

MEDLOCK BRIDGE ELEMENTARY SCHOOL

Matthew Vance, Principal

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**PARENT, VOLUNTEER AND STUDENT HANDBOOK
&
RESOURCE GUIDE
2024-2025**

“Our mission is to educate and inspire all students to be lifelong learners.”

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ARRIVAL/DISMISSAL PROCEDURES

BUS TRANSPORTATION (BACK OF SCHOOL ONLY)

Bus information is distributed at Sneak Preview and in information packets at the beginning of school. Parents should give the teacher their child’s bus number and carpool number. The ***Here Comes the Bus*** Mobile App can assist with daily bus information and it is recommended that parents download and use this app daily.



CONDUCT

Proper bus conduct is expected for the safety and comfort of all. Students are subject to disciplinary procedures when bus safety rules are violated. This may include suspension from the bus and/or school. (See "Discipline.") Students shall not throw any item inside, around, or out of a school bus whether or not the bus is in motion. Students may be charged with a higher-level infraction if throwing items in a bus that is in motion. If any item thrown or set in motion by a student makes contact with another individual or their property additional rule violations may apply. Violations may apply and student referrals will be written and communicated with the school and parents.

BUS TAGS

Students are issued bus tags with the bus color and animal name to help students, teachers, and parents make sure students are boarding the correct bus daily. A sign is usually located on the exterior of each bus near the door to board the bus. Bus numbers are provided and can be seen on the side and back of the bus.

BUS STOPS

Students must get on and off only at their designated bus stops. **STUDENTS MAY NOT RIDE BUSES OTHER THAN THEIR OWN OR GET ON/OFF AT OTHER STOPS.** For transportation changes involving more than one day, please call Fulton County Schools Transportation Department at 470-254-2287 for approval.

CAR TRANSPORTATION (FRONT OF SCHOOL ONLY)

- Carpool begins at 7:10 a.m. and is finished at 7:40 a.m. **Children are not permitted to enter the building before 7:10 a.m.** They must remain in their parent's care until that time. Staff will not be available to supervise students entering the building after 7:40 a.m. and students MAY NOT walk in by themselves. Therefore, if you arrive after the bell rings at 7:40 a.m., you will need to park your car and walk in with your child to sign in.
- Parents must have carpool number displayed prominently in the car window for afternoon dismissal.
- If you do not have your carpool sign, you will need to park your car in the upper parking lot and come inside the building to show identification to the front office staff for verification.
- Ask for assistance from a staff member if your child needs help entering or exiting the vehicle. **Do not exit your vehicle at any time while in the carpool line.**
- For your child's safety, as much as possible, s/he should enter and exit the car from the passenger side of the car.
- For the safety of all, parents are to follow traffic pattern and staff directions.
- Parents are to form a single line in the loading/unloading area to avoid students from running between cars.
- We ask that parents refrain from using a cell phone during carpool.
- In the afternoon, if you are late picking up your child, you must park your car in the upper parking lot and come into the front office to pick up your child. Please bring your ID.
- **Parking in the fire lane is prohibited at all times. You must remain in your car.**

- Please drive slowly at all times and watch carefully for pedestrians.

DAY CARE

Day Care pick up is at 2:20 PM in the designated area just beyond the car riders' line. The following day care vans may pick up at Medlock Bridge Elementary School. Please contact the MBES Front Office for updates on active Day Care providers.

Day Care Providers Currently Serving our Students 2024-2025 – TO BE UPDATED

The Children's Courtyard	770-418-1882
Discovery Point (#3)	70-623-3090
Goddard School	770-754-4796
Hope HASA	678-677-0939
June Flowers	678-862-7728
Kiddie Academy	770-864-5455
Kids R Kids/ Johns Creek	770-476-3877
Kids R Kids/ Morton Road	770-751-3900
Peachtree Park Prep	770-497-6680
Prim Rose @ Johns Creek	770-476-9024
Song Moo Doo	678-205-5545
TG Academy	678-691-0110
Prime Time (YMCA)	770-664-1220 – Ed Isackson YMCA
Tutor Shop	404-610-1531

DISMISSAL

DISMISSAL BELLS

2:20 PM First Bell: Day Care riders, walkers, single run buses and first load of double run buses

2:25 PM Second Bell: Car riders

2:35 PM Third Bell: Prime Time, after school programs, and students that ride buses that return for a second load of students

EARLY DISMISSAL

The school day ends at 2:20 p.m. Please avoid early checkout as teachers use the last class minutes to assist with organization, review homework assignments and clarify information; however, **if your child must be checked out**

early, it must be done before 2:00 p.m. After 2:00 students will be sent using normal dismissal procedures so as not to interfere with the school-wide dismissal process.

All check-out changes must be in writing. You may find our [Dismissal Change Form](#) on our website or you can send a note with your child in the morning or drop off the note during the day **before 1:30. No changes will be accepted through email, text, phone call, or voice mail.** This is for the safety of our students.

Please do not call the front office and ask for your child to be waiting in the front office, this request cannot be accommodated.

Any student leaving before the regular dismissal time must be signed out through the office by the custodial parent. If the custodial parent would like to authorize someone other than themselves to check their child out early, please contact the front office for procedures. **Always be prepared to show your driver's license when checking out students.**

Students will not be released to a parent from the classroom. All students must be checked out from the front office.

WALKERS

At 2:20 p.m., walkers will be dismissed to their parents. Parents are to wait in the vestibule. Students who are 2nd graders or younger must have a parent present to walk them home. Students in 3rd through 5th grade may walk home without a parent given prior written approval from the parent. A staff member will release students once it is verified that their parents are present. Parents arriving long before 2:20 p.m. should wait on the benches by the flagpole and then report to the vestibule for pick up time.

ATTENDANCE

In order for students in Fulton County Schools to learn and achieve, it is critical that they attend and engage in the learning process. Student absences, whether excused or unexcused, impact a child's ability to succeed in school. To improve student attendance, students need to feel valued, engaged, and safe. Please see [FCS District website](#) for detail about attendance matters including some frequently asked questions in Spanish, Korean, and Chinese.

A tiered approach will be utilized to maximize student attendance in school which promotes the organization of academic, behavioral, and health supports and interventions to meet all students based on their individual needs. See Policy [JB Attendance](#) for further detail.

[FCS Policy](#) takes a proactive stance about student attendance and provides a tiered framework for identifying supports to improve student attendance.

WHAT DOES THIS MEAN FOR PARENTS/GUARDIANS?

Parents/Guardians will be notified based on all absences regardless of whether a student is excused or unexcused. Preventive strategies and interventions will be put in place to encourage all students to engage in learning.

HOW IS ATTENDANCE DETERMINED FOR STUDENTS?

