



**2024-2025**  
**Student/Parent Handbook**  
Updated July 11, 2024.

This handbook was prepared to acquaint you with the rules, guidelines, expectations, and policies that govern Park Street Elementary School. We reserve the right to make changes to this handbook. Guidelines found in this handbook do not supersede those of Marietta City Schools.

## *A Message from the Principal*

Park Street Family,

Welcome back to another exciting school year! We hope this letter finds you and your families in good health and high spirits. We are thrilled to open our doors again and embark on a new journey of learning and growth together. At Park Street, EVERY CHILD – EVERY DAY – will LEARN \* GROW \* THRIVE.

As we enter this academic year, we want to share our unwavering commitment to providing your children with a safe, nurturing, and stimulating environment. We understand the importance of a strong partnership between home and school, and we are dedicated to working collaboratively to ensure the success of every student.

Our team has been hard at work refining our curriculum to meet the needs of our students. Marietta City Schools has adopted a new Reading curriculum called Wit & Wisdom. [Please visit The Facts About Wit & Wisdom](#) to learn more about this exciting new curriculum. In addition, we are fortunate to maintain our six Reading Specialists who support our Structured Literacy initiative to ensure our Park Street Panthers continue to grow. All our teachers will engage, challenge, and inspire your children. We aim to foster a love for learning, encourage critical thinking, and promote personal and academic growth in every child.

We strongly believe in open and transparent communication, and we encourage you to contact us with any questions, concerns, or ideas you may have throughout the school year. We will continue providing regular updates via our weekly parent newsletter, the Panther Express. Embedded in the Panther Express, you will find grade-level and departmental newsletters to keep you up-to-date on all matters related to Park Street. Our [school website](#) is up-to-date with all school, grade level, and district information and events.

We also value your involvement in your child's education and invite you to participate in school activities, parent-teacher conferences, and volunteer opportunities. Your support and engagement make a significant difference in creating a vibrant and enriching school community.

Together, we can make the 2024-2025 school year a remarkable and successful one for your child. We are excited to witness their growth, achievements, and milestones. Thank you for entrusting us with your child's education, and we look forward to partnering with you to make this a GREAT school year.

I am wishing you a fantastic start to the new school year!

In service,  
Your proud Panther Principal,

Alex Soto

[asoto@marietta-city.org](mailto:asoto@marietta-city.org)  
w. 770.429.3180 ext: 7016  
c. 470.650.5607

### **Follow us on social media:**

Twitter [@ParkStEle](#) and [@Principal\\_ASoto](#)  
Instagram: [@ParkStreetPanthers](#) and [@Principal\\_Asoto](#)

*A Marietta City School*

*The Board of Education of the City of Marietta does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.*

**Notice of Non-Discrimination**

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<p><b>Title VI Compliance Officer/Alternate Act and Title IX Compliance Officer</b> (Issues of discrimination on the basis of race, color, national origin, gender, sexual harassment, or sexual discrimination)</p> <p>Director of Federal Programs Assistant Superintendent of Special Services Central Administrative Offices 250 Howard Street, Marietta, GA 30060 770422-3500</p>	<p><b>Title II of the Americans with Disabilities Section 504 Compliance Officer</b> (Issues of discrimination on the basis of disability)</p> <p>Assistant Superintendent of Special Services Central Administrative Offices 250 Howard Street, Marietta, GA 30060 770422-3500</p>
<p><b>Title IX Compliance Officer</b> (Issues of discrimination on the basis of gender or category sexual harassment related to student athletics)</p> <p>Director of Marietta City Schools Athletics Marietta High School 1181 Whitlock Avenue Marietta, GA 30064 770-429-3154</p>	<p><b>Employment Issues</b> (Issues of discrimination on the basis of race, color, religion, national origin, age, disability, or gender)</p> <p>Director of Human Resources Central Administrative Offices 250 Howard Street, Marietta, GA 30060 770422-3500</p>
<p>Complaints may also be filed directly with the Office of Civil Rights at the address below:</p> <p><b>Federal Office of Civil Rights</b> U.S. Department of Education Atlanta Office for Civil Rights 61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104 (404) 562-6350</p>	
<p><b>Sexual Harassment</b></p> <p>Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends.</p> <p>Investigations involving allegations of sexual harassment allegations will be handled per Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at <a href="http://www.marietta-city.org">www.marietta-city.org</a> or by contacting the school.</p>	



## **VISION STATEMENT**

Our vision is for all students to learn to their fullest potential.

## **MISSION STATEMENT**

In partnership with families and the community, our mission is to prepare each student to maximize career, college, and life opportunities.

