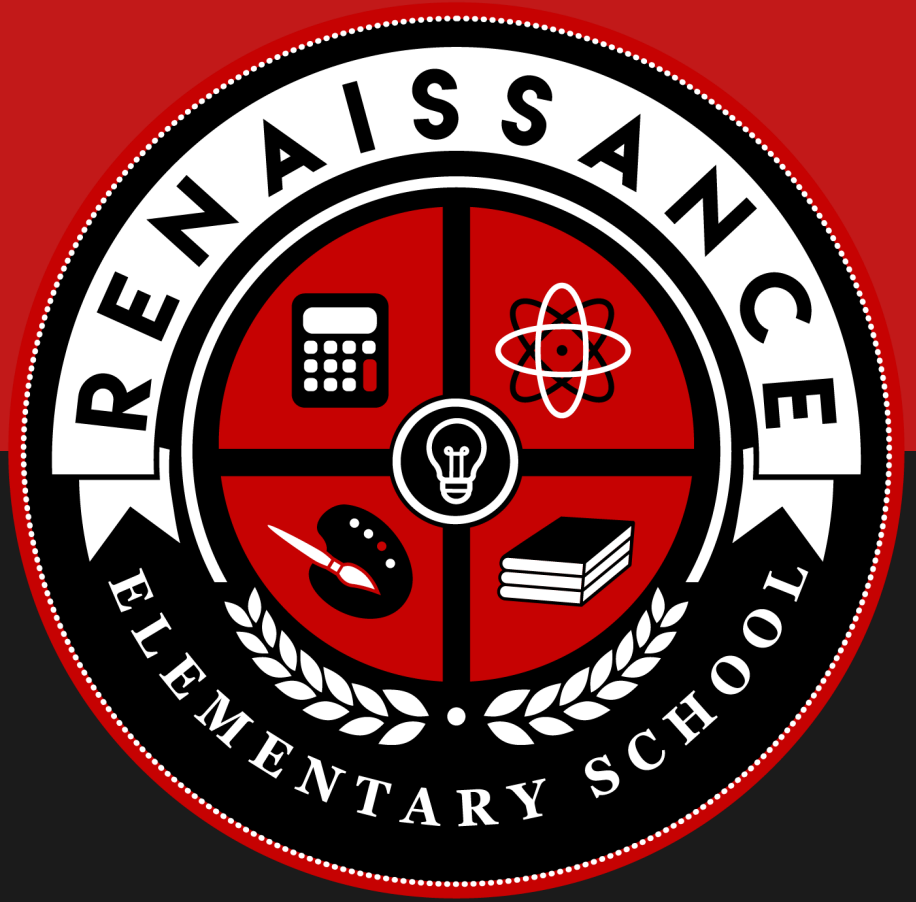


RENAISSANCE ELEMENTARY



# PARENT AND FAMILY HANDBOOK

# TITLE I

## **Renaissance Elementary School is a Title I School**

### **Purpose**

The purpose of Title I, Part A is to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps

### **What Is Title I**

**Title I, Part A funds provide supplemental funding to support educators in improving the academic achievement of students who are economically and educationally disadvantaged. The United States Department of Education awards Title I, Part A funds to state education agencies (SEAs), which subgrant funds to local education agencies (LEAs) on a federal formula based on the US Census Bureau counts of school-age children from low-income families residing in each district.**

**The Title I, Part A division at the Georgia Department of Education provides technical assistance, resources, and program monitoring to local education agencies (LEAs) in order to ensure all children have a “significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps” (ESSA, Section 1001).**



# PARENT RIGHT TO KNOW

**THE REQUIREMENT ESSA Section 1112(e)(1)(A)** In Georgia, all LEA schools are required to notify parents at the beginning of the school year of their ‘right to know’ the professional qualifications of the student’s classroom teacher(s) and paraprofessional(s).

**THE NOTIFICATION/LANGUAGE OF THE LAW** In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student’s teacher - • has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; • is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and • is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications



# QUICK FACTS

Charging together, into  
academic excellence.

