Ison Springs Elementary School

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Parent and Student Handbook

2025-2026

"Inspiring Success in Every Student"

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Arrival and Dismissal Procedures

Bus Transportation

Bus information is available on the Fulton County website, at Open House, during orientation and via information packets at the beginning of the school year. Parents should provide their child's bus number to the homeroom teacher during Open House or on the first day attending school.

Students must ride their scheduled bus and get on and off at their designated bus stops only. In cases of emergency, the Principal and/or North Fulton Transportation may grant permission to ride another bus or change stops. Parents are required to submit a request to change the stop, and upon approval, the change of transportation will be shared with all necessary parties. For bus transportation changes involving more than one day, please notify the Principal for approval.

Riding the bus is a privilege contingent upon proper and courteous conduct. Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep arms and hands inside the bus, keep hands and feet to self, refrain from eating or drinking, cooperate with the bus driver and act in a respectful manner. Specific regulations regarding bus transportation are provided in detail in the Fulton County Code of Conduct Manual. All rules governing student conduct while on campus/school property apply while students are on the school bus, as well. School bus drivers have the right to assign seats or move students when deemed necessary.

If students experience issues on the bus, parents should bring the matter to the attention of a school administrator in order for an investigation to take place. Parents are not allowed to confront students, the bus driver or other parents at the bus stop or enter Fulton County school buses or act inappropriately towards school transportation staff at any time.

Carpool

- Carpool information will be provided to parents prior to school starting at Open House, or during registration.
- During dismissal, cars should circle the carpool loop and wait for students to exit the building. **Cars not registered via the carpool number system are required to pull into a parking space, enter the school & display appropriate identification in order for students to be released.** All adults (age 18 and up) must produce official identification and be listed in Infinite Campus (the student information system) as an approved contact eligible for student pick-up.
- If sharing driving responsibilities with another family, all cars should maintain the same carpool pick up information, and all adults must be listed in Infinite Campus as an approved contact eligible for student pick-up. Please see the data clerk to add/revise the names of adults approved to pick up your student from school.
- Parents and guests are expected to follow designated traffic patterns (indicated by cones) and staff directions at all times.
- Parents and guests are to form a single line in the loading/unloading area, as this prevents students from running between cars. No passing other cars, unless directed by staff.
- During morning carpool drop off, students should be ready to exit the car on the **RIGHT SIDE ONLY** as it pulls up to the front door. Parents are expected to remain inside of the car and keep the line moving**. If there is cause for the parent to exit the vehicle, then he/she is required to pull over into a designated parking space so that the line of cars continues to move.**
- The carpool lane is a "No Idling" zone during dismissal, and all parents and visitors are expected to turn off vehicles while waiting for students to exit the building, except on excessively hot days.
- Students may not enter or exit the car until the car has reached the specified area of the sidewalk.
- For the safety of all students, staff and visitors, adults are expected to refrain from utilizing cell phones in the carpool lane.
- Do not drop off students anywhere on campus other than the carpool area. **There is no drop-off in the bus lanes, parking lots, emergency vehicle lane or at street entrances.**
- Carpool will be slower the first few weeks of school as families learn the new procedures. Remaining in the car, as opposed to parking and walking students inside the building, will speed up the carpool process.
- **If students are going home in a different car than usual, parents must utilize School Dismissal Change Form to make the change before 1:45pm.**
- School staff members supervise carpool lines 25 minutes before the morning bell and 15 minutes after the dismissal bell. Parents arriving after the arrival and dismissal bells are expected to park, enter the building and sign students in/out. **Excessive tardies and late pick-ups will result in a referral to the school social worker.**

Change of Transportation / Irregular Departure / Student Check-out

* If it is necessary for a student to leave school early, please discuss this with the student and utilize the School Dismissal Change form on our school website and located in the front office. Any student leaving before the regular dismissal time must be signed out through the front office by a parent, legal guardian or parental designee who is 18 years of age or older & listed as approved in the student's Infinite Campus records. Students will not be released from school at any unscheduled time without a denoted change via School Dismissal Change form.

