Manning Oaks Elementary School

405 Cumming Street
Alpharetta, GA 30004

470-254-2912
FAX 470-254-2916
Manning Oaks / Homepage (fultonschools.org)



Family Handbook

2026-2027

Nikkole Flowers, Principal
Jenny Choi, Assistant Principal





Manning Oaks Elementary School

Mission: Leading Learners to Excellence
Vision: Manning Oaks will be a diverse community that embraces differences, celebrates all voices and empowers life-long learning.
Tag Line/ Motto: Create Your Path
Theme for 2026-27 – Level Up: Raising Our Game!

Important Reminders for the 26-27 School Year

Prohibited Use of Personal Communication Devices:
Fulton County Schools has approved a board policy prohibiting the use of personal communication devices on the bus and during the entire school day for elementary school students. This includes, but is not limited to, personal laptops, smartphones, smartwatches, tablets, smart glasses, e-readers, headphones, and other devices with functionalities such as wireless communication. Please refer to the Fulton County School's Code of Conduct for more information.

Device Protection:
Please review information about purchasing insurance for devices and fees for lost, stolen, or damaged devices. If your child's device is damaged, lost, or stolen, you will be responsible for repair or replacement costs. Purchasing insurance ensures you'd only pay a fraction of the cost to repair or replace your child's device. Purchasing insurance is highly recommended.

Absences:
Parents, please email 580-attendanceMOE@fultonschools.org with a photo of the medical excuse (doctor, dentist, etc.) for your child. If parents do not have access to a device, a printed form or a handwritten note will also be accepted.

- **Participated Remotely Absences:** Parents should request Participated Remotely absences prior to requesting Preapproved absences.
- Please review the Absences section for more information.

Snacks/ Treats for Students:
Parents will be allowed to send individually wrapped, store bought snacks (i.e. animal crackers) for the classroom. Please **DO NOT** send any homemade or store-bought snacks that are not individually wrapped (i.e. cupcakes, donuts). They **WILL NOT** be given to students.

Birthday Celebrations:
We respectfully request that no edible birthday treats/goodies be sent to school. Parents can purchase a birthday treat from the cafeteria. Parents/guardians also may bring in a small school tool (pencil, eraser, ruler, sticker, etc.) for each student of their child's class or donate a new classroom book, game, or ball in honor of the student's birthday. Please note that the following items are prohibited on the school campus: party favors, balloons, and flowers.

Photo ID:
Please remember to always bring your actual photo ID – not pictures. If both parents come to visit (i.e. for lunch or an event), BOTH parents need their actual ID.

Checking Out Students: Please remember to list your name in the Infinite Campus/ Parent Portal exactly how it appears on your photo ID. Please enter every parent, guardian, and emergency contact in the parent portal. Please be sure to enter the information as it appears on

their photo ID. Please list all phone numbers and email addresses for each parent and emergency contact.

Carpool:
Please read our carpool procedures carefully. Carpool ends at 7:35 a.m. Parents will need to park if you pull in at 7:35 and walk your child to the front door. If the bell rings, parents will need to enter and sign in. Please remember, if you arrive before 7:25, the carpool line is much shorter.

Welcome to Manning Oaks Elementary! Home of the Tigers!

This Family Handbook is filled with important information about school policies and procedures to help our school run smoothly and safely. Families are responsible for the information contained in the handbook. We suggest that parents and students review the handbook together. If you have questions after reading, please call the school office.
We believe that a collaborative partnership between parents, community members, and business partners is critical for a positive learning environment and student success.

Administrative and Support Staff

Staff Name	Position	Email Address
Nikkole Flowers	Principal	flowersn@fultonschools.org
Jenny Choi	Assistant Principal	choig@fultonschools.org
Lisa Pittman	Curriculum Support Teacher (CST)	pittmanl@fultonschools.org
Ted Ittig	Instructional Support Teacher (IST)	ittig@fultonschools.org
Elyse Clower	MTSS/504 Coordinator	clower@fultonschools.org
Kristi Meyers	School Counselor	meyersk@fultonschools.org

Latasha Neal	Literacy Coach	neall@fultonschools.org
Simone Galvan	Math Coach	galvans@fultonschools.org
Tracy Hopson	Bookkeeper/ Principal's Professional Assistant	hopsontc@fultonschools.org
Milstead, Morgan	Social Worker	milsteadm@fultonschools.org
Brittany Parow	School Psychologist	parowb@fultonschools.org
Caridad Rodriguez- Orilus	Data Clerk/ Registrar	rodriguezorc@fultonschools.org
Sandra Machado	Front Office Professional Assistant	machado@fultonschools.org
Connie Michel	Front Office Professional Assistant	michelc@fultonschools.org
TracyLynn Wagner	Cluster Nurse	Wagnert1@fultonschools.org
Amanda Iovino	Clinic Assistant	iovinoa@fultonschools.org
Deniese Levy	Cafeteria Manager	Levyd1@fultonschools.org
Jewel Albright	Head Custodian	Albright@fultonschools.org

ABSENCES

The Fulton County School Board supports rigorous enforcement of Georgia's Compulsory School Attendance Law that makes school attendance the responsibility of the parent and the student. The Georgia Board of Education lawfully excuses students for the following reasons:

Excused Absences – A hold harmless absence that has been documented, and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1:

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)

- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal.