## **DISTRICT GOALS**

### ***Student Achievement***

*Prepare every student for college and career success*

### ***Human Resources***

*Recruit and retain effective teachers and staff who meet the district's diverse needs*

### ***Community Collaboration***

*Increase engagement across the district and throughout the community*

### ***Fiscal responsibility***

*Establish fiscal processes that align to the needs of students and staff*

# 24/25 PARK STREET

## Who To Contact



ROLE	TEAM MEMBER	CONTACT FOR
Principal	Mr. Alex Soto <a href="mailto:asoto@marietta-city.org">asoto@marietta-city.org</a>	<ul style="list-style-type: none"> <li>Family events</li> <li>CCRPI / School-Wide Data</li> <li>School Newsletter</li> <li>SGT / PTA</li> <li>School Improvement Plan</li> <li>Community Partnerships</li> <li>Parent concerns</li> </ul>
Assistant Principals	Mrs. Carrie Madden <a href="mailto:cmadden@marietta-city.org">cmadden@marietta-city.org</a>	<ul style="list-style-type: none"> <li>Discipline &amp; Promotion Retention K, 2, &amp; 4</li> <li>Parent concerns K, 2, &amp; 4</li> <li>Dual Language &amp; ESOL</li> <li>Scheduling / Class placement</li> <li>Carpool</li> <li>Report cards</li> </ul>
Assistant Principals	Mr. Idris Johnson <a href="mailto:ijohnson@marietta-city.org">ijohnson@marietta-city.org</a>	<ul style="list-style-type: none"> <li>Discipline &amp; Promotion Retention 1, 3, &amp; 5</li> <li>Parent concerns 1, 3, &amp; 5</li> <li>EIP</li> <li>Assessment</li> <li>School Busses</li> </ul>
Special Ed. Administrator	Ms. Karna Kelly <a href="mailto:karnakelly@marietta-city.org">karnakelly@marietta-city.org</a>	<ul style="list-style-type: none"> <li>IEP Meetings</li> <li>Special Education Eligibility</li> <li>Special Education scheduling</li> <li>Special Education discipline</li> <li>Special Education promotion / retention</li> <li>Special Education parent concerns</li> </ul>
School Secretary	Ms. Asha Armstrong <a href="mailto:aarmstrong@marietta-city.org">aarmstrong@marietta-city.org</a>	<ul style="list-style-type: none"> <li>Principal / Assistant Principal Secretary</li> <li>Front office manager</li> <li>Facility Use Request</li> <li>School Webmaster</li> <li>Parent / Community support contact</li> </ul>
Registrar	Ms. Vanessa Barrios <a href="mailto:vbarrios@marietta-city.org">vbarrios@marietta-city.org</a>	<ul style="list-style-type: none"> <li>Attendance</li> <li>Student Records / Report Cards</li> <li>Student Registration</li> </ul>
Front Office Clerk	Ms. Raquel Cancel Cruz <a href="mailto:rancelcruz@marietta-city.org">rancelcruz@marietta-city.org</a>	<ul style="list-style-type: none"> <li>Front office phone calls and messages</li> <li>School mail</li> <li>Front office phone calls</li> <li>Change of transportation request: <a href="mailto:parkstreet@marietta-city.org">parkstreet@marietta-city.org</a></li> </ul>