* Students will not be released to a parent from the classroom after special events. All students must be checked out from the front office.
* Anyone checking out a student is required to provide a valid PHYSICAL ID as proof of identity (NO phone identification will be accepted unless approved by administration). Only persons listed as emergency contacts (18 years or older) in Infinite Campus (the student information system) will be permitted to check out students. Any changes to student records, including adding additional contacts approved to check out students, must be sent to the school data clerk in writing or in person.
* **In order to avoid disruptions to the dismissal process, no student check-out or entry to the school building will be allowed after 1:45pm.**

Walkers

Students walking to and from school from Grogan's Bluff or Woodcliff Condos (our only 2 approved walker subdivisions) will meet in the front lobby at dismissal and a staff member will walk them to door 16 by the bus ramp, where parents should wait. All walkers are expected to utilize sidewalks, follow directives from school staff/crossing guards, obey safety rules, follow school arrival & dismissal procedures, and promptly enter or leave the school grounds. There is no parking allowed at the neighboring subdivisions for walker pick-up purposes. No loitering is permitted, and students should not return to school grounds after hours without adult supervision.

Attendance

Absences

Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational and social experiences. To maximize instructional opportunities, regular attendance is encouraged. Students absent due to illness during the school day are not allowed to participate in school activities such as dances, evening events, field day, etc.

Truancy

Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant.

Excused Absences: In accordance with State Board of Education Rule 160-5-1-.10, a student's absence from school or class will be considered excused when it's due to any of the following circumstances:

1. Personal illness of the student.
2. Situations where attendance at school would be detrimental to the health of the student or others.
3. A serious illness or a death in the immediate family necessitating absence from school
4. Compliance with a court order or order issued by a governmental agency, including an order for a pre-induction physical examination for service into the armed forces, mandating an absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Up to six (6) school days per year to visit with a parent or guardian who is on leave from or is being deployed to military service.

Additionally, the school district allows excused absences for the following:

1. Absences not exceeding a total of five days per school year for the following reasons, but only if the absence has been **pre-approved** by the principal or designee:
    - scholarship interviews/college visitations,
    - travel opportunity with educational benefits,
    - graduation or wedding of an immediate family member,
    - specialized, supplemental or extracurricular experience,
    - other circumstances that are mutually agreeable to the parent and principal.
    - Up to five of these days can be used to visit with a parent or guardian who is on leave from, or is being deployed to, military service overseas.
2. School days missed as a result of an assigned out-of-school suspension/expulsion of 20 days or less.
3. Additional absences due to medical appointments may be excused by the principal or designee. These absences must be approved by the principal or designee in advance of the absence occurring. The parent/guardian must provide appropriate documentation as outlined in this policy. The final decision to excuse such an absence rest with the principal.

Absences Recorded as Present:

1. Students serving as pages in the Georgia General Assembly shall be recorded as present.

2. Foster care students are students who are in a foster home or otherwise in the foster care system. A foster care student who attends court proceedings relating to the student's foster care should be recorded as present by the school and should not be counted as absent for any day or portion of day.

Early Check Out: To be considered in attendance for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting this requirement will be considered absent for a school day. A parent or guardian may be required to bring appropriate documentation for early checkout (doctor/dentist pre-appointment cards) at the time the student is released from school or late arrival at the time the student arrives at school. Excessive early check-outs will not be allowed and may result in a referral to the social worker. **There is no early checkout allowed after 1:45 p.m.**, so please plan all medical appointments accordingly. School doors will remain locked, and no one will gain entrance except for a scheduled conference, meeting or to check out students from the after-school program. After 1:45pm parents will be required to utilize the carpool lane to pick up students.

Written Excuse for an Absence: Any student who has been absent from school is required to present a written excuse to the teacher or designee(s) within five (5) days of returning to school. **If the written excuse is not provided within 5 days, the absence(s) will remain on the student's record as "unexcused" for the remainder of the school year.** The excuse must state the student's name, the reason for the absence and be signed by the student's parent or guardian. Excuses will be kept on file at the school until the beginning of the next school year. Students who have missed ten (10) days school or more in a school year will be required to provide additional verification such as doctor statements.

Unexcused Absences: A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence. Unexcused absences may result in disciplinary action. Please see Board Operating Guideline JD – Student Code of Conduct, Attendance Section and Rule 12: Unexcused Absences for additional information. When a student accumulates 5 unexcused absences, the school will contact the parent.

Make-up work due to absence: Parents/guardians are encouraged to request make-up work for any excused or unexcused absence; however, it is a student's responsibility to contact the teacher or teachers to request make-up work. Make-up work may be requested before, during or after the student's absence, subject to the following: Parents may request make-up work in person, by phone, via email or by letter by 9:00am in order for it to be received by 9:00am the following day. Requested assignments may be picked up in the school office, sent home with another student as designated by the parent, or students may request the work upon their return to school. Elementary students will receive the actual grade earned on any make-up work submitted on time, regardless of whether the absence is "excused" or "unexcused." All make-up work is due within 48 hours of the student's return to school.

