



Cliftondale Elementary School

**3340 West Stubbs Road
College Park, Georgia 30349
470-254-4070 - Phone
470-254-4077 - Fax**

Parent & Student Handbook

**Principal – Arnisha Canty
Assistant Principal – Tameka Long**

MISSION STATEMENT

Our mission is to prepare Clifftondale students to reach their highest potential so they can be productive citizens and globally competitive.

VISION STATEMENT

Embrace Excellence in Education for Every Student Every Day

BELIEF STATEMENTS

We believe children can learn when their individual needs are met so that they can reach their fullest potential.

We believe children can learn in all different modalities.

We believe children can learn regardless of out of school factors in their lives.

We believe in striving for excellence ourselves in order to be ideal role models.

We believe in providing an environment that encourages learning and sets high standards.

We believe in the use of effective pedagogical strategies.

We believe in the mastery model for learning.

We strive for measurable results.

SCHOOL MASCOT

Mustang

SCHOOL COLORS

Navy blue and gold

Instructional Leadership Team

Arnisha Canty – Principal

cantya@fultonschools.org

Yazmin Hicks – Curriculum Support Teacher (CST)

hicksz@fultonschools.org

Vacant Position – Counselor/504 Contact

Megan Kalista – K-2nd Grade Literacy Coach

kalista@fultonschools.org

Dr. Ashley Carver - School Social Worker

carvera@fultonschools.org

Tameka Long – Assistant Principal

longt@fultonschool.org

George Shabo – Instructional Support Teacher (IST)

shabog@fultonschools.org

Brook Archer-Everett – Math Coach

everettba@fultonschools.org

Kenyetta Johnson – 3rd-5th Grade Literacy Coach

johnsonkr1@fultonschools.org

Front Office Staff

Celestine Ezell – Professional Assistant

ezell@fultonschools.org

Hope Render - Parent Liaison

renderhh@fultonschools.org

Lisa Blake – Bookkeeper

blakel@fultonschools.org

Kimberly Allen – Data Clerk/Student Enrollment

allenk3@fultonschools.org

Mary Hollis-Copeland – Clinic Assistant

hollism@fultonschools.org

Other Helpful Information

Cafeteria Manger

470-254-4078

FCS Transportation Department - South

470-254-6060

ARRIVAL/DISMISSAL PROCEDURES

***School hours are 7:40 a.m. to 2:20 p.m. Please be mindful that staff supervision begins at 7:10 am and that students should not arrive before this time. Parents are permitted to walk their students to class for the first two weeks of school only. This is for the safety of all students and all staff members. Cliftondale staff members are placed throughout the halls to ensure students transition to class safety.**

Bus Transportation

All students are encouraged to ride the buses provided by the Fulton County School System. **Riding the bus is a privilege and proper bus conduct is expected.** Student safety is our priority and students who fail to comply with guidelines are subject to disciplinary procedures as identified in the Student Discipline Handbook. Students must board and exit only at their designated bus stops. In cases of emergency or for childcare reasons only, the Administrative Team and/or South Fulton Transportation may grant permission to ride another bus or change stops. Upon approval, a "change of transportation" form will be given to the bus driver by the student. Permission for a child to ride a different bus and/or to be let off at a different stop is considered only in special circumstances concerning childcare or family emergencies and must be administratively approved. **Parents are not permitted to enter school buses, engage in confrontations at the bus stop, smoke, or drink at the bus stop, engage in disciplinary conversations with other people's children, etc.** All issues should be addressed through the school.

Car Transportation

- All car riders must enter through the front doors of the school after **7:10 a.m.** Dismissal will begin at **2:20 p.m.** All students must be picked up by **2:50 p.m.**
- To ensure student safety, parents are to follow traffic patterns and directions of staff members. Parents should also form a single line in the loading/unloading area. Parents should not attempt to bypass cars in front of you; respect the rules and keep safety first at all times. The orange barricades and cones are placed strategically to maximize the safety of our students, parents, and staff members. ***Please refrain from moving these items.**
- Parents should not drop off students anywhere on campus other than the carpool area (including the bus lanes, lower parking lot, or street entrances).
- Staff members and volunteers will be available to supervise students as they exit their vehicle from the curb side of the vehicle. Staff members and volunteers are not expected to open car doors.
- Carpool numbers will be available at the Front Desk. Parents are requested to place the number in the lower right-hand side of the windshield. **Students will be dismissed by carpool numbers.** If you are sharing driving with another family, you will need to maintain the same number. This procedure will require patience and cooperation from all parties.
- Students will not be released via walk up during car rider dismissal. Parents/guardians must remain in the car while in the car rider line during dismissal.
- **Students picked up after 2:50 pm will need to be signed out at the front office. Families that show a pattern of late**

pickups will be referred to the School Social Worker and/or Fulton County Department of Family & Children Services.

- **Parents may not drop-off students in the parking lot. You must escort your child to the front doors. Please remember that carpool will be slower the first two weeks of school. Remaining in your car as opposed to parking and walking students to the doors will also speed up the carpool process. Due to safety precautions, parents are not allowed to enter the building from 2:00 p.m.-2:40 p.m.**

Checkout / Irregular Departure

- Students may be checked out early by a parent, legal guardian, or parental designee when necessary. Parents will be required to provide picture identification during this process. Students being checked out will be called to the office to meet their parent. Please note that parents are not allowed to go to classrooms to retrieve their children during instructional time. **All checkouts should be completed prior to 2:00 p.m. Checkouts will not be permitted after 2:00 pm.**
- If a student is not to go home in the usual manner, the student must show a "change of transportation" form to the classroom teacher from the student's parent or legal guardian on or before the date of the irregular departure. Change of transportation forms are available in the office and may be kept at home to use throughout the year. Change of transportation forms are collected from teachers by 10:30 a.m. each day. Therefore, forms received after 10:30 a.m. are at risk of not being communicated effectively to ensure proper dismissal procedures.
- **All transportation changes must be in writing. "Call-in" changes to student dismissal plans are discouraged except for cases of extreme emergency. You will need to speak with an administrator or school official to have a call-in request honored.**

ATTENDANCE

In order for students in Fulton County Schools to learn and achieve to their fullest potential, it is critical that they attend school and are engaged in the learning process. Student absences, whether excused or unexcused, impact a child's ability to succeed in school. To increase student attendance in school, students need to feel valued, engaged, and safe at school. Parents/Guardians will be notified more often based on all absences regardless of whether a student is excused or unexcused.