Excused Absence for a death in the family

- Four days for immediate family (parent, sibling, grandparent, or anyone else living in the student's household)
- Two days for non-immediate family (any family member not included in the definition of immediate family)

Unexcused Absence – Any absence not accompanied by a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused. The following non-exhaustive list includes examples of unexcused absences:

- Bad weather
- Missing the school bus
- Car trouble
- Shopping
- Babysitting
- Oversleeping

A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence. If an absence meets these requirements, parents should send an email to 580-attendanceMOE@fultonschools.org, or the student may bring a written or typed excuse signed by a parent or guardian the day the student returns to school. If a note is not received within 5 calendar days, the absence will be recorded as unexcused. Excessive absences may result in an **autogenerated** letter or call from the school, and continued absences will result in a referral to the school social worker. **Students who are absent 10 consecutive days may be withdrawn from Manning Oaks.** Please refer to https://www.fultonschools.org/students-families/attendance-policy/attendance-matters for more information.

Pre-Approved Absences – To request a pre-approved absence, parents must submit the request at least five days in advance of the absence. The student's academic and complete attendance record including excused, unexcused, disciplinary, or other absence types will be reviewed prior to approving. Only the principal or assistant principal(s) can approve these absence requests. Please check the school's website to get a form, or you can pick a form up from the front office.

Participated Remotely Absences – Parents can request their child to participate remotely in learning up to 5 days each semester. Absences will be marked as unexcused until completed assignments are submitted to the homeroom teacher. Once submitted, the absence will be changed to participated remotely. Please request participated remotely absences at least three days prior to the absence, so teachers have time to provide the work that must be completed. **Participated remotely absences do not count against a student's attendance or the school's attendance.** Participated remotely absences can't be used if the student is traveling outside the country. Please request this absence type first, if applicable. Please check the school's website to get a form, or you can pick a form up from the front office.

Additional Information

- After 3 consecutive absences, late arrivals, or early checkouts, a doctor's note may be required.
- After 7 cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor's note may be required for any subsequent illness-related absences, late arrivals or early checkouts.
- If there is an on-going medical circumstance that requires a student to be absent, late, or check out early from school frequently or intermittently, a doctor's note will be required to address medical concerns and need for absences.
- In the event of a serious illness in the student's immediate family, schools may require students to present medical documentation regarding the family member upon return to school for validating the excused absence, tardy, or early checkout.

Documentation Requirements

Documentation for any absence type must be provided within five days of returning to school for an absence to be excused. Parents and/or guardians may send an email (from email address in the parent portal) or handwritten note to the school to document a student's absence. The following must be included in all documentation:

- Student Name
- Student FCS ID Number (lunch number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number

Any student who accumulates seven or more days in a given school year for any reason may be required to provide additional documentation (doctor's note, court order, etc.) for any subsequent absence, whether that absence is excused or unexcused. This excludes days accumulated during an Assigned Remote designation.

Student attendance records shall be corrected from unexcused to excused after proper documentation is provided.

For additional information, please review Featured - Where Students Come First BoardDocs® Pro.

ACCIDENTS

Safety precautions are always taken at school; however, accidents will happen. Minor scrapes may be treated with first aid in the classroom; however, you will be contacted by clinic aides for serious situations. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a teacher, the clinic, or the office. See "CLINIC" for additional information.

AFTERSCHOOL PROGRAMS

The YMCA offers an after-school program (Primetime) for families who apply and are accepted. We also have a few others after school programs that are not school sponsored that are housed at MOE (i.e. soccer club). These programs are **independent contractors** and operate independently of Fulton County Schools. They are not governed by the Fulton County Code of Conduct, and all concerns should be directed to the director of these programs.

ARRIVAL

The school day for students begins at 7:40 a.m. Bus riders and car riders will enter the school building at 7:10 a.m. If you are carpooling, students are expected to remain in cars with their parents until the bell rings at 7:10. Parents are not permitted to drop off their children unsupervised outside/inside the school any time before 7:10. These procedures are in place for the safety of all students. Students who are not in their teachers' classrooms by 7:40 are considered to be tardy. Please try to arrive on campus by 7:25 to ensure your child has time to enter the building, walk down the hall, and arrive in class by 7:40.

ATTENDANCE

Attending school every day and arriving on time are essential for student success. Students who are absent from school or tardy miss valuable educational experiences. A student must be present for at least half of the instructional day to be counted as present. They must be checked in by 11:10 am or checked out after 11:10 am. Absences are reported through a centralized communication system. You will receive a robocall notification if your child is absent from school.

To improve student attendance, students need to feel valued, engaged, and safe.

- Valued: Students feel that they are important.
- Safe: Students feel safe.
- Engaged: Students are a part of the learning process

A tiered approach will be utilized to maximize student attendance in school which promotes the organization of academic, behavioral, and health supports and interventions to meet all students based on their individual needs. Attendance interventions will be implemented based on the following categories:

- Satisfactory (0-4% Absence Rate)
- At Risk (5-9% Absence Rate) - Preventative
    - Foundation of the support system includes universal strategies to encourage good attendance for all students.
- Chronic Absent (10-19% Absence Rate) - Early Intervention
    - For students and families who need more encouragement and support in addition to preventative strategies. Chronic absent strategies will provide early intervention(s) to target students to avoid chronic absences.
- Severe Chronic Absent (≥20%Absence Rate)- Intensive Supports
    - Offers intensive support for students facing the greatest challenges to getting to school with individual interventions and wrap around support.

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BILINGUAL COMMUNITY LIASION

Supports Manning Oaks' ESOL families by coordinating programs and building capacity for ESOL parental involvement. The role of the bilingual liaison is part of a comprehensive effort to build and ensure responsiveness, problem solving, and helpfulness to Manning Oaks' ESOL families.

BIRTHDAYS

If you would like to celebrate your child's birthday at school, you may purchase a special treat from our cafeteria for your child's class. You may contact our Cafeteria Manager, Denise Levy, at Levyd1@fultonschools.org to purchase a birthday treat for your child and/or the class. **Please do not send birthday treats, balloons, party favors, or party invitations to school. Any birthday treats that are not purchased from the cafeteria will not be given to students.**

BUS TRANSPORTATION

Safe school transportation is considered an important part of the total educational program. Riding the school bus is a privilege contingent upon proper, courteous conduct.