Elementary School students' attendance is taken within the first hour of the instructional day to record who is physically present. Students must be present for half of the instructional day to be marked present for the day.

HOW DOES MY CHILD GET ATTENDANCE CREDIT FOR PARTICIPATING REMOTELY?

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

- Click [HERE](#) to access the Remote Participation Request form.
- To be marked present, required work must be submitted within 2 days of absence.
- Students may not use a remote learning day on a test day.
- Parent/guardian or student must notify teacher in advance to the start of the instructional day to utilize the participation benchmark rule.
- Schools will make their best effort to provide instruction given early notice.
- Students working remotely may not access the network internationally.

WHAT DO I DO IF I THINK MY CHILD IS GOING TO BE ABSENT?

Notes/emails explaining why a child is absent should be given as soon as possible to the school either before an absence or within 5 days of the absence. Certain absences can be pre-approved by the Principal and/or Assistant Principal.

- Click [HERE](#) to access the Pre-approved absence request form. Submit to the front office for approval five days in advance of the absence to allow for processing.
- Click [HERE](#) to access the Absence Note parents may use to document absences with all required information. The following information should be included in the email/note.
 - Student Name
 - Student FCS ID Number (lunch number)
 - Parent/Guardian Name
 - Parent/Guardian email and phone number
 - Date of absence(s)
 - Reason for the absence

If a student must be absent for more than 10 consecutive days, he or she must be withdrawn and may reenroll when he or she is able to return to school.

WHEN WILL ADDITIONAL DOCUMENTATION BE REQUIRED?

- After 3 consecutive ill absences, a doctor's note will be required.
- After 10 late arrivals or early checkouts documentation will be required.
- Preapproval of absences due to family events or other reasons must be sent 5 days in advance.

- Any student who accumulates 7 or more days for any reason (This excludes days accumulated during an Assigned Remote designation).

WHAT ABSENCES ARE EXCUSED?

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

WHEN WILL A PARENT/GUARDIAN BE NOTIFIED ABOUT ABSENCES?

- Parents will be notified daily if a child is marked absent through the school messenger system
- Three unexcused absences in a row without notification from parents
- Five total unexcused absences
- Seven total absences (excused and unexcused)
- Ten late arrivals or early checkouts

HOW CAN I MONITOR MY CHILD'S ATTENDANCE?

Parents/Guardians can monitor their child's attendance using Infinite Campus

HOW DOES MY CHILD MAKE UP ANY MISSED WORK?

Students should make every effort to complete any missing work in a timely manner. Students must complete any make-up work at least ten (10) school days prior to the end of the grading period. It is the student's and/or parent's/guardian's responsibility to contact the teacher about any missing work. If the work is satisfactory, no matter if the absence was excused or unexcused, full credit should be given.

WHEN MIGHT A SOCIAL WORKER CONTACT A PARENT OR GUARDIAN ABOUT MY CHILD'S ATTENDANCE?

- Students who do not attend the first two days of school

- Missing 3 days in a row or more days of school without documentation
- Any student who has missed 10% or more of the school year at any given time
- 15 or more late arrivals or early checkouts
- Excessive attendance record and little improvement in attendance

Adapted from Fulton County's updated Attendance FAQ. Click [HERE](#) to view.

BILL OF RIGHTS

It is important for you to understand your rights as well as those of the other stakeholders within Fulton County Schools. Fulton County has published a [Fulton County Schools Bill of Rights](#). Please take some time to familiarize yourself with this important document.

BIRTHDAY CELEBRATIONS

INVITATIONS

Invitations to birthday parties must be distributed outside of school to protect the feelings of all children, unless you send an invitation for every student in the class. Students' birthdays are recognized daily on the morning announcements.

BIRTHDAY TREATS/SNACKS

Parents may provide a special snack (store bought and **labeled with ingredients**) to recognize their child's birthday in the classroom. **You must coordinate this with the teacher at least 24 hours in advance. We encourage you to take advantage of the cafeteria's birthday snack service. Click [HERE](#) for more details. Snacks should be brought to the front office by 10:30 a.m. Teachers will pick up their snack at their convenience.** All items must be easy to hand out to students (do not require cutting). You may only send ONE special snack. No juice boxes please. Some parents choose to send some extra money to buy ice cream or special snack from the cafeteria rather than sending something bought elsewhere. **Goodie bags, party favors, balloons, and other gifts may not be given to students at school and will be sent home with the birthday student.**

BUSINESS PARTNERSHIPS

Business Partnership is a mutually supportive relationship between a business and MBES. Medlock Bridge Elementary is proud to maintain numerous long-term relationships with businesses in the Johns Creek area as well as support new businesses each school year. Our business partnership supports our school by providing breakfast and lunch for the staff, coffee and pastries for in school events, support at STEM night, coupons cards for report cards and monetary donations for the PTO to use on various needs at the school.

If you have an idea about how you, your business or a community group or organization could partner with MBES to meet our strategic goals, please contact our PTO President Candace Hanaan and/or Vice President of Sponsorship Terri Bryant.

CAFETERIA INFORMATION

EXPECTATIONS

STUDENTS WILL...

- Remain silent in the hallway, while entering and exiting the cafeteria, and while waiting to be served.
- Talk in quiet voices to those next to them and/or in front of them.
- Not leave the table during lunch, except in an emergency or if given permission to leave.
- Clean the surrounding area (table/floor) and push their chair in prior to leaving the table.
- Keep their hands/feet to themselves and walk in a line.
- Use appropriate table manners.
- Not swap or share food.

Students not following the above expectations will be subject to a Cafeteria Conduct Report/Referral.

SCHOOL MEAL PROGRAM

The school participates in the school lunch and breakfast programs. Please click [HERE](#) for the most current information from FCS Nutrition. The prices are as follows:

Student lunch: \$2.60 Student breakfast: \$1.20

Adult lunch: \$4.75 Adult breakfast \$2.75

Extra milk, fruit, or vegetable: \$ 0.75

Snacks range from \$0.25 to \$3.75

Medlock Bridge utilizes a prepaid debit card lunch program. Parents may prepay for meals or food/beverage items up to one full school year. You can visit **MyPaymentsPlus** to make prepayments to your students account at www.mypaymentsplus.com. Parents may also prevent their child from purchasing certain items. Please see the cafeteria manager for more information. The cafeteria menu is on our website. Our cafeteria manager is happy to serve and work with you and your child. You may reach the manager at 470-254-2987.

If your child forgets his/her lunch, you may deliver it to the front office by 10:40 a.m. Students who forget their lunch or lunch money may request a charge and then pay the manager the next school day. Charging for lunch is discouraged. A maximum of three charges will be allowed. (No charging will be allowed during the last two weeks of school.)

