

2022-2023



FBES

Parent and Student Handbook

FLOWERY BRANCH ELEMENTARY SCHOOL

2022-2023 Parent and Student Handbook

5544 Radford Road Flowery Branch, GA. 30542

<http://fbes.hallco.org>

A Message from the Principal

Dear Parents and Students,

My name is Amy Bright, and I am so excited about serving another school year as Principal at FBES. I know that FBES is an excellent school, and we will continue the tradition of excellence that has been established here while moving our school forward into the future to help our students' reach their fullest potential. The mission of FBES is to aim for all of our members to be connected, challenged, and confident by teaching students to pursue their goals, by providing real-world learning experiences, and by building relationships with all members. We strive to achieve this mission on a daily basis in all that we do at FBES.

My first and most important priority as Principal is to keep our students safe while they are at school. In order to do this, I need your help. You need to become familiar with the policies in this handbook so you can model them for your child(ren). I also ask that you review all the policies and procedures in this handbook with your child(ren).

We are looking forward to a year that is more of what we are used to in education prior to the COVID pandemic. Regardless of the pandemic, we ask that you stay involved in your child's education by getting to know your child's teachers, becoming an active member of our PTO, and staying informed of what's happening at FBES.

We look forward to working with you this year!

Amy Bright
Principal



School Office
770 -967-6621

School Fax
770 -967-4880

**At Flowery Branch Elementary School,
we are The TRIBE. We are**

- x **T-Thoughtful**
- x **R-Respectful**
- x **I-In Control**
- x **B-Being Responsible**
- x **E-Engaged.**



**These are the expectations we have for
all of our students as they go about their
day to day school activities at FBES.**

Accidents

In spite of precautions and close supervision, accidents will occur. In case of accidents, the legal guardian will be notified and first aid will be administered.

In case of a serious accident, action will come at the direction of the parents if they can be contacted. In the event that parents cannot be located, and the accident constitutes an emergency, the child will be taken to Northeast Georgia Medical Center or to the doctor indicated on the registration form.

Please be sure to update your emergency information at the school EACH year and when this information changes during the year. It is important during emergencies to have accurate information.

Address & Telephone Changes

Please communicate any address or telephone changes to the front office and your child's teacher. You can also make these changes in the Infinite Campus Parent Portal. The school must keep this information undated in the county's Student Information System.

After School Program

The after school program will be operated by the Georgia Mountains YMCA. It will be held from 2:25pm to 6:00pm on student school days. Please visit www.gamountainsymca.org for more information or call 770-287-9622. Students must be registered before they can attend the program.

Arrival/Dismissal

Student arrival: K-5 students are permitted into the building at **7:15am**. The tardy bell rings at **7:45am**. Students who eat breakfast will pick up their breakfast in the cafeteria and take it to their classroom (K students will report to their classroom first during the first half of the year). Students who arrive after **7:45am** must be signed in by an adult in the front office. For safety reasons, under **no circumstances** should a child be dropped off in the parking lot and left to enter the building unescorted.

ALL students arriving by car must come through the car rider line during morning drop-off. All parents must remain in their car and go through the car-rider line. There will be no sending students across the parking lot/sidewalk/crosswalk. Parents may park in a parking space and walk students to the front door. Please plan accordingly, and arrive early enough to go through the car-rider line. For families who live close enough to FBES to walk to school, you may continue to walk to school. Just please stay on the sidewalk by the park to remain safe. You will need to walk your child to the front door, and if the doors are already locked, press the doorbell to have someone let them in. Thank you in advance for your cooperation during these changes.

Asbestos Management Plan Notification

The Hall County School System ADHERA Management Plan is available for public inspection upon request at the School System Board of Education Facilities Department. This notification is provided to fulfill the requirement of section 763.93 (4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.
2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.

Anyone interested in reviewing the plan please call the Facilities Department at (770) 534-1291. You can ask for Pam Cravero.