Tardiness: Parents are responsible for getting students to school on time. A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period. A student tardy may be classified as excused or unexcused based on the circumstances defined in the attendance policies. Students must be in their classroom when the bell rings at 7:40 a.m. Sitting in the carpool lane does not constitute on-time arrival, and parents dropping off students after the 7:40 a.m. bell are expected to park their car and walk students into the building to sign their tardy slips. Students are encouraged to ride the bus to school, as they are never marked tardy when riding the school bus. Parents are required to submit a written excuse for tardies that are a result of medical appointments within 3 days of the tardy. If the written excuse is not provided within 3 days, the tardy(s) will remain on the student's record as "unexcused" for the remainder of the school year. When a student is late, important classroom instructional time is lost and it creates a distraction to other students when entering the classroom. **Parents must escort tardy students into the school and sign them in at the front office.** So as not to disrupt instructional time, tardy students will walk to their classrooms independently or with staff assistance. **Fifteen (15) unexcused tardies result in a referral to the school social worker.**

Birthdays

Invitations to birthday parties should be distributed outside of school to protect the feelings of all children, as birthday parties are not considered school functions. Student birthdays will be recognized during the morning announcements and a birthday token will be provided by the school. Parents may contact the school cafeteria concerning a treat for the class. **The treat must be purchased from the cafeteria ONLY. No outside treats are allowed.** Parents are permitted to be in the cafeteria and distribute the treat during the lunch block, unless an agreement is worked out with the teacher in advance. Cafeteria assistants are unable to provide support with passing out treats due to supervision duties. **Balloons, party favors, crowns, gifts and tokens are a distraction and will not be permitted.**

Cafeteria and School Nutrition Program

The school participates in the school lunch and breakfast programs. **ALL students enrolled at Ison Springs Elementary are eligible to receive a FREE breakfast and lunch on a daily basis, regardless of their eligibility status**.

The School Nutrition manager may be reached at 470-254-4020 with any questions.

Cafeteria Rules

1. Students will remain quiet when in the hallway, entering and exiting the cafeteria, as well as while waiting to be served.
2. Students may talk in a quiet voice with other students sitting around them after the initial transition into the cafeteria.
3. Students are expected to clear the cafeteria table/floor area of all debris prior to exiting the cafeteria.
4. Students are to keep their hands and feet to themselves and walk in line.
5. Students are to use food and condiments appropriately.
6. Students are not permitted to get up once seated. All extra purchase items should be taken care of as students go through the serving line. Only extreme emergencies will warrant a student leaving their seat.
7. **Due to allergies and the spread of germs, sharing food and drinks is not allowed.**

Tables in front of the stage will accommodate visitors at lunch and alleviate over-crowding. The school staff will direct guests and students to that area when necessary. Students are not allowed select classmates/guest to eat lunch with them and their family. All visitors are expected to keep the noise level to a minimum out of respect for the school learning environment. **Note: Outside vendor foods (fast food restaurants) and carbonated soft drinks are not allowed.**

Cell Phones

While cell phones can be an important communication and safety device for families, usage during the school day is prohibited and is considered disruptive. Cell phones that are visible, heard or utilized without permission during the school day will be confiscated. A parent/guardian will be required to pick up the cell phone from an administrator at a mutually agreed upon date & time on the 2nd offense. If a cell phone or other electronic device is found to contain evidence of criminal activity, including types of pornography, that device may be permanently confiscated and relinquished to law enforcement. The school is not responsible for cell phones that are damaged, lost or stolen while on school grounds, on a learning expedition or while on school system transportation. **For additional please refer to the new cell phone policy on our district website.**

Change of Address, Phone Number or Contact Information

The school must maintain accurate records and contact information on all students in the event of an emergency. Please update any changes in address, phone numbers (home, cell or office), email, or emergency contacts in Infinite Campus Parent Portal. Contact the front office if you need assistance.

Clinic

A school assistant oversees the school clinic. Please note that if your child has a contagious condition, including, but not limited to, diarrhea, vomiting, fever, COVID-19, pink eye, or live head lice, he/she should remain at home. **Children must have no signs of diarrhea, vomit & fever-free (without the assistance of fever-reducing medication) for 24 hours before returning to school.** The school may request that parents provide a doctor's note before allowing the child to return to school after an illness and parents are expected to pick up students from the clinic in a timely manner when called to do so. Students left in the clinic for an extended amount of time will be referred to the school social worker**. It is imperative that emergency contact information is up to date in Infinite Campus**.

