please have students leave toys, non-school personal related possessions and money at home. If items in these categories are brought to school the teacher upon seeing the item being played with or used in the classroom or playground, will confiscate the item and return it to the student at the end of the school day to take home. If the same item or other items in similar categories are brought to school again by the student, the teacher will confiscate the item(s) and turn the item(s) into the Principal. The Principal will contact the parent so they may retrieve the item(s) for their child Harriet Tubman CSAT does not assume responsibility to lost or damaged items that students bring to school without permission.

DOGS ON CAMPUS

Please leave your dog at home when you are dropping off or picking up your student. Animals are not allowed on campus for safety and sanitation reasons.

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school office and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

PARENT-TEACHER ASSOCIATION (PTO)

Parents and students are encouraged to join the PTO (Parent Teacher Organization). Harriet Tubman's PTO activities strongly support the school. The PTO provides support of our educational program as well as providing programs that are enjoyable for students to partake in.

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oom parents play an important role at our school. They act as hosts/hostesses for class activities/parties. Please contact the PTO if you would be willing to serve in this capacity.

CLASSROOM VOLUNTEERS & CHAPERONES

Classroom volunteers are critical to maintaining the high quality education that Harriet Tubman CSAT children deserve. Some parents are able to donate time during the school day, helping teachers prepare materials for class projects and lessons. Others work directly with small groups or individual students. Parents who work during the day donate services at special times, such as carnivals, book fairs, fund-raisers, etc. **All volunteers who work directly with children must have a TB clearance which includes all parents & guardians who chaperone field trips.** The TB clearance is valid for 4 years from the date of the test.

For student safety and school security, Volunteers and Visitors must sign the Volunteer/Visitors Log in the office and obtain a volunteer/visitor badge. All volunteers must sign out at the office when leaving campus. State Education code states that school administration must know who is on campus in case of an emergency. Volunteers that have permanent volunteer/visitor badges must pick-up their badges at the office upon their arrival, and relinquish them at their departure. All visitors or volunteers without badges on campus will be directed to the office to sign in and obtain a badge.

LEADERSHIP

Student leadership is highly valued at Harriet Tubman CSAT. We encourage and empower all our students to be leaders in the classroom, on the playground, and at home. Next school year, Fourth grade students are eligible to run for Student Council offices. Students serve in leadership capacities for half the school year. In addition, classes elect council representatives who meet periodically to plan school wide activities. Student Council leaders are recognized at an assembly twice yearly.

BEHAVIOR GUIDELINES

STUDENT CODE OF CONDUCT

It is necessary that children learn to develop self-discipline in order to further their academic achievement and success in life. We ask that you discuss with your child the

importance and need for good behavior and a good attitude while at school. We will not tolerate fighting, disrespect towards others, obscene language, unsafe, harmful actions or destruction of school property.

The “**3 B’s**” of Student Harriet Tubman CSAT Conduct Code are:

BE RESPECTFUL.

BE RESPONSIBLE.

BE SAFE.

REWARDING POSITIVE BEHAVIOR

Every effort will be made to reward positive behavior on the part of students. At the classroom level, teachers use many systems and techniques to reinforce positive behaviors on the part of the students. Outside the classroom, staff members give verbal praise for good behavior when earned. In addition, students who have demonstrated good behavior choices and excellent work skills be invited to participate in Principal’s Recess once a month. Music, Frisbees, jump roping and games with the Principal...all in celebration of the great students of Harriet Tubman CSAT!

The Governing Board believes that one of the major functions of the public schools is to support parents in the preparation of youth for responsible citizenship. To this end, the district will foster a learning environment which reinforces the concepts of self-discipline, proper behavior, good manners and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

The district's disciplinary policies and regulations are promulgated in order to maintain a learning environment supporting the highest quality educational program. These policies and regulations relate to student conduct by delineating acceptable behavior and providing the basis for sound, consistent disciplinary practices within each school in the district. These policies and regulations will be enforced fairly and consistently without regard to race, creed, color or sex.

The administration, teachers and classified staff share the mutual responsibility for student conduct and safety and the enforcement of district policies and regulations. The Board shall give all reasonable support and assistance to all employees with respect to the student discipline. Parents are expected to take responsibility for their child's actions and to actively cooperate with district personnel to promote increasing levels of personal responsibility on the part of their child.