Parents and students are encouraged to sign up for our free "Here Comes the Bus" app that allows students and parents to track their bus in real-time.

https://www.fultonschools.org/all-departments/operations/transportation/parent-guardian-toolkit/quothere-comes-the-busquot

Bus Conduct

Students are subject to disciplinary procedures when bus safety rules are violated. These may include assigned seats and/or suspension from riding the bus for one or more days. The following rules must be followed:

- Students are to behave appropriately on the bus as well as at the bus stop and must follow the directions of the bus driver.
- Students are expected to always display respectful behavior to each other and the driver. Bullying, fighting, teasing, horseplay, play fighting, name-calling, etc. will not be tolerated.
- Students must sit in their assigned sections on the bus. Bus drivers will seat students as they arrive, the front being reserved for kindergarten students.
- Students may not eat or drink on the bus.
- Students are to remain in their seats while the bus is in motion, facing forward at all times. Hands and feet are to be kept out of the aisle.
- All body parts must remain inside the bus windows at all times.
- Live animals are not permitted on the bus.
- **Glass objects are NOT permitted on the bus.**
- Anything that cannot be held in the lap is not permitted on the bus.
- Additional information is provided on the Fulton County transportation website, https://www.fultonschools.org/transportation. If your child's driver believes that your child's behavior is inconsistent with Fulton County expectations, you will receive a Conduct Form or other discipline notification. Questions about bus discipline should be directed to the Assistant Principal.

The Fulton County Board of Education recognizes that safe school bus operation is only possible with the full cooperation of our parents, students, and school staff. Call the North Transportation Department (470-254-2970) with questions or concerns regarding bus routes, times, and bus supervision.

Bus Changes

- Students must get on and off the bus at their own stop. Students may not ride another bus for the purpose of visiting a friend.
- If it is necessary to change buses due to a long-term childcare situation, written authorization must be obtained from the Fulton County Transportation Department at 470-254-2970.
- Children may only ride the assigned bus or exit at their assigned bus stop. Bus stop changes can be made for childcare purposes only. One day changes and long-term changes must be approved by the Transportation North Department.

CAFETERIA (BREAKFAST AND LUNCH)

Children need healthy meals to learn! The School Nutrition Program will have all 95 commercial kitchens operating on the first day of school so that students can receive breakfast, lunch, and snacks. Approximately 71,000 meals will be served every day this school year. Fulton County Schools offers healthy meals daily at a reasonable price

The Free & Reduced Meal Benefits Program is a part of the National Child Nutrition Program. This program makes Free or Reduced priced meals available to qualifying households. Qualifications are based on the gross income of all household members and the number of people living in the house. **A NEW application must be completed for the 2026-2027 school year. Free & Reduced Meal Applications are now available anytime online, please one application per family.**

Visit https://www.myschoolapps.com/**, to start the online application process.** Families may obtain a paper application from any school cafeteria. If able, families are encouraged to complete an online application to help expedite the application approval process.

Please note: Fast food/ restaurant food will not be permitted in the cafeteria. Students may bring a prepared lunch from home if they prefer.

Breakfast will be served from 7:10 a.m. until 7:35 a.m. If your child is a car rider and eats breakfast, please make sure he/she arrives in time to eat breakfast and gets to class before the 7:40 bell rings.

SY-2026-2027 Meal Prices (Subject to change)

Breakfast		Lunch	
Elementary School Student	$1.70	Elementary School Student	$3.10
Reduced Price	$0.30	Reduced Price	$0.40
All Adults	$3.25	All Adults	$5.25
Milk	$0.75	Milk	$0.75

CARPOOL - Morning

Manning Oaks' supervised carpool is a service provided to our community. Per Georgia law, please do not talk on your cell phone while in the carpool line. MOE maintains a busy carpool schedule, and local traffic can be hectic. This is compounded during inclement weather or accidents. ***Please help us keep our students safe and your commute stress-free by allowing your child to ride the bus as often as possible***.

During morning carpool, cars form a single line in the lane closest to the front of the building. All children carpooling must travel through this line. Carpool begins at 7:10 a.m. Cars travel in a single line and pull all the way up to the beginning of the walkway. Carpool gets very heavy between 7:25 and 7:40 a.m. If you arrive at 7:25 or later, there is a possibility your child will not arrive in class by 7:40. **Carpool will end at 7:35 a.m.** At that time, parents will park and walk their child all the way to the front door. When the 7:40 tardy bell rings, you will need to walk your child inside and sign in.

- PLEASE DO NOT GET OUT OF YOUR CAR TO HELP GET YOUR CHILD OUT OF THE CAR. We have carpool staff who will help your child exit the car.
- PLEASE DO NOT PULL INTO A PARKING SPACE AND WALK YOUR CHILD TO THE FRONT DOOR. There have been accidents that have occurred when parents back out of the parking spaces.

- If there is space, please pull all the way up. This allows us to get more cars through the line more quickly.
- Please work with your child to make sure they know their carpool number.
- For arrival, your child must exit from the passenger side of your vehicle.
- Please do not allow your child to exit the car until you pull around to the sidewalk closest to the school. If your child exists, a staff member will bring him/her back to your car and ask you to please pull them all the way around.
- Please try to arrive on campus by 7:25 a.m. to ensure your child is in class by 7:40. If this is a challenge, please consider having your child ride the bus.

If students are not **in their classroom** before the bell rings at 7:40 a.m., they will be marked tardy.

