

Birmingham Falls Elementary School



Family Handbook - 2025-2026

School Hours: 7:40am – 2:15pm

Student Arrival: 7:10am – 7:40am; Student Dismissal: 2:15pm – 2:35pm

Mission Statement:

Building the Foundation of Excellence for all Students

Vision Statement:

The Birmingham Falls Elementary Community envisions a school of excellence that...

- Supports and challenges students and staff to reach their full potential.
- Fosters a safe and friendly school environment.
- Provides exceptional instruction and strives to increase student achievement.
- Integrates technology to prepare students for current and future challenges.
- Promotes cooperation between school, home, and community.
- Inspires students to be independent thinkers, collaborative team members, and passionate life-long learners.

*** The contents of this handbook are subject to revision ***

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ADMINISTRATIVE STAFF & ADMINISTRATIVE SUPPORT STAFF

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Lynn Allred <i>Cafeteria Manager</i>	allredd@fultonschools.org 470-254-2805
North Fulton Transportation	470-254-2978

BIRMINGHAM FALLS ES

QUICK FACTS

WHOM TO CONTACT

Curriculum Concerns:	(1) Classroom Teacher	via email
	(2) C.S.T.	Beth Nation nation@fultonschools.org Curriculum Support Teacher
Discipline Concerns:	(1) Classroom Teacher	via email
	(2) Assistant Principal:	Tiara Atkinson atkinsonT1@fultonschools.org
Bus Concerns:	Assistant Principal:	Tiara Atkinson atkinsonT1@fultonschools.org
Cafeteria Concerns:	Cafeteria Manager:	Lynn Allred allredd@fultonschools.org
Records Concerns:	Data Clerk:	Vickie Pavane pavane@fultonschools.org
Medical Concerns:	Clinic Assistant:	Michelle Huffman huffmanm@fultonschools.org
Transportation Changes/ General Information:	Front Office:	470-254-2820

ABSENCES

Students are required to provide a written or emailed excuse from their parent/legal guardian when they are absent. Excessive absences and/or tardies will be referred to the school counselor and school social worker. Students who check in/check out before/after 11:10 a.m. are considered absent for the day. Please notify the clinic and your child's teacher if your child has a contagious disease or an extended illness. If a student is absent due to illness, requests for schoolwork must be received in the office by 9:00 a.m. Work can be picked up at the end of the day or sent home with another student. If you bring in homework or books that your child forgot, they will be placed in the teacher's mailbox.

The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, and special and recognized holidays observed by their faith. Students will have the opportunity to complete homework and classwork missed because of an excused absence. After 5 *unexcused* absences, our school social worker will reach out to parents. Parents can request 5 remote learning days each semester. Students are simply required to complete classwork from the days they miss. These cannot be requested during standardized testing.

ACCIDENTS

When accidents occur, necessary first aid will be administered, and a clinic slip will be sent home to inform you of your child's clinic visit. Minor scrapes may be treated with first aid in the classroom. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a teacher or the clinic aide. See "CLINIC" for additional information.

ANIMALS AND ITEMS BROUGHT FROM HOME

No live animals are to be brought to school without an administrator's permission. Students are not to bring toys and are also discouraged from bringing expensive items to school such as cell phones and collectibles. If these items are damaged or stolen, the school will not be responsible for their replacement.

ATTENDANCE

School hours for students are 7:40 a.m. to 2:20 p.m. Students not in the school by 7:40 a.m. are considered tardy and will receive a tardy slip from the office. Students who check in after 11:10 a.m. are considered absent for the day. When your child arrives late to school, please accompany your child into the building, sign in at the front office, and get a tardy slip from the secretary. Staff supervision of students begins at 7:10 a.m.

Please try to plan vacations, trips, and doctor and dental appointments when they will not interfere with school. Students who are absent must bring a written or emailed excuse signed by a parent or guardian the day the student returns to school. Excuses are kept on file at the school. Dental offices and doctor's offices will provide these to you if you ask.