## **SCHOOL HOURS**

7:40 AM – 2:10 PM

## **PARENT NEWSLETTER**

[https://www.smore.com/  
u/ashleyrosetoomer](https://www.smore.com/u/ashleyrosetoomer)

## **SCHOOL UNIFORM**

Tops:  
Red, Black or White

Bottoms:  
Khaki, Grey, Black pants,  
dress, skirt, or skort

## **GRADE REPORTING**

Progress Reports:  
Every 4.5 Weeks

Report Cards  
Semesterly

# WHO IS WHO

Charging together, into  
academic excellence.

## ADMINISTRATION

### PRINCIPAL

Dr. Ashley Rose-Toomer  
rosetoomera@fultonschools.org

### ASSISTANT PRINCIPAL

Ms. Davetta Cannon, Ed.S.  
Cannond1@fultonschools.org

### ADMINISTRATIVE ASSISTANT

Mr. Carlos Carletos  
carletosc@fultonschools.org

### CURRICULUM SUPPORT TEACHER

Monica Carpenter  
CarpenterM1@fultonschools.org

### INSTRUCTIONAL SUPPORT TEACHER

Ashleigh North  
NorthAN@fultonschools.org

## STUDENT SUPPORT

### COUNSELOR

Cheryl Ford  
FordC@fultonschools.org

### RTI/MTSS

Carolyn Holcomb  
HolcombC2@fultonschools.org

### GIFTED

Sabrina Bright  
brights1@fultonschools.org

### SOCIAL WORKER

Dr. Ashley Carver  
carvera@fultonschools.org

### PARENT LIAISON

Charma Shaw  
shawc@fultonschools.org

### DATA CLERK

Jainell Corbitt  
corbittj@fultonschools.org

## STUDENT ATTENDANCE EMAIL

ExcusesRenaissanceElementary@gmail.com

## SCHOOL PHONE NUMBER

470-254-4320

# ASSESSMENT

## Georgia Milestones Assessment

The Georgia Milestones Assessment System (GMAS) is a comprehensive summative assessment program spanning grades 3 through 12. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English Language Arts, Mathematics, Science, and Social Studies. Students in grades 3 through 8 take an end-of-grade assessment in English Language Arts and Mathematics while students in grades 5 and 8 are also assessed in Science. Performance on GMAS determines retention or promotion in grades 3 & 5.

## Georgia Kindergarten Inventory of Developing Skills (GKIDS)

Georgia's Quality Basic Education Act requires that students enrolled in Georgia public school kindergarten programs be assessed for first grade readiness with an instrument or instruments adopted by the Georgia Board of Education. Kindergarten students are defined as those who are reported to the state as "kindergartners" on official attendance forms. This includes those students who have been retained or are enrolled in transitional or readiness programs. This readiness assessment shall include data obtained from multiple sources including, but not limited to, the Georgia Kindergarten Inventory of Developing Skills (GKIDS). GKIDS is the instrument adopted by the State Board of Education. Readiness information obtained by the instrument shall be used by the local school system, in concert with teacher recommendations and other relevant information, to make appropriate individual student grade placement decisions.

# ASSESSMENT

## Measures of Academic Progress Growth Assessment (MAP) 2nd and 4th Grade Only

MAP Growth is a comprehensive assessment that focuses on tracking the growth of students in grades K-12 through in Math and literacy. Though the test is untimed, each subject takes approximately 45 minutes to complete. The MAP scores also will be used to determine eligibility for the district's gifted programs.

## Georgia Alternate Assessment (GAA)

The Georgia Alternate Assessment (GAA) is a key component of the Georgia Student Assessment Program. An essential tenet of both the Elementary and Secondary Education Act (ESEA) and the Individuals with Disabilities Education Act (IDEA), is the fact that states must ensure that all students, including students with significant cognitive disabilities, have access to a general curriculum that encompasses challenging academic standards. States must also ensure that all students are assessed for their progress toward meeting academic standards. The GAA is a portfolio of student work that enables the demonstration of achievement and progress relative to selected skills that are aligned to the Georgia curriculum.