Communication

Each Thursday, students bring home a "**VIP"** (very important papers) pack. This pack will include the school newsletter, work samples and other important correspondence. The cover sheet should be signed and returned to the teacher on Friday, along with the folder. The cost for replacement VIP folders is $5.00 and can be purchased from the front office.

Phone calls, email, report cards, conferences, the internet, the school website, callouts, and PBIS Rewards will also be utilized in order to communicate with parents. **Please allow staff 24-48 hours to return phone calls, emails and messages. All concerns with students and staff should be presented to the person closest to the issue first.** Parents should begin by speaking to or conferencing with the person who can provide the most information. Administrative staff will direct parents to contact the teacher or staff member to discuss the concern prior to intervening. If additional information is required, parents may schedule a conference or speak with the Counselor (regarding social/emotional needs), Curriculum Support Teacher (regarding academics), Assistant Principal, Principal, or Zone 4 Superintendent, in the order denoted.

Conferences

Parent-teacher conferences are an integral part of reporting student progress and Ison Springs emphasizes a close relationship between the home and school. With parents as school partners, conferences are scheduled to share information and plan a more effective educational program to meet the needs of the student. A parent-teacher conference is scheduled for the first semester of the school year and additional conferences may be scheduled as necessary. Teachers cannot conference with parents during instructional time, staff meetings or during professional development sessions.

Counseling

Counseling and guidance services are available to every student via the school counselor. The school counselor provides assistance with interpretation of test scores, occupational information, study skills, school and/or social concerns and character education. The counselor provides classroom guidance lessons, parent training and individual & small group counseling for students. Students may request to visit with the school counselor when experiencing challenges at home, school or an alternate setting, and parents may also request that the school counselor meet with their student for varied reasons. In addition, Chris-180 is an outside source of mental health support for ISES families. Contact the counselor to learn more about their services.

Curriculum Support Teacher (CST)

The CST is an expert teacher selected to assist other teachers with instruction and implementing the curriculum. All school tours, placement, instructional, curriculum, textbook & academic concerns should be discussed with the teacher first. If additional information is required, a conference may be scheduled with the CST.

Discipline

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others. 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 School System Board Guidelines, as a part of the Student Discipline/Code of Conduct. **Every parent should receive and sign for the link or a hard copy of the Code of Conduct at Open House or during the first week of attendance.** All families are expected to read the policies and become familiar with them.

The Fulton County School System takes seriously its responsibility to educate its students in safe and drug-free schools where they are free from fear of harm or intimidation. Disruptions, disrespect, bullying, weapons, drugs and gang activity will not be tolerated in Fulton County Schools. Students who violate Board of Education policies or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested.

Certain forms of misconduct and disobedience of school rules and board policy by students make it necessary for disciplinary action to be taken.

- 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 the misconduct.
- 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, out-of-school suspension, school transfer, long-term suspension or expulsion.
- Certain incidents will be handled by the school administration as provided in policy, procedure, school rules, or federal, state and local laws. Each grade level sets up a discipline program within the team, which supports the Ison Springs School-Wide Discipline Plan and PBIS (positive behavioral interventions and supports) program implementation.
- Teachers are encouraged to communicate students' progress and strategies used with parents, as well as the classroom discipline program. Students absent due to out of school suspension during the school day are not allowed to participate in school or school district sponsored activities such as dances, evening events, learning expeditions, field day, etc.

How does my child know what behaviors are expected?
Ison Springs has a behavior management plan which is reinforced daily, along with PBIS expectations. Students will be given "**PBIS Rewards"** when they exhibit exceptional behavior which goes beyond what is normally expected and sets an example for other students throughout the school. Students are expected to always exhibit HAWK behavior. **H**-High Expectations **A**-Accountable **W**-Work Hard **K**-Kind. Posters are posted around the school to reinforce expectations.

Dress Code/School Uniforms

Ison Springs is a uniform school. Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and good taste. All students are required to wear school uniforms Monday through Thursday including khaki pants, skirts, shorts, skorts, or jumpers with a collared shirt. Shirt colors include black, red, or white and long or short sleeves. sweaters, vests, turtlenecks, sweatshirts, leggings, and tights are appropriate options for the winter, and must be black, red, or white. Striped, plaid, or other leggings with designs are not appropriate. **No hoodies or heavy coats or jackets may be worn in the classroom.** Closed-toe shoes, along with gym shoes are also acceptable. The principal or another administrator shall determine whether any particular mode of dress or grooming results in a violation. **Bandanas, tank tops, spaghetti straps, baggy pants below the waist, shirts revealing midriffs, short-shorts, beach-style flip-flops, etc., are not appropriate attire and should not be worn.** Violation of the school dress code may result in the following consequences: change of clothing, loss of Free Dress Fridays, dress

code violation form, parent notification, or parent pick-up. **Fridays** are free dress days in which students are allowed to dress out of uniform, with Ison Springs spirit wear or other special event wear. **Any additional non-uniform days will be communicated.**

Early Intervention Program (EIP)

The EIP program serves qualifying students who require additional instruction in various core curricular subjects. Students qualify via their standardized test scores, an instructional checklist and via teacher recommendation. Students receive remediation in a pull out or push-in classroom setting by a certified teacher.

