

# Lake Windward Elementary

Student & Family Handbook  
2025~2026



Learn & Grow, Lead & Show

## Address

11770 East Fox Court  
Alpharetta, GA 30005

470-254-7050  
FAX: 470-254-7069

[lakewindward.fultonschools.org](http://lakewindward.fultonschools.org)



# ADMINISTRATION AND SUPPORT STAFF

<b>Lauren Busing</b> Principal	<a href="mailto:busing@fultonschools.org">busing@fultonschools.org</a> 470-254-7050
<b>Cindy Bailey</b> Assistant Principal	<a href="mailto:baileyc@fultonschools.org">baileyc@fultonschools.org</a> 470-254-9592
<b>Anne McKown</b> Multi-Tiered System of Supports & 504 Chair	<a href="mailto:mckowna@fultonschools.org">mckowna@fultonschools.org</a> 470-254-9594
<b>Kelly O'Connor</b> Curriculum Support Specialist	<a href="mailto:Oconnork1@fultonschools.org">Oconnork1@fultonschools.org</a> 470-254-9596
<b>Sabrina Hill</b> School Counselor	<a href="mailto:hillsa@fultonschools.org">hillsa@fultonschools.org</a> 470-254-9593
<b>Jan Palermo</b> K-5 Literacy Instructional Coach	<a href="mailto:palermo@fultonschools.org">palermo@fultonschools.org</a> 470-254-7050
<b>Lexi Fraser</b> K-5 Math Instructional Coach	<a href="mailto:frasera@fultonschools.org">frasera@fultonschools.org</a> 470-254-7050
<b>Lauree Lau</b> Instructional Support Teacher (Special Education)	<a href="mailto:laul@fultonschools.org">laul@fultonschools.org</a> 470-254-9604
<b>Jaime Potts</b> Bookkeeper & Principal's Secretary	<a href="mailto:pottsj@fultonschools.org">pottsj@fultonschools.org</a> 470-254-9600
<b>Julie Pitman</b> Front Office Secretary	<a href="mailto:pitmanj@fultonschools.org">pitmanj@fultonschools.org</a> 470-254-7050
<b>Priscilla Cho</b> Bilingual Community Liaison	<a href="mailto:chop@fultonschools.org">chop@fultonschools.org</a> 470-254-9599
<b>Charlotte Scandlen</b> Data and Records Coordinator & Registrar	<a href="mailto:scandlenc@fultonschools.org">scandlenc@fultonschools.org</a> 470-254-9597
<b>Armida Lopez</b> Clinic Assistant	<a href="mailto:Lopeza2@fultonschools.org">Lopeza2@fultonschools.org</a> 470-254-9602
<b>Roxana Bonilla</b> Cafeteria Manager	<a href="mailto:andradedebor@fultonschools.org">andradedebor@fultonschools.org</a> 470-254-6998

# WHOM TO CONTACT

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<b>Curriculum Concerns:</b>	(1 <sup>st</sup> point of contact)	Classroom Teacher
	(2 <sup>nd</sup> point of contact)	CST-Kelly O'Connor <a href="mailto:Oconnork1@fultonschools.org">Oconnork1@fultonschools.org</a>
<b>Discipline Concerns:</b>	(1 <sup>st</sup> point of contact)	Classroom Teacher
	(2 <sup>nd</sup> point of contact)	Cindy Bailey Assistant Principal <a href="mailto:Baileyc@fultonschools.org">Baileyc@fultonschools.org</a>
<b>Bus Concerns:</b>	Assistant Principal	Cindy Bailey <a href="mailto:Baileyc@fultonschools.org">Baileyc@fultonschools.org</a>
<b>Cafeteria Questions:</b>	Cafeteria Manager	Roxanna Bonilla <a href="mailto:andradedebor@fultonschools.org">andradedebor@fultonschools.org</a>
<b>Student Records/Contact Information:</b>	Data Clerk	Charlotte Scandlen <a href="mailto:scandlenc@fultonschools.org">scandlenc@fultonschools.org</a>
<b>Medical Concerns:</b>	Clinic Aide	Armida Lopez <a href="mailto:Lopeza2@fultonschools.org">Lopeza2@fultonschools.org</a> 470-254-9602
<b>General Information &amp; Transportation Changes:</b>	Front Office	Julie Pitman <a href="mailto:pitmanj@fultonschools.org">pitmanj@fultonschools.org</a> 470-254-7050