Athletics

The West Hall Youth Athletic Association administers the local program and provides coaches, equipment and leadership for the teams in the Flowery Branch community. Questions relative to this program should be directed to westhalljuniorspartans@gmail.com. The school provides facilities but is otherwise not administratively involved with the sports program.

In order to ensure that all students are properly supervised when practice is scheduled after school, parents should not leave students unattended if the coach is not present. Children should also leave campus immediately after practice is over.

Students and parents should stay in the designated practice areas and should not be in any other part of the school building. Siblings of students attending practice should remain with the parent and be watched closely.

Attendance Rules

School hours are from 7:45am to 2:25 pm. Students will be admitted into the building at **7:15am**. Instruction begins at 7:45am and children need to be seated in classes and ready to start the instructional day at 7:45am. If a child arrives late, a parent must come to the office with the child to sign him/her in. Please keep late arrivals and early departures to a minimum. The morning car rider line will be closed at 7:45.

Excused tardies or absences are identified in Georgia law and Hall County policy as the following:

1. The child is ill.
2. There is a death in the child's immediate family
3. The child is observing a religious holiday.
4. The child is a Page in the Georgia General Assembly.
5. Weather conditions prevent the child's attendance.
6. The child has a pre-arranged medical appointment.

Upon returning to school after each and every absence, parents are asked to send in a note explaining the reason for the absence. If a child exhibits symptoms of COVID and is sent home from the school, they may return after 24 hours as long as all symptoms are improving and they are fever-free without fever-reducing medications. Regular attendance in school is essential for a quality education. We encourage your child to be present every day. Daily attendance will help your child feel more closely associated with his/her classmates and dramatically improve his/her educational progress. The time missed from class results in loss of valuable educational experiences. Make 100% attendance a goal for your child this year. Students who arrive in their classroom by 7:45am will be able to purchase ice cream. Students who arrive to school on a late bus will not be marked tardy.

Students are considered present if they attend for at least one-half of the instructional day. Students who check out before 11:15 or arrive after 11:15 will be marked as absent for the day.

Birthdays

Birthdays will not be celebrated during instructional time. Please plan your child's party at home or somewhere else away from school. Flowers or balloons are **not** permitted at school. Please check with your child's teacher if you would like to send a healthy birthday snack for the class. Invitations may be given at school only if every child in the class receives one.

Bring Your Own Technology (BYOT)

In order to use personal technology devices at school, students must have a parent signed ***Student Device Checkout Agreement*** on file in IC. A student who brings privately owned computer/other technology devices to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the owner of the device. Any damage to the equipment is the responsibility of the individual. No privately owned computers, printers, or other devices may be hardwired to the district's network or plugged in to any data network outlet. All privately owned computer use must adhere to the Hall County Acceptable Use Policy. Personal computers/devices should be used for legitimate educational purposes. **Any student bringing in a personal laptop computer or electronic device must keep it in their backpack (when not using it in class). Hall County Schools, FBES and/or its Teachers will not be held responsible for theft, loss, damage, etc. of person electronic devices.**

Bus Safety

Riding the school bus is a privilege contingent upon proper conduct. If students choose not to follow the bus rules then interventions will be put in place. These procedures can be found in the pamphlet provided by the transportation department. Safety rules, discipline procedures and the school bus eligibility policy are included in the pamphlet. Parents are asked to carefully review the procedures with their children.

We must maintain safe transportation for all students. It is critically important that each adult and each child clearly understand that unsafe bus behavior will result in a loss of bus transportation. Children must sit in their assigned seat, keep hands and feet to themselves, and speak in a quiet voice if they want to continue to use bus service. Students must also ride their assigned bus. Non-HCSD employees are not allowed on HCSD buses. Questions relating to transportation can be answered by calling the Transportation Department at (770) 287-0942.

Cafeteria

A nutritious breakfast and lunch are prepared and served each school day. Breakfast is picked up in the lunchroom and eaten in the classrooms from 7:15 until 7:45. For the 22-23 school year, breakfast prices are below.