Children may not be dropped off or picked up in the parking lot - they are not permitted to cross through the parking lot without an adult. Students may not be dropped off in the bus parking lot. You must park and escort your child all the way to the front of the building. Failure to adhere to these policies will result in notification of the school police.

CARPOOL - Afternoon

Afternoon carpool begins at 2:20. Parents should be on campus at 2:20. Tardy pick-ups will be addressed with local interventions such as contact from Principal or Social Worker if there are repeated late pick-ups.
Cars form a single line in the lane closest to the front of the school.

- Afternoon dismissal loading will also take place from the passenger side. Entering and exiting from the passenger side is critical to keep our students safe.

Please remember children will only be dismissed from cars with a visible Manning Oaks' carpool tag.
Anyone picking up students without a number will be asked to park, come to the front office and show their ID. For ***safety reasons, children are not permitted to enter or exit the driver's side doors.***

****Carpool will end at 7:35 a.m. All carpool parents MUST go through the carpool line. Parents must not walk up with a number and wait in the carpool lane. Walk ups must pick up their student(s) from the designated walker spot (at the stop sign).***
Cars must not park in the pickup or dismissal area along the front curb. Cell phone use is strictly prohibited. Use slow speed at all times. Please be kind to staff members on duty; they work hard to ensure the safety of all students.

*For Walker information, see ***Walkers*** below.

CELEBRATIONS

Two school wide classroom celebrations will be allowed for students -Winter and Spring. Celebrations are coordinated by the teachers and room parents. **Please do not send cake, cupcakes, party favors, or party invitations at any time to be distributed. We will not distribute them.**

CELL PHONES

Cell phones need to remain powered off and in backpacks while on school grounds. The school is not responsible for personal cell phones which are on school property and per Fulton County Board Policy, cell phones may be confiscated by the school administrator or designee if a student fails to comply with reasonable directions or commands of school staff regarding responsible use. Students may not bring their phones on field trips and must leave them at home or at school in their backpacks.
Any phones that are confiscated must be picked up by the parent or guardian.

Elementary school students will be prohibited from using any form of personal communication device during school hours.

CLASS PLACEMENT

The process for assigning students to classes for the next school year begins in May. All students' individual needs are considered before they are placed in classes, and a significant amount of effort is devoted to placing each child appropriately. Manning Oaks' administrators and teachers are involved in the class placement process. Requests for specific teachers will not be considered. In addition, we cannot accept emails, phone calls, or hold personal conferences regarding student placement. If you have general class placement questions, please contact the Curriculum Support Teacher for the corresponding grade level.

CLINIC

Manning Oaks Elementary is concerned about the health and well-being of each student. Please keep the school informed regarding allergies, diseases, medication, or other medical conditions affecting your child. Medication (prescription or over the counter, including cough drops) may not be given to a student without the required forms on file in the clinic and must be brought to the school by the parent/guardian. <u>All medications (including cough drops) should be in the clinic, not in your child's backpack</u>. **It is imperative that when students are diagnosed with a communicable health issue, the school is made aware so that we may take necessary precautions to minimize the impact. Issues including, but not limited to covid, lice, strep, flu, and pink eye should be reported to your child's teacher as well as the school clinic.**
Students who show signs of illness-including a fever of 100.4 F or higher, diarrhea, vomiting, or have a potentially contagious illness (such as rashes) must not be sent to school and will not be permitted to stay at school. To return to school, a student must:

- **Be symptom-free for at least 24 hours without the use of fever-reducing medication**
- **Be free from diarrhea and vomiting for at least 24 hours**

If a student becomes ill or injured during the school day, parents/legal guardians will be notified and must arrange immediate transportation home. Please refer to the Fulton County Schools District Health Services Homepage for more information.

Our clinic is staffed with a Clinic Assistant and is not equipped for serious injury or illness. When a student requires more than first aid, parents are contacted using the numbers on file in Infinite Campus. It is essential that contact numbers be kept up to date. Please notify the school office immediately of any change in address, telephone numbers, and emergency contacts. You also can upload changes to the parent portal. Please notify the teacher and school office in writing if you are out of town, and your child will be under the supervision of another adult.

COMPUTERS

Failure to use technology in accordance with guidelines may lead to revocation of the privilege and/or disciplinary action.
It is important that students do not share their student IDs and passwords with other students as this is information that is used to log into school devices throughout their school career.
Manning Oaks participates in and obtains a Digital Citizenship certification each year. We ask that you NOT send personal devices with your students.

CONFERENCES

Parent/teacher conferences are an important part of reporting and monitoring pupil progress. The school and teachers are partners with you in the education of your children; therefore, it is important to share information regularly. **Please be mindful that teachers are responsible for their students from 7:10 a.m. until the last bus leaves. Therefore, they are unable to conference with parents during the school day, including lunchtime, special occasions and events unless arrangements are made ahead of time.** These conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

COUNSELING (School Based)

The school counselor works with all children through classroom counseling lessons, small groups, and individual counseling. The counselor also serves as a resource person for teachers and parents and acts as a liaison with outside agencies. The counselor supports students with matters that impact their academic and social well-being at school.

CURRICULUM

Please visit Manning Oaks' website for more information. Academics - Manning Oaks Elementary School

DAY CARE RIDERS

Students riding day care vehicles will load in the bus area when buses have been dismissed. **If a student is absent from school or will not be attending day care for any reason, the parent should notify the day care provider.**

DISCIPLINE

The MOE staff believes in a school environment in which students can learn, and teachers can teach. Optimal learning takes place in an atmosphere of mutual respect, high expectations, encouragement, positive motivation, and academic honesty. Discipline is defined as a process of helping students understand what they have done that is inappropriate and learning how to correct the inappropriate behavior.