Free and reduced meals are available for students whose families qualify financially. Click [HERE](#) to apply. Parents will complete one application per household identifying all students who attend a Fulton County School. For further information, please contact our school cafeteria manager.

Fast food is not permitted to be dropped for student pick up. We strongly discourage lunch visitors from bringing in fast food for your child. We are not able to accept UBER Deliveries at all.

FULTON COUNTY SCHOOLS
SCHOOL NUTRITION
Only Cafes
WHERE STUDENTS COME FIRST

**APPLY FOR FREE & REDUCED
MEAL BENEFITS ONLINE!**
IT'S QUICK & EASY!



To get started, scan the QR Code or visit
www.fulton.schoollunchapp.com

Online applications available July 24th
Paper applications available all school cafes.

   @FCSNutrition
Visit fcsnutrition.com for menus & more info!
This institution is an equal opportunity provider.



Peace of mind at your fingertips

myPayments
plus

Benefits of MyPaymentsPlus include:
-Online prepayments using credit or debit card
- View student account balances anytime, from anywhere
- See what your student is purchasing in the cafe
- Set up alerts so you know when the balance is low
- Make payments to your student's account, online or with the MyPaymentsPlus mobile app
-Available 24/7
-Quick, easy and secure

Visit www.mypaymentsplus.com to sign up & get started!



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HEALTH CLINIC

We have clinic assistants (not registered nurses) staffing the clinic. Your child may be sent to the clinic for treatment of minor injuries or illness. If your child is not able to be treated in the clinic, or has a potential contagious illness, you will be contacted and required to pick up your child within the hour.

In the event of a serious accident or illness while at school, emergency services (911) will be called. Every attempt will be made to contact you should such an emergency occur. If we cannot reach you, we will contact the people you have chosen to list as your emergency contacts in Infinite Campus.

ATTENDANCE GUIDELINES

Your child should stay home from school if he or she displays the following symptoms:

- fever of 100.4 or higher (**must be fever free without medication for 24 hours before returning to school**)
- vomiting
- diarrhea
- frequent cough
- persistent pain (earache, stomachache, headache)
- conjunctivitis (pink eye)
- untreated head lice

These problems should be discussed with your child's physician to determine whether or not an office visit is necessary. **If any of the symptoms listed above develop during the school day, you will be contacted and required to pick your child up immediately.**

If your child develops a communicable disease at any time during the school year, please notify the clinic.

The single, most effective thing you can do as a parent to keep your child healthy during the school year is to promote and encourage frequent hand washing and good hygiene practices.

CHRONIC ILLNESS

If your child has a medical condition/chronic illness (asthma, seizures, diabetes, or a life-threatening allergy), or requires assistance for any medical procedure, please notify the clinic so we can develop an appropriate health care plan. This will allow us to provide the care your child needs during school hours. Please be advised that any information you provide will be treated **in a confidential manner**.

EMERGENCY INFORMATION

It is very important to keep us informed of any changes or additions to your contact phone numbers (home, work, and/or cellular). Also, please let us know of any additions or deletions to your emergency contact list.

Current and accurate information will enable us to reach you at all times. These can be updated on your Infinite Campus Parent portal. Click [HERE](#) for more information.

MEDICATION

If medication is needed while your child is at school, it may be dispensed in the clinic if proper authorization forms are on file in the clinic. All prescription medication requires a signature by your health care provider. All medication (prescription and over the counter) must be in its original container from the store or pharmacy. For prescription medication, the information printed on the pharmacy label and authorization form must match. We cannot alter dosages of medications without the health care practitioner's written approval. Click [HERE](#) for documents and further information.

The school clinic will not supply any medication (prescription or non-prescription). This includes, for example, antibiotic ointment (Neosporin/Bacitracin), hydrocortisone or any other anti-itch cream, diphenhydramine (Benadryl), ibuprofen (Motrin/Advil), acetaminophen (Tylenol), cough drops or antacids (Tums/Mylanta). If your child requires the use of any medication, please refer to the [FCS Student Health Services](#) website for the most current information and authorization forms.

If you have any additional questions or concerns, please contact:

Sarah Roberts RN, BSN
Cluster Nurse, Student Health Services
(404) 625-6170
Robertss12@fultonschools.org

Lynne P. Meadows, R.N., MS
Coordinator, Student Health Services
(470) 254-2178

CONFERENCES

Parent-teacher conferences are an integral part of reporting student progress. Our reporting system emphasizes a close relationship between home and school. With parents as school partners, conferences are scheduled to

share information and plan a more effective education program to meet the needs of the student. You may at any time contact your child's teacher to schedule a conference. A parent-teacher conference is scheduled for the first semester of the school year and additional conferences may be scheduled as necessary.

COUNSELING

Guidance services are available to every student in the school. Medlock Bridge has one counselor. Counseling services include assistance with education planning, occupational information, study skills, school and/or social concerns. Our counselor provides guidance lessons to each K – 5 classroom. In addition, our counselor provides staff training as well as short-term individual and small group counseling. Our counselor is Julie Falk and can be reached at falkj@fultonschools.org

CURRICULUM SUPPORT TEACHER (CST)

The CST is an expert teacher who assists other teachers in organizing and implementing the curriculum. The CST participates in district-wide activities such as curriculum development and administers the screening and evaluation of students to ensure appropriate placement. Our Curriculum Support Teacher is Patty Neumeister and she can be reached at neumeisterp@fultonschools.org.

DISCIPLINE

PHILOSOPHY

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

The education of Fulton County students involves parents, teachers, administrators, and the students themselves. All parents are encouraged to become familiar with the discipline guidelines and consequences for violations. These guidelines are drawn from [Section JD](#), "Student Discipline" of the Fulton County Board of Education Board Policy, and are components of the [Fulton County Student Code of Conduct](#). A copy of this manual is provided to each parent and student at the beginning of the school year. For any further questions, please refer to this manual.

Please see Addendum **How to: Parent & Student Code of Conduct Receipt Acknowledgement** on page 32 of this Handbook for instructions on how to sign that you have received the Student Code of Conduct.

MUSTANGS R.O.C.K.!

To promote a positive school climate for students and staff at Medlock Bridge Elementary, we have established a school wide positive behavior plan entitled *Mustangs R.O.C.K.* Mustangs are *Respectful; On task; Concerned citizens* and *Kind*. The purpose of this plan is to help students make appropriate choices, accept responsibility

for their behaviors, show care and compassion for their community and understand that their behaviors have consequences for themselves and others.

PBIS stands for Positive Behavior Interventions & Supports. It seeks to reduce or eliminate poor behavior schoolwide through the encouragement of positive behaviors. PBIS decreases office discipline referrals, increases instructional time, and improves student achievement. This intentional focus on positive reinforcement is creating and maintaining a positive school climate for the students and teachers.