## Fulton County Schools 25-26 Calendar:

The most up to date Fulton County Schools calendar can be found by scanning the QR code below or by visiting <https://www.fultonschools.org/calendar01>



### Arrival/Dismissal Procedures

School hours are 7:40 AM – 2:20 PM, with staff supervision starting at 7:10 AM. Staff members are available to assist students in the hallways. We ask that **students not be checked out after 2:00 PM** as we prepare for our dismissal procedures at that time.

### Bus Transportation (back of school only)

Students are given bus numbers and animal colors & mascots for their designated bus. Students must get on and off only at their designated bus stops. Proper bus conduct is expected as the behavior of students on school buses is an extension of classroom behavior. Students are subject to disciplinary procedures when bus safety and school rules are violated. This may include suspension from the bus and/or school. Students should ride on their district-assigned buses to and from their designated stops. The North Fulton County Transportation Department answers questions concerning bus schedules and routes. Parents may contact them at 470-254-2970.

### Carpool (Front of school only)

**ALL families will be given a carpool number at open house.** This carpool number will be used to connect students to correct cars at dismissal time. Students will need to learn their number as this is how they will be called to cars. Please always keep your carpool number in your car.

#### MORNING CARPOOL

- Students are not allowed to be dropped off prior to 7:10 a.m.
- Students are only dropped off in the Safe Zone, between the flagpole and the end of the awnings. (Not up the hill)
- All parents should remain in the car when dropping off children in the carpool line. Staff will be available to assist students out of the car should assistance be needed
- Your child should be ready to exit your car as you approach the drop-off area.
- Never try to pass a car that is dropping off or picking up students.
- U-turns are not allowed at any point during the carpool process (drop off or pick up).
- At no time should you double park or park in the fire lane. Please be sure to always park in a marked parking spot.
- If carpool has finished for the day when you arrive, you must park and then come to the front office to sign your child in.

#### AFTERNOON CARPOOL

- Carpool numbers should be displayed on the passenger side dashboard.
- Please make sure you are in the carpool line no later than 2:30 p.m. for pick-up.
- If someone is picking up a student without a carpool number, or if you do not have your carpool number, you will be asked to park and go into the office to show identification.
- Please do not park your car and walk up to the carpool holding area to take your child from this area. Students waiting in the carpool pick up area should be picked up by car only.

### Day Care Vans

Day care vans pick up at 2:20 PM in the designated staging area in the front of the carpool line.

### Walkers

Lake Windward has a large walking community. Please be mindful of this while you are driving on campus during arrival and dismissal times. **We request that students who walk to school be accompanied by an adult. In the afternoon, students in kindergarten, first and second grades must have an adult at the meeting location.**

### Change of Regular Dismissal

If a student is not to go home in their usual manner, the student must bring in a signed note on the date of the change. **If dismissal plans change during the school day, notify the school office via a phone call by 1:30 PM.**

**DO NOT EMAIL THE TEACHER(S) regarding dismissal changes;** during the school days teachers are engaged in teaching students and may not read emails until after the school day has ended. Any student leaving before the regular dismissal time must be signed out through the office by a parent, legal guardian or parental designee.

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

### Attendance

In order for students in Fulton County Schools to learn and achieve to their fullest potential, it is critical that they attend school and are engaged in the learning process. **Student absences, whether excused or unexcused, impact a child's ability to succeed in school.** To increase student attendance in school, students need to feel valued, engaged, and safe at school. Parents/Guardians will be notified more often based on all absences regardless of whether a student is excused or unexcused.