- Students—\$1.10
- Students-reduced meals—\$.30
- Adult Visitors-\$2.75
- System employee-\$2.25

A lunch schedule will be provided to allow each class sufficient time to complete lunch. Check with your child's teacher for the assigned time. Lunch prices are as follows:

- Students—\$1.95
- Students-reduced meals—\$.40
- Adult Visitor-\$4.00
- System employee-\$3.50

You may pay for meals online at www.MyPaymentsPlus.com

Beginning after Labor Day, adult visitors will be allowed to eat lunch with their children on a determined schedule (the schedule will be shared at the end of August). Please remember that the stage is the designated area in the cafeteria for parents to eat with their child(ren). Please do not invite other children to eat with you. **Outside food is not allowed in our cafeteria. Soft drinks are not permitted in the lunchroom.** Only 2 visitors are allowed to eat with students at a time, and other grade level siblings must eat lunch at their normally scheduled lunch time.

Car Riders

Parents who pick their children up from school are required to have a FBES car rider tag hanging from the rear view mirror. Parents **must** display this tag when picking up their child. The first two car rider tags are complimentary from the school. Additional car rider tags can be pre-ordered and purchased for \$1.00 each. Please consider purchasing additional tags for other adults who may pick up your child during the year. If you need someone without a tag to pick up your child, please ask that person to park and enter the front office to check out the student before 1:45. This person must be on your child's check out card for us to release your child.

For the safety of all students:

- Car riders must not pass other cars in the drop off line. Students should enter the car on the passenger side of the car.
- All check-outs must occur by 1:45pm.
- Only cars with the FBES car rider tag displayed are allowed to pick up a child.
- Parents may pick up their child in the car rider line only during dismissal time.

Cell Phones

Hall County Board of Education Policy (JCDAF) prohibits K-5 students from bringing cell phones to school or on school buses.

We do realize that some children need to have a phone for safety reasons after school. If your child needs to have a phone after school for safety reasons, the phone must remain out of sight and turned off in your child's backpack during the day. If your child has the phone out or the phone rings, the teacher will take the phone and call parents to pick it up.

Clinic

When a child becomes sick during the school day, the parent will be notified to pick up the child within 45 minutes. The symptoms that may result in a child being sent home from school include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea, vomiting or diarrhea. The student will rest in a supervised waiting area. The child will be permitted to return to school after the following criteria has been met:

Criteria:

- ***At this time,** A minimum of 24-hours have passed **AND**
- The last 24-hours must be fever-free without fever-reducing medications **AND**
- All symptoms must have improved.

***Depending on local circumstances, the amount of days a student must stay home could range from 24-hours, 72-hours, or ten days.** The school nurse will communicate to you the **earliest** date the student may return. We encourage you to consult your healthcare provider about your child's symptoms. **If your healthcare provider feels that your child is ready to return to school before the specified date on the home instructions, please request a doctor's note with a the return date specified.**

The school nurse is authorized to administer medications to students when the proper paperwork is completed. All medications, prescription and over-the-counter, should always be in the **ORIGINAL CONTAINER** when brought to or picked up from school by an adult. Non-prescription medications must be accompanied by a written request that includes parent contact phone number and directions for administering that states the frequency, dose, and length of administration.

Prescription medications must be in the **ORIGINAL** container with the student's name, date prescribed, instructions for administering, name of drug, name of issuing Health Care Provider, and expiration date. Students will **not be** allowed to transport medications to school or home.

Schools will dispense medication only as directed on the **ORIGINAL** prescription labeled container. **It is the responsibility of the parent/guardian** to notify the school if changes in the medication, dosage, and/or time of administration are requested and a new **ORIGINAL** container must be provided. These procedures are a safety precaution for your child, both on the bus and when they visit the clinic. Parents should inform the school if their child has a contagious disease/virus. Please do not send your child to school when he/she is feeling ill and there is a risk of infecting others.

For **ALL** medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "Parent/Guardian Medication Permission Form" **and** by having your health care provider complete a "Health Care Provider Medication Permission Form."

