

Conley Hills

Parent and Student Handbook

2024-2025



“Home of the Champion Cubs”

2580 Delowe Drive
East Point, GA 30344

School: 470-254-8170
Fax: 470-254-8175

School Website <https://www.fultonschools.org/conleyhillses>

#WOWyear

#ElevateExcellence

ADMINISTRATION

Principal – Dr. Shante’ Bates
Assistant Principal – Mr. McKenzie Smith

Instructional L.E.A.D. Crew

Curriculum Support Teacher (CST)– Kia Hodge
Instructional Support Teacher (IST) – Colibra Glynn
K-3 Literacy Instructional Coach–Tiffany Stewart
GADOE K-3 Literacy Coach-Antoinette Patterson
K-5 Literacy Coach – Tammy Rogers-Cooke
Math Instructional Coach –Joy Huguley

Student Support Team

Counselor – NeShasta Taylor
Social Worker– Jael Pena
RTI/504 Specialist- Dr. Leaphart-Ward
RTI Dispro- Dr. Leann Laury
Bilingual Parent Liaison- Monserrat Sanchez Gonzalez

Vision

At Conley Hills Elementary School, our vision is to create a dynamic, inclusive educational community where every scholar is encouraged to discover their passions, dream big, and achieve to their fullest potential in a safe, supportive learning environment.

Mission

Our mission at Conley Hills Elementary School is to provide high-quality education in a nurturing and inclusive environment. We focus on personalized learning, encouraging students to develop their unique talents and achieve academic excellence. By fostering a safe and supportive community, we inspire critical thinking, lifelong learning, and responsible citizenship.

At Conley Hills, our **CUBS** are **Champs** who are
Curious ★ **Unique** ★ **Brave** ★ and **Smart** ★
Capable
Hardworking
Ambitious
Motivated
Persistent
Successful



Dear Conley Hills Families,

Welcome back to 2024-2025 school year! I am excited to begin our monumental year with our champs! I would like to sincerely thank you for choosing Conley Hills Elementary School and for your continued support. Your dedication and involvement are crucial to our collective success, and we are grateful to have you as part of our school community. I also deeply appreciate your belief in me as the principal of Conley Hills, and I am committed to leading our school with passion and dedication.

This year, our motto is "**Elevating Excellence**". This guiding principle represents our commitment to continuously striving for higher standards and reaching new heights in everything we do. By embracing this mindset, we aim to inspire our champions, teachers, and families to not only meet but exceed expectations, fostering a culture of continuous improvement and growth.

Reflecting on last year's assessment data, I am extremely encouraged by the progress our champions have made. These results are a testament to the hard work and commitment of our champions, teachers, and families. I am confident that this year will bring even greater achievements as we continue to elevate excellence together.

We are also excited to introduce our **W.O.W.** initiative—Working on the Work. This initiative focuses on creating meaningful and engaging work for our champions, enhancing our educational approach, and ensuring that every champion reaches their full potential.

As we strive for excellence, I want to emphasize the importance of regular attendance. Consistent attendance is critical for our champions' academic success and personal growth. We encourage you to ensure that your child attends school every day, arrives on time, and is ready to learn. Your support in promoting good attendance habits is vital and greatly appreciated.

Additionally, I warmly welcome you to visit and volunteer throughout the school year. Your presence and involvement in our school activities make a significant difference and enrich the educational experience for our champions. We look forward to seeing you in our classrooms, events, and other various volunteer opportunities.

Once again, thank you for being an integral part of our Conley Hills family. I look forward to the incredible accomplishments that lie ahead and am excited to witness the remarkable growth of our champions.

With extreme gratitude and high expectations,

Dr. Bates

Proud Principal

At Conley Hills, our **CUBS** are **CHAMPS** who are

★ Curious ★ Unique ★ Brave ★ and Smart ★

Capable ★ Hardworking ★ Ambitious ★ Motivated ★ Persistent ★ Successful



Queridas familias de Conley Hills,

¡Bienvenidos de nuevo al año escolar 2024-2025! ¡Estoy emocionado de comenzar nuestro año monumental con nuestros campeones! Me gustaría agradecerles sinceramente por elegir la Escuela Primaria Conley Hills y por su continuo apoyo. Su dedicación y participación son cruciales para nuestro éxito colectivo, y estamos agradecidos de tenerlo como parte de nuestra comunidad escolar. También aprecio profundamente su confianza en mí como director de Conley Hills, y estoy comprometido a liderar nuestra escuela con pasión y dedicación.

Este año, nuestro lema es "Elevando la excelencia". Este principio rector representa nuestro compromiso de esforzarnos continuamente por alcanzar estándares más altos y alcanzar nuevas alturas en todo lo que hacemos. Al adoptar esta mentalidad, nuestro objetivo es inspirar a nuestros campeones, maestros y familias no solo a cumplir, sino a superar las expectativas, fomentando una cultura de mejora y crecimiento continuos.

Reflexionando sobre los datos de la evaluación del año pasado, me siento muy alentado por el progreso que han logrado nuestros campeones. Estos resultados son un testimonio del arduo trabajo y el compromiso de nuestros campeones, maestros y familias. Estoy seguro de que este año traerá logros aún mayores a medida que continuamos elevando la excelencia juntos.

También estamos emocionados de presentar nuestro W.O.W. Trabajar en la Obra. Esta iniciativa se centra en crear un trabajo significativo y atractivo para nuestros campeones, mejorar nuestro enfoque educativo y garantizar que cada campeón alcance su máximo potencial.

A medida que nos esforzamos por alcanzar la excelencia, quiero enfatizar la importancia de la asistencia regular. La asistencia constante es fundamental para el éxito académico y el crecimiento personal de nuestros campeones. Le animamos a que se asegure de que su hijo asista a la escuela todos los días, llegue a tiempo y esté listo para aprender. Su apoyo en la promoción de buenos hábitos de asistencia es vital y muy apreciado.

Además, le doy una calurosa bienvenida a visitar y ser voluntario durante todo el año escolar. Su presencia y participación en las actividades de nuestra escuela marcan una diferencia significativa y enriquecen la experiencia educativa de nuestros campeones. Esperamos verlo en nuestras aulas, eventos y otras oportunidades de voluntariado.

Una vez más, gracias por ser una parte integral de nuestra familia de Conley Hills. Espero con ansias los increíbles logros que se avecinan y estoy emocionado de presenciar el notable crecimiento de nuestros campeones.