<b>Book Keeper</b>	Mrs. Brenda McMurray <a href="mailto:bcmurray@marietta-city.org">bcmurray@marietta-city.org</a>	<ul style="list-style-type: none"> <li>• Teacher / school orders</li> <li>• School finances</li> </ul>
<b>Math Coach</b>	Ms. Sharon Worley <a href="mailto:sworley@marietta-city.org">sworley@marietta-city.org</a>	<ul style="list-style-type: none"> <li>• Math Curriculum &amp; Resources</li> <li>• Math Support Specialist</li> <li>• New Teacher Mentor</li> </ul>
<b>Literacy Coach</b>	Mrs. Courtney Ortega-Zuco <a href="mailto:cortega-zuco@marietta-city.org">cortega-zuco@marietta-city.org</a>	<ul style="list-style-type: none"> <li>• Literacy Curriculum &amp; Resources</li> <li>• Literacy Support Specialist</li> <li>• New Teacher Mentor</li> </ul>
<b>Instructional Coach</b>	Mrs. Stormi Johnson <a href="mailto:stormijohnson@marietta-city.org">stormijohnson@marietta-city.org</a>	<ul style="list-style-type: none"> <li>• Instructional &amp; Classroom Management Support Specialist</li> <li>• New Teacher Mentor</li> </ul>
<b>MTSS / 504 Coordinator</b>	Mrs. Doreen Tichenor <a href="mailto:dtichenor@marietta-city.org">dtichenor@marietta-city.org</a>	<ul style="list-style-type: none"> <li>• MTSS &amp; 504 coordinator: Teacher / parent support</li> <li>• Student progress monitoring</li> </ul>
<b>School Counselor</b>	Dr. Jennifer Zimmerman <a href="mailto:jzimmerman@marietta-city.org">jzimmerman@marietta-city.org</a>	<ul style="list-style-type: none"> <li>• Homeless student resources "MVP"</li> <li>• Excessive student absences</li> <li>• Student groups / Character Ed. / Safety</li> <li>• Red Ribbon &amp; College Week</li> <li>• Counseling Services</li> </ul>
<b>Parent Liaison</b>	Mrs. Elizabeth Martinez <a href="mailto:emartinez@marietta-city.org">emartinez@marietta-city.org</a>	<ul style="list-style-type: none"> <li>• Bilingual Family Facilitator</li> <li>• School Supplies / Uniforms for students in need</li> <li>• Family / Community Support</li> </ul>
<b>School Nurse</b>	Mrs. Nicole Turnbeaugh <a href="mailto:ngardener@marietta-city.org">ngardener@marietta-city.org</a>	<ul style="list-style-type: none"> <li>• Provide first-aid care for students</li> <li>• Administer of authorized student medications</li> <li>• Vision &amp; Hearing Screener</li> </ul>



Contact Ms. Asha Armstrong at [aarmstrong@marietta-city.org](mailto:aarmstrong@marietta-city.org) or 770.429-3180 if you have any additional questions or need additional information and assistance.



## **Park Street Elementary 2024-25 Student/Parent Handbook**

Mr. Alex Soto, Principal  
Mr. Idris Johnson, Assistant Principal  
Mrs. Carrie Madden, Assistant Principal  
Ms. Karna Kelly, Special Education Admin.

105 Park Street SE, Marietta, GA 30060

Phone: 770-429-3180

Website: <https://www.marietta-city.org/parkstreet>

\*\*\*\*\*

### **MISSION**

EVERY STUDENT \* EVERY DAY \* WILL  
LEARN. GROW. THRIVE.

### **VISION**

- P-Positive experiences
- S- Supporting ALL students
- E- Engaging with the community and creating
- S-Students of excellence

### **ACCREDITATION**

Park Street Elementary School is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement, a division of AdvanceEd.

### **SCHOOL COLORS**

Dark / Navy Blue and Yellow

### **MASCOT**

Panther – “Panther Pete!”



### **SCHOOL SCHEDULE**

#### **Morning**

6:30 – 8:00 – Before School Program

8:00 - Doors open for drop off

8:30 – Instruction Begins, Students are marked tardy

#### **Afternoon**

3:15 – 3:30 – Dismissal

3:25 – 6:30 – After School Program

### **After-School Program and Before-School Program**

Before-school and after-school programs, supervised by Marietta Community Schools, operate each school day. A registration form and application fee are required before a student attends the program. Information and registration information for this program may be obtained online @ [www.mariettacommunityschool.com](http://www.mariettacommunityschool.com). The before-school program begins at 6:30 am, and the after-school program is open until 6:30 pm. For additional information, you can call 770-429-3170

### **SCHOOL COMMUNICATIONS**

**Daily Folders:** Students in grades K-1 will have daily folders that families should check each evening. Students in 5th grade will use their student agendas to remind and communicate important information, student work, etc.

### **Social Media**

We have active accounts on Twitter and Instagram  
Twitter @ParkStEle and @Principal\_ASoto.

### **Electronic Communication to Families**

We send a weekly family newsletter – Panther Express – via email. Occasionally, we send other reminders and information via email or text. Ensure you have an active email address on file and have given the school a number to which you can receive text messages.

### **Contacting Staff**

School voicemail is checked at least once daily. You may also email staff members directly at their Marietta email. If you do not receive an email response within 24 hours, call the school and leave a message for the staff member. Use the [staff directory](#) to access staff member emails.

**Transportation changes are only accepted through the front office—please do not contact teachers directly regarding transportation changes.**

EMAIL transportation changes to [parkstreet@marietta-city.org](mailto:parkstreet@marietta-city.org)

Contact the school office if you need help getting a message to a teacher. When there is a concern about your child in his/her classroom, please contact the teacher FIRST, and then, if the situation is not resolved, contact the Administration.

