



**HIGH POINT**  
**ELEMENTARY SCHOOL**



**Parent and Student Handbook**  
**2023-2024**

*High Point Elementary cultivates knowledgeable, compassionate, and inquiring learners who impact a diverse global community.*

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## **AFTER SCHOOL PROGRAMS**

**YMCA PRIME TIME:** The Ashford Dunwoody YMCA provides after-school care for students at the school starting at 2:25 pm – 6:30 pm. Information is available by calling the Ashford Dunwoody YMCA at (770) 451-9622.

**EXTRA CURRICULAR ACTIVITIES WITH FEES:** Students can participate in a variety of programs sponsored by a variety of vendors who have been approved by Fulton County Schools. Program information will be shared on our school website.

## **ATTENDANCE/TARDIES**

Good attendance is important to your child's academic success. Students should be at school every day that their health allows them to be. To do that, families should schedule personal trips during school closings (see school calendar).

**Truancy** - All children are subject to compulsory attendance. Any student who during the school calendar year has more than five (5) days of unexcused absences is considered truant. After 10 consecutive unexcused absences, the student will be withdrawn.

**Excused Absences** - The Fulton County Board of Education Policy number JBD denotes that a student's absence from school or class will be considered excused when it's due to any of the following circumstances:

**The following is a list of all excused absences:**

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating an absence from school
- A death in the student's family necessitating absence from school
  - Student are excused for up to 4 days due to a death in immediate family
  - Students are excused for up to 2 days due to a death in non-immediate family
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal
- School days missed as a result of an out-of-school suspension.

***\*Please note that the principal will not approve absences for travel of any kind.***

**Unexcused Absences** - An unexcused absence is any absence not covered in the definition above. A student accompanying a family member on a business trip or vacation during the regular school calendar is unexcused. **When a student accumulates 3 unexcused absences, the school will contact the parent. When 5 are accumulated, a referral will be made to the school social worker.**

**Tardiness** - Parents are responsible for getting students to school on time. A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period. **The official school day starts when the bell rings at 7:40 a.m.**

**Students must be in their classroom when the bell rings at 7:40 a.m.** Breakfast service ends at 7:40 a.m. **Sitting in the carpool lane does not constitute on-time arrival and parents dropping off students after the 7:40 a.m. bell are expected to park their car and walk students to the front entrance of the school to sign their tardy slips. Did you know morning announcements actually begin at 7:30 AM?**

Students are encouraged to ride the bus to school, as they are never marked tardy when riding the school bus. Parents are required to submit a written excuse for tardiness that is based on medical appointments within 5 days of the tardy. If a written excuse is not provided within 5 days, the tardy(s) will remain on the student's record as "unexcused" for the remainder of the school year. When a student is late, important classroom instructional time is lost and it creates a distraction to other students when entering the classroom. So as not to disrupt instructional time, tardy students will walk to their classrooms independently or with staff assistance. **Fifteen (15) unexcused tardies result in a referral to the school social worker.**

**Early Check Out** -A student must be present for at least one-half of the school day (3 ½ hours) to be considered in attendance for the day. Students leaving school before meeting this requirement will be considered absent for a school day. **A parent or guardian is required to bring appropriate documentation for early checkout at the time the student is released from school.** Excessive early check-outs will not be allowed and will result in a referral to the carpool lane to pick up students. **There is no early checkout allowed after 2:00 pm,** so please plan all medical appointments accordingly. School doors will remain locked and no one will gain entrance except for a scheduled conference, meeting, or to checkout students from an after school program.

**Written Excuse for an Absence** - Any student who has been absent from school is required to present a written excuse/email to the teacher or designee(s) within three (5) days of returning to school. If the written excuse/email is not provided within 5 days, the absence(s) will remain on the student's record as "unexcused" for the remainder of the school year. The excuse must state the student's name, student FCS ID Number (lunch number), the reason for the absence, parent/guardian name and contact information, and be signed by the student's parent or guardian. Excuses will be kept on file at the school until the beginning of the next school year. Students may be required to provide additional verification such as a medical note from a doctor or dentist if who have acquired seven (7) absences or more in a school year, acquire ten (10) or more late arrivals/early checkouts in a school year, or if a student acquires three (3) or more consecutive ill absences.

### **BIRTHDAYS**

Birthdays are not celebrated at school. **Parents may send in store-bought cupcakes, cookie cakes, fruit snacks, etc. for birthday treats during the class lunch/recess period.** Please remember to take into consideration potential allergies. Treats should be pre-cut, if applicable, and ready to serve. Please do not put candles on cakes or send in flowers, balloon bouquets, goodie-bags, or gifts. Also, party invitations should not be sent to school to go home with students. Personal invitations must be mailed outside of school to avoid any opportunity for hurt feelings.

Parents/Guardians can contact our cafeteria manager, Ms. Wallace, at [WallaceP1@fultonschools.org](mailto:WallaceP1@fultonschools.org) if you would like the cafeteria to provide a birthday treat for your child's class. Parents and guardians will not be allowed into the cafeteria/classroom for birthday celebrations.