Excused Absences: "A hold harmless absence that has been documented and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1."

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 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

Unexcused Absences: "Any absence not accompanied with a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused."

The following non-exhaustive list includes examples of unexcused absences:

- Bad weather
- Missing the school bus
- Car trouble
- Shopping
- Babysitting
- Oversleeping

Make-Up Work: Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day by meeting the remote learning participation benchmarks listed in policy. This would result in the student being counted as present for the day(s) they participate remotely.

Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted. When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed.

Should there be an extenuating circumstance for a prolonged absence and/or missing assignments/assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning.

Student Misses Work Due to Absence (Excused/Unexcused)

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task(s) for full credit.
- After the deadline of an equal number of days a student was absent, teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

Teachers should make every effort to make sure the make-up work is standards-based and is focused on learning objectives that are necessary and crucial to mastering the content. Teachers should work within their professional learning communities to determine the appropriate amount of make-up work to determine student mastery. Textbooks or other instructional materials may be requested for the student's use during the period of absence and must be returned promptly when the student returns to school. All efforts should be made to conduct student assessments in person rather than remotely.

Tardiness: The student is responsible for being at school on time, unless the tardy is due to a late bus. When a student is late, the student misses important classroom instruction and creates a distraction to other students when entering the classroom. Parents must accompany tardy students into the office and sign them in; however, parents will not be allowed to escort students to the classroom after the tardy bell. A student who is tardy five times during twenty consecutive school days without a satisfactory excuse will be referred to the school social worker/visiting teacher. **Excessive late student arrivals, pick-ups, and early check-outs will result in your student being withdrawn from Cliftdale Elementary School until residency may be verified**

AWARDS DAY

Students are recognized for the academic accomplishments twice a year, in January for the first semester and May for second semester. Students receive awards for the following:

- **Principal's Award:** Students who have earned Exceeding Mastery in all academic areas (KK-1st). Students who have earned A's in all academic areas (2nd-5th)
- **Honor Roll:** Students who have earned Exceeding Mastery or Mastering Standards in all academic areas (KK-1st). Students who have earned A's & B's in all academic areas (2nd-5th)
- **Academic Improvement:** Students who have made significant improvements in one or more academic areas.
- **Strivers:** Students who are working hard towards mastering standards
- **Citizenship:** Students who consistently demonstrate the Mustang M.U.S.T by making good choices, using good manners, showing respect, and taking responsibility for his or her actions
- **Perfect Attendance:** Students who have been present at school every day and have zero absences
- **Outstanding Attendance:** Students who have no more than 3 absences
- **Student of the Year (2nd Semester Honor):** Students that has consistently demonstrated superior performance in academics, citizenship, and attendance for the fully school year. Each class will have (1) boy and (1) girl receiving this honor.

BIRTHDAYS/BIRTHDAY PARTIES

We may recognize children and staff birthdays during morning announcements. **Parents, family members and friends are not allowed to bring in cakes, balloon bouquets, flowers, goodie bags, gifts, pizza, or any other type of treat to celebrate a student birthday. Teachers are not allowed to celebrate birthdays in the class with a party or a snack.** Rather, parents may purchase a **Smart Celebrations Package** from the cafeteria. This can be done to student birthdays and/or any other classroom celebrations. Smart Celebration packets should be purchased in the cafeteria at least (2) days in advance. Please contact our Nutrition Manager, Ms. Curry at curryd1@fultonschools.org

BULLYING

The Fulton County Board of Education prohibits bullying at any location or activity under the jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Each complaint of bullying will be promptly investigated. The school system prohibits retaliatory behavior against any complaint and or any participant in the complaint process. Please reference the Fulton County Discipline Handbook for further information. If your child is bullied at school or on the school bus, please inform the assistant principal as soon as possible or guidance counselor immediately.

CAFETERIA INFORMATION

Breakfast

Breakfast is the most important meal of the day, so let's make sure that every child begins the day with the appropriate energy and focus to learn. Students are welcome to take part in breakfast from 7:10 a.m.– 7:35 a.m. daily. As a Title I school, breakfast will be free for all students as long as 65% of our students are classified as free and reduced lunch. Breakfast will be eaten in the classrooms.

Lunch

The cost for lunch is \$2.45 for full priced lunch and \$.40 for reduced priced lunch. Families meeting specified income requirements may be eligible for free or reduced priced meals and can apply for this program through applications made available during Open House or online at www.fulton.schoollunchapp.com. Please note that only one application should be completed per household and that the application should be returned by the youngest school aged member of the household. **Parents are encouraged to complete the applications online and not at the school.** Please review the process listed below:

Application Process

- Parents/guardians must complete one application per household indicating the school attended for each student.
- The application should be returned to the school cafeteria manager of the youngest student or completed online.

- **New students to FCS will pay for meals until the household application is approved.**
- Returning FCS students will maintain last year's meal status until the application is approved or for 30 school days.
- The approval process will be completed within 2-3 weeks.
- Students will begin to receive charges for lunch after the 30th day.
- All unpaid charges will be applied to the student account and may result in the holding of report cards at the end of the school term.

Cafeteria Contact Information

Please direct all questions regarding student accounts and application processing directly to the cafeteria manager at 470-254-4078.

Elementary School Students will be allowed to charge breakfast and lunch meals for a maximum of three (3) days to their account after the balance reaches zero. Once a student has charged those three days, he/she will not be allowed to charge, however he/she will be offered a designated menu alternate. Extra sale items may not be charged.