Clubs

Students have the opportunity to be involved in various clubs and activities. Clubs must have a staff member serve as the sponsor. Clubs may include Chorus, Yearbook, Running Club, Science Olympiad, Math Mania, 4-H, etc. These clubs may meet after school hours if they are under the direction of the club sponsor. Parents must provide transportation home after school clubs. Staff members are not allowed to transport students in their personal vehicles. If parents are late picking up their child from an after school activity, administration may revoke the opportunity for students to participate.

Communication

Each Monday, your child will bring home a communication folder (called the Monday Folder) containing important school information. Teachers will use the Monday folder to send home graded papers, other important school information, and individual notes to parents. Each month, a school newsletter is posted to our school website/sent out via Remind containing important information and upcoming dates. Parents are encouraged to read the information in the Monday folder carefully. Replacement Monday folders can be purchased for \$1.50 in the case of the Monday folder being misplaced or damaged.

You are encouraged to communicate with your child's teacher via email. You should receive a response within one business day unless the teacher is absent.

For the safety of your child, please remember to keep your address and all telephone numbers current. Inform your child's teacher and front office if changes are made.

Students in 5th grade will also be given an agenda. The agenda will be a place for students to record their homework assignments each night. Parents are asked to sign the agenda nightly. Replacement agendas can be purchased for \$5.00 in the case of a student misplacing their agenda or if it gets damaged.

Compulsory School Attendance Law (State of Georgia)

The State of Georgia has a mandatory student attendance protocol, which was put into effect the 2005-2006 year. Schools are now required by law to keep data on excused and unexcused absences. Parents will be receiving a letter of explanation that needs to be signed and return to school. Students who are 10 years old by Sept. 1st will also have to sign the letter.

If your child is absent for any reason, you must send a note to your child's teacher explaining the absence. If a parent calls the teacher to explain the absence, the parent still needs to send in a note so we have the explanation in writing. Student absences will be marked unexcused if a note is not received. After 5 unexcused absences, parents will be contacted by the school.

Although there is not a state law concerning tardies or early checkouts, parents

need to keep in mind that students are missing important instruction when they do not attend a full day. Please try to make appointments for your child after 2:30pm. Our teachers instruct from 7:45am to 2:25pm every day. If your child needs to be checked out for an appointment, checkouts must occur by 1:45pm.

Consequences and Penalties of Non-Compliance with Compulsory School Attendance Law:

Assuring that children attend school regularly is an important part of a parent's responsibility. Parents are responsible for providing school officials with verification of reasons (written absence notes) for each absence. When your child must be absent, it is important that you state the reason(s) for your child's absence(s) in writing and share these with the school as soon as possible. Any absence not certified by a parent/guardian, physician or court/other agency (meeting the definition of an unexcused absence) is considered unexcused.

Failure to comply with compulsory school attendance as required under Code Section 20-2-690.1. Any parent, guardian, or other person residing in this state who has control or charge of a child or children shall enroll and send such child or children to a public school, a private school, or a home study program that meets state requirements. Any parent, guardian, or other person who has control of a child or children who is in violation of this Code section shall be subject to a fine not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five (5) unexcused days of absence for a child shall constitute a separate offense.

Complaints of Discrimination and Harassment

The Hall County School System does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decision or educational programs and activities. Any student, employee, application for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

The Title IX Coordinator is Mr. Gordon Higgins, Hall County School System, 711 Green St.; Gainesville, GA 30501, (770-534-1080).

The Section 504 and Americans with Disabilities Act Coordinator is Steve McDaniel, Hall County School System, 711 Green St.; Gainesville, GA 30501, (770-534-1080).

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Hall County School District Policy GAA/JAA (Equal Opportunity/Discriminatory Complaints) is located in the school district policy manual which is available in either the school office or the central office and is also located online at www.hallco.org.

Conferences

Conferences are an effective way of communicating between parents and the school. Teachers and administrators are available for conferences after 2:30 p.m. on Mondays, Wednesdays, and Thursdays. Teachers are also available during their planning time which varies for each grade level. Conferences can be held in person or via Zoom. Please **do not** drop by to chat with your child's teacher or call them during instructional time. This interrupts instruction and the learning environment. Parents are asked to arrange in advance for the conference by phone, email, or note to ensure that all school personnel needed for the conference can be attend.