# ASSESSMENT

## 2023-2024 Testing Schedule Elementary School Testing Dates

Assessment	Date	Grades
M.A.P	September 25-Oct. 6	2 and 4
Access for ELL	Jan. 11- Feb. 23	3-5
GMAS	April 29- May 10	3-5
Georgia Alternate Assessments 2.0	Mar. 25- Ap. 26	3-5
GKIDS 2.0	Ongoing	K



# ABSENCES

Good attendance is essential to ensure that your student maximizes his or her opportunities to obtain a quality education. Students who are absent from school are deprived of a variety of educational experiences shared with their peers. The Georgia Board of Education lawfully excuses students for the following reasons:

- personal illness
- serious illness or death of an immediate family member
- special and recognized holidays observed by their faith

All absences must be accompanied by a parent note or doctor's excuse upon the student's return to school. Each additional unexcused absence from school is considered an additional violation of the state mandatory attendance policy and must be reported as a separate offense. A social worker referral will be completed. A letter will be sent home addressing this issue if it should occur. Please note that student absences beyond 3 will require a social work referral. Please notify the school office if your student has a contagious disease or requires an extended illness.

**Please Send All Notes To -> [ExcusesRenaissanceElementary@gmail.com](mailto:ExcusesRenaissanceElementary@gmail.com)**

Students must be present a minimum of one-half of the school day in order to be considered present for the day. Thus, students arriving after 11:00 a.m. are considered absent for the day. Likewise, students who leave school before 11:00

a.m. and do not returning time to be present for a combined minimum total of 3 hours and 15 minutes are also considered absent for the day.

Should you need to pick up class work for your student due to your student being absent, please allow 24 hours so that the teacher will have adequate time to prepare the list of assignments. You may email your student's teacher to request the classwork or email the parent liaison, Charma Shaw at [shawc@fultonschools.org](mailto:shawc@fultonschools.org) for support. Completion of work missed during an absence is determined at the teacher's discretion and the needs of the student. The student will be allowed to make up all required work and tests.

# CARPOOL

## **Car Rider Drop-off (7:10 am - 7:35 am)**

### **Please adhere to the following:**

- Enter the car rider loop from the entrance by Langston Hughes that runs in front of the main entrance of the school.
- Remain on the right side of the road. Proceed forward as traffic moves along. Please do not change lanes, move the cones, or attempt to go around other cars.
- When your car is close to the main entrance school, please allow students to exit the car. Please have students exit from the right side of the car and walk on the sidewalk toward the school. Staff members will be available to direct students to the appropriate locations in the school.
- Renaissance faculty members will be directing traffic during the arrival process. Please pay attention and follow the signals and directions given to you by staff members to ensure the students' safety.
- For student safety, please refrain from using cell phones or digital devices while driving through the car rider line.
- Students need to be inside the school by 7:40 AM. Any student who arrives after 7:40 AM will be marked tardy. At 7:40 AM, the Car Riders' door entrance will be closed. Please park in the parking lot and escort your student into the building. Late students will receive a tardy slip from the front desk. When students have more than 3 tardies, a social work referral will be completed.

## **Car Rider Dismissal Begins at 2:20 pm.**

### **Please adhere to the following:**

- Enter the car rider loop that runs in front of the main entrance of the school.
- Display your school-issued car rider number in the front right area of your dashboard visible to school staff.
- Students will be walked to their car by a staff member. Please refrain from leaving your car to retrieve your student. For safety purposes, students will not be dismissed from school doorways.
- Proceed forward with traffic and maintain your lane. Please do not change lanes or move the cones.
- The car rider line is reserved for car riders only. Please do not leave your car in the line to enter the building. If you are entering the building, please park in any available parking space.
- Renaissance faculty members will be directing traffic during the pick-up process. Please pay attention, and follow signals, and directions given to you by staff members to ensure the students' safety.
- For student safety, please refrain from using cell phones or digital devices while driving through the car rider line.