Manning Oaks is a PBIS school. The MOE Way -Be Respectful, Be Responsible, Be a Leader- are our school wide expectations.

Students are expected to take responsibility for their behavior, to accept the consequences for inappropriate behavior and to change/adjust their behavior for the future. We also strongly believe in celebrating students when they exceed expectations. Students are expected to always display respectful behavior to each other. **Bullying, fighting, teasing, horseplay, play-fighting, disruptive behavior, etc. will NOT be tolerated.** Student discipline is a joint responsibility of the school and home. Your support for appropriate discipline enables the schools to maintain a wholesome environment for learning.

Please refer to the Fulton County Code of Conduct for further clarification.

Code of Conduct ***Fulton County Schools implemented revisions to the Student Code of Conduct. Every parent/guardian must sign the "Acknowledgement of Receipt Form" via the Infinite Campus Parent Portal.***

Students ages 10 years and older and All parents/guardians who have a student attending Fulton County Schools should sign.

Teacher Managed Offenses – Teachers address minor offenses as they occur during the instructional day. They use interventions such as verbal reminders, parent conferences, time out, reflection, individual action plans, referral to school counselors, etc. If your child displays a teacher managed behavior, the teacher will communicate this via a classroom conduct form. These are not recorded in your child's permanent discipline record.

Office Managed Offenses – Administrators address major offenses and chronic minor offenses. They use interventions such as, but not limited to, administrative time out, parent conferences, removal from school activities such as field trips, class parties, etc., in-school suspension, out-of-school suspension, referrals to school counselors, and referrals to the Fulton County Disciplinary Tribunal.

Participation in field trips and other school functions is a privilege. Students are expected to meet school behavior expectations as stated in the handbook and as followed by PBIS procedures. Failure to do so could result in a student's loss of these privileges.

If a student displays an office managed behavior, this will be communicated by an administrator with an Office Discipline Referral. These are recorded in your child's permanent discipline record. Please note that repeated teacher managed behaviors will be escalated to an office managed behavior and addressed as such.

Special Note: Georgia law requires school officials to report incidences of weapons being brought to school to law enforcement officials. Students who bring weapons to school may be subject to arrest. To avoid any possibility of unintentional violations, do not allow your child to bring any item that resembles a weapon or may qualify as a weapon. This includes items such as steak knives, lighters, pocket knives, mock weapons, replicas, or toys. Students do not have permission to bring any such items to school for any reason, not even as part of a school assignment, show and tell, or for use as a cutting instrument for food. If you have any questions regarding weapons, please contact an administrator for further clarification.

DRESS CODE

Manning Oaks/FCBOE School Dress Policy

- No hats, sweat bands, sunglasses, or gloves are to be worn in the building except on specially designated days. This applies to both male and female students.
- Bare midriffs, spaghetti strap tank tops, racer back tops, halter tops, T-shirts with ripped openings, see-through clothing or any attire that is disruptive to the educational process should not be worn.
- Clothing may not have suggestive wording, profanity, illustrations or advertisements for drugs, alcohol, tobacco products or weapons.
- Students will be notified of any exceptions to the dress code (Field Day, Spirit Days, etc.).
- If required, parents will be contacted to bring appropriate clothes.

EARLY CHECK-OUT PROCEDURES

The school day ends at 2:20 p.m. Please avoid early checkouts when possible. If your child must be checked out early, you must do so before 2:00 p.m. After **2:00, students will be sent using normal dismissal procedures so as not to interfere with the school-wide dismissal process**. **All check-out changes must be in writing.** You can send a note with your child in the morning or drop off the note during the day before 1:50. **In case of an emergency, please contact the front office. The principal or assistant principal will approve emergency requests. You must include a copy of your ID in the email.** Any student leaving before the regular dismissal time may only be signed out through the office by a custodial parent or an adult listed as an emergency contact.

Please be prepared to show your government issued identification when checking out students.

EMERGENCY INFORMATION

Please keep the school informed of all changes regarding phone numbers, addresses, emergency information, medication the child may be taking, etc. Please contact the school's data clerk if you need to update contact information.

EMERGENCY SCHOOL CLOSING

Please have an emergency plan in place for your child should school be dismissed early due to inclement weather. Discuss the plan with your child so that he or she is prepared.
The most up-to-date information will be provided on the Fulton County website as well as local radio and TV stations**. Please do not contact or come to the school.** A centralized emergency messaging system will be utilized to communicate if any emergency situations were to occur. School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Manning Oaks has developed a detailed emergency evacuation plan that is annually reviewed, updated, and practiced routinely during the year. The plan will be followed should any emergency occur during the school day.

EQUAL OPPORTUNITY

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practices, educational program, or any other program, activity, or service.
If you wish to make a complaint or to request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, 6201 Powers Ferry Road, Atlanta, GA 30339, or phone 470-254-4585. TTY 1-800-255-0135.

FIELD TRIPS

Field trips are planned to supplement and enrich units of schoolwork. To ensure student safety, local transportation is provided either by Fulton County school buses or charter buses. A donation is requested to help pay for the trip. No child will be denied permission to attend field trips due to inability to pay; however, every child must have written permission from a parent or legal guardian before he/she can go on a field trip.
Students may not bring their cell phones on field trips and must leave them at home or at school in their backpacks.
Participation in field trips and other school functions is a privilege. Students are expected to meet school behavior expectations as stated in the handbook and as followed by PBIS procedures. Failure to do so could result in a student's loss of these privileges.

FORGOTTEN ITEMS

Items forgotten at home:

- To avoid unnecessary interruption of instructional time, we will not call into classrooms for pick-up; children will be responsible for their own items. We appreciate your support in maintaining a focused learning environment.
- If you need to drop off your child's forgotten lunchbox, do so by 10:15 am. This will be left on the blue cart outside of the cafeteria for your child to pick up.

