

Ocee Elementary School

4375 Kimball Bridge Road
Johns Creek, Georgia 30022
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Welcome to Ocee Elementary School!

We are happy to have your child as a student at Ocee Elementary. He/she is going to have a lot of fun, make new friends, and learn many new things. Each year our students will have the opportunity to learn more about themselves, to learn more about other people in the world, and to learn from other students who are at our school. Ocee Elementary School is a large school with about 800 students. We want you to know that we care about your child, and that each student is very important to us.

Mission: In the Ocee Otter Community, we maximize our potential every day.

Vision: We envision Ocee Elementary to be a positive learning environment where ...

- motivated students learn with confidence
- dedicated teachers collaborate to ensure student success
- a supportive community recognizes all achievement

Values:

- We will collaborate and share our instructional strategies.
- We will consider the whole student: academic progress, social interactions, and self-concept.
- We will create common grade level expectations for learners.
- We will dedicate our efforts to help students become high achievers.
- We will design rich learning activities and use a variety of instructional strategies that promote critical thinking and self-evaluation.
- We will develop a high level of mutual support and trust among all members of the learning community.
- We will develop and use common assessments in order to fairly evaluate student learning and drive instructional decisions.
- We will foster open communication and develop positive relationships among staff, students, and community.

In order for our school to run smoothly and efficiently, the Family Handbook has been prepared to provide necessary guidelines. Please take a few minutes to read the handbook and familiarize yourself with our local school policies. We need your assistance and cooperation to provide continuity in a fair and equitable manner.

Educating your child is a mutual venture--together we will shape your child's future!

The Ocee Elementary School Faculty and Staff

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ACCIDENTS

Safety precautions are always taken at school; however, accidents may happen. Necessary first aid will be administered, and a clinic slip will be sent home to inform you of clinic visits. Minor scrapes may be treated with first aid in the classroom; however, you will receive a clinic slip or be contacted by the clinic aide in all other situations. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a teacher or the clinic aide. See “CLINIC” for additional information.

ARRIVALS – MORNING

The school day for students begins at 7:45 a.m. Students may enter the school building beginning at 7:15 a.m. Students should not arrive before that time unless they are participating in a school-sanctioned activity under the direct supervision of a teacher or administrator. Students who arrive prior to 7:15 a.m. are expected to wait outside in front of the school in the carpool lane with a parent and will not be admitted into the building. **Before school care is available through the YMCA.**

ATTENDANCE

Regular and punctual attendance is essential for school success. Students who are absent from school are deprived of a variety of valuable educational experiences. Students attend school 180 days per year. A student must be present for at least half of the instructional day (3 hours) to be counted present. Certainly, if there are legitimate reasons for tardiness or absences, we will work with you. If the problem is not resolved, additional measures may be taken to ensure that children are in school. The school social worker may be called to intervene when a child has excessive absences or is tardy often.

Absences

Fulton County board policy on excused student absences is as follows:

A student's absence from school or class will be considered excused when it is due to any of the following circumstances:

1. Personal illness of the student.
2. Attendance at school would be detrimental to the health of the student or others.
3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.

7. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, **but only if the absence has been pre-approved by the principal or designee:**
 - a. scholarship interviews/college visitations,
 - b. travel opportunity with educational benefits,
 - c. graduation or wedding of an immediate family member,
 - d. specialized educational experience,
 - e. other circumstances that are mutually agreeable to the parent and principal,
 - f. up to 5 of these days can be used to visit with a parent or guardian who is on leave from, or is being deployed to, military service overseas.
8. Up to ten (10) instructional days (60 instructional hours) per year for school-sponsored, non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.
9. School days missed as a result of an out-of-school suspension.
10. An absence not to exceed one-half day for registering to vote. Students may register to vote at their high school.

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, a student must bring a written excuse signed by a parent or guardian the day the student returns to school. If no note is received, the absence is recorded as unexcused. No absences during standardized testing will be excused except in an emergency situation. **If a note is not received within three days of the student returning to school, only a doctor's note will be accepted for a medical excuse. If a student accumulates five or more days of unexcused absences from school, the parent is placed in violation of the state law.** This is a misdemeanor and the parent could be subject to one or more of the following penalties:

1. a fine of not less than \$25.00 and not greater than \$100.00
2. imprisonment not to exceed 30 days
3. community service

Unexcused absences of five or more days will result in a letter of notification from the school, and continued unexcused absences may result in a referral to the social worker.