Parents are welcome to eat lunch with their children at the regular scheduled lunchtime. Parents must obtain a visitor's pass from the main office. If you would like to purchase a school lunch, the cost is \$4.00 for adults. You may bring your child a lunch of your choosing. **However, outside restaurant packaging is not allowed in the cafeteria, but you may choose to place items in a different container or have lunch in another designated area with your child. Due to the safety of all students and to avoid any allergic reactions, parents/guests may not bring or share any snacks or food items of any kind with other students.**

CELL PHONES

Fulton County Schools has updated its Code of Conduct as it pertains to the use of and carrying cell phones in schools. **Personal communication devices, to include cell phones, tables, and any other recording device, will be prohibited for elementary school students while at school.** All personal communication devices are required to remain in student's bookbags in the "off position" during the full school day. In addition, inappropriate recording and sharing of inappropriate & misconduct (via airdrop, social media, nearby share, etc.) will be a Tier 3 offense with a consequence of up to 5 days of out of school suspension.

CLINIC

Student health and safety are our priority at Cliftondale. Our clinic aide provides care to students with temporary illnesses and/or emergencies until the student is able to return to class or picked by a parent or guardian. Standard first aid procedures are followed in routine matters. Parents will be notified to pick up sick children that are unable to return to class. If the parent or legal guardian cannot be contacted, and the principal determines that additional medical care

is warranted, an ambulance will be called to transport the student to the nearest medical facility. A faculty or staff member will accompany the student to the medical facility.

Please keep the school informed about allergies, diseases, or other medical conditions that your child may have or to which your child may have been exposed to including Influenza (Flu) and the Corona Virus (COVID-19). Please note that if your child has a contagious condition, including, but not limited to, diarrhea, vomiting, fever, pink eye or head lice, he/she should remain at home. **Children should be fever-free for 24 hours before returning to school.** The school may request that you provide a doctor's note before allowing the child to return to school.

The clinic must have a written record of your child's medical condition and specific instructions for their care. If your child requires daily medication, he or she must come to the clinic for the medication to be dispensed. Written authorization is required to administer any kind of medication to a student. Forms may be retrieved from the school's clinic. Completed forms should be submitted to the clinic or front office.

COMMUNICATION

The home and school communication connection is very important. All teachers have county-provided email addresses and are expected to check their email message several times a day. Email addresses of all teachers can be found on our school's website and can also be provided by our front office secretaries. Parents are expected to do the following daily:

- Check Class Dojo for messages from the teachers.
- Read our weekly school newsletter. This publication includes a message from the principal, current information about the school, important dates, school activities, and curriculum information.
- Check your child's Weekly Communication Folders for grades, notes, flyers, and other important messages.
- Call the teacher when you have a question or a concern. Please remember teachers are unable to take phone calls during instructional time, but our front office professional assistants will take the message and have the teacher return your phone call. Teachers are required to return all calls within 48 hours.
- Messages regarding changes in transportation should not be sent to the teachers during instructional time. Please contact the front office.
- Most communication can be handled through written notes to the teacher. Please be sure to let your child know that he/she has a note for the teacher.
- Parent/teacher conferences are an integral part of reporting and monitoring student progress. We are partners with you in the education of your child; therefore, it is important to share information regularly. We recommend that you request a conference with your child's teacher a minimum of two times per year (once in the fall and once in the spring). Teachers are available for conferences during their daily planning period, which varies for each grade level, or at another mutually agreed upon time when school professional development is not scheduled.
- Email communication is sent out regularly and directly

connected to the student information portal, Infinite Campus. All email addresses must be updated in order for parents to receive eBlasts from the school and the district.

CLASS PLACEMENT

The school makes every effort to ensure student placement in a class where he/she will thrive and receive a quality education. Any concerns regarding student placement should be directed to the principal in writing. While we welcome your input about your student's individual needs, we remind you that your comments are one of many factors considered when assigning a student to a classroom. When forming classes, the final decision on class placement will reside with the school. Please note that classroom assignment changes are only made when there are extenuating circumstances. All class assignments are tentative the first ten days of school. Occasionally, in order to meet state class guidelines, new classes need to be formed or existing classes need to be collapsed requiring the reassignment of students to a new teacher. We will make every effort to ensure that such transitions are smooth.

CONFERENCES

Parent-teacher conferences are an integral part of reporting student progress. Our reporting system emphasizes a close relationship between the home and school. With parents as school partners, conferences are scheduled to share information and plan a more effective educational program to meet the needs of the student. A parent-teacher conference is scheduled during October and additional conferences may be scheduled as necessary. Teachers will not be permitted to conference with parents during instructional time. Teachers are available for conferences during their daily planning period, which varies for each grade level, or at another mutually agreed upon time when school professional development is not scheduled. Teachers are available to conference with parents before school at the teacher's discretion.

CONTINUOUS ACHIEVEMENT

Fulton County Board of Education supports our vision that each child should be given the opportunity to reach his or her full potential. To that end, our continuous achievement framework for advancement allows each child to progress in language arts and math at his or her appropriate instructional pace and depth, expanding and compacting the curriculum as appropriate. The framework is implemented in all elementary and middle schools and includes a process for advancement in the current grade level and an acceleration process which allows a student to advance above grade level.

Each student in grades 1-8 language arts will be placed in an on-level, advanced, or accelerated curriculum. Each student in grades K- 5 mathematics will be placed in a semester-based curriculum. Students are placed in the appropriate curriculum based on performance on system-level diagnostic assessments, standardized test data, student grades, and teacher recommendation. Recommendations concerning instructional placement and progress

of students shall be the responsibility of the local school teacher and other professional staff directly involved with the student.

While no child will be placed below his or her current grade level, there will be no artificial barrier to moving ahead. Provisions will be provided for parents of students not recommended for advancement to request a waiver for their student to be placed beyond the on-level curriculum in language arts and/or mathematics. Teachers are not expected to provide direct instruction for pre-requisite standards that have been waived.