Once a student has accumulated **five** days of unexcused absences, it is considered a misdemeanor offense and all Georgia schools are required, by law, to notify parents in writing of the possible repercussions. The parent of any child who accumulates **five** or more days of unexcused absences could be subject to one or more of the following penalties at the discretion of the court:

- A fine not less than \$25.00 and not greater than \$100.00
- Imprisonment not to exceed 30 days, or community service.

A letter from the BFES will be automatically generated and emailed to the family once your child accumulates **five** or more days of unexcused absences or tardies outlining the above possible consequences. Our social worker is automatically made aware once your child has accumulated more than **five** days of unexcused absences or tardies. Therefore, **if your child is absent from school, it is critical you send a written note or email of explanation when the child returns to school.**

BIRTHDAY CELEBRATIONS

Due to the number of students with **food allergies**, our birthday celebration policy is: Each day, birthdays are recognized on our closed-circuit televised morning news show (BBC). Edible treats may be sent in for a student's birthday. Please make the teacher aware of this before the day that you bring them in. Store-bought treats that come in must be dropped off at the front desk and given out by the teacher in the classroom to ensure that our students with food allergies are safe to consume the item. All items sent in must be left at the front desk before 10:15 A.M. *****If you want to make things really easy on yourself, you can contact the cafeteria and order treats for the class.**

Student food allergies will be documented by homeroom teachers at the beginning of the year.

BUS SAFETY

Students need to be aware that all rules governing student conduct while on campus/school property apply while students are on the school bus. Because of the additional safety factors and for the protection of the driver and students on the bus, school principals and assistant principals have the authority to impose an immediate suspension from the school bus for both serious offenses and for minor violations. **School bus drivers have the authority to assign seats or move students.** Consequences will occur after the bus driver has communicated verbal and/or written warnings and has tried intervention strategies, and the problem continues. Examples of possible consequences are verbal/written warning, parent conference, out-of-school suspension and/or bus suspension, depending on the severity of the offense. **Please note that cell phone usage is not allowed on the bus.**

CAFETERIA INFORMATION

The school participates in the school lunch and breakfast programs. The prices and menus for the 2025-2026 school year are located [here](#). The meal price includes up to 1 entrée, 1 fruit side, up to 2 vegetable sides, and 1 milk choice. All students can decline food groups, as long as there is at least a ½ cup of fruit or vegetable plus 2 other food groups on the tray. For the same price, students may select 3, 4, or all 5 food groups for a complete meal!

Fulton County Schools utilizes [my school bucks](#). This allows you to add money to your students account.

Breakfast is served from 7:10 a.m. until 7:30 a.m. each morning. Several choices are offered for breakfast and lunch. Parents may also prevent their child from purchasing certain items by contacting the cafeteria manager. You may reach the cafeteria manager at 470-254-2805.

If your child forgets his/her lunch, he/she will be able to charge for up to three school lunches and reimburse the cafeteria. Charging is discouraged. **The charge limit for Elementary Schools is \$9.00.** If your child exceeds the charge limit, he/she will be provided an alternate meal for lunch. No charges will be

permitted during the last two weeks of the school year.

Free and reduced priced meals are available for students whose families qualify financially. Free and reduced lunch applications may be picked up in the cafeteria. Use this [link](#) to start the process for completing the application for Free and Reduced-Price Meals.

- Parents/guardians must complete one application per household.
- The application should be returned to the cafeteria manager at the school of the youngest child.
- New students to Fulton County will pay for meals until the household application is approved.
- Returning students will maintain last year's meal status until the application is approved.
- The approval process will be completed within ten days.
- Charges are not permitted for juice and extra milk or any extra food.