## **BUS/CAR RIDER/WALKERS EXCEPTIONATIONS AND GUIDELINES**

### **Arrival**

**Bus Riders-** Bus routes, schedules and designated stops are dictated by Fulton County Schools' Transportation Department. Students must be at the designated bus stop at the time the bus is scheduled to arrive. Parents/students should take precautionary measures when arriving at a bus stop. Information detailing how students may wait at bus stops will be provided on the Transportation webpage and through school communication channels. If you have any questions about bus routes or schedules, please call 470-254-2970.

Students are never marked tardy if they arrive to school via their assigned FCS bus.

**Car Riders/Walkers-**No student should be dropped off and left unsupervised prior to the 7:10 AM bell.

**Assisted Carpool-** Carpool runs from 7:10-7:40 AM. Parents should not exit cars to open and assist their child in the carpool lane. This is a safety issue and stops the flow of the carpool line. Also, for safety reasons, all children should exit from the passenger side of the car.

Carpool will end promptly at 7:40 AM so that teachers on duty can start instruction for the day. When teachers leave their post and start walking toward the building no other children should exit cars and come in through the carpool door. This is a safety and security concern. If you're waiting in the carpool line at 7:40 AM and no one has opened your door, you will have to take your child to the front of the building to be checked in as tardy.

**Unassisted Carpool/ Front Carpool-**After all buses arrive, this lane opens at 7:30 AM. This lane is for unassisted drop-off. This means that students must be able to get out of the car without an adult. This includes a parent. Parents should NOT exit the car. If you need to assist your child with exiting the car and walking into the building, you will need to park in the upper lot and walk your child into the building. Parking in the lane and walking your child into the building disrupts the flow of this carpool lane and will not be allowed. Students can ONLY be dropped off on the curb. It is extremely dangerous to drop a child off in the road rather than at the curb because they have to walk across flowing traffic.

There should be no passing other cars in this lane. Also, please refrain from honking as this startles students and disrupts classrooms on the front of the school.

### **Dismissal**

Dismissal will begin at 2:20 PM. Buses will be dismissed followed by carpool. Walkers will not be released until carpool is over. Dismissal ends at 2:50 PM. Students not picked up by 2:50 PM will be brought to the front office. If you arrive after 2:50 PM, you will need to park and sign out your child(ren). After 5 late pick-ups, a referral will be made to the school social worker. After 10 late pick-ups, you will also be asked to resubmit proof of residency.

Car riders/walkers/daycare van riders have separate exits and are prohibited from using the bus exit.

**Walkers-** Walkers will be released after carpool ends. If you drive and park your car, you should not be a walker.

**Car Riders-**Carpool will begin after buses are dismissed. You should only line up heading south on Northland and High Point Drive so that you make a right turn onto Greenland Road. DO NOT try and go straight or left-hand turn into the school. Also, DO NOT block driveways or intersections.

Staff will open the passenger side door to allow students to enter the car safely. No adults should exit the car for any reason. No cars should pass other cars in the lane. Also, please refrain from honking as this startles students.

**Bus Riders-**Buses will always be dismissed before carpool can begin. This allows buses to depart and get to assigned stops at designated times. Bus riders will get home faster than carpool.

**All children in grades prek-2<sup>nd</sup> must be met at the bus stop by the parent or designee.** If there is no one there to meet the child, they will be brought back to the school and the parent is expected to pick up the child. The Fulton County transportation department no longer allows transportation changes for play dates, club meetings, homework buddies, etc. Parents will need to arrange alternate transportation for those events.

#### STUDENT BUS EXPECTATIONS AND GUIDELINES:

1. Be cooperative.
2. Remain seated in assigned seat.
3. Use a quiet, inside voice. No shouting or inappropriate language.
4. Keep hands, feet, head and any other objects inside the bus.
5. Food and drinks are prohibited.
6. Do not damage any part of the bus. Keep buses clean and free from trash and graffiti.
7. Fighting, pushing, or shoving is prohibited.
8. No cell phone use.
9. Students will be permitted to carry books and other items related to schoolwork, which can be held in the lap. Any object that is breakable or might distract the driver or jeopardize another student's safety will not be transported.
10. Students must ride on assigned buses, board and exit at their designated stop.

Disciplinary action for bus misconduct is administered by the assistant principal. School buses are considered an extension of the school campus. All rules governing student conduct while on campus/school property apply while students are on the school bus and bus stops. Because of the additional safety factors and for the protection of the driver and students on the bus, school principals have the authority to impose an immediate suspension from the school bus for serious offenses as well as for minor violations. School bus drivers do not discipline students, although they have the prerogative to assign seats or move students from one seat to another to solve a discipline problem or to assure safety for those on the bus. Consequences will occur after the bus driver has communicated verbal and/or written warnings and she/he has tried intervention strategies and the problem continues. Depending on the severity of the offense, the administrator will place the student on the most appropriate step of the cycle. The bus discipline cycle does not preclude additional sanctions as provided in policy, procedures, school rules, or federal, state, and local laws.

## CAFETERIA

High Point's cafeteria offers breakfast and lunch each school day. At Elementary and Middle Schools, the meal price includes up to 1 entrée, 1 fruit side, up to 2 vegetable sides, and 1 milk choice.