Student performance and placement should be reviewed every 18 weeks to determine if the placement level continues to be appropriate in meeting the student's learning needs. On-level students will be considered for continued placement or advancement. Advanced and accelerated students will be considered for continued placement, further acceleration, or a return to on-level placement. Please contact our school Curriculum Support Teacher, Ms. Hicks at hicksz@fultonschools.org if you have questions or concerns.

Reference: [Operating Guidelines IFD - Continuous Achievement](#)

CURRICULUM

Students are taught utilizing the K-5 curriculum standards outlined by the state of Georgia (www.Georgiastandards.org). Students receive on-grade level instruction in reading, language arts, math, science, and social studies. Students who show mastery of on-grade level standards in reading and/or math within the classroom and have an 80% or better on various other district-based tests, can be assessed to determine if they qualify for advancement or acceleration in reading and/or math. The criteria for advancement requires an 80% or higher on the semester one test for a grade above the student's current grade level. Students who demonstrate 80% or higher on semester one and semester two at a grade level above the current grade will be a candidate for acceleration. Students will be assessed for advancement and/or acceleration at the end of the first 18 weeks of school as well as at the end of the second semester of school. Parents will be notified if students meet the criteria for advancement or acceleration in reading and math.

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 and without disruptive behavior by any student infringing upon the rights of others. **(THIS INCLUDES BUS SAFETY.)** Infractions of bus rules will impact the school responsibility cycle as well as any additional consequences on the bus. Please refer to the Fulton County Student Discipline Handbook for additional information regarding school discipline. All families will be provided with an electronic copy of the FCBOE code of conduct. Hard copies will be provided upon request. The FCBOE code of conduct governs all discipline protocol and consequences followed by Cliftondale ES personnel.

DRESS CODE

Cliftondale Elementary is a uniform school and we strongly encourage all students participate in the school uniform initiative. Our uniforms consist of the following: **pants/skirts-khaki or navy blue; tops-white, yellow, or navy blue.** Students are expected to be in school uniform Monday through Thursday; Fridays are considered "dress down" days (Jean/Spirit Day). Students not in uniform 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. Designated dress involving school activities approved by the principal shall be acceptable. If a school administrator or other authorized school official deems clothing as inappropriate, parents may be contacted to bring a change of clothes to school, or the school will provide an alternative set of clothing. This dress code should also be followed by guests and volunteers.

- Clothing must fit correctly. Pants, shorts, and skirts must be worn at the waist. Sagging pants will not be permitted. Pants with holes or frayed edges are not acceptable during school. Pants may not drag the floor.
- Students may not wear hats or hoods in the building.
- Students are not allowed to wear halters, see-through blouses or pants, low-cut blouses, sun dresses, blouses made to show the bare midriff (stomach), tank tops, or muscle shirts.
- Undergarments must be covered by another appropriate article of clothing at all times.
- T-shirts and pants must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for elementary school students –i.e., alcohol and tobacco products, weapons, violence or of such a nature to cause disruption in the school).
- Curlers, head scarves, combs, hair picks, bandanas, sweatbands, sunglasses, and gloves may not be worn during instructional time. Head apparel, except for religious or medical purposes, may not be worn inside the school building.
- Shoes must be always worn. Students are not allowed to wear flip-flops, slippers, or high- heeled shoes for safety reasons.
- Only lightweight jackets or sweaters may be worn in the classroom.
- Dental grills for decorative or cosmetic purposes are not permitted. Any student required to wear a dental grill must provide documentation from the dentist.

Students are expected to wear appropriate clothing that adheres to the school's dress code. If a teacher notices a student isn't dressed according to the school's guideline for acceptable attire, the teacher is required to send the student to the clinic. Teachers are not to reprimand the student. The school clinician or authorize school official will call the parent.

EMERGENCY CLOSING OF SCHOOL

Radio station WSB (750 am) is the official Fulton County Board of Education news channel. It is vital that students and parents have a plan should the school close during the day! Please discuss emergency plans so students will know what to do in case of an emergency. Parents should complete an emergency/inclement

weather form for each child at open house or within one week of student enrollment.

GUIDANCE AND COUNSELING

Through the implementation of a comprehensive guidance program, Fulton County School Counselors provide strategies that support and enhance academic achievement. Some of these strategies may include activities/lessons on study skills, test preparation, organization tips and time management skills. Small group counseling may be provided on such topics as classroom motivation, stress reduction and study skills. Sessions dealing with the affective development as it impedes academic performance may also be offered. Classroom guidance activities and small group topics are determined by the needs of the students at a particular school setting. Short term individual counseling support and crisis counseling are also available with the counselors providing resources for community providers, if requested. Counselors also serve as consultants for both parents and teachers.

GRADING PROCEDURES

Teachers will use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, rubrics, quizzes, projects, reports, class participation and other assignments. Grades should be based on the individual student's mastery of standards, as detailed in the Georgia Standards of Excellence for the grade level in which the student is currently placed.

Grading Categories/Grading Weights

Student grades will be determined by using the following categories:

-Major (45%): An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.

-Minor (40%): An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.

-Practice (15%): Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

Grading Scale

Prekindergarten: PreK students' progress will be reported through defined criteria provided by [Bright from the Start](#). PreK students are assessed using the *Work Sampling Online* (WSO) system. Documentation includes notes, matrices, and photos. Teachers have conferences with parents/guardians at the end of each semester.