Con extrema gratitud y grandes expectativas,

Dr. Bates

Orgullosa directora

En Conley Hills, nuestros CACHORROS son CAMPEONES que son

Curioso, único, valiente e inteligente

Capaz Trabajador Ambicioso Motivado Persistente Exitoso

A

ATTENDANCE

Student attendance is very important and valued here at Conley Hills Elementary School. We encourage students to come to school every day. House Bill 1190, (Section 10-Minimum Number of Unexcused Absences-20-2-690.1) states an accumulation of five or more days of unexcused absences is a violation of the law, a misdemeanor, and violations make you subject to the following:

- Fine not less than \$25.00 and not greater than \$100.00.
- Imprisonment not to exceed 30 days.
- Community service or any combination of such penalties is at the discretion of the court.
- Each day of absence from school that is in violation of this law constitutes a separate offense.
- If a student has accumulated five (5) unexcused absences, the School Social Worker (SSW) has the authority to file a truancy petition with the Fulton County Juvenile Court.

School hours for students are 7:10 a.m. – 2:20 p.m. If a student arrives to school after 7:40 a.m., the parent must park their car in a visitor's parking space and accompany the student into the building, sign-in at the front desk, and obtain a tardy slip from the front office secretary. Since our instructional day begins at 7:40 a.m., parents are not allowed to walk the students to class after 7:35 a.m. Parents are discouraged from wearing head bonnets, pajamas, and house shoes in the building when walking students in. Failure to appear in appropriate attire will result in the parent not being allowed to enter the building. Faculty and staff supervision of students begins at 7:10 a.m. Students may not arrive prior to this time. All students being driven to school by their parents must be dropped off in the car-rider line. If a parent escorts a student in he/she must exit the building no later than 7:35 a.m. When students report to school, they have the option to go directly to the cafeteria to eat breakfast, which is free of charge, or go directly to their class.

Students who check-in at the front desk after 11:00 a.m. or leave before 11:00 a.m. are considered absent for the day. Parents must notify the clinic and their child's teacher if their child has a contagious disease or an extended illness. The Fulton Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, and special recognized holidays observed by their faith. Students with contagious diseases or illnesses should be kept at home. When the student returns to school, the student must have a doctor's note.

Although our school day ends at 2:20 p.m., we understand at times parents will need to check-out their child early. Students may be checked out early by a parent, legal guardian or person listed as a contact if and only if it is absolutely necessary. The adults listed on the student's enrollment records are the only adults that will be allowed to check the student out from school. A photo I.D. is required when checking students out early. Students being checked out will be called to the front office by the front office secretary. Students may not be released to their parents directly from the classroom. If a parent needs to check-out a student early, it must take place before 2:00 p.m. We will not allow students to be checked-out after 2:00 p.m. unless it is deemed as an emergency. An administrator will make the final decision, and the parent is required to sign a template, documenting the day and time the student was checked out after 2:00 p.m. Early check outs are monitored by administrators, for the purpose of protecting instructional time.

When students are absent, parents are required to submit a written note or documentation for every day their child is absent from school. The written note or documentation must be submitted to the child's teacher

or data clerk within three days of each absence. Students who have missed ten days of school or more in a school year will be required to provide additional verification, including doctors' statements. Student attendance is monitored by the student's teacher, administrators and the school social worker. Students with 10 consecutive absences will be withdrawn and require current proof of residency for re-enrollment. Families are afforded 5 Remote Learning Days if requested prior to an extended leave. Remote Learning Days may be used for travel, contagious illness, or at the discretion of the school administration.

AWARDS DAY CEREMONIES

We celebrate our student's academic and social accomplishments throughout the school year in various ways. Student accomplishments are featured on our television broadcast, announced on the intercom by administrators and personally complimented by their teachers and members of the administrative team. In addition, we will have an annual awards day ceremony for each grade level at the end of the school year. All ceremonies are student-centered and very well planned by the teachers for each grade level. The Principal's Honor Roll recognition is given to every student who has earned an "A" average as their final 1st and 2nd semester grades in all subjects. The A / B Honor Roll recognition is given to students who have earned an "A" or "B" average or as their final 1st and 2nd semester grades in all subjects. Attendance awards are given to students who have attended school 95% of the school year. **Siblings enrolled at Conley Hills Elementary School are not allowed to attend each other's awards day ceremonies.** Siblings must remain in their classrooms and attend their own awards day ceremony. Parents are not allowed to check out a sibling to attend their sibling's awards day ceremony.

B

BIRTHDAY CELEBRATIONS:

Birthday parties are not allowed during the instructional day. Students' birthdays will be recognized each month during PBIS celebrations. Students will have their names announced and receive a small birthday token. In compliance with our Fulton County Board of Education Wellness Plan, individual student birthday celebrations and/or parties are not permitted or celebrated at school. Invitations to birthday parties can be distributed at school if ALL students will receive an invitation and the process does not interfere with the instructional day. Due to health concerns for students with allergies (both known and unknown), as well as to follow School Nutrition Guidelines, parents are not allowed to bring unpackaged or opened foods to celebrate their child's birthday. Likewise, balloons, party favors, gifts, and pinned money are a distraction and will not be permitted. In addition, the nutritional staff will love to celebrate our students. Parents can go to <https://nutrition.fultonschools.org/CafeTakeout> to learn more about Smart Celebrations & Smart Snacks.

BREAKFAST AND LUNCH

When students arrive at school, they can go directly to the cafeteria to pick up breakfast. PK-2 will remain in the cafeteria and students in grades 3-5 will eat in the auditorium. Breakfast is free of charge for all students. Parents are not allowed to send students to school with breakfast items. Parents and students are not allowed to bring food from outside vendors into the cafeteria. Students will transition to their classrooms at 7:35 am to prepare for instruction which begins at 7:40 am.

CAFETERIA RULES

We always walk in the cafeteria.

We use our inside voices in the cafeteria.

We use the restroom before coming to lunch.

We get everything we need before leaving the lunch line.

We respect others at all times.

We raise our hands if we need help.

We remain seated until we are dismissed by an adult.

Conley Hills Elementary School participates in the school lunch and breakfast programs. Parents must send cash or a money order when paying for additional snack options for students. Parents can also pay online at www.MyPaymentPlus.com. Free meals are available for ALL students this school year. Additional free and reduced applications may be picked up in the cafeteria, or parents can apply online at www.fultonschoollunchap.com. In the event we are no longer a 100% free lunch school, if a student qualified for free or reduced lunch the previous year, the parent is responsible for paying for their child's lunch until the current lunch application has been approved, granting a free or reduced status for the current school year. Also, each child is provided with an application at the beginning of the school year. If a child forgets his/her lunch, he/she will be able to receive a school lunch for free. Charging for snacks is discouraged. A maximum of three charges will be allowed. If charges have not been paid after three charges have occurred, the student will be given an alternate meal for lunch until the charges have been paid. The cafeteria manager will provide students with a note or letter, which should be sent home to the parent, informing the parent of the student's account balance when money is needed for a student's account. No charges will be permitted in the last two weeks of school. Students are allowed to purchase one snack/treat as they go through the lunch line.