Prices are as followed:

Breakfast		Lunch	
Elementary School Student	\$1.10	Elementary School Student	\$2.45
Reduced Price	\$0.30	Reduced Price	\$0.40
All Adults	\$2.75	All Adults	\$4.75
Milk	\$0.75	Milk	\$0.75

*\*Students may purchase extra milk for \$0.75.*

Our school nutrition program provides fresh, healthy lunches daily. However, students are welcome to bring in a prepared lunch from home. **Children may not bring soda or cola drinks to school. Out of consideration of all students, we would kindly request that you do not bring in fast food from outside establishments during breakfast or lunch.**

**Beginning in September, visitors listed as an emergency contact in Infinite Campus may be allowed to eat lunch with a student. Lunch visitors will ONLY be allowed to eat with their student. Students will not be allowed to invite a friend to eat with them and their visitor. Lunch visitors will not be allowed to sit at lunch tables with classes. There will be designated tables on the stage in the cafeteria for lunch visitors. Lunch visitors can also utilize outdoor seating areas.**

**Online Meal Payment**-Online meal payment is strongly encouraged to minimize student/staff cross-contact with cash transactions; however, all forms of payment will be accepted. Online prepay is also available through MealPayPlus.com For more information, you may contact the School Nutrition Manager at 470-254-3293.

## CELL PHONES

Use of personal communication devices (cell phones, tablets, recording devices) during the school day is prohibited for students in PK through 5<sup>th</sup> grade. Use of a personal communication device during the school day is in violation of rule 18 of the Fulton County Code of Conduct. Personal communication devices MUST remain off and in a student's backpack during the school day. Attempted use of a personal communication device during the school day will result in possible disciplinary action based off the Fulton County Code of Conduct. Personal devices will also be confiscated and may be picked up by a parent or guardian.

**If a student needs to contact a parent during the school day, they will be allowed to utilize a school phone on a case-by-case basis. Students will not be allowed to utilize their personal communication devices to call a parent or guardian.**

## CHANGES IN AFTERNOON TRANSPORTATION

In order to ensure the safety of students, the following rules for departure from school will apply:

1. If you know in advance that a student will not plan to go home in the regular manner, the student **must** show a note of permission from the student's parent or legal guardian to the classroom teacher before school begins in the morning. Advance notification can also be sent to your child's teacher via Dojo or email [228transportation@fultonschools.org](mailto:228transportation@fultonschools.org). The Fulton County transportation department no longer allows transportation changes for

play dates, club meetings, homework buddies, etc. Parents will need to arrange alternate transportation for those events.

2. If it is necessary for a student to unexpectedly leave school early, a note should be sent to your child's teacher via Dojo or email [228transportation@fultonschools.org](mailto:228transportation@fultonschools.org) to notify the school of a dismissal change.
3. Any student leaving before the regular dismissal time **must be signed out** through the office by a parent, legal guardian, or a parent designee. **Students must be dismissed prior to 2:00 pm.** After 2:00 pm, children will be dismissed in their regular way. In case of emergency, please contact the front office at 470-254-7716. You will be asked to email [228transportation@fultonschools.org](mailto:228transportation@fultonschools.org) for verification.
4. Students will only be released from the office. **Parents/guardians will not be allowed into the building to pick up their child from the classroom.**
5. Students can be released to a parent's designee only after the parent or guardian has **notified the school in writing.** Dismissal changes will **not** be accepted via phone due to safety concerns.
6. A government issued photo I.D. is required to pick-up a student.

### **CHANGES IN INFORMATION (Phone/Address)**

The school must maintain accurate records and contact information on all students in the event of an emergency. **Parents/Guardians should make changes via their Parent Portal in Infinite Campus when updating your household address, phone numbers (home, cell or office), email, or emergency contacts.** When making changes to your household address, you will need to also email our school data clerk, Ms. Stephanie Sydnor, at [sydnors@fultonschools.org](mailto:sydnors@fultonschools.org) with supporting documents. Ms. Sydnor can also assist with obtaining a Parent Portal account in Infinite Campus.

### **CLINIC and MEDICATION**

High Point is fortunate to have its own clinic with a trained, full-time clinic assistant. The clinic is located to the left of the front door, opposite the office.

Students who must take prescribed medication during the school day should upon entering the school, take all medicines in the original prescription bottle, along with a written authorization to the clinic assistant. **No student is permitted to take any medicine, prescription or over-the-counter medicine, to a classroom without permission of the principal and as authorized by a physician.**

If a prescribed medication is necessary in order to allow a student to attend school on a regular basis, the clinic assistant may assist in administering the medication if the parents or legal guardian provide the following:

1. Written certification by a licensed physician that such medication must be administered to the student during school time.
2. Written instruction from a licensed physician regarding the administration of the medication, including dosage, expected duration of administering, and side effects of the medication.
3. Fill out a release form (required by the school system) releasing the board of education, the school, and system employees from any liability for administering the medication.

It is imperative that we have a valid working phone number on file at all times. Please remember to update our office during the year of any changes. Remember, sudden illnesses and accidents can happen at school.