Now, how does PBIS Rewards help with that?

PBIS Rewards is a digital platform that allows our staff members to recognize any student, anywhere for meeting behavior expectations. These behavior expectations are defined by the school then communicated and taught. So, when your student displays the behavior that is expected, they are recognized for it. The points earned through that recognition may be used to purchase items from the school's PBIS store.

How does that benefit you, the parent or guardian?

As a parent or guardian, you can monitor your student's progress and stay engaged with the PBIS Rewards Family App! Download it for free on Google Play, the App Store, or Amazon Apps. Adding your student is simple. You'll receive an email or letter with a QR code from your school. Open the PBIS Rewards Family App and scan this QR code. If you have multiple students using PBIS Rewards at their school, you will be able to add each one separately. Once your student is added to your PBIS Rewards Family App, you will be able to see how many points they have earned, which teacher rewarded them, and how they're spending their points. The App also has a convenient way to respond to messages sent by your student's teachers. Plus, if the school is using our Advanced Referral System, you will be able to see if your student receives any discipline referrals. PBIS Rewards is helping your student's school create a positive climate in which every student can learn and grow academically, socially, and emotionally. The PBIS Rewards Family App is a great tool for you to stay connected and engaged with the PBIS initiative. If you need more information, contact Andrea Yenrick or Erin Amideo.

Please use this [link](#) to learn more and get connected.

Please click below to take a few minutes to enjoy and subscribe to our [PBIS Pod for Kids](#) and the [PBIS Pod for Parents](#).



It is the policy of the Fulton County Board of Education not to discriminate on the basis of sex in its educational programs, activities or employment as required by Title IX of the 1972 Education Amendments. As a student of the Fulton County Board of Education, you are protected from sexual discrimination in the following areas:

- Admission to most schools
- Physical Education
- Access to enrollment in courses
- Competitive Athletics
- Access to and use of school facilities
- Graduation requirements
- Counseling and guidance materials and practices
- Vocational Education
- School sponsored activities
- Student rules, regulations, benefits, and extracurricular activities
- Most other benefits or services
- Health Services

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance must be filed within ten school days of the alleged act by contacting the school principal, the local Title IX coordinator, who has a copy of the grievance procedure. Please contact Shannan Jones at Jonessm12@fultonschools.org for more information.

To view the Student, Parent, and Teacher Bills of Rights, Click [HERE](#).

DRESS CODE

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress, shoelessness, "short-short" clothing, bare midriffs, "tank tops", "see-through" clothing, or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

FIELD TRIPS

Field trips are planned to supplement and enrich units of study. No child will be denied permission to attend field trips due to an inability to pay. Each child must have written permission from a parent or legal guardian before going on a field trip.

FORGOTTEN ITEMS

The office **will not** interrupt classes to notify a student that an item has been delivered to the school. If a student should forget an item from home, you may drop that item off at the front office by 10:30 a.m. Their name, along with the teacher's name, will be written on a pink tag affixed to the item and stored on a table in the front vestibule or lobby table. An email will be sent to the teacher regarding the item. If a student has forgotten his/her homework, it may be dropped off at the front office where it will then be placed in the teacher's mailbox for pickup. Parents will not be permitted to bring the forgotten item to a classroom. After school has been dismissed for the day, students may not return to their classroom for any forgotten items.

GRADING PROCEDURES

Each student will receive a Progress Report at the end of each 4 and a half weeks. Report Cards will be sent home via the Infinite Campus Parent Portal every 9 weeks. At the end of each semester, a cumulative grade will be given. The grading scale for each grade is listed below. It is critical that every parent register for the Infinite Campus Parent Portal.

Kindergarten -2nd Grade

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

3rd – 5th Grade

A	90 and Above
B	80-89
C	70-79 (minimum passing score is 70)
F	Below 70
W/(1-100)	Withdrawn
P/F	Pass or Fail
NG	No grade
I	Incomplete
CR	Credit
NC	Non-Credit

An incomplete (INC) may be given to students who are absent for extended periods in order to provide them an opportunity to make up the work and grade changed to a numerical grade. No Grade (NG) may be given to students enrolled for fewer than 20 days.

GRADING CATEGORIES

Student grades will be defined as either Major (i.e. unit tests, reports, projects), Minor (i.e. quizzes, short-term projects), and practice (i.e. homework, classwork).

RECOVERY

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

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

All students will have one (1) opportunity each nine weeks to redo/retake one (1) major assignment/assessment.

- Eligibility for a redo/retake is for students who receive a 79 or below on a specific major assignment/assessment.
- Students are eligible to earn a replacement grade on a redo/retake no higher than 79. The highest grade a student may receive on a retake is a 79.
- Student redo/retakes must be completed before the next major assignment/assessment is given or five school days before the end of a marking period if there is not another major assignment/assessment given (exceptions can be made for students who have excused absences during this five-day window).

See [Fulton County Policy IHA Grading and Reporting System](#) and the [Elementary Grading Policy Overview](#) for more detail.

NON-ACADEMIC SKILLS

Non-Academic Skills- Feedback provided to students and/or parents/ guardians in areas beyond academic mastery. Non-academic skills will be reported in a separate section from academic performance. Feedback will be given to students and parents/guardians every 9 weeks on the progress report/report card for K-12 students.

Kindergarten-2nd Grade

- Self-Direction: The student follows directions and procedures, can work independently, and/or acts safely.
- Collaboration: The student is considerate of others, asks for help when needs it, and/or offers to help others.

- Problem Solving: The student can describe a problem, finds more than one way to solve a problem, and is aware that all actions have outcomes.
- Work Habits: The student follows directions, participates in class, and/or completes tasks or assignments.

3rd – 5th Grades

- Self-Direction: The student follows directions and procedures, works with focus, and/or resists distractions.
- Collaboration: The student works well with others, asks for help when needs it, and/or demonstrates appropriate social interactions.
- Problem Solving: The student can describe a problem, finds more than one way to solve a problem, and/or is aware that all actions have outcomes.
- Work Habits: The student is organized, participates in class, and/or stays on task.

Fulton County Schools will use the following key to report non-academic skills critical to student success.

- Consistently demonstrates
- Often demonstrates
- Sometimes demonstrates
- Rarely demonstrates

HOMEWORK

Each student will be expected to spend time on homework. Some assignments require planned study time at home for completion. Homework assignments reinforce skills taught in the classroom and give students an opportunity for additional skill practice, parent involvement, and responsibility opportunities. Please encourage your child to complete homework and assigned tasks. This may help to build a strong work ethic and acceptable work/study habits. (Students in grades 3-5 are issued planners.)