Emergency Closing of School

It is vital that students and parents have a plan should the school close during the day due to an emergency. Please discuss emergency plans so students will know what to do in case of an emergency & which neighbor's home s/he should go to if their parents are not home. **Parents should ensure that all emergency information is up to date in Infinite Campus throughout the school year.** Time permitting, updates related to emergencies, early or late dismissal, evacuation plans or after-school activity cancellations will be posted on the school system (www.fultonschools.org), disseminated via the School Messenger callout system, class dojo, email, or announced on the local television stations.

English to Speakers of Other Languages (ESOL)

The Fulton County ESOL program provides support for English language acquisition and development of skills in listening, speaking, reading and writing through content-based instruction. By combining language-rich classes with standards-based instruction teachers create an environment that is both nurturing and academically rigorous as they prepare students to fully participate in mainstream classrooms.

Exceptional Education Program

Qualifying students will receive academic and/or behavioral services via the exceptional education program. Contact the Instructional Support Teacher (IST) with questions regarding services.

Extra-Curricular Activities

Several opportunities are available for students to participate in extra-curricular activities, with opportunities varying by grade level and from year to year: Hawkettes Cheerleading, Student Ambassadors, Student Council, Chorus, Morning Broadcast Team, Science Olympiad, Math Olympiad, Helen Ruffin Reading Bowl, Yearbook, Drumming Club, Journalism Club, etc.) All students are encouraged to participate when available; however, participation may be limited due to scheduling, age restrictions and student recommendation. Students are expected to maintain passing grades and behave appropriately during extra-curricular activities. Students will be suspended or removed from the activity if grades drop or behavior is inappropriate.

Grading Procedures

Each student will receive a progress report every nine weeks reports or grades will be available in the parent portal to view to inform parents of student progress. At the end of each semester, a cumulative grade will be given and a printout will be sent home. Individual parent-teacher conferences are scheduled with the parents or guardian of every child during the first semester in order to discuss student progress. Additional conferences are held as needs arise. The grading scale for each grade is listed below.

Grading Categories

Student grades will be determined by using the following categories:

- Major: An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- Minor: An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.
- Practice: Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

Grading Weights

Elementary (K-5)

- Practice: 15%
- Majors: 45%
- Minors: 40%

Grading Scale

Prekindergarten

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

Kindergarten – 2nd Grade

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

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

- Exceeding Mastery: The student is *flexible in their ability to apply and adapt their knowledge* of the current standards introduced in this course. The student *consistently and independently demonstrates mastery* in the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (EM)
- Mastering: The student is *proficient and/or skilled* in the current standards introduced in this course. The student demonstrates a *strong understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (M)
- Approaching Mastery: The student displays partial mastery but *needs additional academic support* to address all current standards introduced in this course. The student is *developing an understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (AM)
- Not Yet Demonstrating Mastery: The student *needs substantial academic support* to address the current standards introduced in this course. The student has *not yet demonstrated an understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (NYM)

Report Cards and Progress Reports will show Exceeding Mastery, Mastering, Approaching Mastery, Not Yet Demonstrating Mastery, or NG. Teachers will use percentages in the grade book for each assessment/assignment/task which will convert at the end of each grading period to an overall mastery level.

Primary & Secondary Grades (3rd -12th)

Fulton County Schools will grade students in grades 3rd-12th using a 100-point grading scale as follows:

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

Homework

Each student is expected to spend a reasonable amount of time completing homework and reading outside of school. Homework assignments reinforce skills taught in the classroom and give students an opportunity for additional skill practice, parent involvement and opportunities to learn and demonstrate responsibility. Please ensure that your child completes homework and assigned tasks, as this will help to build a strong work ethic, responsibility, and acceptable work/study habits. Homework should not exceed the following timeframes: Kindergarten & 1st (10 minutes), 2nd (20 minutes), 3rd (30 minutes), 4th (40 minutes), & 5th (50 minutes), however, individual rates of completion may vary. In addition, all students should read aloud (or be read to) for 20 minutes per night as a part of their homework assignment. Completed homework will provide students with the opportunity to improve their grade.