### **CONFERENCES/ MEETINGS**

Parent-teacher conferences are an integral part of reporting student progress and High Point emphasizes a close relationship between the home and school. With parents as school



partners, conferences are scheduled twice a year to share information and plan a more effective educational program to meet the needs of the student. Additional conferences may be scheduled as necessary. Teachers are not able to conference with parents during instructional time, during staff meetings, or during professional development sessions. Interpretation for conferences is available upon request. The Microsoft Teams platform may be utilized to hold virtual conferences and meetings during the 2023-2024 school year.

## COMMUNICATIONS

Below is High Point's communication protocol which is designed to promote open communication so that problems and concerns can be worked out quickly and effectively between the parties involved. We strongly encourage students and parents to follow this protocol. In turn, our staff members pledge to be sensitive to your concerns, to maintain confidentiality and to return calls/emails in a timely manner. By working together, we can continue to strengthen our commitment to excellence for all students.

### **Communication Protocol**

<p><b>1. SPEAK DIRECTLY TO THE TEACHER.</b> All students and parents are encouraged to express their concerns directly to the teacher. If you as a parent, are concerned about an issue involving your child's education, classroom experience or grades, contact the teacher. Staff emails are found on our website <a href="http://www.highpointelementary.org">www.highpointelementary.org</a> and click on staff directory. Teachers will make every effort to get back with you as quickly as possible, but it may take up to 24 hours. Please be patient. <b>All social/emotional issues should go directly to the school counselor first.</b></p> <p style="text-align: center;">If your concern is not resolved, please move to next step.</p>
<p><b>2. Assistant Principal:</b> If the issue is not resolved or if you have not heard back from the teacher in a reasonable amount of time, please contact Mr. Richard DiBartolo, Assistant Principal, at <a href="mailto:DiBartolo@Fultonschools.org">DiBartolo@Fultonschools.org</a> .</p> <p style="text-align: center;">He will act as an intermediary when communication has failed between the student/parent and the teacher.</p>
<p><b>3. Principal:</b> Most problems have been resolved at this point. If you still need to speak with someone about your situation, please contact Dr. Danielle Miller, Principal, at <a href="mailto:MillerD@Fultonschools.org">MillerD@Fultonschools.org</a> .</p>

<p><b>Counselor and or Other Support Staff:</b> There are other support staff available to, such as school social worker or special education personnel, based on the specific issue or need.</p>		
Name	Position	Email
Sheri Hess	Curriculum Support Teacher	<a href="mailto:Hess@Fultonschools.org">Hess@Fultonschools.org</a>
Madison Goodyear	School Counselor	<a href="mailto:GoodyearM@Fultonschools.org">GoodyearM@Fultonschools.org</a>
Ashanti Johnson	IST/Special Education	<a href="mailto:JohnsonA18@Fultonschools.org">JohnsonA18@Fultonschools.org</a>
Carmon Morris	SST/RTI/504 Chair	<a href="mailto:MorrisC6@Fultonschools.org">MorrisC6@Fultonschools.org</a>
Vaneisa Hutchins	School Social Worker	<a href="mailto:HutchinsV@Fultonschools.org">HutchinsV@Fultonschools.org</a>
Mariana Mendoza	Parent Liaison	<a href="mailto:Mendoza@Fultonschool.org">Mendoza@Fultonschool.org</a>

### CLASS DOJO

**At High Point, all staff will utilize Class Dojo to connect with families.** Teachers and families can directly message each other, and translations can instantly be seen in multiple languages. Teachers will be able to share resources, important school information, and photos/videos. Important school information and events will also be sent out via Dojo.

### MICROSOFT TEAMS

**Staff may utilize this platform to keep families and students engaged and learning.** School meetings and parent/teacher conferences may also be conducted through the Teams platform.

### EMAIL

Staff members are instructed to check email twice a day and respond to emails within 24 hours. Staff will not respond to emails during instructional time.

#### HIGH POINTS NEWSLETTER

A paper copy of the school newsletter is distributed on the first Thursday of the month.

#### MARQUEE

High Point's electronic marquee lists all upcoming events and news daily.

#### PHONE CALLS

Staff will periodically communicate using the school phone or their personal cell phone. If you are calling the school, our front office will take a message for the teacher. Please make sure that all phone numbers are updated in Infinite Campus so we can communicate quickly and efficiently.

#### PTO GRADE LEVEL REPRESENTATIVES

Each grade level has a PTO representative to coordinate room mothers, parent participation, and any other activities involving that grade level. Parents new to High Point should contact their grade level representative for additional information. Grade level representatives are listed in the PTO section of this publication.

#### THURSDAY FOLDERS

Students in PreK-5 will receive Thursday Folders. These folders will only be sent home on Thursdays and will contain student work to be kept at home and any pertinent school information such as newsletters, flyers for events, report cards, etc... Please check this folder every Thursday.

#### TRANSLATIONS

Parents needing help in translating information should contact our Parent liaison, Mariana Mendoza at [Mendoza@Fultonschools.org](mailto:Mendoza@Fultonschools.org)

#### TWITTER AND FACEBOOK

Follow us on Twitter @HighPointFCS or Dr. Miller @HPointPrincipal. We are also on Facebook [www.facebook.com/highpointfcs/](http://www.facebook.com/highpointfcs/)

#### WEBSITE

Go to [www.HighPointElementary.org](http://www.HighPointElementary.org) for updated information and news about High Point.