If a student has a special diet or is allergic to certain food items, it must be reported to the clinic assistant and the cafeteria manager immediately. There is a process the Fulton County requires all schools to follow before granting the request for special diets. For students who are not allowed to drink milk for dietary reasons, the students will receive a cup of water at the same time they receive their lunch and/or breakfast.

If a student brings his or her lunch to school, the parent must remember employees are not allowed to warm lunch items in the microwave for the student.

FRESH FRUIT and VEGETABLE PROGRAM

In September, our students will begin taking part in the fresh fruit and vegetable program. They will be introduced to a new fruit or vegetable each week from our district's farm to table partners.

When we have special lunch events for parents to eat lunch with their child, the parent must follow the following guidelines:

1. Park in a visitor's parking space or the parking lot. Refrain from parking in the fire lane.
2. Remember siblings, family members and other children are not allowed to accompany the parent to the cafeteria when the parent is coming to have lunch with their child.
3. Parents must dress appropriately.
4. Report to the front desk/or designated area and inform the front office secretary to sign in.
5. Provide the front office secretary with the proper ID.

6. Obtain and wear a visitor's badge.
7. Report to the cafeteria, wearing the visitor's badge. Refrain from going any other places in the building, other than the location selected when signing in at the front desk.

Parents are not allowed to eat lunch in the building with students on regular lunch days.

***Prices are subject to change, per School Board approval**

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. Any complaint of bullying will be promptly investigated. The school system prohibits retaliatory behavior against any reporter of bullying and or any participant in the reporting process. If you suspect that your child is being bullied or harassed, the following steps should be followed:

- 1) Report the incident to the classroom teacher.
- 2) The teacher will make a referral to the school counselor.
- 3) The counselor will investigate the situation and meet with all students allegedly involved. If further action is needed, the assistant principal and/or principal will be notified.

Please reference the Fulton County Discipline Handbook for more information.

BUS SAFETY

Students must get on and off the bus at their designated stop and ride their assigned bus. Riding the bus is a privilege contingent upon proper and courteous behavior. For the safety of all students on the bus, children whose behavior negatively affects their safety, or the safety of others will be handled by the bus driver and referred to the assistant principal. Students may be subjected to disciplinary actions when bus safety rules are violated. These may include a verbal warning, an assigned seat, suspension from the bus for a period of time, and/or the loss of bus privileges for the remainder of the semester/year.

The following rules must be followed on the bus:

- 1) Students must behave appropriately on the bus as well as at the bus stop. They must follow the directions of the bus driver at all times, the first time they are given.
- 2) Students are expected to display respectful behavior to each other and to the driver at all times. Bullying, teasing, horseplay, play fighting, name-calling, etc. will not be tolerated.
- 3) Students must sit in their assigned seat and/or section of the bus.
- 4) Students may not eat or drink on the bus.
- 5) Students must remain in their seats, facing forward while the bus is in motion. Hands and feet are to be kept out of the aisle and inside the windows.
- 6) Glass objects, radios, balloons, and electronic equipment are not permitted on the bus.
- 7) Large instruments or anything that cannot be held in the lap of a student are not permitted on the bus.

BUS CHANGES

Students must get on and off the bus at their own stop only. If it is necessary to change buses due to a long-term childcare situation, permission must be granted by the South Fulton Transportation Department and our assistant principal. Parents must send a written request to the assistant principal, prior to the change being made.

C

CAR RIDERS

Conley Hills Elementary School maintains a busy car rider line. Parents are encouraged to let their children ride the school bus if the student qualifies for Fulton County bus services. If a parent chooses to drive their child to school or pick up their child up after school, we ask that the parent please adhere to the following:

- 1) Students may not be dropped off before 7:10 a.m. Our faculty and staff members arrive for their morning duty at 7:10 a.m. each morning. Therefore, students may not arrive for school until after 7:10 a.m.
- 2) All students arriving to school between the hours of 7:10 a.m. – 7:39 a.m. must be dropped off in the car rider line in the front of the school, where employees are on duty to receive them. Parents are encouraged to drop their children off before 7:35 a.m., so this will allow the student time to report to their classroom before 7:40 a.m.
- 3) If a parent would like their child to take advantage of the free, nutritional breakfast provided for all students, the parent must make sure the student is here at school by 7:35, early enough to eat breakfast and report to class before 7:40 a.m.
- 4) Parents dropping their children off at school are required to follow the designated traffic patterns. Parents must drive slowly through the car rider line. Cars should form a single line in front of the doors to the school building. For the safety of our students and staff, parents should not attempt to bypass cars in front of them.
- 5) Students may not be dropped off in the parking lot, because they are not permitted to cross through the parking lot without a staff member accompanying them.
- 6) The car rider line closes promptly at 7:40 a.m. For students arriving to school after 7:40 a.m., which includes the student sitting in their parents' car in the car rider line, they are considered tardy. The parent must park their car in a visitor parking space, escort their child into the building and sign their child in, and obtain a tardy slip. For safety reasons, parents must refrain from parking their car in the fire lane along the curb. The Fulton County Police Department may issue a ticket and/or tow the car. Staff members will record the license plate number of any vehicle not following these guidelines. The information will be reported to the Fulton County School Police Department.
- 7) We will begin dismissing students at 2:20 p.m. each day. All students must be picked up by 2:45 p.m. If a parent consistently picks up their child after 2:45 p.m. an administrator will contact the parent to discuss expectations for picking their child up on time. If it continues to be a concern, the school's social worker will be contacted to help resolve the matter.
- 8) All parents picking up students in the afternoon must have a Conley Hills car rider decal with their assigned car rider number written on it. Parents can obtain a car rider number during Open House. If a parent needs a car rider number after the school year begins, the parent can see any front office secretary to obtain a car rider number.
- 9) During dismissal staff members will escort students to their parent's car.

CELLULAR PHONES OR OTHER PERSONAL ELECTRONIC COMMUNICATION DEVICES

A student shall not use, display, or turn on cellular telephone or other personal electronic communication device on school property. No such devices may be used at any time on school system operated vehicles, or during an emergency drill or evacuation. These limits on the use of personal communication devices do not apply to students whose special needs require the use of such a device to enhance speech or hearing. Students who are

found with such devices in the "on" position, in use, or displayed except as permitted above, shall have the device confiscated.