To maximize instructional opportunities, regular school attendance is expected. The school day begins at 7:40 a.m. and ends at 2:20 p.m. Students who arrive in class after 7:40 a.m. are tardy and will get a tardy slip from the office before going to class. **Parents need to escort their child into the front office to complete the tardy slip process.**

### Absences

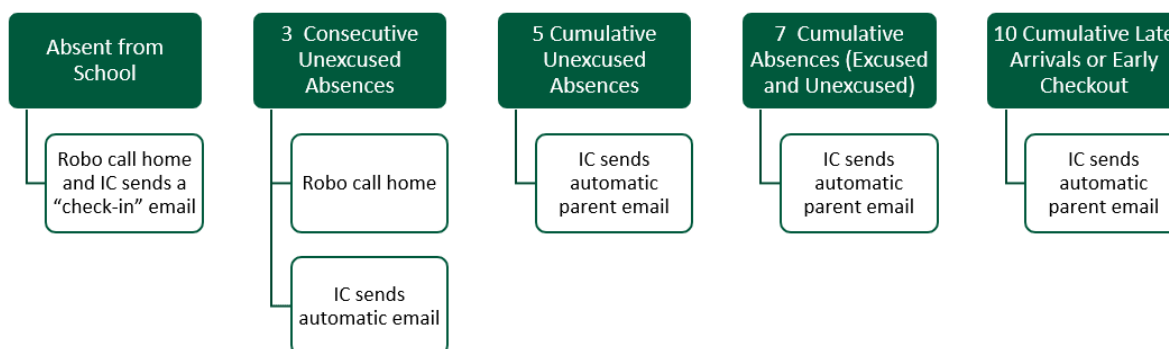
Students should be present every day unless illness or other extenuating circumstances exist. The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, religious holidays, and other educational days as pre-approved by the school principal. The principal has at his/her discretion, by Board Policy to further approve additional days in extenuating circumstances. **Parents/guardians must complete the request form (found on the LWE website) at least one week prior to the absence.** Submission of parental/guardian request does not grant automatic approval. A school administrator or designee will contact the parents/guardian upon the final decision. All other absences will be considered unexcused.

**For all absences daily, parents/guardians should utilize the Lake Windward attendance email [LWEAttendance@fultonschools.org](mailto:LWEAttendance@fultonschools.org) . Please copy the child's homeroom teacher on the attendance email as well. In the email, please include the student's name, parents email & phone number, and reason for the excuse.** Emails and written excusal notes from parent/guardian excuses are kept on file at school. A student must be in attendance more than one half-day (11:10 AM) before he/she can be counted present during that day.

Whenever a student is absent due to medical issues and is seen by a doctor, please make sure to send in documentation provided by the doctor in addition to the parent's excuse for the absence.

### Attendance Calls & Emails

Parents and Guardians will be notified regularly when students are absent. Infinite Campus (IC) will send an email when an absence occurs. In addition, an automatic phone call will be made when your child is absent. Below shows when parent contact will be made. **When students miss the 5% or 10% of school, parents will receive additional text messages and letters about student attendance.**



Parents/Guardians can log into Infinite Campus to view their child's attendance. For additional support with accessing and using Infinite Campus visit the [Infinite Campus Handbook](#) for Parents (page 8).

Please review Fulton County Board Policy regarding absences and excuses for additional information. Attendance information and board policy can be found by clicking [here](#).

### Tardies

Students should arrive on time. Students who are tardy (7:40 AM or later) must report to the office with a parent/guardian and sign in, give a reason for tardiness, & obtain a tardy pass. If a student's bus is late, the student will not be marked tardy.