Tardiness

Students are considered tardy if they arrive in the classroom after 7:45 a.m. In order to start the day smoothly and minimize the interruptions caused by late arriving students, please see that your child is on time. If you do not see the carpool monitors out front, you will know that the bell has rung. At that point, it will be necessary for you to walk your child into the building and sign your child in to school. Students riding Fulton County Board of Education buses will not be counted tardy if the bus arrives late. Excessive tardiness (ten or more) in grades K-5 will result in a letter of Notification of Excessive Tardiness from the school. Continued tardiness may result in a referral to the school social worker.

Make-up Work

If a student is absent for 2 or more days, work should be requested the 2nd day of the absence by 8:15 am. Should you desire to pick up work for a child during an absence, you may request it in person, by phone, or by letter to the school office. Material may be sent home with another student, or you may pick it up after 2:30 p.m. at the front desk. This gives the teacher adequate time during the school day to organize needed materials.

Upon returning from an absence, it is the student's responsibility to contact the teacher to request make-up work. The contact should be made on the day the student returns to school. Missing assignments will be provided to the student. Make-up work must be completed by the student within the time specified by the teacher. Elementary students will receive the actual grade earned on any make-up work submitted on time.

BIRTHDAYS

Student birthdays are recognized in various ways by individual teachers and are given special recognition by the school. Parents may send an **individual** treat for each child in the classroom, which will be distributed at lunchtime and eaten in the cafeteria. Please leave these treats in the front office. Please do not send sheet cakes, large cookies, party favors or treats that contain peanuts as this is a common allergen. Party invitations will not be distributed in school. Families who join the PTA are provided with a directory that contains student addresses.

BUS TRANSPORTATION

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

Bus Conduct

Students may be 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:

1. Students are to behave appropriately on the bus as well as at the bus stop and follow the bus driver's directions.
2. Students are expected to display respectful behavior to each other and the driver at all times. Bullying, teasing, horseplay, play fighting, name calling, etc., will not be tolerated.
3. Students are expected to sit where the bus driver instructs them to sit.
4. Students may not eat, drink, or chew gum while on the bus.
5. 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.
6. Live animals and insects are not permitted on the bus.
7. Glass objects, radios, electronic equipment (pagers, games, etc.) are not permitted on the bus. Under no circumstances are laser pointers allowed on the bus or in school.

8. Large instruments or anything that cannot be held in the lap are not permitted on the bus.
9. All body parts must remain inside the bus windows at all times.
10. Toys, stuffed animals, and any other personal belongings brought to school should stay in students' book bags at all times.
11. Additional information is provided in the Fulton County pamphlet, "School Bus Safety Rides With You." Please read this pamphlet and discuss bus behavior expectations with your child. If your child's driver believes that your child's behavior is inconsistent with Fulton County expectations, you will receive a Bus Behavior Report.

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 (770-667-2970) with questions or concerns regarding bus routes, times, and bus supervision. There is also a website link available at www.fultonschools.org with bus information.

Bus Changes

- ◆ Students must get on and off the bus at their own stop only. 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 granted by the Fulton County Transportation Department.
- ◆ **IN EMERGENCY SITUATIONS ONLY**, the principal or her designee may grant bus changes. Parents must send a written request to an administrator. The method of transportation will not be altered without a written request from a parent and approval from the administration.
- ◆ A student who ordinarily rides the bus but desires to go home with a friend who is a car rider must bring written permission from his/her parent. We will not allow any changes in transportation unless we have written communication from the parent.

CAR RIDERS

Arrival

1. Children are dropped off and picked up at the front of the school following the designated traffic pattern.
2. Cars should form a single line in front of the school where they will stop for children to enter or exit the car.
3. In order to facilitate the unloading or loading of car riders, we ask that you pull all the way to the end of the walkway as directed by duty personnel before stopping to let your children out or in.
4. **Children are not permitted to exit driver's side doors.**
5. **Children may not be dropped off in the parking lot since they are not permitted to cross through the parking lot without an adult accompanying them.**

6. **If your child should need assistance getting out of the car in the morning or if your child needs to unload items, please park and walk him/her across. Do not block the handicapped parking spaces – use a designated parking space only.**
7. **Cars must not park in the pickup or dismissal area along the front curb.**
8. **Use slow speed at all times.**
9. Please adjust your time from home on rainy days when there is a higher volume of cars and wait time. We encourage you to allow your child to ride the bus if possible.
10. Fulton County Schools' behavior expectations continue during carpool.
11. No children can be dropped off on the State Bridge side of the building and walk around on their own for safety reasons.