Kindergarten – 2nd Grade: Fulton County Schools will grade students in K-2nd with the following scale:

EM	Exceeding Mastery	90-100
M	Mastering	80-89
AM	Approaching Mastery	70-79
NYM	Not Yet Demonstrating Mastery	69 or below
NG	No Grade	

Exceeding Mastery: The student is *flexible in their ability to apply and adapt their knowledge* of the current standards introduced in this course. The student *consistently and independently demonstrates mastery* in the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (EM)

Mastering: The student is *proficient and/or skilled* in the current standards introduced in this course. The student demonstrates a *strong understanding* of the knowledge and

skills necessary at this grade level/course of learning, as specified in the standards. (M)
Approaching Mastery: The student displays partial mastery but *needs additional academic support* to address all current standards introduced in this course. The student is *developing an understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (AM)
Not Yet Demonstrating Mastery: The student *needs substantial academic support* to address the current standards introduced in this course. The student has *not yet demonstrated an understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (NYM)

Third-5th Grades: Fulton County Schools will grade students in grades 3rd-5th using a 100-point grading scale as follows:

A	90 and Above
B	80-89
C	70-79
F	Below 70
NG	No grade
I	Incomplete

Based on State Board Rule 160-4-2.13., the minimum passing score is a 70. Grades are to be rounded to the next whole number when equal to 0.5 or greater.

Grading Assignments, Assessments, and Tasks

All assignments, assessments, and/or tasks should be aligned to domains, standards, learning targets, or a set of standards to be used in calculating a student's grade.

Report Cards and Progress Reports

All schools will provide students and parents/guardians with a progress report that measures their academic progress on a 4.5-week basis throughout the school year. This can be done electronically or by sending a paper copy home.

At the end of each semester, students will be issued a formal report card to represent the student's final semester average. A printed copy of the report card should be sent home.

At each 9-week reporting period, students' grades should reflect the following grade minimums:

- All students in grades K-5th will receive, at a minimum, eight grades per subject within 9 weeks.
 - Assignments, assessments, and/or tasks should be aligned to the prioritized and supporting standards for the course.
 - Multiple practice opportunities should be provided to students before and after assessments to ensure student mastery.
 - At a minimum, two grades should be major
 - At a minimum, three grades should be minor
 - At a minimum, three grades should be practice
- For K-5 classes that only meet once or twice a week (Art, Physical Education, Health, Music, etc.), students will receive a minimum of four opportunities to demonstrate mastery on standards within each 9 weeks.
 - At a minimum, one grade should be major
 - At a minimum, one grade should be minor
 - At a minimum, two grades should be practice
- For K-5 Science and Social Studies, students will receive a minimum of five opportunities to demonstrate mastery on standards within each 9 weeks.
 - At a minimum, 1 grade should be major
 - At a minimum, 2 grades should be minor
 - At a minimum, 2 grades should be practice

Recovery

Recovery: Administered throughout a unit to students who have failed to demonstrate mastery of the standards. Recovery should cover the standards that the student has not mastered. Teachers should provide opportunities for each student K-12 to continue learning material that has not yet been mastered even if the student's grade is not replaced.

- Students in K-12 should be afforded the opportunity to recover all major assessments if they score below a 75% on the assessment.
- Students are limited to one recovery attempt per major assessment that meets the threshold for recovery.
- Recovery of a major assessment should occur before the next major is given.
- Students are eligible to earn a replacement grade on a recovery that is no higher than 75%.
- If a student's recovery is below the original score, the original score should stand in the grade book.
- Before recovery, the teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.
- The original score should be noted in the comment section of the grade book if a student recovers a major assessment.

Missing/Late Work

- Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted.
- When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed.
- Should there be an extenuating circumstance for a prolonged absence and/or missing assignments/assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning.

Reference: [Instructional Program - Grading and Reporting System](#)

HEALTHY KIDS SMART KIDS (THROUGH NUTRITION AND EXERCISE)

We believe that healthier eating habits and consistent exercise have a positive impact on our children's learning and ultimately their test scores. We use alternative rewards in our classrooms and provide items with low or minimal sugar on our breakfast and lunch menus, but still maintain a balanced, nutritionally sound diet. If packing a home breakfast or lunch for your child, please remember that we are a "Healthy Alliance" school. Please do not send soft drinks, candy, cookies, ice cream, cupcakes, cake, hot fries, hot chips, gum, and/or sugary snacks in your child's home lunches, his/her snacks or for the three Fulton County School System authorized parties. Please note these products may be held until the parent picks them up from the classroom teachers or the Front Office. Please substitute healthier eating items such as fruits, chips, vegetables, granola bars, animal crackers and/or 100% fruit juice instead.

HOMEWORK

Each student may be expected to spend a reasonable amount of time on homework. General guidelines for homework are as follows:

- K-1 (10-20 minutes)
- 2nd (20 – 30 minutes)
- 3rd (30 – 40 minutes)
- 4th (40 – 45 minutes)
- 5th (50 – 60 minutes)

Individual rates of completion may vary. In the event your child is absent, you may request homework from the teacher. **Please contact the office by 9:00 a.m. to make a request.** Materials may be sent home with another child or you may pick them up at the end of the school day in the front office. This allows the teacher adequate time to organize needed materials. If your child forgets homework/books, they will be placed in the teacher's mailbox. This procedure is in place to limit the number of interruptions during classroom instruction time. Once school is dismissed, students will not be allowed to re-enter the classroom to get any forgotten homework, textbooks, supplies, or other personal items.

INFINITE CAMPUS/PARENT PORTAL ACCOUNT

Through the online Infinite Campus, parents may access pertinent information about their child's attendance, grades, discipline, clinic visits, update your contact information, update your address, register other children within your household, withdraw students and much more. **All parents are encouraged to activate the parent portal on the first day of school.** If you already have an account, you do not need to register again. New users should contact our Data Clerk, Ms. Allen at allenk2@fultonschools.org. All students will have access through their student FCS accounts.

MEDIA CENTER

The Media Specialist is available to work with classes and individual students. All students are encouraged to take full advantage of the materials in the Media Center. Materials are checked out to students as follows:

Grades K and 1: 1 item

Grade 2-5 2 items

All books are checked out for a two-week time period. If a student has exceeded this time limit, he/she will not be allowed to check out any more materials until they are either returned or the amount of the item has been paid by the parent. All students are responsible for the materials they check out. Damaged materials must be paid for so they can be replaced. Please be aware that report cards will be held at the end of the school year or at the time of withdrawal if materials are not returned to the media center.