In the event of a student's absence, parents may request homework by contacting the teacher in writing. Materials may be sent home with another child or be picked up at the end of the school day in the front office. Please allow 24 hours to process the request. If students forget homework/books at home and a parent drops them off at school, the items will be placed in the teacher's mailbox for retrieval during a break. This procedure is in place to limit the number of interruptions during classroom instruction time and to teach responsibility. **In addition, once school is dismissed, students and parents will not be allowed to re-enter the classroom to get any forgotten homework, library books or textbooks.**

Instructional Program

Ison Springs Elementary is organized into seven grades, Pre-Kindergarten through fifth. The self-contained classroom organization may be modified to groups for instruction and team teaching. The curriculum for kindergarten-5th grade includes instruction in the following areas: Reading/Language Arts, Mathematics, Science, Health, Social Studies, Music, Physical Education, Student Success Skills, CTAE/Learning Lab and Art. Parents with questions about their child's instructional program should schedule an appointment with their child's teacher to discuss.

Interactions

All interactions among staff, students, visitors, and parents are to be respectful and appropriate. Georgia law prohibits disruptive conduct on school property, including insulting, threatening, or abusing public school employees in the presence of students and minors, or via written or oral communication. If the educational environment is or could be negatively impacted, the School District reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend school events, or interact with staff (in person, via written communication or via electronic communication). In addition, the principal may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students, staff and visitors.

Learning Expeditions

Learning Expeditions are planned to supplement and enrich instructional units that are aligned with the common core instructional standards. No student will be denied permission to attend Learning Expeditions due to an inability to pay bus/entrance fees, however, chronic misbehavior leading up to the Learning Expedition will warrant non-participation. In addition, students requiring routine medication will not be allowed to attend Learning Expeditions unless the medication and proper paperwork has been provided to the clinic prior to the Learning Expedition.

Written permission from a parent or legal guardian is required in advance for all students attending a Learning Expedition and teachers will notify parents when chaperones are necessary. All parents asked to chaperone Learning Expeditions MUST have completed the volunteer training and be cleared through the school system prior to attending. The clearance process can take up to 5 business days so please plan ahead. Parents are not allowed to meet grade levels at venues unless approved in advance by the school system, grade level chairperson and Principal. Non-school age siblings or family members who do not attend Ison Springs are not allowed to attend Learning Expeditions. All admission and parking fees for parents with prior approval to meet the grade level team at the venue are the parent's responsibility and subject to availability by the vendor.

Media Center

The Media Center, which is developed on an open library concept, is equipped with carefully selected books, kits, technology, computers, and computer software. The Media and Educational Technology Instructor (METI) is available to work with classes and individual students, and all students are encouraged to take full advantage of the materials in the Media Center. Students are responsible for the care and timely return of all materials checked out. Lost/damaged items will result in a fine, possible loss of check-out privileges and a hold on school records.

Medication (Prescription and Nonprescription)

The school clinic is available for students who become ill or get injured during the school day; however, the clinic is not authorized to supply any medications (prescription or non-prescription) such as Tylenol, Advil, Neosporin, Benadryl, etc. Student medication can be maintained in the clinic in its original container, along with written doctor's authorization and dosage amounts. Students who require an asthma inhaler, insulin, "Epi-Pen," or other prescription medication must have written authorization provided by the doctor for emergency use, as well. The authorization form is available in the clinic and must be updated each school year. All students with known cases of asthma must provide an inhaler for emergencies. Students requiring routine medication will not be allowed to attend field trips unless the medication has been provided to the clinic prior to the field trip.

Observations

Parents who would like to observe the instruction in a classroom are required to make an appointment via both the classroom teacher and Curriculum Support Teacher (CST) at least 48-72 hours in advance of the desired date/time. The final observation date/time must be mutually agreed upon between the parent, teacher, CST, and administrator or designee. Classroom observations are limited to 30 minutes in any one teacher's classroom on a given day, and excessive observations will not be permitted. An administrator or designee will accompany parents to the classroom and remain for the 30-minute observation, then escort the parents back to the front office for checkout upon completion of the observation. Questions and conversations regarding the observation can be held with the administrator or designee during or at the conclusion of the observation. Observations will not be permitted during testing, the first and last 2 weeks of school, during special events, when the regular teacher is out of the classroom or at other times the administrators deem it as inappropriate. All parents are expected to maintain confidentiality regarding other students during observations.