CHAIN OF COMMAND

If parents have a concern, the parent must follow the proper chain of command summarized below.

- 1st Contact the employee regarding the concern.
- 2nd If the matter is still not resolved, contact the assistant principal.
- 3rd If the matter is still not resolved, contact the principal.

Concern	1st Contact	2nd Contact	3rd Contact
Curriculum	Teacher	CST/Coach	Assistant Principal
Discipline	Teacher	Assistant Principal	Principal
Volunteering	Teacher	Parent Liaison	CST
Bus	Bus Driver	Assistant Principal	Principal
Cafeteria	Cafeteria Manager	Assistant Principal	Principal
Records	Data Clerk	Assistant Principal	Principal
Homework	Teacher	CST/Coach	Assistant Principal
Classroom Concerns	Teacher	Assistant Principal	Principal
Medical	Teacher	Clinic Assistant	Assistant Principal
Transportation Changes	Teacher	Front Office Secretary	Assistant Principal

CHECKING STUDENTS OUT EARLY

If a parent needs their child to leave school before the school day officially ends, the parent must report to the front desk. Upon arrival, the parent must request an early check out for the student. Parents or guardians must provide the proper photo ID. No student will be released from class after 1:45 p.m., unless it's an emergency, which will only be approved by the principal or assistant principal. This procedure is necessary for security reasons and minimizes interruptions to instruction. The only adults that can check a student out of school are those adults listed as the student's emergency contacts.

If a parent is in the building serving as a volunteer, and the parent wishes to check their child out early, the parent must report to the front office to request an early check out. The front office secretary will call into the teacher's classroom and ask the teacher to send the student to the front office. Teachers will not release the student until the student is called to the front office. If a parent develops a habit of checking a student out early several times, an administrator reserves the right to deny the parent the right to continue checking the student out early.

CLINIC INFORMATION

Employees of Conley Hills Elementary School care about the health and well-being of all of our students. We ask parents to please keep the school informed about allergies, diseases, or other medical conditions your child may be exposed to. The clinic must have a written record of your child's condition and specific instructions for their care. Students perform better in school when they are healthy. If a student is experiencing or has experienced a fever, the parent should not send the student to school unless they have been "fever free" for 24 hours. A parent or guardian will be called to pick up a student if he/she has vomited, has a fever, or has diarrhea during school hours. If a student requires daily medication, he/she must come to the clinic to have it dispensed. Written permission is required for the clinic aide to administer any kind of medication. Prescription medication









requires an authorization form signed by the doctor to be on file in the clinic. Over-the-counter medications require written authorization from the parent/legal guardian to be on file in the clinic. These required forms are available in the front office and in the clinic. All signed forms may be faxed directly to the office at (470) 254-8175.

CONDUCT EXPECTATIONS FOR STUDENTS

Here at Conley Hills Elementary School, the learning environment must be established and maintained by the entire Conley Hills family: students, faculty, parents, and community members. We expect all Conley Hills family members to:

- C** Choose Responsibly
- U** Use Good Manners
- B** Be Safe
- S** Show Respect

We reward appropriate behavior consistently. When inappropriate behavior occurs, students will be assigned a consequence, and a parent will be notified. Please see the CUBS Matrix below:

							
Choose Responsibly	<p>I will: Have all materials ready</p> <p>Complete all assigned work on time and stay on task</p>	<p>I will: Walk directly to my destination</p> <p>Hold onto my materials</p>	<p>I will: Stay in my place in line</p> <p>Keep my feet under the table</p>	<p>I will: Line up when the teacher calls me</p> <p>Enter and exit the building quickly and quietly</p>	<p>I will: Notify adults of any problems</p> <p>Use restrooms at the appropriate times</p>	<p>I will: Take care of myself</p> <p>Report any problems to adults</p>	<p>I will: Visit only approved websites and apps</p> <p>Use my own device and password</p> <p>Report any damage to my teacher</p>
Use Good Manners	<p>I will: Think before I speak</p> <p>Face the speaker</p>	<p>I will: Hold the door open for others</p> <p>Give silent greetings</p>	<p>I will: Keep my area clean</p> <p>Be polite to the lunch staff</p>	<p>I will: Keep the playground clean</p> <p>Invite others to play</p> <p>Walk away from trouble</p>	<p>I will: Keep the bathrooms clean</p> <p>Wait patiently for my turn</p>	<p>I will: Treat other the way in which I want to be treated</p>	<p>I will: Follow instructions</p> <p>Use the features appropriately</p>
Be Safe	<p>I will: Keep hands, feet, and objects to myself</p> <p>Use materials and equipment appropriately</p>	<p>I will: Walk on the correct side of the hall while staying in line</p> <p>Keep hands and feet to myself</p>	<p>I will: Walk to and from the lunch line</p> <p>Stay in my seat until dismissed</p> <p>Eat my own food</p>	<p>I will: Play in approved areas</p> <p>Use the equipment properly</p>	<p>I will: Use the bathroom for its intended purpose</p> <p>Use soap, water, and paper towels appropriately</p>	<p>I will: Stay seated at all times</p> <p>Sit facing forward</p>	<p>I will: Use the device appropriately</p> <p>Close the device when carrying it</p> <p>Carry the device with both hands</p>
Show Respect	<p>I will: Follow the teacher's rules and directions</p> <p>Use kind words</p>	<p>I will: Use the appropriate voice level</p>	<p>I will: Use good table manners while eating</p>	<p>I will: Keep my hands and feet to myself and solve conflict peacefully</p>	<p>I will: Respect others' privacy</p>	<p>I will: Listen to the bus driver</p> <p>Use appropriate language</p>	<p>I will: Respect other people's perspective</p>

CONDUCT EXPECTATIONS FOR PARENTS, GUARDIANS, & VISITING ADULTS

We ask all parents, guardians, and visiting adults to always remember to adhere to the expectations outlined in this handbook, as well as all Fulton County policies and procedures. The principal and assistant principal expect all employees to treat students and parents with respect. The same is expected of our parents. Being disrespectful and/or rude to our employees in person and/or on the telephone will not be tolerated. All

infractions will be dealt with by administrators and/or the school's Fulton County police officer. Also, parents are not allowed to enter school buses, engage in confrontations at the bus stop, smoke or drink at the bus stop, or engage in disciplinary conversations with children. All issues should be addressed through the school. We strive to provide a warm and nurturing learning environment for our students. Therefore, we appreciate the cooperation of everyone involved in the lives of our students. We also ask parents to be mindful of their attire when visiting the school. Parents should wear appropriate shirts, appropriate length pants and skirts, and refrain from wearing pajamas, housecoats, house shoes, bonnets and head scarfs in the building.