Parents are always welcome to discuss any problems with the Assistant Principal or Principal. However, parents are encouraged to talk with the classroom teacher first about any problem related to their child. Then, if the problem cannot be resolved, make an appointment with an administrator.

Discipline

To provide a caring, cooperative, achievement-oriented atmosphere where learning can take place, it is necessary for students and parents to be aware of expectations and procedures regarding student behavior. It is our belief that student behavior improves when students observe their parents and teachers working together and sharing expectations.

Students should follow school and classroom expectations. FBES is a PBIS (Positive Behavior Intervention Support) school. Our teachers have developed a list of common school-wide expectations that all students will be taught. TRIBE stands for **Thoughtful, Respectful, In Control, Being Responsible, and Engaged**. The school-wide matrix is at the back of this handbook and in the students agendas (if applicable). To support your child in meeting these expectations, parents and school personnel must work closely together. Failure to comply with basic rules or the rules of the Code of Conduct and Disciplinary Procedures of Hall County Board of Education will result in immediate action that may encompass any/all options listed below:

- Conference with the student
- Set a specific behavior plan for the student
- Conference with the parents
- Consult with resource personnel at school for suggestions
- Isolate student from classroom
- Have the student spend recess or lunch in the office
- Assign the student in-school suspension or out-of-school suspension.

The District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint.

Dismissals

Children will not be dismissed early except in cases of emergency. All dismissals will be made through the front office. No child will be permitted to leave early without written permission from the parent and being checked-out in the office. Proper identification is required to check a student out of school. No student will be released from the classroom unless:

- The teacher is notified by intercom that the child is to check out.
- The school secretary or other school personnel physically call for the child.

Dismissal

- A WRITTEN note signed by the parent is required when there is a change in departure transportation, i.e., riding a car home to a friend's house. Telephone calls to the school office about changes in departure should be made only in the case of an emergency. These calls should be made before 1:45 if possible. DO NOT leave a transportation change on a teacher's voicemail or front office voicemail.
- Dismissals due to inclement weather or other emergency will be announced as soon as possible on all television and local radio (WDUN AM 550) stations.
- In the event that schools are closed during school hours, students and parents should have an understanding, in advance, of what the student should do and where he/she should go to ensure proper care and supervision. Parents should fill out the inclement weather portion of the Elementary Student Release Signature Page in the open house/new student packet and return to your child's teacher as soon as possible.

Dress

Please check to be sure your child is dressed appropriately for school each day. Consider that most children go outside once every day and need to be dressed to accommodate outside temperatures. Please follow these guidelines for your child's attire:

1. Shoes must be worn at all times. **No cleats or shoes with wheels are permitted.** Rubber flip flops are discouraged as they often break during the school day . Tennis shoes should be worn on days students have PE.
2. Remember that our rooms are air-conditioned so halters, spaghetti straps, tube tops and other beach-type attire should not be worn; even in the hot days of late summer.
3. T-shirts or masks advertising alcoholic beverages, tobacco products, drugs, gang affiliation, or inappropriate materials cannot be worn.
4. Hats may not be worn inside the building except on designated "hat days".
5. Sagging or baggy pants are not allowed.
6. Shorts, skirts, and dresses must be of appropriate length.
7. Hoods, hair color, piercings, jewelry or any other accessory which disrupts the learning environment is not allowed.

If a child is dressed inappropriately, every attempt will be made to telephone the parents. If the parents cannot be reached, the child will change (if clinic clothing is available) or remain in the front office.

Emergency Procedures

Monthly fire drills, periodic tornado and lock-down drills are conducted. In the event of a real emergency, all precautions will be taken to give your child the best protection possible. In the event of a tornado or high winds, please do not attempt to check your child out of school. Children will be closely supervised in safe emergency areas.