### **DRESS CODE**

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Extremes in dress and grooming will not be permitted.

Examples include: lack of cleanliness in person or dress, barefoot, low riding pants, short clothing, exposed midriiffs, tank tops, spaghetti-strap tops, see-through clothing, torn pants above the knee, apparel that designates gangs or depicts alcohol, drugs, or sexual references. Roller skate shoes/Heeleys are not permitted in school. These skates/shoes present a hazard at school; therefore, wearing them at school or during a school activity is a violation of Rule 12 of the Fulton County Board of Education Code of Conduct. The principal or other authorized school official shall determine whether any particular mode of dress or grooming results in a violation of this rule. Should the principal or other duly authorized school official determine that a student is not in compliance with the dress code, the parent or legal guardian will be contacted to bring a change of clothing.

School spirit wear can be purchased through the PTO website.

### **DRILLS FOR SAFETY**

High Point Elementary conducts Severe Weather Drills four times a year. These drills are known as "Shelter Drills." In the event of a tornado warning, please avoid traveling to school to retrieve your child. It is recommended that children not be released to parents while we are under a tornado warning. They should remain in the safe location until the warning is lifted. Children will be moved to an area in the building designated for safety during a tornado. A weather alert radio with a battery back-up is used at school that allows us to follow the progress of severe storms. Bus drivers are trained in procedures to ensure the safety of children.

High Point Elementary conducts two Intruder Drills each year. During these drills, students go to the corner of their classroom and teachers are instructed to lock the doors and turn off the classroom lights. They have been taught not to open the door for anyone. If guests are here during this drill, they will be taken to a secure location.

High Point Elementary conducts two Fire Drills within the first two weeks of school and then once a month throughout the school year. These drills are known as "Evacuation Drills". We ask that all guests quickly and safely evacuate the building to the lower and upper parking lot.

All drills will be conducted during the first week of school and the first week after Winter Break to ensure every student knows all our safety procedures.

### **EIP (Early Intervention Program)**

EIP teachers are available at each grade level to provide small group and individualized instruction for children who need extra assistance and meet established criteria in the areas of reading and math.

### **EMERGENCY SCHOOL CLOSING**

If, due to inclement weather or for other reasons, the decision is made to close school on a particular day, local television and radio stations will broadcast the information. Parents should listen to the radio or television early in the morning for possible school closing.

### **ESOL (English for Speakers of Other Languages)**

ESOL teachers work with students who need concentrated instruction in the English language.

### **EXCEPTIONAL PROGRAM FOR CHILDREN**

Qualifying students will receive academic and/or behavioral services via the exceptional education program. Contact the Instructional Support Teacher (IST) with questions regarding services.

### **FIELD TRIPS**

As part of an enhanced curriculum, each grade level takes field trips or has special programs come to the school. All students who have a signed permission form can go on field trips. The field trips are an integral part of the instructional program for your child, and we are pleased to be able to offer them to all our students.

### **GRADING and REPORT CARDS**

High Point students receive a progress report every 4 ½ weeks, and a report card every nine weeks.

PRE-K	GRADES K-2	GRADES 3-5
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A student's progress is reported through formal and informal conferencing.	Exceeding Mastery 90-100 Mastery 80-89 Approaching Mastery 70-79 Not yet meeting 69+ below	A- 90 and Above B- 80-89 C- 70-79 F- Below 70 NG-No grade Letter and numeric grades are given.
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Students also receive grades for other areas such as Conduct, Work and Study Habits, and Social Skills. **Parents can access progress reports and report cards via Parent Portal.**

Student work is sent home each Thursday for parent review. Please sign and return the work to the child's teacher if requested.

Grades will be placed in Infinite Campus weekly. If a student's grade drops, the teacher is responsible for notifying the parent by email, phone, or note and give them sufficient amount of time to recover. All failing grades will be communicated and documented to parents prior to students receiving report cards.

### **HOMEWORK POLICY**

Homework should be purposeful and meaningful and should allow the student to practice skills learned in class. Homework is not mandatory each day. Each grade level will make the decision on how and when homework will be assigned and communicate the homework expectation to the parents and students.

Parents should be supportive and assist their child with homework assignments by doing the following: set aside a specific time in which to do assignments; choose a quiet, private place free from distractions. The study area should be well lighted and equipped with the necessary supplies.

- Homework is considered practice and will not be used as a grade.
- Additional homework can be given upon request. Please contact your child's teacher.

### **INSURANCE**

Student Insurance forms for students are available starting the first week of school. Forms include pricing for coverage. The school does not cover accidents or injuries occurring on school grounds such as broken bones or cuts.

### **INTERACTIONS**

All interactions among staff, students, visitors and parents are to be respectful and appropriate. Georgia law prohibits disruptive conduct on school property, including insulting, or abusing public school employees in the presence of students and minors. If the educational environment is or could be negatively impacted, the School District reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend school events, or interact with staff (in person, via written communication or via electronic communication). In addition, the Principal may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students and staff.

### **MEDIA CENTER**

Our media center is filled with wonderful books, innovative technology, and helpful staff members! In addition to a collection of over 15,000 books and a 32-seat computer lab, we have a green screen wall for movie making and project creation, an interactive White Board, OSMO devices, virtual reality field trips, coding activities, robots, and a class set of iPads for inspiring creativity and allowing students a choice and voice in learning.