## **Birthdays**

Each day birthdays are recognized during our morning news show. Students will receive a birthday pencil and sticker from the front office on their special day. **Parents may send a birthday snack if arrangements with the teacher are made in advance.** Some children enrolled in our school do have potentially life-threatening food allergies, so you need to speak with your child's teacher prior to bringing in any food items to be aware of any such allergies. Please make sure the snack is ready to serve and can be served quickly and easily. **All food brought in to share for celebrations in our classrooms needs to be store bought and have a label attached.** For student safety, we do not distribute home baked goods. Birthday snacks should be dropped off at the front office for delivery to the classroom. **Balloons, candles, and party favors are NOT to be included with birthday snacks.** If sent into school, they will be returned home. **Personal party invitations will not be distributed at school.**

## **Cafeteria**

The school participates in the school lunch and breakfast programs. Parents may prepay for meals or food/beverage items up to one full school year through our prepaid meal system. You can visit **My School Bucks** to make prepayments to your child's account. For payments made at school, cafeteria cashiers may not check student accounts or take payments during daily serving hours. This service is available from 7:40 a.m. – 10:10 a.m. and 1:15 p.m. – 2:00 p.m. Your cooperation is greatly appreciated.

Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through applications available [online](#) or at school. Households should complete one application listing all household members and identifying students who attend Fulton County Schools (FCS).

- Parents/guardians must complete one application per household indicating the school attended for each student
- The application should be returned to the school cafeteria manager of the youngest student
- New students to FCS will pay for meals until the household application is approved
- Returning FCS students will maintain last year's meal status until the application is approved
- The approval process will be completed within 10 days

The cafeteria menu is available on the FCS website. Our cafeteria manager is happy to work with you. Contact Roxana Bonilla: [andradedebor@fultonschools.org](mailto:andradedebor@fultonschools.org)

## **Parent/Visitor Dining (ALL FIRST TIME GUESTS MUST HAVE LICENSE SCANNED)**

After completion of the first four weeks of school, parents and visitors are welcome to join their students for lunch in the cafeteria during their students' regularly scheduled lunchtime on Mondays and Fridays.

The following guidelines should be observed:

1. Please sign in at the kiosk at the front office, print a visitor badge, and then proceed to the cafeteria to meet your child. When the lunch period is over, say good-bye in the cafeteria and proceed to the front office to sign out. As instructional time continues as soon as students return from lunch, **please do not accompany your child to the classroom.**
2. Due to safety concerns, all strollers must be left in the hall outside the cafeteria.
3. Please be very quiet as you wait in the cafeteria hall as class instruction is ongoing in adjacent classrooms.
4. As there are many students who have a variety of allergies, please do not share any food with anyone other than your own child.
5. Please do not buy any food or drinks for children other than your own.
6. All shared treats (e.g., cafeteria-purchased ice cream for the class for a student's birthday) must be approved by the classroom teacher who is aware of all students' health concerns.
7. We support our school nutrition program and thereby discourage all outside vendor food being brought in during lunchtime.
8. Please be mindful that lunchtime is not an appropriate time to talk with the teacher about a child's progress. (Please refer to the "Communication/Conference" section of this handbook for this procedure.)

## **Classroom Observations**

The faculty and staff work closely with parents to provide the best education possible for your child. However, **parents are not allowed to visit classrooms unannounced.** Also, parents are not allowed to visit classrooms in the morning, of the Curriculum Support Teacher (CSTs) or Instructional Support Teacher (IST) to set up an appointment. Classroom visitations are not a time for parent-teacher conferences. The instructional program must continue during your visit. Observations in classrooms can be arranged by following these procedures:

Visitations need to be scheduled through the CST/IST, at least 72 hours prior to observation.

1. Classroom observations are typically 30 minutes.
2. Check in at the front office at least 5 minutes prior to scheduled observation.
3. The CST or IST will escort you to the classroom and remain with you during the observation.
4. We ask that you **not** interact with students or the teacher during your observation, as instructional time is very valuable.
5. Please maintain confidentiality regarding the performance level and placement of individual students in the classroom.
6. If you have any specific questions after your observation, please schedule a conference with the teacher, CST, IST, assistant principal, or principal.



## **Clinic**

We care about the safety and well-being of your child. Please take a few moments to make sure we are aware of your child's allergies, diseases, or medical conditions. Stop by, or call the clinic, so we can have a written record of your child's condition and your specific instructions for their care. Please notify the front office, data clerk, and clinic if your emergency numbers, work numbers or home numbers change. The contact information can always be updated online by using the Infinite Campus parent portal. It is imperative that we can contact a parent/guardian in case of emergency.