Beginning August 18th, parents may eat lunch with their children only. When having meals at school, please scan your driver's license with the front office and obtain a visitor badge. Please plan to meet the class in the atrium in front of the cafeteria. A visitor's table will be reserved for parents choosing to dine with their own child on the stage. Other students may not join you for lunch. Please say good-bye to your child in the cafeteria, instead of following the class out to the atrium. **Please do not bring treats for your child's class to share in the cafeteria. This should be coordinated with the teacher to handout in the classroom.**

CARPOOL

Morning: Please help us keep our students safe and your child's morning commute stress-free by allowing them to ride the school bus. If you choose to carpool with your children, we ask that you adhere to our school guidelines.

- Children may enter the building in the morning beginning at 7:10 a.m.
- We do not provide supervision prior to 7:10am.
- Please do not allow your child to wait outside the front door of the school prior to this time.
- Please follow the designated traffic pattern and do not attempt to pass cars in front of you.
- Drivers should form a single line in front of the school where they will stop for children to enter or exit the car. Students may exit/enter cars from curbside only.
- Students should have all their belongings together to make a smooth transition from the car to the school entrance.
- Students may **not** be dropped off in the school bus loading area.
- Students are **not** permitted to cross through the parking lot or street without an adult accompanying them.
- If your child needs assistance getting out of the car in the morning or to unload items, please park on the side of the building near the cafeteria and walk him/her in the front doors. Please do not park in front of the school and bring your children into the building. This slows down the carpool drop off process.
- Staff members are available in the building to assist our students each morning. Please do not walk your children to their classrooms.

Afternoon: Dismissal will begin at 2:20 p.m. A school-issued carpool card will be required to pick up your child from the carpool line. If you misplace your carpool card, you may obtain a new one at the front office.

CELL PHONES

According to Fulton County Board of Education Policy and Procedure concerning Disruption and Interference with School: **Elementary students are prohibited from using their cell phones, smart watches or any personal communication device at any time during the school day.** Students who are found using a cell phone or smart watch shall have the device confiscated by the school administrator, and the parent will be called and asked to pick up the device from school. Students are never allowed to record or video a student or staff member without permission from a teacher for academic purposes.

CLINIC INFORMATION

Please keep the school informed about allergies, diseases, or other medical conditions to which your child may be exposed. The clinic should have a written record of your child's condition and specific instructions and/or medications for his or her care.

Please do not send your child to school unless they have been 'fever free' (without the use of medicine) for 24 hours. A parent or guardian will be called to pick up a student if the student has a fever or diarrhea.

All medication given at school must first be sent in by the parent along with a completed 'Authorization to Give Medicine at School [form](#)'; prescription medications require a doctor's signature. Forms are available in the school clinic and on the BFES website. All signed forms from you and/or your doctor should be turned into the clinic.

If your child requires medication during the school day, he/she must go to the clinic to have it dispensed. The medicine must be in its original labeled container (no baggies). Please remember that most items purchased in the pharmacy section of your local store are classified as 'medicine' by FCBOE. This includes cough drops, eye drops, and muscle cream. Expired medications will not be dispensed by the clinic.

Please notify the front office and clinic of emergency numbers, work numbers or home numbers change. It is very important that the school be able to contact a parent/guardian in the event of an emergency. For the safety of your child, please notify the school by email if both parents are out of town, and someone else will be acting as guardian in your absence.

COMMUNICATION

The home and school communication connection is very important. The following are some tips on staying informed about your child's educational experience:

- Graded Papers:** Students will bring home folders that contain important school announcements and schoolwork as it is graded.
- The Bobcat News:** A weekly electronic newsletter from the school will be sent out via email every Friday. News from the School and the PTO will be in this newsletter.
- Phone Calls/Email:** Teachers are unavailable to take phone calls during instructional time. Please feel free to contact your child's teacher by email to request a phone call. If email is not accessible, contact the front office.
- Dismissal Notes:** Most communication can be handled with a written note. Please be sure to let your child know that he/she has a note for the teacher. All notes regarding

transportation home must be approved by the office and include a parent/guardian signature. Please **don't** text or email this information.