Our Media Center operates with flexible scheduling. Teachers may sign up to use the Media Center as needed in coordination with their curriculum objectives. Students can visit the Media Center independently using our media center hall passes any time with teacher permission. All K-5 students will receive Digital Citizenship lessons in the Media Center taught by our school METI.

Books and materials are checked out for a two-week period but can be returned earlier. Kindergarten students may check out one book at a time, and grades 1-5 may check out two books at a time. Our online library catalog can be viewed at <http://fcsdestiny.fultonschools.org/>. Our books are labeled with reading levels to help students choose "just right" books and grow as readers. We host two book fairs each year for High Point students and families.

### **MUSIC, ART, and SPANISH**

All students in grades K-5 participate in a general Music, Art, and Spanish class once a week.

### **OBSERVATIONS**

Parents who would like to observe the instruction in a classroom are required to make an appointment via both the classroom teacher and Curriculum Support Teacher (CST) at least 72 hours in advance of the desired date/time. The final observation date/time must be mutually agreed upon between the parent, teacher, and CST or administrative designee. Classroom observations are limited to 30 minutes in any one teacher's classroom on a given day, and excessive observations will not be permitted. An administrator designee will accompany parents to the classroom and remain for the 30-minute observation, then escort the parent back to the front office for check out upon completion of the observation. Questions and conversations regarding the observation can be held with the administrator designee at the conclusion of the observation. Observations will not be permitted during testing, the first and last 2 weeks of school, during special events, when the regular teacher is out of the classroom or at other times the administrators deem as inappropriate. All parents are expected to maintain confidentiality regarding other students during observations.

### **ON-LINE SCHOOL PAYMENTS: OSP**

High Point Elementary now provides an on-line payment option for field trips, classroom activities and Library fines through OSP Online School Payments. You will not be charged a fee to use your credit or debit card.

OSP is a simple, safe, secure and convenient way for parents to make online payments and means students no longer need to carry cash/checks into school (and remember to turn them in!) It allows you to make these payments 24/7 from the comfort of your own home. Also, full payment histories are available to you at any time and refunds can happen with a click of a button!

Directions for OSP School Payments

Website: <http://osp.osmsinc.com/fultonga> (or look for the OSP link on the school's homepage)

The first time you visit the site, you will create a login and add your High Point Elementary student ID. Your child's school ID can be found on their recent report card, is their lunch number or by visiting the front entrance of the school with a government issued ID. Please do not call the front office as they are not able to provide this information over the phone. This information.

### **PARENTS RIGHT TO KNOW**

In compliance with the requirements of the Elementary & Secondary Education Act of 1965 (ESEA), Fulton County Schools allow parents to request information regarding the professional qualifications of teachers. The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived
- The college major and any graduate certification or degree held by the teacher
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

Parents who wish to request information concerning teacher qualification should contact the principal at 470-254-7716 or via e-mail: [Millerd@fultonschools.org](mailto:Millerd@fultonschools.org)

### **PARENT RESOURCE CENTER - (PRC)**

Parents can check out educational materials for a two-four week period to help the students at home. Email Mariana Mendoza: [Mendoza@Fultonschools.org](mailto:Mendoza@Fultonschools.org) if you have any questions or are interested in more information regarding our PRC.

Parents can also work with the students at the Parent Resource Center after school hours. Parents may use the computers available in the PRC for job search, educational research and/or educational resources for student's homework assistance.

### **PARTIES**

The administration supports two classroom parties during the year. Both are planned by the teacher and a room parent together. The parties are usually scheduled prior to the end of both semesters. Please remember that all other days are normal instructional days. Parents and guardians that would like to volunteer to assist with a class party must complete the volunteer process on Fulton County's Website and contact your child's teacher to sign-up.

### **PHYSICAL EDUCATION**

One hundred minutes per week of physical activity is required by the state of Georgia. Students are scheduled for 90 minutes per week with the PE Specialist and the classroom teachers plan for the other ten minutes. Your child's teacher will give you his/her PE schedule so that children can dress appropriately on that day. Tennis shoes are required on PE days. Sandals, high heeled tennis shoes, or "backless" tennis shoes are discouraged on PE days. These are unsafe. If your child cannot participate in PE, a note should be sent to the classroom teacher to give to the PE Specialist. If a child cannot participate for more than one day, a doctor's note is required.

### **PICTURES**

School pictures will be taken twice during the school year. A portrait package will be sent home with information on how to pay. Parents can purchase the entire package or choose the pages they want and send the rest back to school with payment. Retakes will be scheduled the week after receiving the original portrait package. You must return the original package in order to participate in the retakes.

### **PTO (Parent Teacher Organization)**

The initial PTO meeting is held within the first few weeks of school. PTO, or Parent Teacher Organization, is an organization open to anyone who has children at High Point. The PTO encourages all High Point families to join and get involved in any way they can.

From the school's beginning in 1963, High Point has been fortunate to have a strong and dedicated parent organization. Every year, parent volunteers give several thousand hours of service and raise money to benefit the school.