Dismissal

1. All persons picking up a child at afternoon carpool at any time during the year must have and display a carpool number. This number may be obtained at Open House or through a request to the front office. Each family will receive two placards—one in the form of a mirror hang tag, and the other printed on cardstock. Either is acceptable to use when picking up your child. Please do not make your own carpool number card if you lose the ones provided. Instead, request an additional copy from the office.
2. All those picking up a child at afternoon carpool are encouraged to wait in their cars and come through the carpool line. If you choose to park and walk over to the carpool area to pick up your child, you will need to park in a designated parking space and have your carpool number in hand. Do not park on the curb, double park or block the handicapped parking area.
3. Pickup in the carpool area begins as dismissal starts, usually around 2:10 p.m. All students who are car riders should be picked up no later than 2:30 p.m.
4. When your car pulls into the curved area at the front of the building, your carpool number will be relayed inside where the students are waiting safely in designated areas. Please pull as far up as you can so that we can accommodate as many pickups as possible in a given time period. Your child will then come outside and be helped into the car. The same will be true for those who walk into the area with their carpool numbers—your child will only be called once you reach the pickup area.
5. Once the cars in the pickup area have children safely buckled in, drivers are free to pull off and another set of cars will take their place. At that time the next set of children will be called. Cars take precedence over pedestrians during the afternoon carpool time, so pedestrians will need to wait to cross the carpool lane until all cars are stopped and ready for pickup.

CHANGES IN TRANSPORTATION

If there is a change in the manner in which a child is to leave school, the teacher must receive a note from the parent stating the change; otherwise, the child will be sent home in the usual manner. All changes must be sent to the school in writing. We cannot accept changes over the phone. This is for your child's safety. **While we can accept dismissal changes via e-mail, we cannot accept them the day of the change.** There is no guarantee that a teacher will be able to check his or her e-mail

before dismissal, and some e-mail deliveries are delayed. Please do not call the school with changes unless it is an emergency. Please note that children may not ride any bus but their assigned bus except in emergencies, and permission from the principal or the Transportation Department is required.

CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Appropriate conduct is expected in the halls, in the cafeteria, on the playground, in the classrooms and restrooms, and on the way to and from school.

CLINIC

Our clinic is not staffed or equipped to handle serious injury or illness. When your child requires more than first aid, we will contact you by using the Clinic Emergency Information. Therefore, it is essential that student records be kept up-to-date. Please notify the school office immediately of any change in address, telephone numbers, and emergency contacts. Notify the school in writing if you are out of town, and your child will be under the supervision of another adult in your absence. Provide the information to your child's classroom teacher and the office. (See Medicine and Illness.)

COMPUTERS

Computers are available in each classroom for student use. Computers provide the opportunity for students to have hands-on experiences with technology and receive enhanced instruction through the use of educational disks and programs provided via the Fulton County network. Students are expected to adhere to the usage policies at all times, including time spent researching subjects using Internet resources. Students will use teacher designated websites and are not allowed to freely surf non-assigned websites. A computer lab is in operation for use by students under the supervision of the classroom teacher. Times are scheduled by the classroom teacher.

CONFERENCES

Parent/teacher conferences are an integral 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 regularly share information. A parent/teacher conference is scheduled for the first semester of the school year, and additional conferences may be scheduled as necessary. **Please be mindful that teachers are responsible for their students from 7:15 a.m. until the last bus leaves. Therefore, they are not able to conference with parents during the school day unless the conference has been prearranged during their planning period.** Conferences may be initiated by the parent, teacher, or an administrator and held at a mutually agreeable time.

COUNSELING AND GUIDANCE

The mission of Fulton County School counselors is to empower students to achieve. Counselors work with students in the areas of personal, social, academic and career awareness. The counselor delivers services through classroom guidance, individual student planning, responsive services, and system support. Please contact the guidance department if our counseling staff can assist you in any way.

CURRICULUM SUPPORT TEACHER (CST)

The Curriculum Support Teacher (CST) is responsible for helping teachers implement the Fulton County Curriculum. The CST is involved in selecting textbooks, curriculum writing, working with teachers in organizing classrooms and suggesting learning strategies for students. The CST is an active participant on the Student Support Team. New students entering the school may be evaluated by the CST for suggested placement within language arts and math programs. If you have questions involving curriculum, please contact the CST for information.