**Students need to be picked up by 2:45 pm. At 2:45 pm, the students who haven't been picked up will be taken to their teacher. Parents will have to park and sign their students out at the front desk. If you are continuously late picking up your student after 3:00 pm, you will be referred to the Social Worker. Students should not be dropped off or picked up in the bus loop at any time. The bus loop area must be kept clear at all times.**

# **CHANGE OF TRANSPORTATION**

**To ensure the safety of students, the following rules for transportation changes will apply:**

- If a student does not plan to go home via their normal method, the parent must send a message to the teacher via Class Dojo by 11:00 a.m. on the date of the change
- If it is necessary for a student to leave school early, discuss this with the student and send a note to the student's teacher. Students leaving before the regular dismissal time must be signed out through the office by a parent/ legal guardian before 1:30 p.m.

# **CHANGE OF ADDRESS / TELEPHONE / EMAIL**

**Please notify the data clerk and your student's teacher of any change of address or telephone number as soon as possible. Accurate records are necessary for us to notify parents in emergencies.**

# **CHILD ABUSE REPORTING**

**In line with the law and Fulton County Policy and Procedures, all staff members must report any suspected child abuse to the school social worker. For all students' safety, all Fulton school staff are mandated reporters and by law, must report any noticeable bruises, marks, etc.**

# **CLASSROOM OBSERVATIONS**

In accordance with Board Policy KM, it is mandatory to provide a 24-hour notice before any classroom observation. Additionally, to reinforce provisions 4 and 5 in section B of Board Policy KM, a member of the administrative team will be present during all classroom observations.

# **CLASS PARTIES**

**Class parties are held twice per school year. There is a Winter Holiday party and an End of the Year party for students in all grade levels, which will last approximately one (1) hour. We do not use instructional time for a student's birthday party. Parents may not bring party food or other items to school to celebrate birthdays. Due to food allergies and diet restrictions, students will not be allowed to share cupcakes or other food items with their classmates. Likewise, no outside restaurant food items are allowed into the cafeteria due to National School Lunch Program guidelines unless they are placed in unmarked containers/lunch boxes. For student safety and to prevent theft, students may not wear money pinned to their clothing, nor bring balloons into the school building.**

# **CLASSROOM CHANGES**

**Student classroom assignments are determined by a balance of boys and girls, a mix of ability levels, a second language, and the availability of space in other classrooms. Any consideration of a classroom change must be approved by the Principal—but only after consultation between the parent, teacher, and curriculum support teacher or assistant principal. Changes will be considered only after 2 weeks and consultation between the parent, teacher, and curriculum support teacher or assistant principal. The decision to move a student will be based solely on the educational appropriateness of the situation. The final decision to change a student's class rests with the principal.**

**Decisions beyond that may be determined by the principal's supervisor.**

# **CONFERENCES**

Parent-teacher conferences and parent-administrative conferences are an integral part of reporting student progress and behavior. Our reporting system emphasizes a close relationship between the home and the school because we regard parents as partners in the education of their students. Therefore, we consider it essential to have regularly scheduled conferences so parents and teachers can share information concerning the student. This will enable the school to plan a more effective educational program to meet the needs of each student.

Conferences will be set up within the first six (6) weeks of school if there is a concern about a student. Progress reports, emails, and notes are additional ways that we keep parents informed about their student's progress. We believe that the educational success of your student is a joint venture between the school and the home, and we want to keep the lines of communication open. Additional conferences may be scheduled as necessary, and these may be initiated by the parent, teacher, or administrator and held at a mutually-agreeable time. Please sign up for Infinite Campus to receive-to-date information regarding your student's progress.