Parent Teacher Organization (PTO)

All families are encouraged to join the Parent Teacher Organization to provide support to our school**.** PTO works closely with the school administration to develop & execute school programs & activities. It is a collaborative effort that supports the school's curriculum direction and motivates student & teacher spirit! When families join PTO as a member, participate in PTO fundraising, or contribute a donation…it allows Ison Springs Elementary to implement & fund some wonderful programs and activities.

Parents Right to Know

In compliance with the requirements of the No Child Left Behind statute, Fulton County Schools allow parents to request information regarding the professional qualifications of teachers. 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.

Parents who wish to request information concerning teacher qualifications should contact the principal.

Parties

Ison Springs celebrates a Winter Holiday Party and an End of Year Party in each classroom. Arrangements for these events will be coordinated by the room parent, teacher, and grade level team. Other holidays/birthdays will not be celebrated with parties or other activities that interfere with instructional time.

Phone Usage

Students are not allowed to use the school phone unless a staff member deems the request an emergency, such as clarification of dismissal, a lost house key, forgotten medication, etc. Students may not use the phone to request forgotten items such as books, homework, signed papers, agendas, contracts, etc., as our goal is to assist students in the development of responsibility.

School Governance Council

The School Governance Council (SGC) provides input and recommendations to the principal on school programs and services. The committee also identifies school & community needs and evaluates the success of school-wide efforts. Council members include parents, staff, business partners, community members and the Principal. Meetings are held several times throughout the school year and are open to parents and visitors. All SGC meeting dates, agendas and minutes are posted on the school website, in the weekly newsletter and in the lobby.

School Pictures

Individual student pictures are taken in the Fall (uniforms required) and the Spring (no uniforms required). Class pictures are taken in the Spring and there are no retakes on Spring pictures due to time restraints. Please check the school calendar, student agendas, the school newsletter, posters and fliers for the dates.

Security

Exterior doors to the building are locked at all times. Parents, volunteers, guests and visitors are required to enter the building using the buzz-in system at the main front doors before signing in at the front office and obtaining a visitor badge. Upon leaving the building, all visitors are required to sign out at the front desk computer and return the name badge.

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 provided to parents by request at the front desk.

Student Records

Parents or legal guardians may examine their student's records and have the records explained by contacting the school to set up an appointment for record review. In addition, principals, counselors, teachers, or other authorized personnel who have a responsibility for supervising, instructing, or helping a student shall have access to that student's records. Parents requesting student records and/or applications to be completed for private schools, should hand deliver the request to the school data clerk for processing, along with a fully addressed and stamped envelope. Records/transcripts will be mailed to the designated institution via U.S. Mail, and records for recommendation from staff members will be mailed from Ison Springs to the requesting institution. Please allow 48 hours for processing on all requests.

Student Rights and Responsibilities

Students have a **right** to:

1. Discuss education concerns with teachers and other school staff.
2. Receive a copy of the Guidelines for Student Behavior.
3. Receive fair discipline without discrimination in every aspect of the education system.
4. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.

Students have a **responsibility** to:

- Attend school regularly.
- Arrive on time, be prepared, bring appropriate materials, participate in class, and complete homework & projects.

- Strive for academic growth.
- Respect the rights, feelings and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
- Conduct themselves properly on school grounds, enroute to and from school, on school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
- Accept the consequences for failure to follow discipline guidelines adopted by the school and district.

Talented and Gifted (TAG) Program

The Talented and Gifted Program identifies gifted students based upon State Board of Education Rule 160-4-2-.38. All Fulton County students are screened for the talented & gifted program twice a year. If a student is referred for the talented & gifted program, the school must gather information in the areas of multiple criteria: mental ability, achievement, creativity, and motivation. Students must qualify in three of the four areas of multiple criteria in order to be eligible for gifted services. Contact the TAG teacher for more information.

Technology

Social Networking Web Sites

As a sign of technological times, many students are logging on to social networking websites such as Facebook, Twitter, Instagram and messaging apps such as Tik Tok, Snap Chat, etc. Some of these sites and apps, when used safely and with adult supervision, offer children an opportunity to interact with the world around them, however, when used inappropriately, these sites/apps can put children's safety at risk.

While the School District firewall often prevents such access at school, they can often be accessed on personal computing devices and/or home computers. In some instances, students create hurtful websites and post negative messages about other students and adults, which is considered a form of "cyber harassment". Parents are asked to talk with students about appropriate internet behavior and the importance of refraining from posting something mean, hurtful, profane, or obscene online. While at school, students often share or act on information they have read at home, which creates disruptions and negatively impacts peers and relationships, along with the learning environment. This type of behavior will not be tolerated and will be addressed as a disciplinary infraction when it causes a disruption to the learning environment.