DAY CARE RIDERS

Students riding day care vehicles will load in the bus loading area of the school. Cars arriving to pick up students should not park in the area designated for the buses along the curb on the side of the building. If a student is absent from school or will not be attending day care for any reason, the parent **must** notify the day care provider.

DIFFERENTIATION/CONTINUOUS ACHIEVEMENT

Ocee follows county guidelines for determining placement in advanced curriculum.

DISCIPLINE

The Ocee staff believes in providing a school environment in which students are able to learn and teachers are able to teach. Optimal learning takes place in an atmosphere of mutual respect, high expectations, encouragement, and positive motivation. 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. Students are taught to take responsibility for their behavior and to accept the consequences for inappropriate behavior. Furthermore, students should learn how to change or adjust behavior in the future. Student discipline is a joint responsibility of the school and home. Your support for good discipline enables the school to maintain a wholesome environment conducive for learning for all students.

Minor Offenses – Teachers deal with minor offenses as they occur during the instructional day. They use interventions such as positive reinforcement, verbal reminders, parent conferences, time out, time out in other classrooms, individual action plans, referral to school counselors, referral to SST, etc.

Major Offenses – Administrators deal with major offenses and chronic minor offenses. They use interventions such as, but not limited to, administrative time out, parent conferences, out-of-school suspension, referrals to school counselors, and referrals to the Disciplinary Tribunal.

Discipline Plan Guidelines – A detailed copy of the Fulton County Student Discipline Guidelines is provided to each student to share with his/her parents at the beginning of each school year. You are requested to read and review discipline policies with your children.

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, pocketknives, box cutters, 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. Special permission with strict procedures may be granted by the principal for bringing certain items. If you have any questions regarding weapons, please contact an administrator for further clarification.

DRESS CODE

Students are expected to groom themselves in such a way as to reflect neatness, cleanliness, and good taste. All students shall be modestly groomed so as not to distract the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. Extremes in dress will not be permitted. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in violation of the spirit and intent of this rule.

Ocee School Dress Code (Per FCBOE Policy)

- ◆ No short-shorts or mini-skirts are to be worn. Shorts and culottes must be worn at fingertip length. Bicycle shorts, athletic shorts, or cut-offs are not appropriate.
- ◆ No hats, curlers, bandannas, sweat bands, sunglasses, or gloves are to be worn during school hours. This applies to both male and female students. (Hats may be permitted on school Spirit Days).
- ◆ No bare midriffs, spaghetti strap tank tops, fishnet shirts, T-shirts with ripped sleeve openings or other ripped clothing, or see-through clothing is to be worn.
- ◆ All T-shirts must be in good taste. No suggestive wording or illustrations or advertisements for alcoholic beverages or pictures or content that may be offensive to others will be allowed.
- ◆ Pants at any length between the knee and ankle are acceptable.

- ◆ Flip flops are discouraged since frequent accidents occur when students play outdoors in flip flops. For safety reasons, shoes with high heels are also discouraged. Tennis shoes must be worn on PE days.
- ◆ No shoes with rollers on the bottom of them are allowed at school or on the school bus.

Students are expected to honor the dress code so that valuable school time is not spent examining attire to determine appropriateness. Students will be notified of any exceptions to the dress code (Field Day, Spirit Days, etc.) and any other changes or additional requests. Teachers will be accountable for the dress code standard being followed by the students and will report any infractions to the administrator.

EARLY DISMISSAL

If it is necessary for a student to leave school early, please send a note to the student's teacher. This helps the teacher in making sure your child has all of his or her homework and materials ready at the appointed time. Any student leaving before the regular dismissal time must be signed out through the office by a parent or legal guardian. **Do not go directly to your child's room—teachers are instructed not to dismiss students to adults at their doors.** We cannot have the child sent up to the office to wait for you at the appointed time. The front office area is a very busy and we cannot provide adequate supervision for your child. We will instead call the child once you arrive. Students may be checked out by a parent designee with prior verification and picture identification. Be prepared to show your driver's license when checking out students. For the safety of your child, please notify the school in writing if both parents are out of town, and someone else will be acting as guardian in your absence.

EARLY RELEASE DAYS

On five days throughout the school year, Fulton County provides time for professional development for staff members. On these specific days, students will be released at 11:15 am. Early Release dates are noted on the Fulton County and school calendars.

EMERGENCY SCHOOL CLOSING

In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and TV stations and the Fulton County Schools' website (www.fultonschools.org). **Please do not contact or come to the school.** School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. The staff of Ocee Elementary School has developed a detailed emergency evacuation plan, which is annually reviewed, updated, and practiced. This plan will be followed should any emergency occur during the school day. In case of an emergency requiring the evacuation of the building, students would be relocated to an off-site location. Please be sure to have a completed emergency school closing form on file for your child and update as changes occur.