Students requiring daily medication must come to the clinic to have it dispensed. Written permission is required to administer any kind of medication. **Students taking prescription medication must have a permission form signed by the doctor and on file in the clinic before they can take the medication.** Over-the-counter medications require a form signed by the parent/legal guardian and to be on file in the clinic. Forms are available at [online](#) and at the clinic.

**If your child is home with a fever (100.4 or higher), do not send your child to school until they have been 'fever free' (without the use of medicine) for 24 hours. There is also a 24-hour no-vomiting policy.**

## **Communication**

Communication, between school and home, is very important. There are several methods of communication available to parents.

- **WEB PAGES** – Information concerning the district and school is available via our district web page at [www.fultonschools.org](http://www.fultonschools.org). The website includes school updates, current information about the school/school system, dates to remember, etc.
- **TAKE HOME FOLDERS** – Students bring home folders weekly that may contain important school announcements, PTO information and/or graded papers.
- **SCHOOL MESSENGER** – Important school/county announcements as well as emergency information will be announced through email and/or phone calls via School Messenger. A biweekly newsletter will be sent to families on Tuesday afternoon/evenings from the principal. If you do not receive information from this system, please contact the data clerk to ensure we have accurate contact information.
- **PHONE CALLS** – Teachers are unable to come to the phone during instructional time. Parents can call and leave a message with the front office secretary. Teachers will pick up messages during their planning time or at the end of the day. Please be aware that it may be late afternoon before your message is picked up.
- **EMAIL** – Each certified teacher has an email set up through Fulton County Schools. Email addresses can be found on the Lake Windward school webpage.
- **WRITTEN NOTES** – Please be sure to let your child know he/she has a note for the teacher. The office must approve notes concerning changes in transportation home.
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## **Conferences**

During the first semester each parent is given the opportunity to discuss his/her child's progress at an individual conference with the teacher. We believe that the educational success of your child is a joint venture between the school and the home, and we want to keep communication lines open. If parents desire to contact the teacher, email is the best way to reach your teacher. Parent conferences may be initiated at any time by the parent, teacher, or principal and held at mutually agreeable times.

## **Counseling**

Counseling services are available to all students in the school. We have one full-time counselor as well as a part-time school social worker and part-time school psychologist. The role of the counselor is to help remove barriers that may be standing in the way of students reaching their maximum potential. Counselors collaborate with students, staff and parents to build a pathway towards success. Counseling services include assistance with educational planning, interpretation of evaluation scores, occupational information, career instruction, study skills and social concerns. Our counselor provides classroom curriculum lessons as well as short-term individual counseling and small group counseling on an as-needed basis.

## **Discipline**

To promote a positive school climate, each grade level/classroom has a behavior plan, appropriate to the age and ability of the students. Students are aware of the procedures and these policies are shared with parents at the beginning of the school year. In addition to the grade level/classroom plans, Lake Windward as a school utilizes PBIS (Positive Behavior Interventions and Supports) practices. Students have the chance to earn recognition for demonstrating their dedication to being safe, responsible, and respectful.

A student who is involved in serious disruptive behaviors may receive consequences as outlined in the Fulton County Board of Education's Policy JD and Procedure JD. A link to the Fulton County Code of Conduct and Discipline Handbook is provided to each family at the start of the school year via email, and a paper copy may also be requested. All parents are encouraged to become familiar with the discipline guidelines and consequences for violations. Parents will be tasked with signing off via a link in Infinite Campus to indicate review of the Student Code of Conduct.

## **Dress Code**

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or

dress; shoe lessness; "short-short" clothing; bare midriffs; "tank tops" (straps should cover the majority of the shoulders, no "spaghetti straps"); "see-through" clothing or apparel which designates gangs or similar organizations, clothing with inappropriate words or images or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any mode of dress or grooming results in a violation of the spirit and/or the intent of this rule. For safety reasons, it is recommended that students do not wear flip flops to school.