Georgia Code: O.C.G.A. 20-1-1181

Disrupting Public School:

It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

CONTACT INFORMATION

It is important for us to be able to contact you. Please keep your address, home and work phone numbers, and emergency contacts updated at all times. If any of your contact information changes, please send it to our data clerk and your child's teacher. If there is an emergency that involves your child, we depend on using the contact information that was provided to us. If we are unable to contact the parents, we will immediately notify the emergency contact person listed for the student. If we're not able to contact anyone on the emergency contact list, we seek the assistance of the school's social worker. If you are out of town, the school must be notified in writing (teacher and data clerk) of who will be responsible for your child during the absence. Our data clerk can be reached at 470-254-8170.

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:

1. Read and sign your child's communication folder weekly. Every child is provided one communication folder, free of charge. If the folder needs to be replaced, the parent must contact the school's bookkeeper or teacher to pay \$5.00 for a replacement.
2. Read ClassDojo. It is updated regularly with information school related information from Conley Hills.
3. Read the monthly parent newsletter. This publication includes a message from the principal, current information about the school, important dates, school activities, and curriculum information.
4. 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.
5. Messages regarding changes in transportation should not be sent via email.
6. 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.
7. 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 once a week during their planning period, which varies for each grade level, or at another mutually agreed upon time.

8. 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.

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the *ESSA* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your child's teacher(s). The following information may be requested:

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

If you wish to request information concerning your child's teacher's qualifications, please contact the principal.

D

DELIVERIES FOR STUDENTS AT SCHOOL

We will not interrupt classes for student messages or deliveries. If a parent brings an item to school, such as a lunch box, lunch money or notebook, the parent must leave the item(s) at the front desk. If a parent brings flowers, balloons, fast food or non-educational items, the items will not be delivered. An employee will take approved item(s) to the student's classroom and give the item(s) to the student. Any non-approved item will be returned to the parent. Students are encouraged to remember to bring necessary items with them to school.

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 safe and nurturing learning environment that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others. Certain forms of misconduct and disobedience of school rules and board policy by students make it necessary for disciplinary action to be taken. The misbehavior may occur at school, on the way to and from school, or at school-sponsored activities. Disciplinary action is intended to show the student how he/she has ownership of the problem, to help the student formulate ways to prevent the problem from recurring and to inform parents of misconduct.

The administration may use a variety of local school interventions including, but not limited to the following: student conferences, parent conferences, time-out for the student with the teacher, counselor, or administrator, out of school suspension (OSS), school transfer, long term suspension or expulsion.

Consequence ranges on the Elementary School Student Responsibility Cycle cover general infractions. However, responsibility cycles can't cover all possible examples for violating the listed offenses; therefore, the school administration retains the option to impose either a less or more severe consequence if warranted by individual

circumstances. Offenses not covered by the Student Responsibility Cycle are handled by the school administration as provided in policy, procedures, school rules, or federal, state, and local laws.

In addition to our CUBS matrix, each classroom teacher is required to set up a discipline program within the classroom which supports the CUBS philosophy and the Conley Hills Elementary School Discipline Cycle. Georgia law requires school officials to report incidents of weapons being brought to school to law enforcement officials. Students who bring weapons to school may be subject to arrest. To avoid any possibility of unintentional violations, do not allow your child to bring any item that resembles a weapon or may qualify as a weapon. This includes items such as steak knives, pocketknives, mock weapon replicas or toys. Students do not have permission to bring these items to school at any time, not even as part of a school assignment, show and tell, or for use as a cutting instrument for food. Special permission with strict procedures may be granted by the principal for bringing certain items. If you have any questions regarding weapons, please contact an administrator for further clarification.

DRESS CODE

While we cannot mandate uniforms, we highly encourage our students to wear uniforms. The uniforms consist of the following colors:

- Tops: yellow-gold, white, red, or navy
- Bottom: khaki, blue, or black

Students will earn PBIS points when they arrive wearing uniforms.

If you are experiencing financial difficulties and need help getting uniforms, please contact our school social worker, Ms. Pena, at penaj2@fultonschools.org. She is happy to help you!

Administrators reserve the right to determine whether a student's attire is within the limits of decency and modesty or distracts from the learning environment or the operation of school. (Policy 6.310)

- Clothing must fit correctly. Pants, shorts, and skirts must be worn at the waist. Sagging pants will not be permitted. Pants with holes above the knee or frayed edges are not acceptable during school. Pants may not drag the floor.
- Young men can't 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 worn at all times. Students are not allowed to wear flip-flops, slippers, slides, or high-heeled shoes for safety reasons. Sandals and Crocs must have straps that can fit fully around the ankles.
- Only lightweight jackets or sweaters may be worn in the classroom.
- Earrings (male or female) may only be worn if smaller than the size of a pencil eraser.
- 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 will call the parent.

E

EMERGENCY EVACUATION & SCHOOL CLOSING

In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and television stations. Parents should listen to WSB radio 750 AM or television for information. Please do not contact or come to the school. School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Conley Hills Elementary School has developed a detailed emergency evacuation plan which will be reviewed, updated, and practiced on an annual basis. Evacuation drills are rehearsed and practiced throughout the school year. This plan will be followed should any emergency occur during the school day.

EXCEPTIONAL CHILDREN'S SERVICES

Exceptional children's services are provided for eligible students on a resource basis and within modified self-contained classes. Referrals for these programs may be initiated by the teachers or parents subsequent to the Student Support Team (SST) process. Children placed in these programs must meet state criteria as outlined in their Individualized Education Program (IEP). All program placements are based on a referral process, individual evaluation, and parent consent. The following programs are provided:

- Autism Self-Contained Classes: These students use an adapted curriculum aligned to state standards, and teachers enrich it with rigor as appropriate. These students require Individual supports (such as visual schedules and positive behavior checklists) to support them as needed. Most or all students participate in GAA 2.0. with accommodations provided as indicated in the IEP.
- Interrelated Resource (IRR) Classes – available to students who show a significant discrepancy between expected performance and actual achievement according to state guidelines. These students utilize the general curriculum and receive classroom and testing modifications and accommodations based on their IEP.
- Speech/Language Therapy – available to students who demonstrate disorders in articulation, fluency, language, or voice according to state guidelines.
- Talented and Gifted – available to students who are intellectually gifted and meet Fulton County and state guidelines.

F

FEEDER SCHOOLS

We are proud to have Paul. D. West Middle School and Tri-Cities High School as our feeder schools.