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 request accommodation or modification due to discrimination in any program, activity, or service, contact Compliance Coordinator, 786 Cleveland Avenue, SW, Atlanta, Georgia 30315, or phone 404-763-4585. TTY 1-800-255-0135.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

English for Speakers of Other Languages (ESOL) is a program designed for students whose native language is not English. Eligible students participating in this program will be served by an ESOL teacher at Ocee.

EXCEPTIONAL CHILDREN SERVICES

Exceptional Children Services are provided for eligible students on a resource basis and within modified self-contained classes for mild disabilities in the areas of Emotional & Behavior Disorders, Autism, Learning Disorders, Intellectual Disabilities, and Speech/Language Therapy. Ocee Elementary School also has self-contained classrooms for students in Special Needs Pre-Kindergarten and Special Needs Kindergarten classes.

FIELD TRIPS

Field trips are planned to supplement, complement, and enrich the curriculum. In an effort to ensure student safety, transportation is provided by Fulton County school buses. A donation may be 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.

FOOD SERVICES

- ◆ Nutritious, well-balanced meals are served in our cafeteria.
- ◆ Breakfast will be served from 7:15 a.m. until 7:40 a.m. for those who wish to participate.
- ◆ There are multiple choices of entrees for lunch.
- ◆ A weekly menu will be provided for planning your child's meals. Meals may be purchased daily or prepaid. Any amount of money may be prepaid and put in a student's account at any time. Some parents prefer to prepay for lunches only. Other parents prepay for lunches and

extras. Either is acceptable. Checks should be made payable to Ocee School Cafeteria, and the student's name should appear on the check in the space marked "For."

- ◆ Meals may be charged in an emergency situation only; however, charges must be paid the following day, and no more than three charges can be allowed. Charges are not allowed for juice, extra milk, or any extra food. No charges will be allowed for the last two weeks of school.
- ◆ We encourage nutritious lunches; therefore, sodas, canned drinks, candy, etc., are not appropriate. Parents are discouraged from bringing commercially prepared food (for example: McDonald's, Pizza Hut) to the cafeteria to be eaten by their child or other students.
- ◆ After the first two weeks of school, you may eat breakfast or lunch with your children. A visitor's table will be available for parents who wish to lunch with their child and one friend, or you may eat with your child's class if space permits.
- ◆ When having lunch at school, please follow our "Greet and Good-bye" procedures. Check in at the office and obtain a visitor badge. Enter through the main doors as the cafeteria doors will be locked throughout the day, and visitors will not be allowed to enter there. **"Greet" your child at the cafeteria and say "good-bye" at the cafeteria door. In no case are visitors to go to the classroom to wait for the child or return to the classroom after lunch unless prearranged with the teacher. This constitutes an interruption to the instructional day of all students in the class.**
- ◆ Parents are asked not to eat lunch with their children during the five days of CRCT standardized testing in April.

School meal prices:

Elementary Student Breakfast	\$0.80
Elementary Student Reduced Breakfast	\$0.30
Elementary Student Lunch	\$1.35
Elementary Student Reduced Lunch	\$0.40
Adult Breakfast	\$1.30
Adult Lunch	\$2.40
Milk or Juice	\$0.50

GIFTED SERVICES

The Fulton County School System screens all students for eligibility for gifted services twice a year.

1. **Automatic Screening** – At the beginning of the school year, Talented and Gifted (TAG) teachers review the previous year's test scores:
 - *Standardized Tests*
 - *Criterion-Referenced Competency Test*
2. **Classroom Screening** – Local schools select a two-week period in the winter to review all students in their school.
 - Classroom teachers use the Characteristics Instrument for Screening Students (CISS) to identify students with superior abilities in five or more of the following areas: motivation, interest, communications skills, problem-solving abilities, memory

inquiry, insight, reasoning, creativity, and humor. Parents may request to view their child's screening results.

Students meeting either the automatic screening OR classroom screening criteria AND having supporting data gathered from test history, products, and/or advanced content levels are referred for gifted testing. Once referred to testing:

- Parent receives *Parent Notification for Testing Consent Form*.
- Student is tested for the gifted program.
- Parent receives test results.
- If state eligibility is determined, students are placed in TAG.