Conferences: You may request a conference with your child's teacher at any mutually agreeable time.

***Follow BFES and the PTO separately on Facebook and Instagram.**

CURRICULUM SUPPORT TEACHER

The Curriculum Support Teacher (CST) helps to implement the Fulton County curriculum and the Georgia Standards of Excellence. The CST is involved in staff development, student placement, data analysis, grade level planning and communication. The CST serves as a liaison between parents, teachers, and administration. New students entering the school are evaluated by the CST for suggested placement within reading and math. If you have questions involving curriculum, please contact [Beth Nation](#) at 470-254-9092.

DAYCARE RIDERS

Students riding daycare vehicles will load and unload near the cafeteria side of the school. If a daycare student is absent from school or will not be attending daycare for any reason, the parent must notify the daycare provider.

DISCIPLINE

The Fulton County Code of Conduct and Discipline Handbook is provided online to all parents. It is required that families electronically sign that they have read the Code of Conduct. Please refer to the [Fulton County Discipline Handbook](#) for further information.

DRESS CODE

All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.

- No hats or sunglasses (unless outside)
- Students should not wear their hoods when wearing a hoodie.
- Pajamas may only be worn to school on designated pajama day.
- Students should wear shoes that are appropriate for daily outdoor recess and PE.
- Shorts/skirts should be of an appropriate length.
- Shirts should cover the midsection.

DRILLS

Safety and security are top priorities at Birmingham Falls Elementary School. To provide a safe learning environment for our students, we hold shelter, evacuation, soft lockdown, and hard lockdown drills. These drills are practiced on a regular basis in order for staff and students to know the procedure in case of a real emergency. The City of Milton and county emergency departments are also directly involved and know the school's plan should the need ever arise to deal with an emergency situation. Visitors and volunteers are expected to participate if they are in the building during a drill.

EARLY INTERVENTION PROGRAM (E.I.P.)

The Early Intervention Program provides additional instruction to support students who are performing below grade level and who meet eligibility criteria to develop the necessary academic skills to reach grade level performance. Supplementary instruction is provided by additional certified teachers in a regular classroom or in a small group setting. For further information, please contact MTSS/Student Supports, [Belinda Jeffries](#).

EARLY RELEASE OF STUDENTS

To check your child out of school early, please come to the front office. Be prepared to show government issued photo identification and the secretary will call the classroom to have your child dismissed.

To assist the office in the dismissal process, we ask that all student checkouts occur **BEFORE 2:00 p.m.** For the safety of all of our students, children may not be released directly to the parent from the classroom unless a “pre-checkout form” has been completed. If you are a volunteer in your child’s classroom and wish to have them dismissed early, we ask that you stop at the front desk and ask for a “pre-checkout form.” After the form has been signed by the secretary, take your copy to the classroom to give to the teacher. After you have finished in the classroom, you may take your child with you from the classroom. **Only those parties that you have listed as emergency contacts may check your child out of school.** Otherwise, written confirmation will be required.

EMERGENCY EVACUATION & SCHOOL CLOSING

In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on the Fulton County Website for up-to-the-minute information regarding school closings. **Please do not contact or come to the school.** School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Birmingham Falls Elementary has developed a detailed emergency evacuation plan which is reviewed and updated on an annual basis.

Evacuation drills are practiced throughout the school year. This plan will be followed should any emergency occur during the school day.

FIELD DAY

Field Day is held each year during the month of May. Days are set aside for outdoor games and field activities for all students. Parent volunteers and teachers supervise each class as they participate in the stations.

FIELD TRIPS

Field trips are planned to supplement and enrich the total instructional program. Every student must have written permission from a parent or legal guardian before he/she can attend a field trip. A donation may be requested to help pay for the trip, and you can pay for field trips Online School Payments (OSP) [here](#) . All students attending the field trip will be required to ride the school bus to and from the destination.