MONEY

Parents are **required** to use Online School Payments (OSP) rather than sending students to school with money. All money sent to the school for the cafeteria should be placed in an envelope and labeled with you child's name, and teacher's name. **Please be aware that Cliftdale does not accept checks.**

PARENT LIAISON

At Cliftdale, we strive to create an environment where families are supported and provided with resources to assist their children in maximizing success. Our parent liaison is available to assist in a variety of capacities. Services include: program planning and implementation, seminars, parent enrichment workshops, etc. We also have a well-stocked parent resource room with materials for check-out.

PARKING

Parents should park their vehicles in designated parking spaces only. Double parking and parking along the curb are not allowed. These practices obstruct the flow of traffic and pose a safety hazard for students. Speed bumps have been installed. We ask that you do not speed while in the parking lot or when entering and exiting our school's campus.

PARTIES/FOOD IN CLASSROOM

There are only three (3) approved parties during the year at Cliftdale Elementary School: Winter Holiday Party (December), Friendship Party (February), and End-of- the-Year Party (May). You may be contacted to provide support for these parties. **Candy, desserts, baked goods (homemade), or any other edible items are not to be sold or distributed at school or on the bus. Parents may only donate unopened store purchased items. Parents, family members and friends are not allowed to bring in cakes, balloon bouquets, flowers, goodie bags, gifts, pizza, or any other type of treat to celebrate a student birthday. Teachers are not allowed to celebrate birthdays in the class with a party or a snack.** Birthday parties must be planned outside of school hours. Students are asked not to distribute birthday invitations at school and staff should not permit distribution of birthday invitations at any time. Students will be recognized on the morning news show. Students will receive a small gift from the school.

POSITIVE BEHAVIORS INTERVENTIONS AND SUPPORTS (PBIS)

To maintain a safe and positive learning environment, we have implemented PBIS as part of our school culture. PBIS allows us to manage behaviors while supporting academic improvements for students. All students are expected to follow the

Mustang MUST:

- **M**ake Good Choices
- **U**se Good Manners
- **S**how Respect
- **T**ake Responsibility

The Mustang MUST is used in all aspects of the school including the buses and throughout the school day. Classroom teachers reinforce positive behaviors by providing students with PBIS points which are used quarterly as entry to our Mustang Game Room or shop and the PBIS store.

PHONE USAGE

In most instances, students are not allowed to use the school phone unless the teacher or principal deems the request appropriate. In general, requesting forgotten items such as books, homework, signed papers, agendas, instruments, field trip permission forms, contracts, etc. are not permissible. Our goal is to maximize time within the classroom to develop responsibility.

PRESCRIPTION/NON-PRESCRIPTION MEDICATION

If your child needs prescription medication administered during school hours, we must have a signed authorization form from your doctor. This form, available in the Front Office or Clinic, must be updated at the beginning of each school year.

If your child uses an "Epi-Pen," we must have specific information provided by your doctor for emergency use. If you desire your child to keep any medication at school, please send in a supply in the original container (bubble packs are not acceptable), along with written authorization and dosage amounts. The authorization form is available in the front office or clinic. The school clinic does not supply any medication (prescription or non-prescription). This includes items such as Tylenol, Advil, Neosporin, Benadryl, etc.

PHYSICAL EDUCATION

All students attend physical education classes twice weekly for 45 minutes. Students should dress appropriately for their physical education classes, which should include athletic or gym shoes. Students must have written permission from a parent/guardian to not attend physical education classes. Missing several physical education classes requires a doctor's excuse.

RECORDS

Parents or legal guardians have the right to examine their child's records and to have them explained. Principals, assistant principals, counselors, teachers, and other authorized personnel who have responsibility for supervising, instructing, or helping a student will have access to student's records. No third-party releases will occur without written permission from the parent. When parents are requesting student records and/or applications to be completed for private schools, all requests should be completed online via the Parent Portal in Infinite Campus. Records/transcripts will be sent electronically and not hand-delivered by the parent. Records for recommendation status from teachers will be mailed from this school to the requesting institution.

REGISTRATION

In order to attend Cliftondale Elementary School, students must live within the designated attendance zone, or possess a hardship letter from the central office of the school system. It is the policy of the Fulton County School System that no student shall be enrolled who is currently under terms of suspension or expulsion from another public-school system. The Fulton County School District will not enroll a student currently under the terms of a suspension or expulsion from a private school if the conduct for which the student was suspended or expelled would have justified a similar suspension or expulsion by the Fulton School District. Students entering a Fulton County school for the first time must have the following:

New and returning students must reside in the Cliftondale Elementary School zone. The following documents must be furnished for all students entering a Fulton County school district for the first time:

- Original birth certificate
- Current immunization record (Form 3300)
- Ear, Eye, and Dental (Form 3231)
- Social Security card (Student)
- Parent/Guardian ID
- Court orders of guardianship if not the natural parent of child registering
- Records from former school (If transferring from another school)
- 2 proofs of residency such as a current gas, light or water bill, a lease agreement or mortgage statement, current pay stub, current bank statement, or proof of homeowner's insurance are all acceptable. Cell phone, telephone, satellite or cable bills are **NOT** accepted as proofs of residency.

Please remember the person who enrolls a student is the only person who can officially withdraw the student.

RESIDENCY

Per Fulton County Board Policy, persons enrolling a student shall submit appropriate proof of residency upon initial enrollment in Fulton County Schools. All questionable residency situations shall be referred to the school system residency verification staff for further investigation. If proof of residency is delayed, the student will be provisionally enrolled for a period of 30 calendar days. At the end of this 30-day period, if proof of residency has not been provided, the student may be withdrawn. The school will notify the enrolling person at least 10 calendar days prior to the withdrawal of the student.

SCHOOL GOVERNANCE COUNCIL

Our 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: approve the school's strategic plan and updates; approve the annual budget and annual resource allocations; manage the request for flexibility process, and participate in hiring of the principal (in case of a vacancy).