GRADING

Students in Fulton County attend school for 180 days, which are divided into two semesters. Report cards are distributed every nine weeks. The minimum number of grades used to determine the final grade is nine per semester, per subject area. Homework will not count for more than 10% of the grade.

Students K-5 receive a Progress Skills checklist three times a year, which gives updates on students' mastery of specific objectives in each subject area.

Grading Scale for Grades K – 1

S	-	Satisfactory
N	-	Needs to Improve
U	-	Unsatisfactory
NG	-	Not Graded

Grading Scale for Grades 2 – 5

Letter grades (A, B, C, and F) will be used on report cards and transcripts. NG will be used for Not Graded.

90 and above	-	A
80-89	-	B
70-79	-	C
Below 70	-	F

Marks for effort, social skills, work/study habits, and general conduct are recorded as:

S	-	Satisfactory
N	-	Needs to Improve
U	-	Unsatisfactory

HOME-SCHOOL COMMUNICATION

Every effort is made to ensure open communication between the home and school. We encourage teachers and parents to contact each other regarding any questions or concerns that arise during the school year. Please look for the following information to be sent home regularly with your child:

1. Monthly curriculum letters from the classroom teacher containing upcoming curriculum material to be taught in your child's class and information regarding classroom activities.
2. Samples of work to keep you updated on your child's progress. These papers are to be signed and returned to the teacher.
3. Periodic reports from your child's teacher containing information on your child's behavior.
4. A weekly school newsletter from the administration containing general school information.
5. A newsletter from the PTA containing general PTA news.

Each teacher can be reached via his/her e-mail account or through the main school phone number for additional communication as needed.

HOMEWORK

Some home study is a necessary part of each student's educational program to reinforce skills taught in the classroom, increase student success, develop student responsibility, and provide opportunity for parent involvement. Please contact your child's teacher if you have any questions or concerns regarding homework. (Please see "Attendance – Make-Up Work" for procedures on obtaining homework when absences occur.)

Kindergarten – Students are encouraged to read at least 15 minutes each day with their parents. Homework assignments begin in January.

Primary (Grades 1 – 2) – Homework lasting approximately 30 minutes is assigned Monday – Thursday nights.

Intermediate (Grades 3 – 4 – 5) – Homework lasting approximately 45 minutes is assigned Monday – Thursday nights. Assignments are varied according to the nature of the concepts that are to be reinforced. Some long-term homework projects are also assigned.

ILLNESS

Please follow these guidelines when your child is ill:

1. Do not send your child to school unless he/she has been without a fever and/or without vomiting for 24 hours.
2. Consider sending Tylenol or Advil to the clinic for your child. This may help to eliminate trips to the school by you to bring these items. (Please see "medication" for procedures to follow.)

3. Please make sure your child has some breakfast before coming to school or purchases breakfast upon his/her arrival at school. Many stomachaches are a result of skipping breakfast.
4. Please notify the clinic aide if your child has a contagious disease or an extended illness.

INSTRUCTIONAL SUPPORT TEACHER (IST)

The Instructional Support Teacher (IST) coordinates programs and service delivery for special education students. The IST coordinates educational testing for students referred for special education services. If you have questions about the special education process, please contact the IST for information.

LOCAL SCHOOL COUNCIL (LSC)

The objective of the Local School Council (LSC) is to advise the principal in coordinating resources to maximize educational opportunities for students. Its function is to assess school programs and services and establish goals to improve these areas, as well as act as an advisory group to the local school administration. The council is made up of parents, teachers, and business members of the community. Meetings are open to the public.

LOST AND FOUND

Parents and students are encouraged to check regularly for lost items in the Lost and Found area. We strongly encourage you to clearly label all student belongings with the child's name, especially Ocee spiritwear. Boxes of unclaimed items are periodically donated to local charities.

MEDIA CENTER

The media center is equipped with a carefully selected collection of books, magazines, kits, videos, cassettes, computer disks, and pictures. A certified media specialist and media paraprofessional will work with children on an individual, small group, or whole class basis to instruct students in information literacy skills, the use of the library media center materials and available equipment. Activities are planned with the 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 incentive programs. Kindergarten students may check out 1 book for 2 weeks; students in grades 1-5 may check out 2 books for 2 weeks. Students should keep track of their library books and return them undamaged and on time. Lost books or books damaged beyond repair must be paid for within 30 days. Refunds for found books will not be made after June 30 of the current school year. Final report cards will be held until payment has been made. You are encouraged to visit the media center and volunteer during the school day. Please call the media specialist if you are interested.