Assigned homework should fall between the parameters below:

- ❖ Kindergarten: 10 - 20 minutes per night
- ❖ First Grade: 10 - 20 minutes per night
- ❖ Second Grade: 20 - 30 minutes per night
- ❖ Third Grade: 30 - 40 minutes per night
- ❖ Fourth Grade: 40 - 50 minutes per night
- ❖ Fifth Grade: 50 – 60 minutes per night

In the event your child is absent, you can request homework from the teacher. **Contact the office by 10:00 a.m. to make a request.** This allows the teacher adequate time to organize needed materials. Materials may be sent home with another child, or you may pick them up at the end of the school day in the front office.

HOURS OF OPERATION

School hours are 7:40 a.m. to 2:20 p.m. If you enter the building after 7:10 a.m. you must sign in and wear a badge during your visit. You must provide your photo ID. At 7:40 a.m. all exterior doors will be locked. You may only gain entrance via the doors near the flagpole which is an access-controlled door.

INFINITE CAMPUS – CAMPUS PARENT

In efforts to integrate and support countywide technology enhancements, we have incorporated the parent/school communication component of the Fulton County CAMPUS PARENT. This communication tool allows parents/guardians access to students' assignments, grades, averages, attendance, and behavior records. To review grades, parents/guardians must use their personal Campus Parent username and password. Logins and passwords remain the same each year. If you do not have a username and password, please stop by the front office to receive necessary login information. A valid photo ID will be required to receive your login information. For more information about Campus Parent please visit [Fulton County Infinite Campus site](#).

INSTRUCTIONAL PROGRAM

CONTINUOUS ACHIEVEMENT

Fulton County utilizes Continuous Achievement in the Math and Language Arts Curriculum. Continuous Achievement contains the following components: carefully designed instruction, objectives identified for students, and a variety of materials and activities selected for instruction. A process for assessment and evaluation of student learning is provided.

ORGANIZATION

Medlock Bridge is organized into seven grades, Pre-Kindergarten through Fifth. The self-contained classroom organization may be modified to group for instruction and team teaching. The curriculum for the elementary school includes instruction in the following areas: Language Arts, Mathematics, Science, Social Studies, Health, Music, Physical Education, and Art.

STUDENT SUPPORT AND ENRICHMENT

The school offers an Early Intervention Program (EIP), Talented and Gifted Program (TAG), English to Speakers of Other Languages (ESOL) and Services for Exceptional Children (SEC). If you have questions about any of the programs, please schedule an appointment with the Curriculum Support Teacher.

INSTRUCTIONAL SUPPORT TEACHER

The Instructional Support Teacher (IST) oversees the Special Education Program for the local school. The IST will assist in Individual Education Plans (IEPs) as necessary, schedule students in courses to meet their accommodations, and otherwise support the Special Needs program. For more information, please contact Michaela Steele at SteeleM1@fultonschools.org

INSTRUCTIONAL TIME

Instructional time is highly valued at Medlock Bridge. Our instructional day begins at 7:10, when teachers are responsible for each child that enters their classrooms. To ensure that there are few disruptions to this valued

and limited time that we have with students, we ask that parents not interrupt the classroom by dropping by for an unplanned visit (See also Visitors to School section).

INTERNET

The Fulton County School District provides the use of computer facilities and Internet access for educational use only. In order for the students to use the Internet, parents must give their permission. Please review the following guidelines with your child and indicate your permission for your child to use the Internet, by **signing the Internet Permission Form in the beginning of school year packet**.

1. Use the computer, iPad and Internet only with your teacher's permission and for the purpose your teacher has requested.
2. Your school computer files are not private and your teacher or school technology specialist may see them at any time.
3. Respect copyright laws: Do not copy materials without permission. Be sure to tell where you found your information.
4. Do not give your password to anyone.
5. Do not enter information about yourself.
6. Do not enter chat rooms without your teacher's permission and do not agree to meet anyone.
7. Talk to your teacher about any messages that you receive that are not appropriate and make you feel uncomfortable.
8. Do not attempt to access profane, obscene, or any other inappropriate material. If you do so accidentally, notify your teacher right away.
9. Do not enter inappropriate or hurtful language into the computer.
10. Students will be disciplined according to the general disciplinary practices if they do not follow these guidelines or if they utilize the computers and Internet inappropriately.

Failure to follow these guidelines can violate the Official Code of Georgia, OCGA, Codes 16-9-90, 16-9-91, 16-9-92, 16-9-93, and 16-9-93.1 as well as United States Public Law 106-554, known as the Children's Internet Protection Act.

LUNCH VISITATION

Visitors will be welcomed into the building to eat lunch with students **Tuesdays, Wednesdays, Thursdays, and Fridays**. All visitors must sign in with a picture ID and must wear a visitor's badge throughout their visit.

The school will notify parents once parents are permitted to come eat lunch with their children. You may eat with your child in the designated area of the cafeteria. You may only eat with your child. Students are no longer permitted to select another student to eat along with them. Strollers are not allowed in the cafeteria.

Please remember to provide yourself with adequate time to check in at the front office upon arrival.

Visitors must bring a picture ID, sign in and wear a visitor's badge during their visit. At least one visitor must be listed in the student's approved contacts list in our system.

Please do not bring any type of special recognition items for your child while visiting for lunch such as balloons, treats, etc. We appreciate your understanding and cooperation.

Please refrain from distributing food to any student other than your own child.

Please refrain from taking pictures in the cafeteria to respect confidentiality of all students present in the cafeteria.

Visitors will meet students and leave student at the cafeteria. Visitors are not permitted to meet students at their classroom or walk students back to the classroom.

Visitors must check out of the building via the Raptor system when leaving.

We ask that parents do not come to eat with their child during the first few weeks of school while we are establishing routines and procedures. Lunch visits are also restricted during state testing windows that will be communicated year to year. We also cannot accommodate lunch visitors during the last week of school due to schedule changes and parties.

MEDIA CENTER

The Media Center, which is developed on an open library concept, is equipped with carefully selected books, videos, recordings, computers, and software. The Media Specialist is available to work with classes and individual students to teach research skills and the importance of media resources in education. All students are encouraged to take full advantage of the materials in the Media Center.

REGISTRATION

Parents or guardians of students who are NEW TO FULTON OR MOVING BACK TO FULTON SCHOOLS FROM OUT OF THE DISTRICT may begin the enrollment process by using our Online Registration system powered by Infinite Campus.

Parents/guardians may register for this school year 2024-2025 (starting school immediately) OR the next school year 2025-2026. For more information on registration please click [HERE](#).