FIELD TRIPS

Field trips are planned to supplement and enrich the total instructional program. In an effort to ensure student safety, transportation is provided by Fulton County school buses. A donation is requested to pay for the field trips. In the event that we are unable to raise adequate funding for the field trip, the trip may be cancelled due

to lack of funding. Every child must have written permission from a parent or guardian before he/she can attend a field trip. No verbal permissions will be accepted from parents. Any student who receives a discipline referral within thirty (30) days prior to a field trip, which results in out of school suspension, will not be permitted to attend the upcoming field trip. **Refunds for field trip fees will not be issued to students who lose the privilege of attending the trip.**

Parents of currently enrolled students may be permitted to attend field trips for the purpose of assisting with chaperoning students if the teacher requests additional chaperones. It may be necessary for chaperones to pay for the cost of the field trip. Chaperones must ride the school bus with the students and teachers. Siblings, other family members, and students not enrolled at our school are not permitted to attend the field trip. For overnight trips, parent chaperones must first undergo a background check through the school system. Parent chaperones should not be alone with an individual student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances. Chaperone must complete the FCS volunteer process prior to being accepted as a chaperone. <https://www.fultonschools.org/community/become-a-volunteer>

G **GRADING**

Report cards are available in Infinite Campus at the end of each nine-week quarter. Progress reports are available every 4.5 weeks via Infinite Campus. The grading scale for elementary students is as follows:

Kindergarten	First Grade	Second-Fifth Grade
Satisfactory = S 75%-100% Rubric Grade = 2	Satisfactory = S 75%-100% Rubric Grade = 2	Excellent = A 90-100%
Needs Development = N 26%-74% Rubric Grade = 1	Needs Development = N 26%-74% Rubric Grade = 1	Good = B 80-89%
Unsatisfactory = U 0-25% Rubric Grade = 0	Unsatisfactory = U 0-25% Rubric Grade = 0	Average = C 70-79%
Not Graded = NG	Not Graded = NG	Below Average = F 69% and Below

Grades for effort, social skills, work/study habits, and general conduct are recorded as:

S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

Grading Weights for Grades K-5

Category	Weight
Major	55%
Minor	45%
Practice	10%

GRADE PLACEMENT/GRADES

Grade placements and classroom assignments will be determined by the assistant principal and the retention team. The assistant principal will approve all classroom assignments. The principal will approve all grade placements.

GUIDANCE and COUNSELING

Our guidance counselor provides individual or small group counseling to children, conducts classroom guidance lessons on a regular schedule, and works with school personnel to foster a positive learning environment for children. She also assists parents in understanding children and developing positive attitudes, techniques, and strategies essential for constructive child rearing and assists parents and children in obtaining special school and community services.

H

HEALTHY KIDS, SMART KIDS THROUGH NUTRITION AND EXERCISE = STRONG 4 LIFE

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 alternate rewards in our classrooms and provide items with the lowest or minimum sugar on our breakfast menu and lunch menu, but still maintain a balanced, nutritionally sound diet. If packing a home breakfast or lunch for your child, please remember that we are a "Sugar-Free Zone" school. Please do not send soft drinks, fruit drinks with processed sugar, candy, cookies, ice cream, cupcakes, cake, hot fries, hot Cheetos, gum and/or sugary snacks in your child's home lunches, his/her snacks or for the two Fulton County School System authorized parties. Please note that if the student brings these types of items to school, they will be held until the parent picks them up from the classroom teacher or the front office. We encourage parents to substitute healthier eating items such as fruits, chips, vegetables, granola bars, animal crackers and/or 100% fruit juice. Thanks for supporting the health and academic performance of our children.

<http://www.strong4life.com/en>

HOMEWORK

Homework is a necessary part of each student's educational program and can account for up to no more than 10% of the grade for each subject. The purpose of homework is to reinforce skills taught in the classroom, increase academic success, develop student responsibility, and provide opportunity for parent involvement. Teachers will assign homework Monday through Thursday and will inform parents of expectations for homework. On occasions, teachers will assign homework on Friday. Homework assignments will be meaningful practice work that directly ties to standards, elements, and concepts taught. Please contact your child's teacher if you have any questions regarding homework. It is the student's responsibility to know what the homework assignment is, write all homework assignments down in the agenda book, and complete all homework assignments on time.

Homework should not exceed the following general guidelines; however, adjustments can be made based on each individual student's needs:

- | | |
|---|-------------------------|
| ● Kindergarten and 1 st grades | 10 – 20 minutes per day |
| ● 2 nd grade | 20 – 30 minutes per day |
| ● 3 rd grade | 30 – 40 minutes per day |
| ● 4 th grade | 40 – 50 minutes per day |
| ● 5 th grade | 50 – 60 minutes per day |

If a student is absent due to illness, requests for homework must be received in the office by 9:00 a.m. Work can be picked up at the end of the day or sent home with another student. Make-up work must be provided for all students with excused absences. Students are permitted 2 days per day absent to complete and turn in all make up assignments.

I

INSTRUCTIONAL PROGRAM

Conley Hills Elementary School is organized to include Pre-K – 5th grade. The curriculum includes the following: English/Language Arts, Reading, Mathematics, Social Studies, Science, Units of Inquiry, Health, Chorus (grades 4 & 5), Talented and Gifted, Early Intervention Program (EIP), Special Education, General Music, PE, Spanish and Art. Instruction is enhanced by the availability of computers to assist students in each of the major subject areas, field trips to provide relief connections to the curriculum, and guest speakers sharing authentic experiences. The curriculum emphasis is a hands-on, manipulative, continuous achievement approach. Teachers instruct students in sequential steps called skill levels. The emphasis is on active participation in learning. Advanced placement classes are offered at grades K-5 for students who meet eligibility requirements. We also have co-taught inclusion classes, as well as co-taught EIP classes. We try to vary our models and frameworks for teaching to meet the needs of all of our students.

INTERNET PROTECTION

Internet access is available at Conley Hills Elementary school in support of the instructional program. The Fulton County School System complies with the Children’s Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for your child. Websites are permitted or denied upon review of the school Media Committee. Acceptable use of the Internet is established in Board Policy / Procedure IFBGA, Electronic Network Access.

L

LOST AND FOUND

All lost and found items are housed on the lost and found rack near the cafeteria. Please help us get things back to students by putting names on all students’ jackets, coats, sweaters, lunchboxes, and backpacks.