# CLINIC AND MEDICATION

Renaissance's clinic is staffed with a clinic assistant. However, we are not staffed or equipped for a serious injury or illness. Students who are ill must be kept at home. If a student is injured or becomes ill, parents will be contacted, and students must be picked up from school. Students with fevers or who vomit during the school day must remain home for 24 hours and may return to school with a doctor's note or after being fever-free, without fever-reducing medication, for 24 hours. The clinic assistant may administer medication to a student only when appropriate written authorization from the student's parent and physician accompanies the medication.

If a prescribed medication is necessary in order to allow a student to attend school on a regular basis, a clinic aide/school employee may assist in administering the medication to the student under the following conditions:

The parents/legal guardian must provide the following:

- Written verification by a licensed physician that such medication must be administered to the student during school time.
- Written verification by a licensed physician that the student is in need of assistance to take the medication.
- Written instructions from a licensed physician regarding the dispensing of the medication, including dosage, expected duration of administering the medicine, and side effects of the medication.
- Execute a release (on the form required by the school system) releasing the Fulton County Board of Education, the school, and any system employee from any liability for administering medication.
- Deliver medication to the clinic aide in its original prescription bottle.

# **COUNSELING PROGRAM**

The school's counselor provides leadership in the school through the implementation of developmental, preventive, and crisis intervention programs designed to further social, emotional, and intellectual development.

The counselor works with students in the classroom, in small groups, and individually. Referrals for counseling may come from the student, the parent/guardian, teachers, and administrators. Don't hesitate to contact Ms. Cheryl Ford, school counselor, if you need specific support for your student.

## **CURRICULUM**

A curriculum is defined as a plan for learning. The curriculum in Fulton County Schools focuses on developing and applying skills and knowledge as identified by the state of Georgia, national curriculum standards, and local system objectives.

The curriculum promotes the understanding, knowledge, concepts, and skills necessary for students to contribute to the nation and the world. It is the framework upon which all local system curriculum is developed. Our school adheres to the Georgia Standards of Excellence.

## **DENIAL OF STUDENT RIGHTS**

Suppose a student or parent believes that the student is being improperly denied participation in any educational function of a Fulton County School or that the student is being subjected to an illegal rule or standard. In that case, the matter should be discussed promptly with the teacher before contacting an administrator.

Parents are always welcome to discuss problems or concerns with the Fulton County School official responsible for the activity. After meeting with the teacher, parents may request to meet with the curriculum support teacher or the assistant principal. A meeting with Principal Rose can be scheduled if the problem is still unresolved. After meeting with the principal, if the parent or student still feels there is a denial of a fundamental right, they should telephone/outline in writing the alleged denial to Dr. Rose's immediate supervisor.

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# STUDENT DISCIPLINE

The Fulton County School System believes that all students have the right to learn in an environment that is free from disruptive behavior. We employ various methods to ensure that our students are exhibiting appropriate conduct, including student and parent conferences, counseling, school social worker referral, SST referral, detention, out-of-school suspensions, and expulsion.

We have developed four school-wide universal rules that are taught in all classrooms and settings at Renaissance. Have your student share with you our four rules and actions to go with them.

- Respectful
- Optimistic
- Yearning
- Accountable
- Leader

We will continue to implement a Positive Behavior Incentive System. PBIS is one of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of an intervention-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occur.

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# DRESS CODE AND UNIFORMS

Students are encouraged to wear uniforms daily to promote school pride and unity. Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately to not interfere with the school's educational program or orderly operation, as stated in the Fulton County Policy Manual. Examples of inappropriate dress and grooming include no shoes, biker shorts, skirts/dresses three inches above the knee, jeans with large holes, tights, bare midriffs, tank tops, see-through clothing/apparel, clothing that contains images of drug paraphernalia and indicate gang affiliation, and any dress that is disruptive to the educational process. Flip flops, slides, or house shoes will not be permitted for safety reasons.

Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school officials shall determine whether any mode of dress or grooming results in a violation of the spirit and the intent of this rule.