Parents who are interested in being a chaperone for field trips must have completed the [online Volunteer](#)

[Training](#). Siblings are not permitted to attend field trips.

FINANCIAL ASSISTANCE

Our school will never deny a child access to any school-related activity because of financial hardship. This includes field trips and any school-sanctioned enrichment programs. If you are in need of financial assistance in order for your child to participate in any Birmingham Falls Elementary program, please put your request in writing and address it to the school principal, [Don Webb](#). All requests for financial assistance are confidential and handled privately between the parent and the principal.

GRADING

The following academic grading scales are used:

Kindergarten – Second Grade

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

Third – Fifth Grade

A	90-100
B	80-89
C	70-79
F	69 and below
NG	No Grade
I	Incomplete

GUIDANCE AND COUNSELING

Our guidance counselor provides individual or small group counseling to children, conducts classroom guidance lessons, and works with school personnel to foster a positive learning environment for students. [Jen Soloff](#) is the school counselor and can be reached at 470-254-9097.

HEAD LICE PROCEDURES

Head lice are very common amongst school-aged children and is not a cause for alarm. To control the spread of head lice, we (school and parents) must be diligent with our efforts.

If head lice or nits **are** found:

- Notify the school.
- Complete the lice treatment before you send your child to school.
- Accompany your child(ren) to the clinic upon their return to school to be checked.
- Continue diligent treatment at home by combing out nits.
- Your child may not return to school until there are no active lice or no evidence of live lice.

HOMEWORK

Homework can be a necessary part of each student's educational program designed to reinforce skills taught in the classroom, increase student success, develop student responsibility, and provide opportunity for parent involvement. Please email your child's teacher if you have any questions or concerns regarding homework. It is the student's responsibility to know what the homework assignments are and to complete all homework assignments on time. Some assignments are long range and require additional planning time at home for completion. Teachers will communicate expectations with students and parents through a variety of methods (email, Take Home Folders, Newsletters, etc.).

Homework is no more than 20 minutes for grades K-2 and no more than 40 minutes for grades 3-5. If homework lasts longer than this, please email your child's teacher as sometimes adjustments must be made for students.

INSTRUCTIONAL PROGRAM

Fulton County Schools provide a continuous achievement educational model designed to meet the individual needs of all learners. In addition to the classroom teacher, all Fulton County elementary schools provide Music, Art, Career Technology Agriculture and Engineering (CTAE) and Physical Education teachers as well as School Counselors and a METI to support the total instructional program for children. If you have questions regarding the instructional program, please contact our Curriculum Support Teacher, Beth Nation.

INSURANCE

School insurance is offered to every student who enrolls. A parent can choose accident insurance that covers school hours only (including the bus) or covers the entire 24-hour day, 12 months of the year. Coverage also applies to field trips both overnight and during the day.

INTERNET PROTECTION

Internet access is available at Birmingham Falls to support instruction. The Fulton County School System complies with the Children's Internet Protection Act. There is filtering in place that blocks access to material that may be inappropriate for your child. The district is continually updating and improving its filters.

LOST AND FOUND

All lost and found items are housed in the back custodial hall. **Please help us get items back to students by putting names on all jackets, coats, sweaters, lunchboxes, water bottles, and backpacks.** A few times per year all unclaimed items will be donated to Goodwill.

MONEY

Birmingham Falls uses [Online School Payments](#) to pay for field trips. Please do not send cash to the school for field trips or other classroom collections. If you want to make an online payment for lunch, you can pay online using [my school bucks](#).

PARENT PORTAL

The Parent Portal is an electronic database where parents can access information about student grades,

absences, and other important student information. Click [here](#) to review the directions to create an account. There is also a mobile app for this as well.