MEDICATION

If possible, all medication should be taken at home rather than at school. However, if medications must be taken at school in order to allow a student to attend, the instruction and authorization form entitled "Authorization To Give Medication" 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 taken to the school office for central storage. If possible, the parent should bring the medication to school; however, if this is not possible, your child should be instructed to take the medication and instructions directly to the school office. **Unless specifically approved, no medication, prescription or non-prescription, should be kept by a student or shown to other students.** To get approval for a student to carry medicine under special conditions (specifically emergency medications like an Epi-Pen or inhaler), a second form called "Authorization To Carry Medication" must be filled out.

MUSIC

General music classes are taught to all grades K-5. Band, orchestra, and chorus opportunities are available for students in grades 4 and 5.

PARKING

All parents and visitors must park in the designated parking lots of the building in lined spaces. The curbs around the school are fire lanes and must be kept clear at all times. Handicapped spaces must be reserved for the handicapped. Visitor spaces have been reserved on both sides of the building to facilitate parents in parking while at the school.

PARTIES

Three classroom parties are provided for students by PTA room parents—Winter, Valentine, and End of Year. A room parent may contact you to assist with these parties.

PARENT TEACHER ASSOCIATION (PTA)

The Parent Teacher Association (PTA) plays a vital role in the success of our school. Many parents volunteer their time, financial resources, and special talents in endless ways as they truly become partners in their children's education. We strongly encourage you to join the PTA and become active participants in the volunteer program and partners in your child's education.

RECESS POLICIES

Fulton County Board Policy states that, “Students in grades K-5 shall have at a minimum a scheduled 15 minute recess period of unstructured activity time preferably outdoors on non-physical education days. This period is to be supervised and closely monitored by a certified teacher. This time should be scheduled to serve as a break during academic learning and should not be used as a reward or incentive nor withheld for academic reasons. The principal or assistant principal may withhold recess for disciplinary reasons. The principal or designee will be responsible for the scheduling, timing, and location of the recess period.”

At Ocee Elementary, students have a 15 minute recess period each day of the week. Teachers will share specific rules that apply to their grade level at Curriculum Night. These rules will include the county’s practice regarding students at elementary school. Elementary school students should not participate in any contact sports during recess.

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.

SCHOOL RULES FOR STUDENTS

1. Have your materials ready.
2. Complete your daily assignments.
3. Respect your own and other’s space and belongings.
4. Leave gum, toys, trading cards, electronic games and radios at home.
5. Students may keep cell phones only in their backpacks. They cannot be kept in pockets, desks, lunch bags or binders. They cannot be visible, turned on or used at any time during the school day.

SOCIAL WORKER

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

STUDENT ACCIDENT INSURANCE

Fulton County Board of Education must operate under the umbrella of Sovereign Immunity. Due to Sovereign Immunity, Fulton County Schools cannot indemnify any injury to a student. If no other

medical and/or dental coverage is in place, the Student Insurance is the only source of payment for injuries occurring to a student. Therefore, we highly recommend that you purchase student insurance if your child is not covered on your insurance coverage.

STUDENT INFORMATION

Please keep the school informed of all changes regarding phone numbers, addresses, emergency information, medication the child may be taking, etc. All changes must be submitted in writing by the parent/guardian.

STUDENT SUPPORT TEAM (SST)

The Student Support Team (SST) is a multi-disciplinary team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop strategies for student success. The SST process includes the following stages: identification of needs, formulation of an action plan, implementation of interventions, and monitoring of progress.

The team’s efforts may include some or all of the following activities:

- ◆ Review of the student’s records
- ◆ Analysis of student’s work
- ◆ Observation of student in the classroom
- ◆ Development of a written plan of strategies and modifications to assist the student
- ◆ Data collection of strategy implementation
- ◆ Review of progress after the designated intervention period

TELEPHONE USE

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

TEXTBOOKS

Textbooks are furnished to all students. These books are used at school and may be taken home for purposes of study and homework completion. Students are expected to take care of all books and return them undamaged at the end of the year or before they withdraw from school. If a textbook is lost or damaged, a fee will be charged. A second set of textbooks may only be checked out if specified through SST, an IEP or a 504 Plan. A list of textbook manufacturers is available if you wish to purchase a set of textbooks for use at home.

VISITATION

For the protection of our children, all visitors to the school are required to sign in at the office and wear a “VISITOR” badge at all times while in the building. Visitors are to enter the building at the main office door. In order to avoid unnecessary interruption of instructional time, parents should leave any forgotten work, instruments, lunch, etc., with the front office staff. Teachers will be notified and the child will be sent up at the teacher’s convenience.