Items forgotten at school:

- Students and parents will not be allowed in classrooms after dismissal to pick up homework or other items left behind. Please speak to your child about being responsible and taking all needed belongings home with them. All lost and found items are housed in the

main hallway. 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 items not claimed will be donated to a local charity.

GRADING

The Fulton County school year is divided into two semesters.

Grading Weights

- 45% - Major Category
- 40% - Minor Category
- 15% - Practice Category

Grading Categories

Student grades 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 Scale

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 – used for students enrolled fewer than 20 days.
I	Incomplete

Grading Minimums Per 9 Weeks

Math, Reading, and Language Arts, a minimum number of 8 grades per 9 weeks:
- 2 Major
- 3 Minor
- 3 Practice

Science and Social Studies, a minimum number of 5 grades per 9 weeks:
- 1 Major
- 2 Minor
- 2 Practice

Art, Physical Education, Health, and Music, etc. a minimum number of 4 grades per 9 weeks:
- 1 Major
- 1 Minor
- 2 Practice

Homework

The purpose of homework assignments is to:
- reinforce skills taught in the classroom
- give students an opportunity for additional skill practice

Homework will not be graded, but feedback will be given. The grade level PLC will decide on a consistent plan of giving homework (when and how often).

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

- K & 1 10-20 minutes total
- 2nd 20-30 minutes total
- 3rd 30-40 minutes total
- 4th 40-50 minutes total
- 5th 50-60 minutes total

Non- Academic Skills

Feedback provided each 9 weeks in areas beyond academic mastery.
We will use the following key to report non-academic skills critical to student success.

- Consistently Demonstrates
- Often Demonstrates
- Sometimes Demonstrates

- Rarely Demonstrates

Non-Academic Skills
Fulton County Schools places high standards on academics but also values work habits and character development. Student progress towards non-academic skills is critical to student success and shall be reported on age-appropriate, non-academic factors to be reported separately from academic grades.

The non-academic skills that will be addressed are:
- Self- Direction
- Collaboration
- Problem Solving
- Work Habits

Grading Recovery
Administered throughout unit to students who have failed to demonstrate mastery of the standards. Recovery assessments should cover the standards that the individual student has not mastered.

PLC will determine what the recovery assessment looks like.

Students in K-5 should be afforded the opportunity to recover all major assessments if they score below 75% on the assessment. Students are limited to one recovery attempt per major assessment that meets the threshold for recovery.
• Recovery of a major assessment should occur before the next major is given.
• Students are eligible to earn a replacement grade on a recovery that is no higher than 75%.
• Before recovery, the teacher will communicate with parents about recovery opportunity. The teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.
• If a student's recovery is below the original score, the original score should stand in the grade book.
• The original score should be noted in the comment section of the grade book if a student recovers a major assessment.

Gradebook entry: After the original score is noted in comment section in IC, the student recovery grade is entered in gradebook, but cannot exceed 75%.

Missing Work/Late Work
An assignment, assessment, and/or task have not been turned in on time due to a student absence or failure to turn in the work.

Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted. When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed. Should there be an extenuating circumstance for a prolonged absence

and/or missing assignments, assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning.

Student Misses Work Due to Absence (Excused/Unexcused)

• Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task for full credit.

• Teachers may begin deducting points from late/missing assignment, assessment, and/or task (maximum of a 25% deduction) but only after the deadline has not been met. A deadline is typically an equal number of days the student was absent.

If missing work is habitual, the teacher should discuss this option with the administration.

• A zero may be entered in the grade book, if a student fails to turn in a late/missing assignment, assessment, and/or task.

HOME/SCHOOL COMMUNICATION

Every effort is made to ensure open communication between home and school. Teachers and parents should communicate regularly regarding questions or concerns that arise during the school year. To stay connected, please read all correspondence that comes home with your child and/or is sent electronically.

- **MOE Newsletter** is the school newsletter from the administration containing general school information, important dates, school activities and other related events.
- **A message from Manning Oaks' Principal** is direct communication/email from the principal.
- **Weekly Email Blasts** are written by the classroom teachers and focus on upcoming dates and classroom curriculum and activities.
- **Samples of Work** *are sent home to keep you updated on your child's progress. Work will come home in Thursday folders. Please return the work to school. Graded papers must be reviewed, signed, and returned to your child's teacher on Friday. Teachers must keep graded papers on file. Thursday folders will be sent home twice a month.*
- **Infinite Campus Parent Portal** is available for you to monitor your child's grades. We encourage you to utilize this system to stay current with your child's progress.
- **Written Notes:** Most communication can be handled through written notes. Please be sure to let your child know that he/she has a note for the teacher.
- **Email:** All teachers have county-provided email addresses. Please note that teachers cannot check email during instructional time. In most cases, you will receive a response within 24 hours. **Transportation changes may not be emailed due to a possible system shutdown or teacher absence.**
- **Phone Calls:** Teachers are unavailable to take phone calls during instructional time. Please be aware that it may be late in the afternoon before your message is picked up and your call returned. In most cases, you will receive a response within 24 hours.
- **Conferences:** We encourage regular communication to discuss your child's progress at school. Conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time. Teachers will be unavailable to meet with parents during the school day. Parents must schedule a meeting in advance to meet with their child's teacher.

INSURANCE

School insurance is offered to each child who is enrolled and may be purchased at the beginning of the year. Forms will be provided to your child via the beginning of the year packet. Students attending overnight field trips must show proof of personal or school insurance prior to participation.