### **Phone Numbers**

Please ensure your child's teacher and the school office have a current home and work telephone number. If you change phone numbers during the school year, please let your child's teacher and the school office know how to reach you. We also need the names and phone numbers of two other people the school can call in case neither parent can be contacted. If your child is ill or injured during the school day, we need to be able to contact someone.

### **Telephone Messages for Students**

Please give your child his/her after-school instructions before leaving home in the morning. Delivering messages to the classroom is disruptive to the entire class. Permission to use the telephone will be granted when necessary.

### **TRANSPORTATION**

Children may come to school by bus, car, or by foot. If you drive your child to school, please exercise patience in the carpool line and remain single-file. When cars try to go around the line, it is extremely dangerous to everyone. Be sure to inform your teacher regularly about how your child will be transported. If there is any change (for a day or permanently), notify the front office. Without a call or note to the front office, children will be sent home according to the most recent written directions.

### **Change of Transportation**

If there is a change in transportation arrangements, we require notice from the parent before allowing students to be transported by anyone other than a parent. You may send in a note with your child or email [parkstreet@marietta-city.org](mailto:parkstreet@marietta-city.org) with the details of the change. We do not allow students to walk or ride home with unauthorized people.

At dismissal time, bus riders will be put on the school bus unless a parent is present for pick-up or the parent has notified the school office of another arrangement.

Students are not permitted to change buses to ride home with friends without a note from their parents. Please make arrangements for your child before he/she comes to school. If you must change during the day, **notify the school office staff before 2:45 p.m.**

### **Pick-up by Car in the Afternoon**

Anyone picking up a child must have his/her Panther Car Tag. If you do not have a Panther Car Tag, you may get one at Sneak-A-Peek or by coming to the front office.

For safety - avoid stopping before reaching the first available position, as this slows the process. If your child(ren) approaches your vehicle before you reach the first available position along the sidewalk, please wave them to stay on the sidewalk until you can advance. At no time should you pull out of or around the car line to have your child(ren) enter or exit your car. This can put others in danger.

**Please do not park across the street and have your child designated as a "walker."** This is extremely dangerous, and teachers on duty will stop children crossing the street unescorted by a parent or adult. If you need to enter the building, please park in a parking space.

### **Tardy Drop-Off**

When a student arrives late (after 8:30), an adult must sign the student in at the office.

### **Early Pick-Up**

Please limit early pick-up of children to emergencies and appointments. The missed time is recorded as a tardy if a child is out for any portion of the school day. A note sent in the morning will help us to have your child ready. To avoid interruptions to instruction, no student will be released between 2:45 and 3:15. Parents will be asked to wait for the dismissal bell. Come to the office to check out a student. Please be prepared to present photo identification upon request. No student will be released to an unknown or unauthorized person.

### **Late Pick-Up**

Students waiting to be picked up will be supervised until 3:30. After 3:30, they may be sent to the After School Program if pre-registered (\$10 fee). Regular after-school charges will apply. Many parents sign up for the program so their children can attend in an emergency.

### **Emergency School Closings**

For information on school closings or late openings, please listen to the radio channel WSB 750 AM and sign up for emails/texts from the district. The after-school program and after-school activities are canceled if the school closes early. Be sure your child knows where to go if school closes early. Parents/guardians must keep the school updated with any changes in emergency contacts. [The Marietta City Schools webpage](#) will also have up-to-date information.



## **Field Trips**

Teachers are encouraged to schedule field trips to enrich a particular unit of study or class project. To attend, a student needs written permission from his/her parent or legal guardian. This permission slip and all information regarding each field trip are sent home. Please note the cost of admission and bus transportation is embedded into the total cost of a trip.

## **SCHOOL POLICIES**

### **Attendance**

Attendance is a critical component to the success of an elementary student. If an unavoidable situation necessitates an absence, the parent must notify the school office in writing *within 2 school days of the student's return*.

An excused absence means that your child is absent for a legitimate reason, for example, personal illness, illness or death in the family, religious holiday, court appointment, quarantine, or conditions rendering school attendance hazardous to health and safety. All other absences will be considered unexcused.

Georgia Law requires school action after five unexcused absences or ten tardies. The process begins with parent notification.

Students are tardy after 8:30 a.m. **A parent must sign the student in at the office if arriving after 8:30 a.m.** A student is counted present for the day if he/she arrives at or before 8:30 a.m. and stays until at least 11:55 a.m. or arrives before 11:55 a.m. and stays until 3:15 p.m. Partial attendance of a day is considered a tardy.

Good attendance is vital to the academic success of students.