Reflecting Board of Education/Administrative regulations and as a courtesy to the teacher, an appointment should be made for all visitations at least 24 hours in advance. All visitations must be scheduled through the CST. Classroom visitations are limited to a maximum of 30 minutes and are not a time for teacher-parent conferences. The regular school instruction must continue during your visit.

VOLUNTEERING

Volunteers are important to the success of Ocee Elementary School. Should you desire to volunteer, please contact your child’s teacher, the PTA, the media specialist, or an administrator to discuss the many options available. We will welcome your help.

WHO CAN PROVIDE ANSWERS

- Bus Discipline – First, the bus driver, then the Assistant Principal, Shannan LaPorte (LaporteS@fultonschools.org)
- Bus Issues (Routes, Times, etc.) – Transportation North (770-667-2970)
- Cafeteria – Cafeteria Manager, Millie Lindsay (LindsayM@fultonschools.org)
- Classroom Discipline – First, the Classroom Teacher, then the Assistant Principal, Shannan LaPorte (LaporteS@fultonschools.org)
- Curriculum – First, the Teacher, and then the Curriculum Support Teacher, Jill O’Neill (OneillJ@fultonschools.org)
- Family Assistance – Please call the school to speak to the Head Counselor, Michelle Brantley (BrantleyM@fultonschools.org) or contact Counselor Amy Ross (RossA@fultonschools.org) or the Social Worker, Thom Anderson (AndersonT2@fultonschools.org)
- Fulton County Schools Policies, Procedures and Departmental Contacts (www.fultonschools.org)
- Special Education – IST Anne Radack (Radack@fultonschools.org)
- Student Support Team – Please call the school to speak to the Head Counselor, Michelle Brantley (BrantleyM@fultonschools.org).

WITHDRAWAL PROCEDURE

You should notify the teacher and the data clerk at least a week before your child is withdrawn from school. All textbooks and library books should be returned and lunch fees paid before withdrawal to clear all records.

Thank you for joining the staff of Ocee Elementary School in our efforts to provide a consistent and academically sound environment for your child. Your cooperation in following these guidelines will help us to ensure a quality educational experience for your child in a safe, nurturing environment.

Deborah Pernice, Principal

Ocee Elementary PTA

The Ocee Elementary PTA encourages all parents, faculty, staff and community members to become members of our organization. The Ocee Elementary PTA supports the mission statement of the National PTA, which includes:

- ◆ *To support and speak on behalf of children and youth in the schools, the community, and before governmental agencies and other organizations that make decisions affecting children;*
- ◆ *To assist parents in developing the skills they need to raise and protect their children; and*
- ◆ *To encourage parent and public involvement in the public schools of this nation.*

The Ocee Elementary PTA also supports the objectives of the National PTA, which are:

- *To promote the welfare of children and youth in home, school, community, and place of worship*
- *To raise the standards of home life*
- *To secure adequate laws for the care and protection of children and youth*
- *To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth*
- *To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.*

Please join the Ocee Elementary PTA and take an active role in helping our school and community!

Volunteering

The Ocee Elementary PTA encourages all parents and community members to volunteer their time and talents in service to our school. [Why?](#)

A national survey of school volunteer programs found that:

- Volunteers give direct service to students
- Students of parents who provide volunteer service develop higher motivation for learning
- Teacher morale increases with the involvement of the community in the school
- Communication is enhanced between the school and the community
- Public support for schools is intensified
- Citizens have a better understanding of what schools do, and schools appreciate more fully the problems faced by parents.

Another study found that simply having an active PTA in a school will increase student achievement.

The positive relationship between parent involvement and enhancing your child's education is well documented. On an individual level, you can improve your child's educational experience by encouraging him/her at home, keeping a close watch on schoolwork and homework, and staying in contact with teachers.

By volunteering with the PTA, you can demonstrate to your child that you value education. You can spend time at school or help with projects that can be done at home. Please contact any member of the PTA Executive Board to express your interest in helping our school and its students.

Ocee Elementary PTA 2008-2009 Executive Board

Co-Presidents	Diane Maicon Christy Mallein	770-664-7982 770-619-0702	dimaicon@bellsouth.net christymallein@bellsouth.net
Vice-Presidents			
Academic Enrichment	Monica Phillips	770-664-8990	mquillips@bellsouth.net
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