LOST AND FOUND

Parents and students are encouraged to check regularly for lost items in Lost and Found. Please mark all student belongings clearly with the child's name so that it can be identified. Unclaimed items will be donated to local charities each semester.

LUNCH VISITATION

- Parents will be allowed to have lunch with their children this school year. The schedule will be organized by homeroom class, and parents can only attend on the assigned day.
- We ask that only parents attend lunch with their child.
- Other students are not permitted to join you.
- When having lunch at school, please check in at the office and obtain a visitor sticker. Parents will wait for students on the cafeteria stage. In no case are visitors to go to the classroom to wait for the child or return to the classroom after lunch. This constitutes an interruption to the instructional day of all students in the class.

MEDIA CENTER/LEARNING COMMONS

The Manning Oaks' Library is equipped with a carefully selected collection of books, and instructional resources for students and teachers. A trained, certified Media and Educational Technology Instructor (METI) works with students on an individual, small group, or whole class basis to instruct students in the use of the library media center materials and equipment. Biweekly lessons are planned with classroom teachers so that students can meet curriculum objectives and develop an appreciation for media resources. Throughout the school year, the media center coordinates book fairs, guest speakers, storytellers, authors, and other reading programs. Students should keep track of their library books and return them undamaged and on time. Books that are lost or damaged beyond repair must be paid for or students may not check out additional library books. Please reach out to the METI for more information.

MEDICATION

If possible, all medication should be consumed at home rather than at school. However, if medications must be consumed at school, an authorization and instruction form entitled "Authorization to Give Medication at School" must be completed. This form will be sent home with students at the beginning of the year. The medicine, in the original container, along with the instruction and authorization form must be brought to the school clinic for central storage. Under no circumstances should medicine be transported by students. Parents should bring the medication to the school clinic with the appropriate paperwork. **Under no circumstances**

should medication, prescription or non-prescription, be kept by a student or shown to other students.

PARENTS' RIGHT TO KNOW

In compliance with the requirements of Fulton County Schools, parents may request information about the professional qualification of your student's teacher(s). The following information may be requested:

- Whether the teacher/paraprofessional has met the Georgia Professional Standards Commission certification requirements for the grade level and subject area(s) 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 can obtain certification information by accessing the Georgia Department of Education's website at www.gapsc.com/certification or by contacting the school's principal.

PBIS at MOE

Our PBIS program is our set of values and expectations for our school community.

The MOE Way

- Be Respectful
- Be Responsible
- Be a Leader

These values are modeled and upheld throughout the school with visuals posted to help students remember the expectations.

PBIS Rewards: The MOE Way expectations will be reinforced with the use of PBIS rewards that students can earn by demonstrating the MOE WAY values/ expectations. PBIS rewards can be spent on individual or class in the following ways:

- Individual Rewards: Students can spend Tiger Bucks on rewards within their classroom that vary by grade level.
- Class Rewards: Students can choose to donate to their class fund and help their class work towards a whole class reward. The class reward is voted on by the class.

Teachers also might have a classroom reward system (i.e. Class Dojo).

PARKING

The curbs around the school are fire lanes and must be clear at all times. Reserved, handicapped spaces are available. Please only park in the handicapped spaces if you have an approved sign.

PHYSICAL EDUCATION

Your child's teacher will give you his/her PE schedule so that children can dress appropriately on that day. Sneakers or appropriate fitness shoes and attire should be worn for physical education days. Sandals, high heeled tennis shoes, or "backless" tennis shoes are discouraged on PE days. These are unsafe to wear during PE because students are engaged in physical activity (i.e. running). If your child cannot participate in PE, a note should be sent to the classroom teacher to give to the PE teacher. If a child cannot participate for more than one day, a doctor's note is required.

RECESS

Thirty minutes of recess is scheduled for every student daily. Students are required to follow the code of conduct during recess. If disciplinary infractions occur during recess, teachers will submit a classroom or office referral.

SCHOOL RECORDS

Parents or legal guardians have the right to examine their student's records and to have them explained. 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. Questions about school records should be directed to the data clerk.

SCHOOL SAFETY

Security – Locked Doors

The safety of children is very important to us. An intercom/buzzer system has been installed and will be used beginning at 7:40 am each day. All parents, visitors, and volunteers in the building **must** ring the bell, show your ID to the camera, report to the office and show valid identification in order to obtain a visitor badge. **DO NOT** go directly to the classroom. Visitors are to enter through the main school door during the day. Please do not enter through any exterior side door. The cafeteria and all other exterior doors will **NOT** be utilized for entry/exit.

School Safety and Security

Our mission is to provide professional, timely and efficient emergency preparedness, response and recovery plans, ensure the health and well-being of our students and staff, comply with applicable laws, identify risks, and mitigate liability to create a safe, nurturing and secure school district. The district is providing enhanced police training for all officers. The district has video surveillance camera systems in every school. All staff members have a safety badge we wear to use in case of a serious medical or safety emergency. Our students

and staff practice safety drills monthly to ensure in the event of severe weather or safety emergency, everyone knows what to do.

Drills

Safety and security are top priorities at Manning Oaks Elementary School. In order to provide a safe learning environment for our students, evacuation, shelter and lock-down drills are practiced on a regular basis for staff and students to know the procedure in case of a real emergency. Visitors and volunteers are asked to participate in setting a good example for our students.

SCHOOL SOCIAL WORKER

A social worker is available to assist with situations that may involve the home (i.e. chronic tardies and absences, personal needs, and family concerns).