## Girls' Basic Uniform

Top - Long or short-sleeved red or white shirt

Bottom – Khaki, Grey or Black pants, skirts, walking shorts, slacks, skirts, jumpers

## Boys' Basic Uniform

Top - Long or short-sleeved red or white shirt

Bottom – Khaki, Grey, or Black pants

# EARLY INTERVENTION PROGRAM (EIP)

Students start school at a designated chronological age but differ significantly in their individual development and experience base. The Early Intervention Program is designed to serve students at risk of not reaching or maintaining academic grade levels. The Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest time possible. Students may be placed in EIP if they do not meet the standards according to the Georgia Milestones. Parents will be notified of this placement.

## EMERGENCY SCHOOL CLOSING

If the decision is made to close school due to inclement weather, local television and radio stations will broadcast this information. The office of Safety and Emergency Management serves as a resource and works with principals in the field of comprehensive planning and preparedness to lessen the impact of natural and man-made disasters. Each Fulton County School has detailed disaster and evacuation plans, which are reviewed and updated periodically. In addition, each school emergency procedure is practiced to ensure adherence to plans and procedures.

Renaissance has processes and procedures in place in the event of different kinds of emergency situations. Some situations such as a bomb threat, gas leak or chemical spill call for an off-site evacuation. In the event that the school has to be evacuated off-site, parents will be contacted by staff regarding the evacuation, and a specific location for pick-up at a designated reunification site. This is one reason that it is of the utmost importance that you send updated contact information to the school to ensure that the staff is able to reach you immediately. The transportation department will also be contacted regarding the site change. Buses will be rerouted to the reunification site to collect students who normally ride the bus and transport them home.

In case of fire, gas leak, explosion, or bomb threat:

- Do not try to contact the school.
- Do not come to pick up your student.
- Students will follow their regular dismissal procedures from the alternate site.

In case of a tornado:

- Do not try to contact the school.
- Do not come to pick up your student.
- Students will be moved to an area in the school building designated for safety during a tornado.
- Bus drivers are trained in procedures to ensure the safety of students during a tornado.
- A battery-operated radio will be used at school in case of electrical failure and will allow the school to follow the progress of a tornado.
- Parents should listen to their radios or television stations for all emergency broadcasts.

# **HEALTHY KIDS, SMART KIDS**

We believe that healthier eating habits and regular exercise have a positive impact on our students' learning experiences. Teachers are expected to use alternate rewards other than items high in sugar and sodium in their classroom. Please remember Renaissance Elementary School is a "Sugar-Free Zone" school. Students can not bring soft drinks, fruit drinks with processed sugar, candy, cookies, ice cream, cupcakes, cake, hot fries, hot Cheetos, gum, and sugary snacks to school for lunch, breakfast, snack, or any of the two Fulton County School System authorized parties. Parents are encouraged to substitute healthier eating items such as fruits, chips, vegetables, granola bars, animal crackers, and 100% fruit juice.

## **PARENT CONCERNS**

The teacher should be the first point of contact regarding a concern. Ms. Monica Carpenter, CST, is the first point of contact for all teacher and instructional concerns. Ms. Davetta Cannon, Assistant Principal, is the first point of contact for all discipline concerns. After consultation between the parent, teacher, and curriculum support teacher or assistant principal, the principal becomes the next point of contact. If the matter is not resolved, you may contact the principal's supervisor, Ronald Maxwell.

## **STUDENT SUPPORT TEAM**

The Student Support Team (SST) is a regular education, interdisciplinary group that uses a systematic approach to address the learning or behavior problems of students.

The team members brainstormed and recommended instructional and behavioral strategies to be used by teachers in the classroom. Data are collected, and the team evaluates strategies for their effectiveness for the student at subsequent SST meetings. In many cases, the consistent use of effective strategies will make a referral to special education unnecessary. SST meetings are held on Thursdays each week. Contact the RTI/SST chairperson for more information if your student is in the SST process.

# STUDENT INJURIES

If your student has been subjected to an injury off school grounds, it is the parent's responsibility to contact the school to report the incident. If they cannot participate in physical activity, please send a note from your family doctor/pediatrician to your child's teacher.