### **Drills- For Practicing Emergency Safety Procedures**

To provide a safe learning environment for our students, we practice soft and hard lockdowns, evacuation, and shelter drills. Staff and students participate in these on a regular basis for them to know the correct procedure in case of a real emergency. Visitors and volunteers are expected to participate if on campus during a drill.

### **Early Intervention Program (EIP)**

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 a certified teacher in a heterogeneous regular classroom or in a small group setting.

### **Electronics (cell phones, iPads, smart watches, etc.)**

Per the Fulton County Schools Code of Conduct 18f.II Prohibited Use of Personal Communication Devices (PCD) during the school day. **The use of PCDs during the school day is NOT allowed in grades Pre-K through 5.**

To keep interruptions and distractions during instructional and non-instructional time during the day to a minimum, students who bring cell phones to school need to keep them ***turned off and kept in a backpack during the day, including the bus rides to and from school.*** If a student does not follow the guidelines, the device will be confiscated and a phone call to the parent will be made to come to school to retrieve the device.

### **Emergency Evacuation/School Closings**

In the event of an emergency (fire, gas leak, bomb threat, explosion, etc.), which necessitates the evacuation of the building, evacuated students will go to Webb Bridge Park or another location on campus away from the building and then will be transported to Webb Bridge Middle School. Do **not** try to contact the school. Students will be released from Webb Bridge Middle School to a parent, legal guardian, or responsible adult, who is delegated by the parent and listed on the registration form. A picture ID is requested of the parent/guardian or other designated individual.

If the decision is made to close the school due to inclement weather, FCS Communications & the school principal will communicate to the families. The news may also be aired on local news networks.

### **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. The school system is required by law to identify and screen students who may qualify for the ESOL program. If the student qualifies, the parent/guardian is notified, and services are begun. Students who qualify for ESOL services will be tested annually with the *ACCESS for ELLs* test to measure growth and to determine continued eligibility for the program.

### **Field Trips**

Field trips are planned to supplement and enrich state standards and units of study. Every student must have written permission from a parent or legal guardian before he/she can attend a field trip. A fee may be requested to help pay for the trip; however, no child will be denied permission to attend due to inability to pay.

Parents who are interested in being a chaperone for field trips **must have completed the Volunteer Training** procedure in order to be considered to chaperone. **Siblings are not permitted to attend field trips.** At the teacher/administration discretion, students with multiple discipline reports may be prohibited from attending field trips.

### **Gifts for Fulton County Employees**

Fulton County Board of Education Policy requires that gifts meet the following guidelines:

An individual gift with a value of \$25.00 or less

- A group gift with a value of \$10.00 or less per contributor
- Neither gift to exceed \$500.00

### **Grading**

Students in Fulton County receive progress reports every 4.5 weeks. Non-academic skills are reported upon every 9 weeks. At the end of each semester, a cumulative grade will be given via a report card.



Elementary Grading Weights  
 45% - Major Category  
 40% - Minor Category  
 15% - Practice Category

### Kindergarten- Second Grade Grading Scale

<b>EM</b>	Exceeding Mastery	90-100
<b>M</b>	Mastering	80-89
<b>AM</b>	Approaching Mastery	70-79
<b>NYM</b>	Not Yet Demonstrating Mastery	69 & below
<b>NG</b>		No Grade

### Grading Minimums Per 9 Weeks

Math & Reading/Language Arts	Minimum of 8 grades per 9 weeks. 2 major, 3 minor, and 3 practice
Science and Social Studies	Minimum of 5 grades per 9 weeks. 1 major, 2 minor, 2 practice
Art, PE, Health and Music	Minimum of 4 grades per 9 weeks. 1 major, 1 minor, 2 practice.