Family Educational Rights And Privacy Act

Notice to Parent/Guardians and Eligible Students of Rights Under F.E.R.P.A.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Hall County School System receives a request for access. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Hall County School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading, or otherwise in violation of the student's privacy or other rights.

If the School System decides not to amend the record as requested by the parent or eligible student, the System will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;*
- Other schools which a student is transferring;*
- Certain government officials in order to carry out lawful functions;*
- Appropriate parties in connection with financial aid to a student;*
- Organizations conducting certain studies for the school;*
- Accrediting organizations;*
- Individuals who have obtained court orders or subpoenas;*
- Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to Georgia law.*

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed of the Hall County School System as an administrator, supervisor, instructor, or other support staff member (including health or medical staff and law enforcement until personnel); a person serving on the School Board; a person or company with whom the System has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Field Trips

We will do on-site and off campus field trips this year, a parent may join their child on the field trip when it has been prearranged with the teacher. Some field trip locations require a limited amount of parents who can attend (such as plays in which seating is limited). **Siblings and additional family members will not be** allowed to attend field trips. If one adult other than the parent would like to accompany the child, please discuss this with the teacher. Parents will not be allowed to ride a Hall County School bus on field trips.

Homework

Homework offers an opportunity for parents to share actively in the formal education process. Parents are encouraged to set aside a time and a place for homework to be done every night. If the student has specific assignments, parents can participate by allowing the student to explain and discuss the homework as it is being done. If no specific assignments are to be done, homework time can be spent discussing what was done and learned during the school day or by sharing a book or the newspaper. Your child's teacher will communicate specifically with you about homework.

Ice Cream

Students may purchase ice cream for \$1.00 in the classroom if they arrive by 7:45 am. Ice cream will be served during lunch. **Ice cream will not be sold after 7:45am.**

Immunization / Communicable Diseases

Students new to the Hall County School System must present a birth certificate and a current completed **Georgia 3231** immunization certificate within 30 calendar days of enrollment in school. If a current 3231 form is not provided, the student will be withdrawn from school until a current 3231 is provided. Certificates from other states can NOT be accepted.

Any currently enrolled student who does not have an adequately documented immunization certificate on file may be asked to withdraw from school until such a certificate is obtained. Parents are responsible for maintaining adequate immunization records.

Parents should also report the health status of their child to the school immediately if the physician diagnoses a communicable disease.

Instructional Interruptions

Deliveries of flowers, candy or balloons to students are not permitted. Such interruptions, including impromptu parent conferences, interrupt the learning environment of the classroom. Our teachers begin instruction as students arrive in the morning and it is difficult for them to stop to talk with parents. Every parent sends their child to school to learn. It is not fair for one parent to stop the learning of all students. Parents are not allowed to visit classrooms at this time. If it is necessary to bring forgotten items to your child, please leave them in the filing cabinet out front and call the office to let us know the item is there. The item will be delivered to your child.

Please do not call the front office to have your child checked out of school before you arrive to pick them up. We want your child to remain in instruction as long as possible. Once you arrive, we will call your child out of class. Please plan accordingly when picking your child up for appointments.

Internet Appropriate Use

Due to the nature of the Internet, it is neither practical nor possible for the Board of Education to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision about whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use. For students to be able to use the internet at school parents must sign and return the Student Device Checkout Agreement Form. This form can be found in the Infinite Campus Parent Portal account under documents.

Lost and Found

It is imperative that parents label their child's outerwear and lunchboxes. Unclaimed items in the Lost and Found will be donated to charity twice a year.

Media

It is the policy of our school and system to use the media to publicize positive accomplishments of our school and students. If you do not wish for your child to be photographed, quoted, or named in a news story, please leave the Photo/Video and Web Page sections blank on the Elementary Student Release Signature Page. This form is sent home at the beginning of each school year.

Media Center

The purpose of the Flowery Branch Media Center is to provide students and teachers with the resources and services they need to enhance learning. The Media Center operates on a flexible, open schedule. Hours of operation are from **7:50am until 2:15pm**. Students may use library resources during these hours. Resources available include:

- Books – Students may check out books for a week with a re-check of another week.
- Magazines – Students may use magazines for pleasure reading, information, and research.
- Computers – Students may use computers for research and book selections. Students WILL be expected to pay for lost or damaged Media Center materials.