ESSA — EVERY STUDENT SUCCEEDS ACT

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

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

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

PARENT TEACHER ORGANIZATION (PTO)

The Birmingham Falls Elementary Parent-Teacher Organization (BFES PTO) provides support for our school through fundraising initiatives such as the PTO membership drive and fall and spring fundraisers when necessary. The PTO works closely with the parents, staff, students, and the School Governance Council to determine how classroom instruction can be best supplemented through the funding of engaging activities, curriculum support materials, and unique programs. The PTO also takes on programs such as spirit wear, hospitality, business partners, and the Welcome Back Ice Cream Social, Bobcat Bash, parent/child events. We encourage all parents and staff to become partners in our students' education by joining our membership organization, participating in our fundraisers and volunteering your time and talents! Visit our PTO [website](#) to find out more about the BFES PTO! You can also like and follow BFES PTO on Facebook!

PARTIES

Two parties are scheduled for the school year: Winter Holiday Party and End of the School Year Party. The parties are scheduled for one hour. Parties are very popular events. Please refrain from checking out any students at BFES to attend a sibling's party. It is 100% not necessary.

Valentine's Day may include a valentine exchange and allow for the room parent to coordinate one treat and/or goodie bag to be sent in and distributed by the classroom teacher.

PHYSICAL EDUCATION

All students receive P.E. twice weekly. In addition, a daily 30-minute recess is provided by the classroom teacher. Students should dress appropriately for P.E., which should include athletic or tennis shoes and shorts/pants for girls. The P.E. teachers will not allow students to participate if they are not dressed in proper P.E. attire due to safety concerns. Students must have written permission from a parent/guardian to miss a P.E. class. Missing two P.E. classes requires a note from a doctor.

PICTURES

Individual student pictures are taken during Fall and Spring. Yearbook pictures are taken in the fall. Class pictures are taken in the Spring. There are no retakes of Spring pictures due to time constraints. Our vendor for school pictures is GCI Photography. Any questions or concerns should be directed to their office at (770) 428-3717.

PLEDGE OF ALLEGIANCE

Within the first ten minutes of each school day, students in each Fulton County School shall be afforded the opportunity to recite the Pledge of Allegiance. Students not participating in the recitation of the Pledge may stand and refrain from reciting the Pledge or remain seated. Immediately following the Pledge of Allegiance, both students and faculty shall be given the opportunity to observe a short period of time for silent reflection. Students or faculty who do not wish to engage in silent reflection will refrain from any act that would interfere with the reflection of others.

RECORDS

Parents or legal guardians have the right to examine their child's records. Principals, counselors, teachers, and other authorized personnel who have responsibility for supervising, instructing, or helping a student will have access to that student's records. No third-party releases will occur without written permission from the parent. When parents are requesting student records and/or applications to be completed for private schools, all requests should be delivered to the school office for processing. Records/transcripts will be mailed via U.S. Mail and not hand-delivered by the parent. Records for recommendation status from teachers will be mailed from this school to the requesting institution.

REPORT CARDS/PROGRESS REPORTS

Report Cards or Progress Reports are available on the [parent portal](#) every 4 ½ weeks. These dates will be communicated in teacher and school newsletters. Report cards will be sent home at the end of semester one and semester two. If you have questions concerning your child's grades, please contact the classroom teacher.

RESPONSE TO INTERVENTION (RTI)/MULTI-TIER SYSTEM OF SUPPORT (MTSS)

RTI and MTSS are academic support processes that implement specific academic interventions and monitor student progress for students who have been identified as performing below grade level expectations. These processes implement various levels of academic support that include the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring progress.

A Student Support Team (SST) committee is formed at the most supportive level of this process. This team consists of teachers, parents, and an administrator. The SST works together to monitor student progress, review student achievement data, and discuss if any additional next steps are necessary. A parent or staff member may initiate a referral to the SST by contacting [Belinda Jeffries](#).

RETURNING TO THE SCHOOL BUILDING AFTER HOURS

Please do not return to school after hours if you have left a lunch box, homework, jacket or any other items. They will be here waiting for you upon your return. If you need to email the teacher to let them know that a homework assignment won't be coming...cool.