### Third – Fifth Grade Grading Scale

<b>A</b>	90 & Above
<b>B</b>	80-89
<b>C</b>	70-79
<b>F</b>	69 & Below
<b>W/(1/100)</b>	Withdrawn
<b>P/F</b>	Pass or Fail
<b>NG</b>	No Grade
<b>I</b>	Incomplete
<b>CR</b>	Credit
<b>NC</b>	Non-Credit

### Homework

Please contact your child's teacher with questions concerning homework.

### Lost and Found

Lost items are located near the front office. Please help us get items back to students by **putting your children's names** on lunch boxes and in jackets, sweatshirts, coats, etc. At the end of each semester, items not collected will be donated to local charity organizations.

### Media Center

Lake Windward has an open Media Center and is equipped with various resources such as books, videos, electronic books, iPads, other electronic devices, and parent resources. Students may exchange books before and after school and during times designated throughout the school day as determined by the classroom teacher. Students may keep the books checked out for two weeks at a time.

### Multi-tiered System of Supports

Multi-tiered System of Supports (MTSS) is a systematic, continuous-improvement framework in which data-based problem-solving and decision-making is practiced across all levels of the education system for supporting students at multiple levels of evidence-based interventions.

#### Three Tiers of a Multi-level Prevention System

Tier I – All students receive core instruction matched to their readiness level in the general education classroom. Schools will assess all students to determine which students are at risk for not meeting grade level expectations.

Tier II – Some students will be identified with skill gaps in reading, math, and/or behavior. In Tier II, students with deficits that hinder access to grade level instruction will receive targeted interventions in their specific area of weakness.

Tier III – Students who are identified as having significant skill weaknesses or not responding to targeted interventions in Tier II will receive intensive interventions in Tier III. Per Georgia Board of Education Rule 160-4-2.32, every Georgia school must have a Student Support Team (SST) which supports the Tier III process. The SST is an interdisciplinary group that uses a systematic problem-solving process and monitoring of students who receive Tier III interventions.

### Parties

Students have two class parties during the school year (Winter Holiday Celebration and an End of the Year Party). The Classroom Coordinators and teachers organize these parties and solicit volunteers to assist. Only designated volunteers may attend the party as helpers. We limit the volunteers to two per classroom.

### Pets and Animals

Classrooms may have pets that are kept at the discretion of the classroom teacher and administration. If your child has allergies, please notify the teacher immediately.

### Pictures

Individual student pictures are taken during the Fall and Spring.

## **Report Cards**

Progress Reports are visible on the Infinite Campus parent portal every 4.5 weeks. Report cards are visible at the end of each semester and a hard copy is also sent home. All families are encouraged to have a parent Infinite Campus account. See the district website for directions on how to download and access Infinite Campus. If you have questions concerning your child's grades, please contact the classroom teacher. Teachers are more than happy to discuss your child's progress toward mastery of curriculum standards.

## **School Governance Council (SGC)**

Fulton County Schools became a charter system a few years ago. This means that each Fulton County school now has more local decision-making authority and the flexibility to implement innovative ideas and strategies to create educational opportunities that meet the needs of their students and school communities. Each charter system school has a School Governance Council (SGC) that plays a critical role in the success of each school. Each SGC is comprised of:

- 3 parents/guardians
- 2 teachers
- 2 community members
- 2 school employees
- principal (non-voting)

The SGC works with school leadership and the community to help determine the long-term direction of the school, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community.

## **Security**

All entrance doors are locked at 7:40 a.m. to provide a secure school environment. Visitors to campus are to enter the building through the doors located near the flagpole. You will need to use the intercom to request entry into the building and a front office staff member will greet you, ask how they can help, and if necessary, buzz you into the building. If you are on campus to volunteer, you will need to register to volunteer in Fulton County Schools (see additional information below). You will be asked to give your driver's license to the front office staff member to scan.

**After that initial screening, you will only need to check in as a volunteer using the computer in the front office. After signing in, you will need to wear the printed I.D. badge when in the building. Visitors without an I.D. badge will be asked to return to the office to obtain one.**

Parents are not permitted to take homework, lunches, glasses, etc. to class. If you need to get something delivered to your child, please bring it to the front office, before 9:30 a.m., so we may deliver it to your child. There is a table at the entrance for parents to put items for delivery. Parents need to make sure their child's name and teacher's name are on the item.