- **After three parental excuse notes in a semester, parents must submit documentation from a physician explaining the student's absence.**
- If documentation from a doctor is not provided after three parental excuse notes in a semester, subsequent absences will be marked as unexcused.
- Excessive absences can result in the intervention of the school social worker.

### **Cell Phones & Smart Communication Devices**

- Students are permitted to possess personal communication/electronic devices.
- **NOTE: Devices are prohibited from being used during school hours (from bell to ending bell).**
- Devices will remain in book bags turned off or on silent.

- Smartwatches should disable text communication features during the school day.

### **Change of Address or Phone Number**

The school must have a home, work, and cell telephone number. If any of these numbers are changed during the year, please notify the school office and classroom teacher. If there is no phone in the home, the number of a phone where the parent can be reached is necessary. Also, notify the office of any change of address.

### **Child Abuse/Neglect**

The laws of the State of Georgia require that members of such professions as medicine, nursing, counseling, and teaching report suspected abuse to the proper authorities. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when living up to this expectation. Our school will report suspected child abuse & neglect.

### **Clothing**

**Students are required to comply with the standard school attire Monday-Thursday. Fridays are "Park Street Spirit Days."** Students must dress in proper attire that does not disrupt the school's educational process or ongoing mission. The administration reserves the right to interpret student dress and appearance appropriateness. Refer to [Park Street website](#) for uniform guidance.

*All clothing must be in compliance with Marietta City Schools Policy JCDB: Dress and Grooming.*

Please label all coats, jackets, sweaters, hats, and gloves with your child's name so we may return lost items to their owners.

1. Cleanliness of person and clothing required.
2. Shoes are to be worn at all times.
3. Tank tops, see-through clothing, narrow shoulder straps, low necklines, pajama-like clothes, bare midriffs, spandex, or other immodest dresses are prohibited.
4. Clothing should be worn appropriately on the body, including pants worn at the waist.
5. Hats, hoods, bandanas, or non-religious headwear are prohibited in the school building.

### **Conferences**

We recognize the importance of parent/teacher communication in helping each child be successful in school. Parent Conference Week is planned for October 14-18. When an additional conference is needed, please schedule it through the office or with the teacher. Teachers are not available for conferences during class time.

### **Counseling Services**

Counseling services are available to our students in group settings and individually as needed. A teacher or parent may refer students to the counselor for academic, emotional, and/or social concerns. Our school counselor, Dr. Jennifer Zimmerman, can be reached at [zimmerman@marietta-city.org](mailto:zimmerman@marietta-city.org), 770-429-3180 Ext. 7017

### **EIP - Early Intervention Program**

State-funded EIP teachers provide reading and math instruction for K-5 students who qualify under the State's guidelines each year, and qualifying students are served for the entire school year.

### **English Language Learners (ELL) – Grades K-8**

After three years of service through the system's ESOL program, ELL students will be subject to all provisions of the Marietta City Schools Promotion Policy.

Consideration for the level of student language acquisition or years of participation in the system's ESOL program does not apply to students affected by the state promotion, placement, and retention rules for grades 3, 5, and 8. Factors considered for the promotion and retention of ELL students, excluding those in grades 3, 5, and 8, include the following: academic performance, ACCESS scores, GA Milestones performance, formative assessments, attendance, age, and previous schooling. Please contact assistant principal Mrs. Carrie Madden at [cmadden@marietta-city.org](mailto:cmadden@marietta-city.org) for any questions regarding ESOL services, testing, and eligibility.

### **Emergency Preparedness Plan**

A school emergency plan is maintained in the school office, and one copy is filed in the system office. This file lists duties/persons responsible should a mass disaster or emergency occur requiring school-wide measures.

### **Field Day**

This fun day is scheduled at the end of the year, filled with games and special treats. We kindly ask for parent volunteers to help supervise the games and help with the class as they participate during the day. The specific date is to be shared in the spring.

### **Honors Day**

At the end of the school year, students are honored in all academic areas, including art, music, P.E., and STEM.

### **Illness at School**

Our full-time school nurse asks that you always provide current phone numbers. If you are called to pick up your ill or injured student, they should be picked up within the hour of the call. Students with fever, vomiting, or diarrhea should be free of those symptoms for 24 hours without needing medication before returning to school. For questions about medication, email Nurse Nicole at [nturnbeaugh@marietta-city.org](mailto:nturnbeaugh@marietta-city.org)

### **Instructional Program**

Reading, language arts, mathematics, social studies, science, music, art, and physical education are included in every grade level and are based on the Georgia Standards of Excellence ([www.georgiastandards.org/](http://www.georgiastandards.org/)). The Marietta City Schools instructional framework organizes instruction.