At High Point, the PTO provides essential classroom support and materials for teachers. It buys additional resources that the school otherwise could not afford, such as enhanced technology, school equipment, after school activities and helps fund academic enrichment opportunities for students. The PTO also sponsors Welcome Back Picnic, Teacher Appreciation Week, the Fall Festival, Bingo Night, Hands on High Point and other events to encourage our sense of community.

### **SCHOOL GOVERNANCE COUNCIL**

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school but operates under the control and management of the Board of Education.

The Council is responsible for making decisions regarding the strategic direction of the school including:

- a) Approve the school strategic plan and updates
- b) Approve the annual budget and annual resource allocations
- c) Manage the Request for Flexibility process
- d) Participate in hiring the principal (in the case of a vacancy)
- e) Provide annual feedback on principal performance
- f) Interface with the schools' Title I Committee

### **SECURITY**

Exterior doors to the building are always locked. Parents, volunteers, and visitors are required to enter the building using the buzz-in system at the main front doors before signing in at the front office and obtaining a visitor badge. **Upon leaving the building, all visitors are required to sign out at the front desk computer and return the name badge.**

### **STUDENT DISCIPLINE**

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others.

The education of Fulton County students involves parents, teachers, administrators, and the students themselves. All parents are encouraged to become familiar with the discipline guidelines and consequences for violations. These guidelines are drawn from Section JD, "Student Discipline" of the Fulton County School System Board Guidelines, as a part of the Student Discipline/Code of Conduct. The Fulton County Code of Conduct can be found on our school website. Every parent should visit our school website to review the Fulton County Code of Conduct. All families are expected to read the policies and become familiar with them. **Parents/guardians will also be asked to sign-off that they have reviewed the Code of Conduct in their student's Infinite Campus portal.**

The Fulton County School System takes seriously its responsibility to educate its students in safe and drug-free schools where they are free from fear of harm or intimidation. Disruptions, disrespect, bullying, weapons, drugs and gang activity will not be tolerated in Fulton County Schools. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school.

At High Point Elementary, we believe in a school environment in which students have the right to learn and teachers have the right to teach. We believe that learning takes place in an atmosphere of acceptance, high expectations, encouragement and motivation. Our objective is to provide a safe environment in which meaningful learning can take place. The teachers and administration at High Point Elementary are committed to this philosophy of discipline. We believe in positive reinforcement and conflict resolution. We strive to create a positive atmosphere in which all students can learn.

ALL STUDENTS ARE EXPECTED TO ADHERE TO THE FOLLOWING RULES & PROCEDURES OF HIGH POINT ELEMENTARY:

**P** – Practice Good Manners (be kind to others, say thank you and you're welcome, treat others how you want to be treated)

**A** – Always Be Prepared (have your materials, ask questions, and be ready to learn)

**W** –Work Hard (always try your best and never give up)

**S** – Stay Safe (keep hands, feet and objects to yourself; respect yours and others' work space)

Each classroom teacher is responsible for establishing rules and consequences. Classroom rules and consequences should be developed by the teacher and students, consisting of no more than five rules.

The use of notes, e-mail, telephone calls and personal conferences will be utilized to maintain close parental contact. We encourage the faculty, staff, students and parents to work cooperatively in implementing our discipline program.

**DISCIPLINE CYCLE FOR MINOR OFFENSES** (disrespect, excessive talking, defiant, not completing work, disruptive, unkind)

The following general discipline cycle for minor offenses will be followed and documented by the classroom teacher. Intervention must occur immediately to avoid escalation of situations.

Step 1: Non-Verbal reminder

Step 2: Verbal reminder (no more than 2 verbal reminders)

Step 3: Teacher fills out Reflection Sheet with student

The teacher will call home after the 2<sup>nd</sup> and 4<sup>th</sup> Reflection Sheet. It is important to remember that a student Reflection sheet is simply a place where students can reflect on their behavior and how to improve so that the behaviors do not occur again. Reflection sheets will never be a reason to be sent to the office for disciplinary action.

Office referral to an administrator once 4 or more Reflection Sheets have been completed – Reflection Sheets copies will be attached to the Office Referral so that the Assistant Principal can determine if there is a pattern of behavior before contacting a parent or guardian.

Office Referral

- Office Time-Out, Admin Conference, or Out-of-School Suspension
- Parent Called



- Offense put in Infinite Campus for official documentation

**DISCIPLINE CYCLE FOR MAJOR OFFENSES** (hitting, bullying, fighting, stealing, destroying property, cell phone usage)

Discipline referral will be immediately filled out and child will be seen in the office. After speaking to the student, a parent will be called and informed of what has occurred and the consequence(s) delivered.

### **TAG (Talented and Gifted) Program**

While High Point Elementary will continue to offer the TAG program, it will be called "Enrichment" since we believe ALL our students are talented and gifted. We believe the purpose of the program is to offer enrichment to identified students based upon State Board of Education Rule 160-4-2-.38. All Fulton County students are screened for the gifted program twice a year through an Automatic Referral (normed-tests) Process in the Fall and a Reported Referral (CISS) Process in the Winter. Students with existing test scores, who score at specified levels on a norm-referenced test, can be considered for automatic screening and go through the Automatic Referral Process. If a student does not have test scores for an Automatic Referral, they can be referred for the gifted program through a Reported Referral Process which begins in January.