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

- Georgia Certificate of Eye, Ear and Dental Screening (#3300)
- Georgia Certificate of Immunization (#3231)

- Proof of date of birth (A certified copy of a birth certificate, certified hospital issued birth record or birth certificate; Click [HERE](#) for other options)
- Residence verification. One utility bill (water or electric) and one of the following: Copy of home mortgage payment, Lease/Renters Agreement, Copy of Section 8 / HUD housing contract, Copy of home sale contract, Current HOA Bill/Statement
- Student's Social Security Card- Social security numbers are voluntary. Waivers are available in local schools. Applications for social security numbers are also available in local schools. A migrant number is acceptable.

SCHOOL GOVERNANCE COUNCIL

The School Governance Council (SGC) is the local school governing body that plays a pivotal role in exercising authority and autonomy at the school level. As direct representatives of our school community, the SGC identifies the opportunities to innovatively address the challenges and needs of our school. The SGC is composed of a mix of elected and appointed members: (3) parents/guardians elected by parents or guardians with children enrolled in the school; (2) teachers elected by school employees; (2) school-based staff, appointed by the principal; (2) community members nominated by the principal and confirmed by the SGC; and the principal who has no vote. Please check our school website to view the members of the SGC. Click [HERE](#) for more information.

SCHOOL PARTIES

Students will participate in two parties a year. These consist of the winter party (first semester) and the end-of-the-year party (second semester). No other parties will take place throughout the year. While we appreciate that parents and students may want to recognize their child's teachers for a special event (i.e., engagement, baby, etc.), these may not be celebrated as a "party" within the classroom as it is an interruption to instructional time. Students may recognize their teacher with a special snack to celebrate these types of occasions. **"Goodie bags," party favors, balloons and other gifts will not be distributed to students at school.**

SNACKS FOR STUDENTS

Students are encouraged to bring in a daily snack of a **healthy nature**. Snacks and food are not to be shared between students. Birthday snacks/treats are allowed if the parent provides one snack/treat per student. **We ask that parents bring in store-bought items and alert the teacher prior to the day so they may cross-reference for student food allergies.** If a class snack is brought in without a label listing the ingredients, it may not be distributed until the ingredients are confirmed in writing.

STUDENT INSURANCE

Group accident insurance is available for students through a private company approved by the Board of Education. Information and details of the plan are given to parents during the first week of school. You can also view additional information by clicking [HERE](#).

STUDENT RECORDS/TRANSCRIPT REQUESTS

The parent or legal guardian may examine the student's records and have the records explained. If needed, please contact the school to set up an appointment for record review. Principals, counselors, teachers, or other authorized personnel who have responsibility for supervising, instructing, or helping a student shall have access to that student's records.

Student record requests and/or applications for private schools should be made through the following link: <https://fultonga.scribborder.com/>. A student's educational records are confidential and may only be disclosed as allowed by the Family Educational Rights and Privacy Act of 1974 (FERPA) or with the written permission of the student's parent or legal guardian, or of the student (if over 18 years old). Student records are kept in accordance with the Georgia Records Act. If an evaluation is requested from the private school, then a form for Release of Confidential Information must be signed by the parent. **Records/transcripts will be mailed via U.S. Mail and not hand-delivered by parent.** Records for recommendation status from teachers will be mailed from this school to requesting institution.

STUDENT SUCCESS SKILLS

Student Success Skills are learning standards focused on social-emotional learning. **Rethink** is a district wide social-emotional curriculum that focuses on allowing students to learn academic and interpersonal skills to assist them as they navigate daily challenges and sets them up for college, career, and lifelong success.

TECHNOLOGY, TOYS, AND ELECTRONICS

CLASSLINK

Classlink is the primary platform that manages instructional apps for students. You can access the Classlink website [HERE](#). Username and password information for your student is below.

Username – This is the student's Fulton County Student ID. This is usually a ten-digit number that begins with a 20*****

Password- This is the students date of birth in this format: MMDDYYYY. Students are asked to change their password and parents should keep a record of this. Passwords should never be shared with others.

MS TEAMS

MS Teams is the primary program used for instruction during digital learning days. Students will have access through Classlink (above). They will receive training on how to access materials in MS Teams throughout the school year.

MICROSOFT OFFICE 365

Fulton County Schools provides all students with access to Office 365. Because of Fulton's enterprise agreement with Microsoft, all students K-12 may download and install Microsoft Office Pro Plus desktop applications on their home computers for FREE! Click [HERE](#) for more information.

DIGITAL LEARNING DAYS

Some days on the District Calendar may be designated as Digital Learning Days. On these days, students do not attend in person. They attend school through digital means, mainly Classlink and Microsoft Teams. Some assignments for these days will be digital while others will be on paper. Some instruction may be live/synchronous and others asynchronous. Digital Learning Days may be used to make up for school closings due to hazardous conditions or other unforeseen circumstances. Students are also able to elect to attend remotely up to 5 days per semester (see Participated Remotely under ATTENDANCE).

DIGITAL CITIZENSHIP

Fulton County Schools has embraced digital citizenship as an important part of educating today's students. Our district believes that preparing students to use technology safely and responsibly is an essential commitment as we leverage educational technology to personalize learning and boost student engagement. As a result of this belief, we teach all students tangible skills related to internet safety, protecting online reputations, personal privacy, managing online relationships, and respecting creative copyright.

ELECTRONICS

Personal communication devices are not allowed in elementary schools during school hours (including bus transportation). This includes personal cell phones, tablets, recording devices, and smart watches.

The use of cell phones and other PCDs for non-educational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. In addition, using a cell phone or other personal communication device to record a fight, battery, or any other inappropriate content and either sharing with others (e.g., airdrop, nearby share, ShareIT, etc.) and/or uploading the video to any other type of social media/web-based media is also strictly prohibited. Consequences for doing so may result in up to a 10 Day suspension and a referral for a discipline hearing with a recommendation for long term suspension.

Electronics such as laptops, iPods, iPads, cellular phones, smart watches etc. may be permitted only at the permission of the classroom teacher for instructional purposes only. If a student brings a toy/electronic device to school without permission, students will be advised to turn the device off and put it away in their backpack to bring home at end of day. If a student does not comply with this request, the item(s) will be collected by the

teacher and the parent will be contacted to pick it up. Students and parents are responsible for items brought to school.

TOYS

In an effort to keep interruption and distractions during instructional and non-instructional to a minimum, children are not permitted to bring toys to school or on a school bus unless directed to do so by the classroom teacher. This includes but is not limited to dolls, stuffed animals, and trading cards (Pokemon).

VISITORS TO THE SCHOOL

SIGN IN

Parents are welcome to visit their child's class once prearranged with the classroom teacher. **For the protection of the child, all parents and visitors must sign in at the office, present picture ID and obtain a visitor's badge.** All visitors must report directly to the office if they are in the building for any reason, including classroom visitations or reporting as a volunteer. Visits should be limited so instructional time will not be interrupted.