**Students and parents are NOT permitted to return to the classroom after school has been dismissed since teachers are often involved in meetings, conferences, etc.** Afternoon announcements include reminders to students to have everything they need to complete their assignments before leaving school. In case of emergency, an administrator may escort a student/parent to the classroom to retrieve the forgotten item.

## **Specials**

All students have special classes in their weekly schedules. Each week, students will attend one music class, one art class and two physical education classes. Media Center is our fifth special of the week and most classes are scheduled to attend. For PE classes, students should dress appropriately including athletic shoes and shorts/pants for girls. A student must have a written note by a parent to miss a P.E. class.

## **Spirit Days**

Fridays are Spirit Days at Lake Windward. Students are encouraged to wear school t-shirts or dress in the school colors which are green, navy, and white.

## **Student Placement**

The school makes every effort to ensure each and every student is 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 Language Arts 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 the CST or the principal in writing.

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

If you would like to request a change of student placement, the procedure is as follows:

- A student must first spend, at a minimum, 10 days in his/her assigned class.
- A Change of Placement Request is written or emailed to the CST.
- A placement team comprised of the Principal, Assistant Principal, CST, Counselor, Teacher Representative, and parents will be scheduled to review placement.
- Final placement decision resides with the principal.

### **Talented and Gifted Program**

The Fulton County School System screens all students twice a year for eligibility for the system's Talented and Gifted Program. The classroom teacher uses the Characteristics Instrument for Screening Students (CISS) form. Students must demonstrate outstanding characteristics and behaviors in five of the ten categories on the screening instrument (CISS) AND have supporting data gathered from test history, grades, products, and/or continuous achievement. Student names are then presented to the local school's eligibility team for possible referral. TAG teachers review all standardized testing results and screen students' scores for automatic referral. A parent must sign a consent form to evaluate their child before any individual student testing is initiated. Results of testing are given to the student's parent(s). This process takes approximately six weeks. If you need additional information, please contact our TAG teacher or the Gifted Program Office.

### **Toys, Games Etc.**

To keep interruptions and distractions to a minimum, we ask that students not bring toys, games, dolls, trading cards, etc. to school unless given permission from your child's teacher. Items brought to school without permission will be turned in to the Assistant Principal and a call will be made to the child's parent/guardian to come to school to retrieve the item.

### **Transportation**

Parents must turn in a written request to the office by 9:00 a.m. for approval of changes in a student's regular method of transportation home. **Unless the school is notified in writing, students will be sent home in the normal manner.** Students are not permitted to ride a school bus other than their own. If there is a scheduled playdate or childcare situation, parents need to use an alternative form of transportation than the school bus. In the case of a last-minute emergency, **DO NOT email the teacher(s) as they are teaching and may not see the email until after school is over. Call the front office and give the information to the front office personnel. The information will be relayed to the classroom teacher and student.**

### **Volunteers and Visitors**

**ALL volunteers must be registered using the volunteer registration system.**

We provide opportunities for volunteers in the school. Anyone who volunteers or visits a classroom must complete the mandatory volunteer training on Child Abuse Reporting as required by the state of Georgia. We value your time and will try to make this as quick and simple as possible. The training may be accessed through the Fulton County website: <https://www.fultonschools.org/volunteer>.

All visitors and volunteers that enter the school are required to bring their government issued identification to sign in at the office. A printed visitor or volunteer badge will be issued and must be worn during your time at our school.

Confidentiality regarding students you are working with or have observed during your volunteer services is required.

- **Chaperoning:** When acting as a Chaperone on a field trip or school sponsored activity, you will be responsible for a group of children. You must have completed the Volunteer Training to chaperone a field trip and use the school-provided transportation unless it is unavailable.
- **Siblings:** Volunteers may not bring young children or other visitors to school when performing duties in the building.