M

MEDIA CENTER

The media center is a very important resource at Conley Hills Elementary School. The media center operates on an open library concept with flexible scheduling. The media center is equipped with a carefully selected collection of books, magazines, kits, videos, audio books, and computer software. A certified media specialist and media paraprofessional work with children individually, in small groups, or with whole classes to assist and instruct students. Throughout the school year, the media center coordinates activities such as the book fair, reading incentives, plays, storytellers, author visits and other events to promote reading. Students may check out two books at a time for two weeks. Book check out is available from 8:20 a.m. – 2:10 p.m. daily. In addition,

parents are welcome to visit the media center throughout the day. Students are free to come to the media center before and after school and at times designated by their teacher during the school day. Students are expected to pay for books that are lost or damaged beyond repair. The media center welcomes volunteers throughout the day. There are many volunteer opportunities available, and parents are encouraged to stop by to help for a few minutes or a few hours.

N

NEWSLETTERS

Parents can expect to receive *The Champion Update Newsletter*, our school's personalized and electronic newsletter, the first Sunday of each month through *School Messenger and ClassDojo*.

Distribution dates are listed below.

- September
- October
- November
- December
- January
- February
- March
- April
- May

P

PARENT OBSERVATIONS

At Conley Hills Elementary School, we strive to provide the best education possible for all students. Parent observations are allowed, starting the first week in September. When a parent is observing, it is not the time to conference with the child's teacher. Parents should schedule an observation with the CST or teacher prior to. The CST and classroom teacher will determine observation schedule based on master schedule and/or parents request for the observation. The teacher or CST will inform the front office staff of scheduled observations. When a parent arrives for a scheduled observation, the front office staff member will inform the CST of the parent's arrival. The parent is required to follow the Visitors procedures before going to a class. During a scheduled observation parent(s) should:

- Provide the front office staff with the proper id.
- Sign-in and wear a visitor's badge.
- Report to their child's classroom with a member of the Instructional Support Team or parent liaison and refrain from interacting with students or the teacher during your observation, as instructional time is valuable and must not be interrupted.
- Maintain confidentiality regarding the performance of individual students in the classroom.

A thirty-minute time limit is placed on all observations. At the end of that the thirty minutes, the parent must leave the classroom and sign-out in the front office. Parents are allowed one thirty-minute classroom observation per week, unless otherwise approved by the principal or assistant principal.

PARENT RESOURCE CENTER

We are proud to have a Parent Resource Center for our parents to utilize. Parents are encouraged to contact the Parent Liaison to check out instructional materials to use at home to support your child's education. Computers are also available for parents to use.

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.

R

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 delivered to the school office for processing. Only the enrolling parent may request withdrawal records for the student. Records/transcripts will be mailed via U.S. mail and not hand-delivered by the parent. Records for recommendation status from teachers will be mailed from this school to the requesting institution.

REGISTRATION

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

- An official copy of the student's birth certificate (with seal)
- A Georgia Certificate of Eye, Ear, and Dental Screening
- A Georgia Certificate of Immunization (including Hepatitis B for students born after January 1, 1992; and Varicelle vaccine or proof of immunity for students new to a Georgia school (beginning Fall 2000))
- 2 approved proofs of residency and in some cases, proof of guardianship
- Affidavit of Residency (grade 2)
- Valid photo ID from the parent and/or guardian

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

S

SCHOOL GOVERNANCE COUNCIL (SGC)

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

We are committed to providing a safe and secure learning environment for your child. Please be prepared to show a photo I.D. when checking out a student. This is for your child's protection and for school security. All peripheral entrance doors are locked at 7:40 a.m. for safety reasons. You should enter the building through the doors in the front office. As required by Georgia State law, all parents, visitors, and guests must check-in and sign-in at the front office. You must sign-in and wear a visitor's badge when you are in the building. Visitors without a visitor's badge will be asked to return to the office to obtain one. After the instructional day begins, parents are not permitted to take items, such as homework, lunches, glasses, etc., to classrooms.

SNACKS

Some classes are scheduled for a late lunch and may be allowed to bring a snack to school. Chewing gum, candy, soda, sunflower seeds, and large bags of chips are not permitted on school property or on the school bus and should not be packed for snack or for lunch.

SOCIAL WORKER

Our social worker is available for our students to assist with situations that may involve the home (i.e., attendance, tardiness, personal needs, and family concerns). Employees of Conley Hills Elementary School take seriously their responsibility to consider the safety of all of our students both during and after school. Child Protective Services assists with these efforts by establishing the following guidelines for the amount of time and ages children may be left unsupervised or supervised by a child under 18 years of age.

- Children eight years and under should never be left alone.
- Children between the ages of nine and twelve may be left alone for brief periods of time (less than two hours when the child is determined to be mature by parent/caretaker.
- Children ages thirteen and older may be left alone and may perform the role of babysitter as authorized by the parent/caretaker. It is advisable to limit this time to twelve hours or less and only when the child is determined mature by the parent/caretaker. It is also suggested that those children over the age of thirteen caring for others should have participated in a course on babysitting.
- Older children with special conditions or disabilities should not be left home alone. It is further suggested that all children should know:
 - the family emergency plan (fire escapes, 911, etc.)
 - how to demonstrate the emergency plan
 - where the parent's phone numbers are for work and home, their home address, and how to give directions to emergency personnel
 - support systems in place in case a parent cannot be reached. (Relatives or available neighbors)
 - whom to contact if there are language or cultural factors affecting the situation

ZONE 2

All schools in the Fulton County School System are listed in Zones. Our school is within Zone 2.

4025 Flat Shoals Road
Union City, GA 30291
Phone: 470-254-0931

Fax: 470-254-4946

- **Dr. Jason Stamper, Zone Superintendent**

STUDENT PLACEMENT

The school makes every effort to ensure student placement in a class where he/she will receive a quality education. The number of boys and girls, the total number of students, test results, and Language Arts and Math level determine placements. Any concerns regarding student placement should be directed to the principal in writing. Parent input is always welcome in matching the needs of students with specific kind of teachers. 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.

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.

T

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 sign in. Students arriving after 11:00 a.m. are considered absent for the day and will not be allowed to remain at school. Students who ride a Fulton County school bus to school are not considered tardy if their bus arrives to school late. Excessive tardiness of three or more per month will result in a letter of Notification of Excessive Tardiness from the school. **Continued tardiness will result in a referral to the school social worker.**

TECHNOLOGY

Students are not permitted to bring personal devices to school (computers, iPads, tablets, etc.) Cell phones that are brought to school cannot be made visible or be used during the instructional day (7:40 AM-2:20 PM). If a student is caught using a cellular device during the school day, it is subject to being confiscated and disciplinary action will be taken. The school cannot and will not be held liable for any damages to personal electronic devices

when broken, stolen, or used in violation of the code of conduct.

Students in grades 3-5 receive FCS issued devices. Students found in violation of the FCS Code of Conduct when using the device will lose the privilege of a school issued computer. Student devices will remain at the school; however, the devices will be assigned to individual students. A student should not share his/her device with classmates as the student is responsible for the assigned device. There is a charge of \$250 for lost or damaged school issued devices.