### **Lost and Found**

Park Street provides an area at the back of the cafeteria for items left at school and found by others. Items not claimed are donated to a local charity. Items should be labeled with your child's name.

### **Marietta City Schools Promotion Retention Policy**

For the full text of the Marietta City Schools Promotion Retention policy, see [www.marietta-city.k12.ga.us](http://www.marietta-city.k12.ga.us). A student shall be promoted when, in the professional judgment of the teacher, the principal, and other school staff, the student has successfully met instructional level standards for the grade level in which he/she is currently placed based on the following criteria:

- Mastery of state-adopted grade-level curriculum
- Overall classroom performance and participation
- Performance on state-mandated curriculum tests and other standardized test data, as appropriate

### **Media Center**

The media center is open daily for student use, and students may use it whenever they have their teacher's permission. Students may check out books for one week at a time. Students with overdue books may not check out books. A wide variety of fiction and non-fiction is available. Students are responsible for books from check out until return to the media center; if books are damaged while in the student's possession, the student will be responsible for the damage or replacement fee before other materials may be checked out.

### **Medicine**

Please see the school nurse if your child requires medication during the day. Parents must fill out a form giving permission and directions to administer the medication. All medication must be in a clearly labeled original prescription container with the child's name and clear directions. All medications must be kept in the clinic. The school nurse will not dispense medication, including aspirin unless it is sent from home with a signed note of instructions and permission. For questions about medication, email Nurse Nicole at [nturnbeaugh@marietta-city.org](mailto:nturnbeaugh@marietta-city.org)

### **M.I.L.E.**

The **M**arietta **I**ndependent **L**earning **E**nvironment program serves students in grades K-5 who qualify for the State's gifted program.

### **Notice of Non-Discrimination**

The Board of Education of the City of Marietta does not discriminate based on race, color, religion, national origin, age, disability, or gender in its employment practices, student programs, and dealings with the public. Below is a list of designated to handle inquiries regarding the District's non-discrimination policies:

#### **Title VI Compliance Officer/Alternate Title IX**

**Compliance Officer** (Issues of discrimination on basis of race, color, or national origin, gender, sexual harassment)

*Director of Federal Programs; Central Administrative Offices; 250 Howard Street, Marietta, GA 30060; 770-422-3500*

#### **Title II of the Americans with Disabilities Act and Section 504 Compliance Officer**

(Issues of discrimination on the basis of disability)

*Assistant Superintendent, Special Services; Central Administrative Offices; 250 Howard Street, Marietta, GA 30060; 770-422-3500*

#### **Title IX Compliance Officer**

(Issues of discrimination on the basis of gender or listed in policy GAAA) *Director of Athletics; Marietta High School; 1171 Whitlock Avenue, Marietta, GA; 30064; 770-429-3154*

#### **Employment Issues**

(Issues of discrimination on the basis of any category sexual harassment)

*Director of Human Resources; Central Administrative Offices; 250 Howard Street, Marietta, GA; 30060; 770-422-3500. Complaints may also be filed directly with the Office of Civil Rights at the address below: The U.S. Department of Education; Atlanta Office for Civil Rights; 61 Forsyth St. S.W., Suite 19T70; Atlanta, GA 30303-8927; Phone 404 974-9406, Fax 404-974-9471*

### **Parental Involvement**

You can provide a real service to children and the school by volunteering your time. Volunteers are needed in the media center, in classrooms, and with many PTA activities. Let us know how you would like to help. Call the school office or see the PTA section of this handbook to determine whom to contact. Volunteers working with children must complete a volunteer form available in the front office.

### **Parties/Birthdays**

Marietta Board of Education policy allows two parties per year. These are traditionally held before Winter Holidays and in observance of Valentine's Day. Please contact your child's teacher if you wish to contribute snacks, favors, or your time. Birthday parties are not permitted. However, birthday cupcakes are allowed during lunchtime. Occasional refreshments do not constitute a party. Only clear beverages will be permitted in carpeted areas. Snacks intended for students other than your own may not be served if they contain nut oils or have been processed on equipment that comes into contact with nuts, as we have several students in the building with life-threatening nut allergies.

### **Physical Education**

P.E. is a required class. A written statement is required if a student must be excused from participation in P.E. A statement from a physician is required if a chronic problem exists.

### **Policy Manuals**

Marietta City Schools Board Policy is available online under the "Board of Education" tab at [www.marietta-city.org](http://www.marietta-city.org). If requested, the media specialist will help locate policies using school computers.