SECURITY

Cliftondale Elementary School is committed to providing a safe and secure environment for your children. **Please be prepared to show a picture I.D. when checking out a student.** This is for your child's protection and for school security. Please help us by completing the volunteer screening process if you plan on visiting out school. The procedure for being approved to volunteer can be found at the link below. This added measure is to increase school security and safety. We appreciate your help in making Cliftondale Elementary School safe and secure.

<https://www.fultonschools.org/volunteer>

All entrance doors are locked at 7:40 a.m. for safety reasons. You should enter the building through the doors in the front. As required by Georgia State law, all parents, visitors, and guests must check-in and sign-in at the front office. We ask that you provide us with your I.D. which will be scanned in to our system and that you wear a visitor's badge when you are in the building. Visitors without a badge will be asked to return to the office to obtain one.

Once instruction begins, parents and/or family members are not permitted to take items, such as homework, lunches, glasses, etc., to classrooms. If you need to get something to your child, please bring it to the front office. A staff member will ensure its delivery.

To help foster responsibility among our students, we ask that they not return to the classroom after school for forgotten items such as homework, spelling words, lunchboxes, etc. Students are encouraged and reminded to have everything they need to complete assignments before leaving. In case of an emergency, a faculty

and/or staff member can escort a student/parent to the classroom to retrieve the forgotten object.

SNACKS

At the teacher's discretion, students may be allowed to bring a snack to school. Chewing gum, candy, soda, sunflower seeds, fast food, and large bags of chips or Takis are not permitted on school property or on the school bus and should not be packed for snack or for lunch. Students are also not permitted to share snacks or lunch brought from home.

STUDENT SUPPORT TEAM (SST)

The SST is a multi-disciplinary team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping the child. The SST process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress. The team's efforts may include some or all of the following activities:

- Review of student records
- Analysis of student work
- Observation of student in the classroom
- Development of written plan of strategies and modifications to assist the child
- Review of progress after the designated intervention period
- General screening in the areas of hearing and vision
- The SST committee may consider an academic achievement, and/or ability screening as a further means of gathering information

Any parent or school staff member may initiate a referral to the SST.

TALENTED & GIFTED (TAG)

Fulton County Schools screen all students twice a year (Fall & Winter) for eligibility for the system's Talented and Gifted Program. The Characteristics Instrument for Screening Students (CISS) form is used for the screening during the specified time period by the classroom teacher. Students must demonstrate outstanding characteristics and behaviors in five of the ten categories on the screening instrument (CISS) and have supporting data gathered from test history, grades, products and/or continuous achievement. Student names are then presented to the local school's eligibility team for possible referral. In the spring, TAG teachers review all standardized testing results and screen students' scores for automatic referral. A parent must sign consent to evaluate before any individual student testing is initiated. Results of testing will be given to the student's parent/guardian.

TARDIES

School begins at 7:40 a.m. and ends at 2:20 p.m. Students who are not in their classrooms at 7:40 a.m. are considered tardy and should get a tardy slip from the office before reporting to their class. Students who are tardy must be accompanied to the office by a parent to be signed in. Students arriving after 11:15 am are considered absent for the day. Students who ride a Fulton County school bus to school are not considered tardy if their bus arrives to school late. **Excessive late student arrivals, pick-ups, and early check-outs will result in your student being withdrawn from Cliftondale Elementary School until residency may be verified**

TOYS, GAMES, VALUABLES

Students are not to bring toys, fidget spinners, games, trading or playing cards, portable MP3 players, radios, or any other such item to school at any time. Additionally, students are requested not to bring anything considered "valuable" to school to avoid the risk of losing or misplacing the item. School personnel cannot be responsible for lost or broken personal items. School staff may take inappropriate items away from students and may require a parent to retrieve the item from school at a later date.

VISITORS TO THE SCHOOL/CLASSROOMS

Parents are welcomed partners in the educational process, and we embrace your presence and participation at Cliftondale. Please follow the guidelines when visiting the school.

- For the protection of our children, all visitors must sign-in and obtain a visitor's badge before visiting any area of the school. Badges may be obtained at the computer kiosk in the office lobby or at the student sign-in table. All visitors must enter through the main lobby door.
- Students are encouraged to exercise independence and walk to class without the assistance of a parent. Parents may only escort students to class during the first two weeks of school. Please be mindful that this is not a time for a parent/teacher conference unless prior approval has been provided and alternate arrangements have been made for class supervision.
- Parents wishing to eat lunch with their children should sign in at the front office, obtain a visitor's badge and meet their child in the cafeteria. Parents should not go to the classroom to meet students for lunch.
- Parents seeking to volunteer within the classroom must adhere to the district policy on school volunteers (please refer to the Volunteers section) and should communicate directly with their child's teacher to schedule opportunities.
- Parents wishing to arrange classroom observations should contact the Curriculum Support Teacher or an administrator to set a date and time for a 30-minute classroom visit. Please be mindful that visits are a time to observe instruction and normal classroom routines and not the time to conference with your child's teacher. Classroom observations will not be allowed during

assessments and other academic tasks that require the students' undivided attention.

- Children who are not enrolled at Clifftondale Elementary are not permitted to visit friends or relatives during the school day without prior approval from the principal or assistant principal.
- Visitors are asked to come to school appropriately dressed in a manner which is in good taste for the school environment and is neither a distraction nor safety hazard to themselves nor to others. Bizarre clothing or styles, clothing which displays messages contrary to a positive school environment, ill-fitting garments, or clothing (including dresses, shorts, skirts and blouses) that are excessively short, tight, or revealing are not allowed on school property or school related events.

VOLUNTEERS

Parents are encouraged to volunteer at Clifftondale Elementary School. All parents who want to volunteer in the classroom will be required to contact the teacher, parent liaison or CST to schedule the day and time they will volunteer. When parents volunteer in the classroom, there must be a clear understanding for expectations. Teachers are not allowed to share confidential information with volunteers. While serving as a class volunteer or chaperoning a field trip or other school-sponsored activity/event, parents/guardian may not bring others or student siblings while performing volunteer duties. Volunteers are not permitted to discipline students. Rather, volunteers must notify the teacher or nearest school official.