Parents are asked to take the time to review their family's safety guidelines for using the internet wisely and be sure to always have the computer screen in clear view of an adult. Having access to student's online networking account, apps, passwords, or internet use will better enable parents to monitor online activity. A helpful website for internet safety and discussions with students is www.netsmartz.org.

Title IX: Notification of Grievance Procedure for Students

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 sex 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 may be filed within ten school days of the alleged act by contacting the school principal.

Toys, Games, and Valuables

Students are not to bring toys, electronic games, trading or playing cards, iPod, iPad, or any other non-academic item to school at any time, unless as a part of a teacher approved event or activity. Additionally, students are requested not to bring anything considered "valuable" to school and be put at risk of losing or misplacing the item. Parents are asked to be aware of what students bring to school. School personnel will not be responsible for lost, stolen, or broken personal items. School staff will take inappropriate items away from students and require a parent/guardian to retrieve it at a later date.

Treats

All classroom treats provided for parties, snacks, or other classroom event to be shared with all students must be store- bought. **No homemade treats are allowed.** The treat must be store-bought and wrapped in the original packaging with NO peanut products.

Visitors

Parents, volunteers, guests, and visitors are required to enter the building using the front door, check in with the front desk staff, sign in at the front office and obtain a name badge. To eat with a student at lunch, guests are required to sign in at the front office, obtain a visitor pass, and meet the student in the cafeteria. Parents should not go to the classroom to meet students for lunch or return to the

classroom or other school areas once lunch concludes. Upon leaving the building, all visitors are required to sign out at the front desk and return the name badge.

Classroom and cafeteria visits, volunteerism or contact in the halls during the school day are not appropriate times for teacher-parent conferences. Parents should not expect teachers to conference with them at these times, as the regular school program must continue during such visits. Children who are not enrolled at Ison Springs Elementary are not permitted to visit friends or relatives during the school day without prior approval from the principal or assistant principal.

All visitors are required to park in a designated parking space. **Parking in the fire lane at the front entrance of the school or the bus ramp on the cafeteria side entrance of the school is prohibited at all times.**

The school district expects that all parents and visitors will treat school staff and students with courtesy. While we are very hopeful that this will not be an issue, please be aware that Georgia law prohibits certain behavior on school property and in the school safety zones. For example, the law prohibits a person from loitering or being on school property without a legitimate need to be there. It requires that visitors check in at the school's designated location & it also provides penalties for individuals who refuse to leave school property when directed. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students, staff and visitors.

Volunteers

Parents are encouraged to volunteer their time and get involved at Ison Springs Elementary. All volunteers must complete the Fulton County Schools "Volunteer Registration Process" & undergo a background check before gaining approval to volunteer in the building or chaperone learning expeditions. After pre-arranging the volunteer time with a staff member, volunteers are required to sign in at the front desk and obtain a volunteer badge. The front office staff will contact the staff member to verify that they are expecting volunteers. All volunteers should report to the designated area and not make other stops to classrooms, offices, the media center, or other areas, as instruction is not to be interrupted. Violation of this policy will result in revoked visiting/volunteer privileges in the building. Upon completion of the volunteer tasks, volunteers are expected to sign out at the front desk before leaving the building.

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 staff member. **Confidentiality regarding students you are working with or have observed during your volunteer service is expected.**

- **Chaperoning -** When acting as a Chaperone on a learning expedition or school-sponsored activity, volunteers may be responsible for a group of children and expected to remain diligent of student whereabouts, safety, and behavior.
- **Parking** - All volunteers should park in a designated parking space and refrain from parking in fire lanes or obstructing traffic.
- **Restrooms** - There are adult restrooms located in the common area in the front lobby and on all 3 floors. Student restrooms are not to be utilized by volunteers.
- **Student Discipline** - Volunteers are not allowed to discipline students but should notify a staff member for assistance.
- **Siblings** - Volunteers are not permitted to bring non-school age children to school when performing duties in the classroom. Parents may escort non-school age children when volunteering if the task can be accomplished when students are not present.

Walking Students to Class

Upon arrival to school students are expected to walk to class independently as a part of our ongoing efforts to develop their level of responsibility. Parents are asked to refrain from walking students to class after the first day of school unless there are extenuating circumstances agreed upon with an administrator. Staff members are posted throughout the building to assist with monitoring of students in the morning daily, along with student safety patrols.