APPOINTMENT NECESSARY

You will need to make an appointment prior to all classroom visits. Contacting the teacher by email, note or telephone, at least one day in advance, is required. If it is not possible to contact the teacher before or after school hours, the office should be contacted by telephone to arrange for a visit. To ensure that there are few disruptions to this valued and limited time that we have with students, parents may not interrupt the classroom by dropping by for an unplanned visit. It is easy to think that you may "stop by" another classroom, perhaps when you are here for lunch with a sibling. However, this is disruptive to our students and our instruction. **We appreciate your support in contacting the teachers first so that a planned visitation/volunteer time may be established.**

PURPOSE

Classroom visits are not a time for teacher-parent conferences. Parents should not expect teachers to conference with them at these times. The regular school program must continue during such visits and parent visits should support all the students as well as the planned curriculum.

CHILD VISITORS

Students who are not enrolled at Medlock Bridge Elementary are not permitted to visit friends or relatives during the school day.

FIRST DAY OF SCHOOL

We have an abundance of support for all students on the first days of school. Parents of Pre-Kindergarten and Kindergarten students, as well as those of new students, may walk their child(ren) to class on the **first day** of school. After that, students will either walk to class on their own or be assisted by a staff member if needed.

CLASSROOM OBSERVATIONS

Classroom observations must be set up in advance. Observations are arranged for a maximum of one hour to limit the disruption to instructional time. Observations need to be coordinated with our Curriculum Support Teacher.

BOARD OF EDUCATION VISITORS

Per Board Policy KM, the School System will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare of students. Part of that concern is to assure that students and staff are not distracted from the task of learning by the presence of visitors on campus. For purposes of this policy, staff and Board members of Fulton County Schools are not considered visitors although they must sign-in at the school office and always wear visible school system identification while in a school.

LIMITATIONS ON WHO MAY VISIT

To ensure the safety and confidentiality of students, the System limits visitors to:

1. The parents/guardians of current students.
2. Other family members of current students who are approved by the student's parent/guardian.
3. Those persons invited by the System for official business, which may include outside service providers who currently provide private educational or therapy services to a student (See Policy ML, Professional Visitors and Observers).

PROVISIONS FOR ALL VISITORS

To minimize disruption to the instructional program, visits to classrooms or programs or requests to meet with specific personnel must comply with the following guidelines:

1. All visitors must sign-in at the school office and obtain written permission to visit any part of the school
2. Visits require notice at least 24 hours in advance.
3. Parents/guardians may observe for up to one hour during a classroom visitation, however, individuals who are invited by the System for official business may be granted extended time periods as necessary to perform their functions at the discretion of the System.
4. Classroom visitations are not a time for parent-teacher conferences and parents/guardians should not expect teachers to conference with them at these times.
5. The regular school program must continue during such visits so parents/guardians must refrain from engaging the attention of the teacher or students through conversation or other means.

ADDITIONAL GUIDELINES FOR OUTSIDE PROVIDERS

Upon request, the Principal or designee may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize

disruption to the instructional program, outside service providers must comply with the guidelines above for all visitors plus the following additional guidelines:

- Providers must be currently providing educational or therapy services to the student.
- Providers must present to the Principal or designee an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian.
- Providers must have the parent/guardian coordinate the observation date and time.
- Providers must limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation (the extension is at the discretion of the System).
- Providers must act in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

UNAUTHORIZED PERSONS ON CAMPUS

A student or employee may not have an unauthorized visitor. When an unauthorized person enters System property:

- School personnel shall warn the person(s) trespassing to leave facilities or properties. Any person(s) who refuse are subject to criminal prosecution under the laws of the State of Georgia.
- The presence or visitation of an unauthorized person(s) in and about System facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

DISRUPTION

O.C.G.A. § 20-2-1181 prohibits conduct which disrupts a school. O.C.G.A. § 20-2-1182 prohibits parents from upbraiding, insulting or abusing public school employees in the presence of pupils. Disruptive individuals may be immediately removed from campus and restrictions may be placed on their presence on school grounds in the future.

COURT ORDERS

Court orders may change these provisions and modify whether a person is permitted to be on school property at a particular time.

RECORDINGS

Recordings of students and staff are not permitted except in compliance with Operating Guideline IFBGD, Monitoring and Video Recording. Visitors who violate these Guidelines may have restrictions placed on their presence in schools.

VOLUNTEERS

The Board of Education supports a close relationship between the school and the public, recognizing that successful operation of our schools involves a shared responsibility on the part of parents, professional educators and lay citizens.

Per Board policy, local school principals are charged by the Board of Education with responsibility to develop programs which utilize the services of volunteers to support the school. As stated in Operating Guideline JGEB, all school personnel or volunteers who have contact with students shall receive training in the identification and reporting of child abuse and neglect with annual updates in the form of memoranda, directives or other written information. The volunteer training protocol is located on the school website.

TRAINING

Volunteers must adhere to the following procedures prior to volunteering:

- Register [HERE](#).
- Complete the mandatory online training.
- Complete the volunteer application.
- Wait for a confirmation email from Fulton County Schools.

SIGN-IN

Upon entry to the building, please report to the volunteer kiosk sign in, present your ID, and obtain your volunteer badge.

STUDENT SAFETY

On school property during the regular school day, volunteers and other non-System personnel should be observed at all times by appropriate System employees or be in an open area of the school building. When this is not possible, no less than two volunteers or non-System personnel must be present when a volunteer is engaged with an individual student.

After the school day, or during extra-curricular or school-sponsored activities, volunteers 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.

VOLUNTEER ABSENTEEISM

As a volunteer, the school depends on your service and dedication. If you must be absent, please leave a message in the office or notify the appropriate teacher or committee person who is expecting you. **As expected, confidentiality regarding students with whom you are working or who you have observed during your volunteer services is required.**

CHAPERONING

When acting as a chaperone on a field trip or school-sponsored activity, you will be responsible for a group of children. Per Board policy, parents of currently enrolled students may be approved to serve as chaperones by the principal. For overnight trips, parent chaperones must first undergo a background check through the school system. Costs for such background checks will be incorporated into the field trip budget. 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.

PARKING

Please do not park in the fire lanes or on adjacent neighborhood streets. If parking is not available on school premises, please park in the nearby shopping center lot.

RESTROOMS

There are adult restrooms located in the front office area.

STUDENT DISCIPLINE

Volunteers are not permitted to discipline the students. Please notify a teacher for assistance if you have concerns about student conduct or behavior.

SIBLINGS

Volunteers are not permitted to bring a sibling to school when performing duties at the school. This is especially important when working in the classroom in any capacity.