A school volunteer is a non-paid person who serves in an auxiliary capacity under the direction and supervision of school personnel. A volunteer is one who performs duties that an employee could perform such as making copies, filing, sorting class activities, escorting students, assisting with lunch duty, media center or front

office tasks. Any person who leads or assists students other than own in programs or tutors a student(s) is considered a volunteer.

Per Board Policy IFCD, all volunteers who will be working with students of the school must complete a Volunteer Registration Application on an bi-annual basis. Furthermore, school volunteers are mandated reporters of abuse pursuant to OCGA 19-7-5.

All persons interested in volunteering in the Fulton County School District must complete an application every two years. Even if a person has completed an application in the past. To keep in compliance with State Law and best practices, we will require everyone to re-register/register **every two years based on the following volunteer service periods.** Volunteer Applications are accessible on the district's website or using the direct link provided here: <https://www.fultonschools.org/Page/9539>

All overnight chaperones who wish to provide non-paid services, duties and responsibilities pertaining to the care, safety and well-being of the Fulton County School System students must have a national and state background check conducted prior to their volunteer service to the system. According to Georgia law, O.C.G.A 35-3-34.2, volunteers who may have unsupervised access to children may submit to a fingerprint screening, Federal Bureau of Investigation (FBI) and a state, Georgia screening of their criminal history. The criminal history check is to "determine suitability (and fitness) of a potential child care provider," who may be responsible for the safety and well-being of children. (National Child Protection Act section 3(a) (1)) Disqualifying criminal history information for volunteer services may include, but is not limited to, any convictions of child abuse crimes, exploitation, physical or mental abuse, negligent treatment or maltreatment of a child by any person. <https://www.fultonschools.org/Page/3002>

NOTE: Overnight Chaperone Badges are good for a period of 2 years from the date of issuance. If you already have a badge, please make sure it has expired before you apply for a new one!

FIRST SEMESTER EVENT CALENDAR

DATES	SEMESTER 1 SCHOOL EVENTS
August 1, 2024	Open House
August 5, 2024	First Day of School
September 2, 2024	Labor Day – School Closed
September 3, 2024	Teacher Workday – No School for Students
September 4, 2024	Professional Development Day – No School for Students
September 6, 2024	Mustang of the Month - 8:30 am
September 9, 2024	Grandparents' Day Celebration
September 10, 2024	Fall Picture Day
September 13, 2024	4.5 Week Progress Report (viewable in Parent Portal)
September 24, 2024	Annual Title I Meeting at 5:30 pm Curriculum Night immediately following the Title I Meeting at 6:15 pm
October 2024	Parent – Teacher Conference Month
October 4, 2024	Mustang of the Month - 8:30 am
October 14-15, 2024	Fall Break – School Closed
October 16, 2024	Professional Development Day – No School for Students
October 18, 2024	9 Week Progress Report (viewable in Parent Portal)
October 22, 2024	Title I Literacy Workshop
October 23-31, 2024	Red Ribbon Week
October 23, 2024	Fall Picture Day Retakes
October 30, 2024	Trunk or Treat
November 1, 2024	Mustang of the Month – 8:30 am
November 5, 2024	Election Day/Teacher Workday – No School for Students
November 11, 2024	Title I Technology Workshop
November 12-13, 2024	Holiday Luncheons
November 23, 2024	13.5 Week Progress Report (viewable in Parent Portal)
November 25-29, 2024	Thanksgiving Holidays- Schools Closed
December 6, 2024	Mustang of the Month – 8:30 am
December 10-11, 2024	Winter Concert Series
December 18-19, 2024	Class Holiday Party
December 20, 2024	Last Day of First Semester
December 23, 2024-January 3, 2025	Winter Break- Schools Closed

SECOND SEMESTER EVENT CALENDAR

DATES	SEMESTER 2 SCHOOL EVENTS
January 6, 2025	Teacher Workday- Students Off
January 7, 2025	First Day of Second Semester – Students Return
January 16, 2025	1 st Semester Report Card (viewable in Parent Portal)
January 20, 2025	M.L. King, Jr. Holiday- Schools Closed
January 28-30, 2025	Semester 1 Awards - TBA
February 7, 2025	Mustang of the Month – 8:30 am
February 11, 2025	STEAM Night
February 14, 2025	2 nd Semester 4.5 Week Progress Report (viewable in Parent Portal)
February 14, 2025	Friendship Party
February 17, 2025	Presidents’ Day- School Closed
February 18, 2025	Professional Development Day- No School for Students
February 27, 2025	Black History Concert
March 3, 2025	Teacher Workday – No School for Students
March 4, 2025	Professional Development Day – No School for Students
March 7, 2025	Mustang of the Month – 8:30 am
March 7, 2025	Assessment Workshop – 8:30 am and 5:30 pm
March 13, 2025	Spring Individual and Class Picture Day
March 18, 2025	Title I Parent Input Meeting
March 22, 2025	2nd Semester 9- Week Progress Report (viewable in Parent Portal)
April 7-11, 2025	Spring Break – Schools Closed
April 18, 2025	Mustang of the Month – 8:30 am
April 23, 2025	Title I Transition Meeting
April 28-May 9, 2025	Georgia Milestones – End of Grade
April 30, 2025	2nd Semester 13 ½ - Week Progress Report (viewable in Parent Portal)
May 5-9, 2025	Teacher Appreciation Week
May 15, 2025	PK – First Grade Awards Day – Time TBA
May 16, 2025	Second – Fourth Grade Awards Day – Time TBA
May 22, 2025	Last Day of School
May 23, 2025	Post Planning - No School for Students
May 30, 2025	2 nd Semester Report Card (viewable in Parent Portal)