ROOM REPRESENTATIVES

1-2 room representatives are selected for each class to help the teacher and organize volunteer and classroom activities. There will be a room rep sign up in each classroom during Sneak Peek or Curriculum Night. Room reps will meet to discuss the upcoming school year and their responsibilities after the 10-day count.

SCHOOL GOVERNANCE COUNCIL

Each Fulton County School has a School Governance Council (SGC) that will play a critical role in the success of each school. Each SGC will be comprised of: 3 parents/guardians, 2 teachers, 2 community members, 2 school employees, and the principal (non-voting member).

The SGC will work with school leadership and the community to help determine the Strategic Plan of the school, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community. The SGC also can work on goals in tandem with the PTO.

Each of the parent/guardian members of the SGC must be elected by the parents/guardians of Birmingham Falls Elementary School. As a parent/guardian of Birmingham Falls Elementary School, you will have the opportunity to run for an SGC position and/or vote for parent/guardian representatives to serve on our SGC. Current members are listed at this [link](#).

SECURITY AND VOLUNTEERS

Birmingham Falls Elementary School is committed to providing a safe and secure environment for your children. All doors to the school are locked at all times. A locked entry system is installed at the main entrance which has visual and audio capabilities that allow our front office personnel to view visitors and volunteers on a monitor before granting entry into the school. All visitors and volunteers must present a **government issued photo identification**. Your photo identification will be scanned and verified against the Sex Offender databases in all fifty states. Upon approval, a printed visitor or volunteer badge will be issued and must be visibly worn while you are in the building. Additionally, when checking out a student, please be prepared to show a picture I.D. This is for your child's protection.

Volunteers need to register [here](#). Once registered, please wait 72 hours for approval. You will not be sent a confirmation email. This system will keep track of your information which will enable you to volunteer at other Fulton County Schools. Volunteering at Birmingham Falls begins on Monday, August 19.

Our school is equipped with 36 interior and exterior cameras that include facial recognition software. Most exterior doors are equipped with an alarm that sounds when it is opened. All staff wear a Centegix badge which enables them to ask for help quickly from school administration and enables them to alert law enforcement that the school needs immediate assistance.

SOCIAL WORKER

A social worker is available to students to assist with situations that may involve the home: (i.e., attendance, tardies, personal needs, and family concerns). Birmingham Falls Elementary School takes seriously their responsibility to consider the safety of all our students both during and after school. Our school social worker [Jacarri Wilcots](#).

SPECIAL EDUCATION SERVICES

Special Education Services are provided for eligible students and begin with RTI (Response to Intervention) and then referral to the Student Support Team (SST). Interventions and data collection are a requirement of this process. Students placed in special education programs must meet state eligibility criteria. All student placements are based on a referral process, individual educational evaluation, and parent consent. SST Chair [Belinda Jeffries](#) and Instructional Support Teacher [Nancy Bradshaw](#) can answer questions about this process.

STUDENT PLACEMENT

BFES makes every effort to ensure students are placed in a class where his/her needs will best be met. A variety of items influence classroom placement including the number of boys and girls, the total number of students, test results, and reading and math levels. Due to the complexity of this process, parent requests for specific teachers cannot be honored. Any concerns regarding student placement should be directed to [Beth Nation](#) at 470-254-9092.

Occasionally, in order to meet state class size guidelines and student level changes, new classes need to be formed, existing classes need to be collapsed, or current classes need to be adjusted requiring the reassignment of students to a new teacher. We will make every effort to ensure that such transitions are smooth.

While parents are welcome to share general information regarding their child and their learning, specific teacher requests by name will not be accepted under any circumstances. Should a parent have a concern regarding a student placement, the following procedure will begin after the first 15 days, allowing the student time to settle into the new environment. This class placement process generally lasts 3 to 4 weeks to allow a successful plan to be developed and implemented with fidelity.