For the Reported Referral Process, the school must gather information in the areas of multiple criteria: mental ability, achievement, creativity, and motivation. Students must qualify in three of the four areas of multiple criteria in order to be eligible for gifted services. Our "Enrichment" program begins in August for students in 1<sup>st</sup>-5<sup>th</sup>. For more information regarding TAG testing and our Enrichment program, please contact the school.

### **TECHNOLOGY**

As a sign of technological times, many students are logging on to social networking websites such as Facebook, Twitter, Instagram, etc. Some of these sites, when used safely and with adult supervision, offer children an opportunity to interact with the world around them, however, when used inappropriately, these sites/apps can put children's safety at risk.

While the School District firewall often prevents such access at school, they can often be accessed on personal devices outside of school hours. In some instances, students create hurtful websites and post negative messages about other students and adults, which is considered a form of "cyber bullying". Please talk with your child about appropriate internet behavior and the importance of refraining from posting something mean, hurtful, profane or obscene online. While at school, students often share or act on information they have read at home, which creates disruptions and negatively impacts peers and relationships, along with the learning environment. This type of behavior will not be tolerated and will be addressed as a disciplinary infraction when it causes a disruption to the learning environment.

Please take the time to review your family's safety guidelines for using the internet wisely and be sure to have the computer screen in clear view of an adult at all times. Having access to your student's online networking account, apps, passwords or internet use will better enable parents to monitor online activity. Some helpful websites for internet safety contracts and discussions with your student include [www.netsmartz.org](http://www.netsmartz.org) and [www.ikeepSAFE.org](http://www.ikeepSAFE.org) (for younger students).

### **TITLE I SCHOOL**

High Point is a Title I school. Title I is a federally funded program designed to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and

reach, at a minimum, proficiency on challenging state academic standards and state academic assessments.

The Title I mission is to ensure that each child successfully meets or exceeds Georgia's proficient and advanced levels of student performance and meets or exceeds expectations on local, state, and national assessments.

Title I require Teacher/Parent/Student Compacts to be signed and returned each year. This compact is an agreement that explains how teachers, parents, and students work together and share the responsibility for the students' success. Please make sure this Compact is signed and returned at the beginning of the year.

### **VISITORS / VOLUNTEERS**

**"A visitor"** is defined by High Point Elementary as someone who:

- Eats lunch with a student
- Attends a meeting scheduled by a staff member (parent/ teacher conference, PTO meeting, SST meeting, Title I meeting, IEP meeting, etc...
- Attends a school-wide event during the day (concert, program, or assembly) and is not in direct contact with students
- Makes copies for a grade-level or assist teachers with bulletin boards

All Fulton County schools have been equipped with a security entrance system that will require all visitors to present a state issued ID before gaining access to the building. All visitors shall report to the front office when arriving or leaving the school premises. All visitors shall be requested to wear an appropriate form of identification when on school premises. Visitors may be prohibited at certain times such as the first month of school and while standardized testing or other student assessments are being conducted. Visitors are expected to exit the building by 2:00 p.m. to allow for a smooth dismissal process.

**"A volunteer"** is defined by High Point Elementary as someone who:

- Assists in classrooms, library, cafeteria, or office which requires a person to work directly with students (this includes classroom parties)
- Assists with school events which require a person to work directly with students (STEAM day, Career Day, Everybody Wins, Field Day, etc..)
- Attends field trips with a grade level
- Tutors students during the day or acts as a mentor
- Math Buddies
- Recess Buddies
- Mystery Readers (Friday ONLY)

**All volunteers who will be working directly with students of the school must complete the on-line Volunteer Registration Process and undergo a background check (administered by the school) before gaining approval to volunteer in the building or chaperone field trips. The Volunteer Registration Process has to be completed EACH SCHOOL YEAR.**

After pre-arranging the volunteer time with a staff member, volunteers are required to sign in at the front desk and obtain a volunteer badge. The front office staff will contact the staff member to verify that they are expecting volunteers. All volunteers should report to the designated area and not make other stops to classrooms, offices, the media center or other areas, as instruction is not to be interrupted. Violation of this policy will result in revoked visiting/volunteer privileges in the building. Upon completion of the volunteer tasks, volunteers are expected to sign out at the front desk before leaving the building.

As a volunteer, the school depends on your service and dedication. In the event that you must be absent, please leave a message in the office or notify the appropriate staff member. **Confidentiality regarding students you are working with or have observed during your volunteer service is expected.**

- **Chaperoning**-When acting as a Chaperone on a field trip or school-sponsored activity, volunteers may be responsible for a group of children.
- **Parking**-Please do not park in the fire lanes or obstruct traffic flow in any manner. All volunteers should park in a designated parking space.
- **Restrooms**-There are adult restrooms located in the common area in the front lobby. Student restrooms are not to be utilized by volunteers.
- **Student Discipline**-Volunteers are not permitted to discipline students but should notify a staff member for assistance.
- **Siblings**-Volunteers are not permitted to bring non-school age children to school when performing duties in the classroom. Parents may escort non-school age children when volunteering if the task can be accomplished when students are not present.