### **Promotion & Retention**

Students in grades 3 and 5 must pass the state-adopted Georgia Milestones assessment for promotion to the next grade level. Students in 5<sup>th</sup> grade must also pass the state-adopted Georgia Milestones assessment for promotion to the next grade level.

### **PTA**

Our current PTA President is Mrs. Elizabeth Powell. All families are strongly encouraged to join the PTA during Sneak-A-Peek, Open House, and other school events.

### **Recess**

Students go outside every day except on rainy or extremely cold days. Please dress your child for the weather. All students go outside with the class unless a doctor's note is provided.

*GA House Bill 1283:* All K-5 students in Georgia must have an "unscheduled" break/recess time as part of their instructional day. Loss of recess cannot be used as a punishment for students.

### **Report Cards**

Grade reports are issued every nine weeks. Students and parents are provided with continuous information regarding academic progress through a web-based program called Aspen. This resource can be accessed via any computer connected to the Internet. Log-in information for Aspen is distributed at the beginning of the school year or during the registration process.

### **Residency**

Two current proofs of residence must be maintained in school records. If you renew a lease, send a copy of your new lease to the office. If a student moves, please call the office.

### **Safety Patrol**

Students in 5<sup>th</sup> grade students may apply to participate in Safety Patrol. Guidelines and applications are sent through the classroom teachers.

### **School Governance Team**

The School Governance Team meets at Park Street Elementary monthly and follows open meeting rules. Our 2022-2023 SGT members are:

- Jessica Lopez, Elected parent member
- David Eldridge, Community member
- Patricia Cooper, Community member
- Amanda Cobb, Elected staff member
- Stormi Johnson, Elected staff member
- Alex Soto, Principal [non-voting member]

### **Scheduled SGT meeting dates:**

- August 18<sup>th</sup>
- September 15<sup>th</sup>
- October 13<sup>th</sup>
- NO DECEMBER MEETING
- November 10<sup>th</sup>
- January 12<sup>th</sup>
- February 9<sup>th</sup>
- March 8<sup>th</sup>
- NO APRIL MEETING
- May 10<sup>th</sup>

### **Sexual Harassment**

Any student who believes he or she has been the victim of sexual harassment should report the incident to the Title IX Compliance Officer or to an administrator, counselor, or teacher at the school he or she attends. Investigations involving sexual harassment allegations will be handled per the Board of Education of the City of Marietta Policy JAEB, Student Sexual Harassment. This policy and the Report of Harassment form can be found on the Legal Information webpage at [www.marietta-city.org](http://www.marietta-city.org) or by contacting the school.

### **Special Education Services**

Special Education services are available. Teachers highly qualified to teach academically gifted students or students with learning disabilities, visual, hearing, or speech impairment, behavior disorders, or students with other special learning needs work directly with students. Please contact your child's teacher or an administrator about concerns that might require Special Education services. Please contact Ms. Karna Kelly [karnakelly@marietta-city.org](mailto:karnakelly@marietta-city.org) for any questions regarding special education, eligibility, or IEP (related) services)

### **Additional Promotion Criteria**

#### **Students with Disabilities**

The Individualized Education Plan Committee shall serve as the placement committee for students receiving special education or related services. The school principal or designee must be present at the IEP placement committee meeting in which promotion retention decisions are made (State Board Rule 160-4-2.11)

### **Spirit Items**

Park Street PTA sells spirit items at many school functions, including Sneak-A-Peak, Open House, and other scheduled events.

### **Standardized Testing**

Standardized test results are used to help track student progress and to guide instruction. Kindergarten through Fifth graders take the norm-referenced MAP achievement test that compares to national norms. Third through Fifth graders take the Georgia Milestones in May. Milestones explain how well students learn the Georgia Standards of Excellence. Parents receive copies of test results.

### **Student Records**

Student records are protected under the *Federal Education Rights Privacy Act*. Marietta City Schools does not share or send educational records without written parental consent.

**Note:** Student records may be available to natural "biological" / legally adopted parents unless a legal document instructs the school otherwise. It is the responsibility of the enrolling adult to provide such legal documentation.

### **Student Supplies**

Please refer to our school/student supply webpage for information about school supplies.

<https://parkstreet.marietta-city.org/parent-center/2024-25-student-school-supply-list>

### **Title I Program**

Park Street is a Title I school. The purpose of school-wide Title I programs is to improve the entire educational program in a school, which should improve the academic achievement of all students, particularly the lowest-achieving students. Such a program aims to assist those students to demonstrate proficiency in academic standards.