You will be contacted concerning the injury and incident if your student is injured on school grounds. Your student may be transported to the hospital if necessary. The school is not responsible for the doctor's bill. At the beginning of the school year, you can purchase insurance. For more information, contact Fulton County Schools @ 470-254- 3600 to inquire about additional insurance.

# TALENTED AND GIFTED

The Fulton County Talented and gifted program is a response to the need to address gifted students' unique learning characteristics, interests, personal needs, and capabilities. The program emphasizes the gifted students' need for interaction with intellectual peers. Emphasis on the individual highlights the fact that there are differences among gifted students. There is a need for specialized educational experiences to meet these differences.

The Talented and Gifted Program identifies gifted students based on State Board of Education Rule 160-4-2-38. Classroom teachers screen all Fulton County students for the gifted program twice a year. If a student is referred for the gifted program, the school gathers information based on multiple criteria: mental ability, achievement, creativity, and motivation. For students to be eligible for gifted services, they must qualify in at least three of the following four areas:

- Mental Ability: 96th percentile component or composite score on a nationally normed test of mental ability
- Creativity: 90th percentile score on a nationally normed creativity test
- Achievement: 90th percentile score in total reading, total math, or complete composite on a nationally normed achievement test; or significantly above level in Language Arts or math
- Motivation: 90th percentile on a standardized motivational characteristics rating scale

# **TOYS, CELL PHONES AND NON- SCHOOL RELATED ITEMS**

Students should not bring toys, games, cell phones, or other non-instructional items to school. They tend to cause distractions and upset classroom routines and order. Such items may be collected by the teacher or administration and returned to the parent upon request. Teachers may ask students to bring in an electronic device for instructional purposes. If so, the teacher will send communication regarding this request home. 5th and 4th-grade students must turn in all cell phones at the beginning of the day. All phones will be locked in the teacher's closet until the end of the day.

# VOLUNTEERS AND CHAPERONES

Renaissance seeks to involve interested and supportive groups of parents and volunteers who pool their talents for the benefit of our students. In order to volunteer, you must complete the online volunteer registration process. Any volunteer who has not completed this process will be unable to volunteer around any of the students. To chaperone field trips or other school events, all chaperones must have successfully passed a Fulton County background check—no exceptions. Please see our Parent Liaison, Charma Shaw, for more information. Click the link to register to become a volunteer <https://www.fultonschools.org/Domain/260>.

Parents and community members are encouraged to help and support our school. Many volunteer opportunities are available for our parents.

Here are a few ways and places parents can support our Rhinos by volunteering:

Car Rider Line Monitor

Media Center

Classroom Support

Community Outreach Events

School Events

Room Parent

Instructional Support

Parent Resource Center



# VOLUNTEERS AND CHAPERONES

If a parent or community member wants to volunteer, they must contact our parent liaison or their student's teacher to schedule a day and time to volunteer. All volunteers are required to complete the Fulton County volunteer process before they can volunteer. Below are guidelines that we must ensure that volunteers follow:

- Park in a visitor's parking space or the parking lot. Refrain from parking in the fire lane.
- Remember, siblings, family members, and other children are not allowed to accompany volunteers to the school when the parent is coming to volunteer.
- Volunteers must dress appropriately.
- Report to the front office and inform the front office secretary of the approved purpose for volunteering in the building.
- Provide the front office secretary with the proper ID.
- Complete and submit state that the Fulton County Volunteer Form is on file. (Once the online application has been completed, the parent or community member is checked to ensure they are not listed on the sex offender's list).
- Complete the required Child Abuse Training. Volunteers have mandated child abuse reporters.
- Sign-in. Obtain and wear a visitor's badge.
- Check-in with Parent Liaison before reporting to the assigned location for volunteering.
- Refrain from going to any other place in the building other than the location selected when signing in at the front desk.

Remember volunteers cannot:

- Give medication to students at any time
- Reprimand or punish students
- Divulge personal information about students and staff

Please remember that faculty and staff should not discuss any students with volunteers.