TELEPHONE CALLS

Teachers may not send students to use the front office telephone. Students are unable to call home, except in cases of extreme emergency. If a medical emergency arises, the teacher will send the student to the clinic. The Clinician will make the phone call. Any concern that warrants a phone call; the teacher should email the parent or notify the front office.

Students will not be allowed to phone home for books, homework, signed papers, communication folders, field trip permission forms, etc. Our goal is to assist our children in the development of responsibility. Teachers are unable to accept phone calls during instructional time. Parents may call and leave a message for teacher with the front office secretary. Teachers will check for messages at the end of the day. Please be aware that it may be late afternoon before your message is picked up. Teachers are required to return telephone calls within 48 hours.

TESTING

Testing is an integral part of our educational system in helping us assess and meet students' needs. The tests are in accordance with the State of Georgia Testing Program. The following standardized tests are administered to the students during the year:

- Measures of Academic Progress (MAP)
- Georgia Milestones Assessment (GMAS)
- Georgia Milestones Assessment (GMAS) Retest
- GKIDS Assessment for kindergarten students / Ongoing all year
- Universal Screeners and Benchmark assessments are administered throughout the year

TESTING - Parents of 3rd and 5th Grade Students

As required by Georgia law, no 3rd grade student or 5th grade student will be promoted to the next grade level if the student does not meet grade level expectations on the Georgia Milestones Assessment (GMA) in reading for 3rd grade students, reading and math for 5th grade students, as well as meet promotion standards and criteria established by the local board of education for the school that the student attends.

TEXTBOOKS

Textbooks are provided for all students. Students are expected to take care of all books and return them undamaged at the end of the year or before he/she withdraws from school. If a textbook is lost or damaged, a fee will be charged. Teachers will conduct textbook checks throughout the school year. Parents will be notified if their child has a lost textbook. Report cards will be held for unpaid fees.

All students will be assigned an FCS device to use during the school day. Students are responsible for the device assigned to them. No student will receive a device until the parent acknowledgement of damage fees is signed and returned to the school. Damaged devices are \$250. If the device is damaged and the damage fee has not been paid, the student will not receive a replacement device.

TOYS AND GAMES

There will be many opportunities throughout the school year for you and your child to share special things that relate to units of study. Please contact your child's teacher if you have special things to share with the class. Do not send one of a kind or irreplaceable items to school with your child. Please do not allow your child to bring toys, electronic gadgets, or games from home. The school and staff cannot be responsible if these items are lost or stolen. If a child brings a toy to school that is unsolicited, the child will be told to put the toy away, take it home at the end of the day, and do not bring it back to school. If the toy is brought back, the teacher or teacher assistant will take the toy away from the child and call the parent to pick up the toy.

TRANSPORTATION CHANGES

All requests by parents for changes for a child's regular method of transportation home must be submitted to the child's teacher by 9:00 a.m. Parents can write their transportation change in the student's VIP folder or on a separate note to the teacher. Unless the school is notified in writing, students will be sent home in the normal manner. In the event of a teacher's absence or computer problems, emailed transportation notes and notes written in a student's agenda book are not recommended. In cases of emergency, contact the front office secretary and the information will be relayed to the student and teacher before the end of the day. Please do not fax or email transportation requests without calling the front office and notifying the secretary. Changes in transportation may be faxed to 470-254-8175, and the parent must call the school to state the fax was sent. Parents must provide a copy of their driver's license with the fax.

V

VISITORS TO THE BUILDING

We have visitor parking spaces for anyone who is coming to visit our school, and they are conveniently located in the front of the building. We ask our visitors to refrain from parking in the fire lane or any other space that is not a valid parking space. For the protection of our students, all visitors are required to sign-in at the front office, provide a photo ID, complete or have a Fulton County Volunteer Form on file and wear a visitor's badge at all times. All visitors must enter through the main office entrance. Visitors are not allowed to deviate from or visit areas of the building other than the destination the visitor signed in for. For example, if a visitor signed in to visit the media center, the visitor can't go any other place in the building other than the media center. If a visitor would like to visit multiple destinations, the visitor must return to the front desk to sign-out and sign back in, obtaining a new visitor's badge, listing the new destination. Visitors must follow these guidelines when visiting our school:

1. Park in a visitor's parking space or the parking lot. Refrain from parking in the fire lane.
2. Report to the front office and inform the front office secretary of their purpose for visiting the building.
3. Provide the front office secretary with the proper ID.
4. Sign-in. Obtain and wear a visitor's badge.
5. Report to the desired location, wearing the visitor's badge. Refrain from going any other places in the building, other than the location selected when signing in at the front desk.

VOLUNTEERS

Parents and community members are encouraged to help and support our school. Many volunteer

opportunities are available for our parents. Here are a few ways and places parents can support our Cubs by volunteering:

Car Rider Line Monitor	Media Center	Classroom Support
Community Outreach Events	School Events	Room Parent
Instructional Support	Mobile Dentist Day	Cafeteria Monitor
Picture Day		

If a parent or community member wants to volunteer, he or she must contact our parent liaison or their child’s teacher to schedule a day and time to volunteer. All volunteers are required to complete the Fulton County volunteer process before they can volunteer (<https://www.fultonschools.org/community/become-a-volunteer>). This includes employee family members as well. If the parent wants to volunteer in the classroom, the parent must contact their child’s teacher. Below are guidelines that we must ensure that volunteers follow:

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

Remember volunteers cannot:

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

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

W

WALKERS

Students who walk to school should arrive at school after 7:10 a.m., when the school has the appropriate personnel available to supervise students. Please advise your children to follow the sidewalks, obey safety rules, and promptly enter or leave the school grounds. Students should enter and exit the building through the front

entrance of the building only and follow the directives of faculty and staff members on duty. No loitering is permitted, and no student should return to school grounds after hours without adult supervision.

WITHDRAWAL PROCEDURES

If a parent needs to withdraw their child from Conley Hills Elementary School, the parent must contact the school's data clerk. Please allow 24 hours for all withdrawal requests to be processed. All library books and textbooks, as well as school issued technology must be returned to school and, if the books are not returned to the school before the student is withdrawn, the cost of the book(s) must be paid. If the student has cafeteria charges on his or her account, the charges must also be paid. A copy of the school records can be given to the parent(s) or forwarded to the new school upon their request.

At Conley Hills, our **CUBS** are **Champs** who are
Curious ★ *Unique* ★ *Brave* ★ and *Smart* ★

Capable

Hardworking

Ambitious

Motivated

Persistent

Successful