### **Vision/Hearing Screenings**

Mass hearing and vision screening of 3rd and 5th graders are conducted during the first weeks of school. Teachers and parents are notified of children who do not pass screenings. Hearing failures are rescreened one time. All students new to our school system must submit a Georgia #3300 form completed within 12 months before their entrance day.

### **Visitors**

We welcome visitors and volunteers to Park Street. According to Georgia State law, all visitors, including parents and volunteers, must go to the school office first. In the office, present your driver's license at the front desk, and you will receive a visitor's badge. If you need to bring anything to your child during the day, bring it to the office, and the office staff will ensure your child receives the item.

### **Visitation [Classroom]**

All classroom visitations should be scheduled with the teacher 24 hours in advance to maximize classroom instruction and minimize daily interruptions. A visit should be limited to an hour. Though parents may desire a series of visits or a longer time, we must be mindful of classmates' confidentiality and avoid distractions from instruction. An administration team member will be present during the scheduled classroom visitation. Please talk with your child's teacher to determine the best times to observe to minimize disruptions to instruction.

### **Voluntary Contributions**

From time to time, our school may request a voluntary donation from parents to help pay for some of the extras that state and local tax dollars do not provide. Any time we request a contribution, we will tell you how the money will be used. The donations sought will be completely voluntary, and no student will be penalized if he/she does not contribute. Donations may be made online or in person with our bookkeeper.

### **Withdrawal/Transfer Procedure**

We ask that you notify the office when you know a student will be withdrawn. Textbooks and library books need to be returned before withdrawal. Your notification to the school office will enable us to complete his/her school records and provide you with the necessary documentation for entry into his/her next school. Ms. Vanessa Barrios may answer your withdrawal or enrollment questions at [vbarrios@marietta-city.org](mailto:vbarrios@marietta-city.org).

### **CAFETERIA INFORMATION**

To qualify for free or reduced-cost meals, families must apply:

<https://www.marietta-city.org/departments1/school-nutrition>

Children may bring their own lunch or purchase one from the cafeteria. Menus are sent home at the beginning of each month and can be accessed on the MealViewer app.

Payment for meals may be made by sending the money in an envelope on Mondays (please write the student's name, amount included, and the teacher's name on the outside of the envelope). Each day your child buys their meal, the amount will be deducted from your child's balance.

Meals may also be paid for daily or online at [mealpay.com](http://mealpay.com). If your child is bringing their lunch, they may purchase a drink (assorted milk and juices are available) from the cafeteria.

You are always welcome to join your child for lunch. Check with your child's teacher to find out what time the class goes to lunch each day.

Prices currently being updated: refer to [Marietta City Schools Nutrition page](#).

#### **Lunch prices**

Reduced: \$0.40

Full: \$3.00

#### **Breakfast prices**

Reduced: \$0.30

Full: \$2.00

Free lunch and reduced-price lunches are available for qualifying families. Only one form is required per family. Regarding other students, please do not bring in fast food lunch for students. Soft drinks are discouraged.

Please review the cafeteria rules frequently with your child:

1. Use restaurant manners.
2. Talk softly with the children at your own table.
3. Get everything you need before sitting down.
4. **Restroom breaks are taken before or after lunch.**
5. Raise your hand in an emergency.



## **IMPORTANT CONTACTS:**

- Park Street Main Office 770-429-3180
- Principal Alex Soto: Ext. 7016
- Assistant Principal Idris Johnson: Ext. 7015
- Assistant Principal Carrie Madden: Ext. 7014
- Special Education Admin. Karna Kelly: Ext. 7021
- School Counselor Dr. Jennifer Zimmerman: Ext. 7017
- School Registrar Ms. Vanessa Barrios: Ext. 7011
- School Nurse: Ext. 7018
- Technology Support. Mrs. Angel Brooks  
[abrooks@marietta-city.org](mailto:abrooks@marietta-city.org)
- Parent Liaison, Elizabeth Martinez Ext. 7022
- Cafeteria Ms. Hidy Burton: Ext. 7027
- Marietta Board of Education 770-422-3500
- Marietta Community Schools 770-429-3170
  - Before & After School Program
- MCS Department of Special Services 770-427-4631
- Marietta Food Services 770-429-3107
- Marietta Transportation 770-429-3110

## **Social Media**

We have active accounts on Twitter and Instagram

### **Twitter:**

- @ParkStEle
- @Principal\_ASoto

### **Instagram:**

- @ParkStreetPanthers
- @Principal\_ASoto

### **Marietta City Schools website**

[www.marietta-city.org/](http://www.marietta-city.org/)