SOCIAL MEDIA

Please follow Manning Oaks on our various social media accounts:

- **Website** Manning Oaks / Homepage (fultonschools.org)
- **Follow us on Facebook!** https://www.facebook.com/manningoakspta/
- **Follow us on Instagram!** https://www.instagram.com/manningoakspta/
- **Follow us on Twitter** https://twitter.com/MoePta

  @nikkoleflowers1 – Ms. Flowers' Twitter Handle

SPECIAL EDUCATION
INSTRUCTIONAL SUPPORT TEACHER

Special education programs, services and educational testing for eligible students are coordinated by the Instructional Support Teacher (IST). If you have questions about the special education process, please contact the IST for information.

STUDENT SUPPORT TEAM (SST)

The SST is a multi-disciplinary team consisting of teachers, counselor, administrators, specialists, and parents who work together to develop methods for helping the child. This process is lead by the Student Support Coach. This tiered process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress. The team's efforts may include some or all of the following activities:

- Review and analysis of the student's records;
- Observation of student in the classroom;
- Development of written plan of strategies and modifications to assist the child;
- Review of progress after the designated intervention period;

- General screening in the areas of hearing and vision;
- The SST may consider an academic achievement and/or ability evaluation as a further means of gathering information.

Any parent or school staff member may initiate a referral for SST. Please reach out to the Curriculum Support Teacher if you have any questions or concerns regarding your child's progress.

TARDIES

Manning Oaks believes in bell-to-bell instruction. Students are expected to be in their classrooms, ready to learn before the 7:40 a.m. tardy bell rings. To start the day smoothly and minimize interruptions caused by late arriving students, please extend every effort to ensure your child is on time. **Late students arriving after the bell has rung (7:40 am), must be checked in by a parent. Students will be marked tardy if they are not in their classrooms at 7:40.** Cars must be parked in a spot, and both students and parents must enter the office to sign in. Students riding Fulton County Board of Education buses will not be counted tardy if the bus arrives late. Excessive tardiness will result in a letter from the school. Continued tardiness will result in a referral to the school social worker.

TECHNOLOGY

Our students have access to many different types of technology. All users of District-issued devices must follow the expectations outlined in District Policy and Operating Guidelines *IFBGA: Responsible Use of the Enterprise Network, JD: Student Discipline/Student Code of Conduct*, and *JS: Student Fines, Fees and Charges*. Failure to follow these expectations will lead to applicable student disciplinary consequences. All District policies can be found at www.fultonschools.org.

Students who do not follow the expectations or misuse of technology may face consequences including, but not limited to, device privileges being revoked.
If students break technology items such as headphones or devices due to careless use, parents will be asked to replace the item or pay a fine.

TELEPHONE USE

Students may use the office telephone only after receiving a written note from their teacher. Phone use by students is discouraged and will be limited to important issues that cannot be addressed before or after school. We ask you to help us by being sure your children are prepared for school and understand after-school arrangements before leaving home.

TEXTBOOKS

If a textbook is furnished, 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.

TRANSPORTATION CHANGES

Parents are to designate a single method for their child's dismissal. Please communicate this to your child's teacher during the Open House. To ensure student safety, please keep changes to a minimum. **All transportation changes must be in writing.** Please send a note, signed and dated by the custodial parent, for all transportation changes**. For child safety purposes, the school cannot accept phone calls or emails for transportation changes.**
***Please see Early Checkout procedures for more in-depth information.**

UNPAID FEES

Any unpaid fees for lost textbooks or library books, or lunch charges at the end of the year will result in students not receiving report cards or test scores until all fees have been paid.

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 contact people 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.

VISITORS TO OUR SCHOOL

For the protection of our children, all visitors to the school sign in at the office and wear a "VISITOR" badge at all times while in the building. No visitors are to enter the building except through the main office door.

- If you are visiting to meet with your child's teacher, appointments should be made at least 24 hours in advance. If it is not possible to contact the teacher before or after school hours, please contact the office by telephone to deliver the message. Please remember, it may take up to 24 hours for your call to be returned.
- If you are visiting your child's classroom to observe your child, all observations must be scheduled through the front office through the CST or Assistant Principal and are not intended to be a time for teacher-parent conferences. The regular school program will continue during the visit.

VISITING THE BUILDING AFTER HOURS

Students and parents will not be allowed in classrooms after dismissal to pick up homework or other items left behind. Please speak to your child about being responsible and taking all needed belongings home with them.

VOLUNTEERING

Volunteers are important to the success of Manning Oaks Elementary School. If you are volunteering (i.e. reading to the class or making copies), you must complete the Fulton County required volunteer training and paperwork.
Volunteers will not be allowed to be in classrooms before completing this requirement.
Please visit Fulton County's website for information on how to become a volunteer:
https://www.fultonschools.org/community/become-a-volunteer
Please contact Ms. Machado at Machado@fultonschools.org and Ms. Michel MichelC@fultonschools.org for more information. If you would like to volunteer with PTA, please email MOEPTAPresident@gmail.com. We need you! Thank you for your support!

WALKERS

Walkers to school are to arrive at 7:10. For afternoon dismissal, walkers will be dismissed to their parents. Parents should have the tag number given to them during Open House. Parents must wait in the designated walkers' waiting area (Top of parking lot by Cumming St.) for them to be dismissed from the building.
If you are picking up your child by car, please use the carpool lane and do not leave your vehicle. Students and parents must always use sidewalks, obey safety rules, and promptly enter or leave the school grounds. No loitering is permitted, and no student should return to school grounds after dismissal without adult supervision.

WITHDRAWAL PROCEDURE

Please notify your child's teacher, as well as the data clerk, if you are withdrawing your child. All textbooks and media center books must be returned; any fines and lunch fees must be paid before a students' records are sent to the new school.

Thank you for taking the time to read our family handbook. We appreciate your partnering with me to ensure our students have the most amazing educational experience here at Manning Oaks Elementary.