2024-2025 SCHOOL CALENDAR

2024-2025 School Calendar (Revised 12/14/23)

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Independence Day
29 Pre-Planning
30-31 Professional Development Day

Instructional Days – 0
Staff Days - 3

1-3 Winter Break
6 Teacher Workday
7 First Day of Second Semester
20 M.L. King Jr. Holiday

Instructional Days – 18
Staff Days - 19

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Pre-Planning
5 First Day of School

Instructional Days – 20
Staff Days - 22

17 Presidents' Day
18 Professional Development Day

Instructional Days – 18
Staff Days - 19

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day
3 Teacher Workday
4 Professional Development Day

Instructional Days – 18
Staff Days - 20

3 Teacher Workday
4 Professional Development Day

Instructional Days – 19
Staff Days - 21

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14-15 Fall Break
16 Professional Development Day

Instructional Days – 20
Staff Days - 21

7-11 Spring Break

Instructional Days – 17
Staff Days - 17

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NOVEMBER 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5 Teacher Workday/Election
25-29 Thanksgiving Holidays

Instructional Days – 15
Staff Days - 16

22 Last Day of School
23 Post Planning
26 Memorial Day

Instructional Days – 16
Staff Days - 17

MAY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Last Day of First Semester
23-31 Winter Break

Instructional Days – 15
Staff Days - 15

- Preplanning/Post-Planning/Teacher Workday (no students)
- First/Last Day of Semester
- Professional Development Day (students off)
- Break (schools closed for staff and students)

The proposed 2024-2025 School Calendar includes a total of 176 instructional days for students: 88 days for First Semester and 88 days for Second Semester.

Please note: Due to unforeseen circumstances including weather, the Board of Education may deem it necessary to adjust this calendar.



FREQUENTLY CALLED NUMBERS

Medlock Bridge Elementary	470-254-2980
Clinic	470-254-9692
Cafeteria	470-254-2987
Media Center	470-254-9705
North Transportation (Bus Information)	470-254-2287
General Information (Fulton County BOE)	470-254-3600
Student Records	470-254-0030
Exceptional Children	470-254-0400
IT Support/Tech Help Line	470-254-230

SCHOOL AND WEB ADDRESSES

Medlock Bridge Elementary School 10215 Medlock Bridge Parkway Johns Creek, GA 30022	https://medlockbridge.fultonschools.org/ Phone 470 - 254 - 2980 Fax 470 - 254 - 2988
Medlock Bridge PTO	http://www.medlockbridgepto.org
Fulton County Schools	http://www.fultonschools.org
Facebook	www.facebook.com/medlockbridgeelementary
X/Twitter	@MedlockBridgeES
IT Service Desk	ITservicedesk@FultonSchools.org
Student Governance Council	Click HERE to access
MBES Public Comment Box	Click HERE to access

PARENTS' RIGHT TO KNOW

In compliance with the requirements of the No Child Left Behind statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Performance 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 have been waived
- The college major and any graduate certification degrees 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.

COMPLIANCE STATEMENT

It is the policy of the Fulton County School System not to discriminate based on race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any program, activity, or service. If you wish to make a complaint or request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, 6201 Powers Ferry Road NW, Atlanta, GA 30339 or phone 470-254-6810. TTY 1-800-255-0135.

HOW TO ACKNOWLEDGE RECEIPT OF STUDENT CODE OF CONDUCT



How to ...

Parent & Student Code of Conduct Receipt Acknowledgement

Step 1:	Log into the Parent Portal – Click “Documents”
Step 2:	Select Needs Attention then scroll to the Signature Page
Step 3:	Select the red signature box to complete the form
Step 4:	Select with SIGN to agree or DECLINE to disagree
Step 5:	Select SUBMIT

What is the Code of Conduct?

The Fulton County Student Code of Conduct and Discipline Handbook contains some vital information that will help your child understand the expectations of the Fulton County School District.

Step 1: Log into the Parent Portal – Click “Documents” found in the left hand menu

Who Needs to Sign?

All students above 10 years of age and their parents, guardians, or other person having control or charge of the child is asked to sign acknowledging receipt of the Code of Conduct and Student Handbook.

Step 2: Select Needs Attention then scroll to the Signature Page

PARENT AND STUDENT RECEIPT ACKNOWLEDGEMENT FORM

We have received the Student Code of Conduct & Discipline Handbook and all included documents and understand that we are responsible for reading and understanding this information. Parents are responsible for ensuring their student(s) understand this information. Additional translation of the Student Code of Conduct can be accessed at www.fultonschools.org/studentdiscipline.

We also understand that this Student Code of Conduct & Discipline Handbook contains rules that students are expected to follow, including but not limited to, rules that must be followed at school, on school grounds; off school grounds at a school activity, function or event, going to and from school or other transportation provided by the District, at school bus while in any vehicle used in connection with a school function or activity, or while using the school technology.

← Back | Student Code of Conduct

Signature Page, page 1 of 1

STUDENT'S NAME

Student Code of Conduct

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Parent/Guardian Signature

PARENT/GUARDIAN NAME

Printed Name

Click here to sign or decline

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Signature Pending

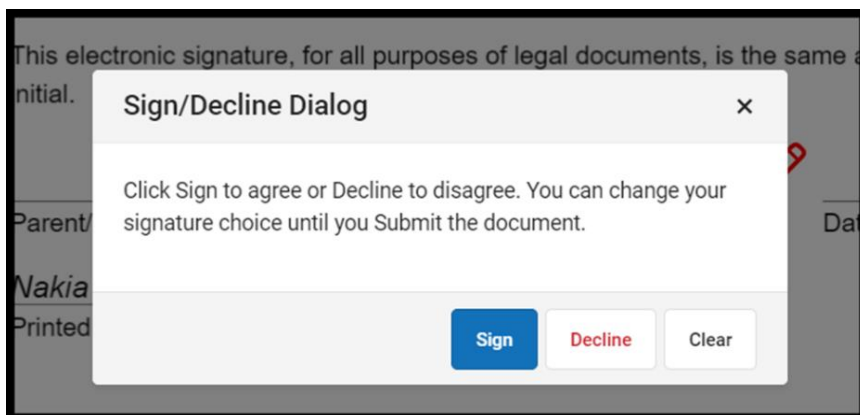
Parent/Guardian Signature

PARENT/GUARDIAN NAME

Printed Name

Date

Step 4: Select with SIGN to agree or DECLINE to disagree




Step 5: Select SUBMIT

Signature Page, page 1 of 1

Student Code of Conduct

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Parent's signature will appear here

 03/05/2021
Date

Printed Name _____

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Submit

Save Progress

Next Action