- A minimum of 2 teacher-parent conferences directly focused on the area of concern with administrative support and presence.
- At that initial and follow up conference, a written plan to address concerns from that point forward will be drafted and agreed upon by all parties to protect the child and children from unnecessary transition.
- Follow up by administration over the coming weeks, via contact with both parents and teacher, to ensure the sustained efforts and success of the plan are moving forward.
- Final assessment will be completed by the principal.

TALENTED & GIFTED (TAG)

All Fulton County Students are screened for the gifted program twice a year (Fall/Spring). If a student is referred for testing for the 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. Specific questions regarding TAG eligibility may be directed to TAG Teachers [Caroline Lowrey](#) and [Staci Arnold](#).

TARDIES

School begins at 7:40 a.m. and ends at 2:20 p.m. **Students who are not in their classrooms by 7:40 a.m. are considered tardy and should get a tardy slip from the office.** Students who are tardy must be accompanied to the office by a parent to be signed in. Students who ride the bus to school are not considered tardy even if their bus arrives after 7:40 a.m. Excessive tardiness may result in a referral to the school social worker.

TESTING

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

- **GKIDS Readiness (Kindergarten):** August 4 - September 12
- **FCS Writing Baseline (Grades 3-5):** August 25 – August 29
- **BOY iReady Diagnostic (all students):** August 11 – 29
- **WriteScore (Grades 3-5):** November 10 – November 14
- **MOY iReady Diagnostic (all students):** December 1 – 12
- **ACCESS Testing (English Language Learners):** January 20 – March 6
- **WriteScore (Grades 3-5):** January 26 – January 30
- **FCS Writing Summative (Grades 3-5):** March 9 – March 13
- **EOY iReady Diagnostic (K-2 students):** April 13 – May 1
- **Georgia Milestones (Grades 3-5):** April 27 – May 8

*Parents of 3rd and 5th Grade Students

As required by Georgia law, all 3rd grade students **MUST PASS** the reading section of the Georgia Milestones and all 5th grade students **MUST PASS** both the reading and math sections to be promoted to the next grade level.

TEXTBOOKS

Our Curriculum is based on the Georgia Standards of Excellence. Textbooks are used as resources to support our standards. They do not reflect the exact curriculum. Textbooks are furnished for all students. Students are expected to take care of all books and return them undamaged at the end of the year or before he/she withdraws from school. If a textbook is lost or damaged, a fee will be charged. Parents are responsible for paying for lost or damaged books before receiving their child's final report card. Contact [Beth Nation](#) with any textbook questions.

TRANSPORTATION CHANGES

If you have a transportation change for your child, please submit a written note to your child's teacher. Requests may only be made by the student's parent or guardian. Changes in a child's regular method of transportation must be turned into the office by 9:00 a.m. for approval. Written confirmation of a change of

dismissal is required. **Unless the school is notified in writing, students will be sent home in their normal manner.** Do not verbally tell your child of a transportation change without following up with written confirmation sent to the front office.

Please Note: Emailed transportation changes and notes written in a student's agenda will not be accepted. You may contact Carolyn Kutulis, Front Office Secretary, at 470-254-2820 in the event of a last-minute change, and the information will be relayed to the student and teacher before the end of the day.

UPDATING INFORMATION

It is important that in an emergency we are able to contact you. Please keep your address, home and work phone numbers, and emergency contacts updated at all times. If you are out of town, the school must be notified in writing (teacher and office) of who will be responsible for your child during the absence. Please contact our data clerk [Vickie Pavane](#) with any updates to your child's or your family's information.

WITHDRAWAL PROCEDURES

Families leaving the Birmingham Falls Elementary School district will need to contact the Data Clerk, [Vickie Pavane](#) at 470-254-9096 for procedures. All laptops, library books and textbooks should be returned to school and any cafeteria charges should be cleared. School records will be forwarded to the new school upon request.