No Child Left Behind Act (NCLB)

In compliance with the requirements of The No Child Left Behind Act of 2001, the Hall County School System informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

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

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

Notification to Parents Regarding Highly Qualified Teachers:

We are continually seeking to improve instruction for our students. We hope that as a parent you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher, the class routines and expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your child's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child. You may also visit our school's website for more information about our staff.

Outside Food

Due to an increasing number of students with food allergies and as a way of encouraging health and fitness, parents are asked not to send outside food into the school. The only exception to this rule is the two designated classroom parties each year (See PARTIES). This policy also applies to the school cafeteria. Instead of outside food, consider sending pencils, school supplies, goodie bags and other non-food items for special occasions or whole class rewards. Parents may also buy ice cream for the whole class, as our ice cream options meet state nutrition recommendations.

Parties

Classrooms are allowed to have two parties a year. These are held in December and May.

Birthday parties at school for individual children are not permitted, however parents may send in non-food birthday treats (such as pencils, stickers, gift bags, etc.) as a way of celebrating a child's birthday. Parents may also buy ice cream for the whole class, as our school ice cream options meet state nutrition recommendations. Birthday treats need to be prearranged with your child's teacher. Flowers or balloons are not permitted at school. Invitations for parties outside of school may be given at school only if every child in the class receives one. Teachers are not allowed to give out students' personal information such as addresses or telephone numbers to parents.

PEDICULOSIS (Head Lice)

Head lice (pediculosis) is a reality of elementary schools. We will do all we possibly can to curtail the spread of head lice from child to child. We will check the scalp of any student who requests being checked or any child who is constantly scratching. If your child is found to have live lice, you will be called to pick up your child from school. You must accompany your child back to school after treatment in order for another head check to be performed in your presence. A parent letter is sent home when two or more live cases are found in the same classroom within the 7-10 day life cycle.

PTO (Parent Teacher Organization)

Parents are as important in a child's education as their teachers, and without parental support, children will lack a well-rounded education. Since an organization of parents and teachers is such a vital part of any school, each parent is encouraged to become a member of the Flowery Branch Elementary PTO.

Leone "Lee" Webster~President

~Vice President

~Secretary

Jennifer Lewis~Treasurer

Sara Ann Harris-Parent Representative

Physical Education (P.E.):

Students who are medically unable to participate in Physical Education will not be penalized provided a written excuse from the doctor or suitable explanation from the parent is given.

Recess

It is the goal of the HCSD to provide students with daily recess (unstructured break). Recess can be withheld from students for disciplinary and/or academic reasons.

Report Cards

Report cards are issued to students at the end of each nine weeks. Report card envelopes are to be signed by parents and returned to the school on the next school day. Report card grades can also be viewed in the Infinite Campus Parent Portal at the end of each nine weeks.

School Hours

Please use the following information concerning school hours of operation:

- School hours are from 7:45am until 2:25pm
- Starting at 7:15 students will report to their classroom or pick up breakfast in the lunchroom.
- Students will be considered tardy if they arrive at school after 7:45am
- Students can arrive at school between 7:15am and 7:45am
- Car riders may be picked up in the car rider line at the front of the building at 2:25pm

School Insurance

School insurance insures the child for accidents that might occur at school or going to and from school. Twenty-four hour coverage is also available. Insurance is available for purchase at the beginning of the school year only. Insurance information may be found at the Hall County Schools website: www.hallco.org under Departments => Finance => Student Insurance.

SEARCH (Gifted Program)

The Hall County School System is committed to the belief that every student (K-12) has a right to receive an education based on individual needs. The gifted student is entitled to a differentiated curriculum consisting of courses of study in which the content, the teaching strategies, and the expectations of student mastery are appropriately modified. Referrals of student for consideration for the gifted program may be made by teachers, counselors, administrator, parents or guardians, or by the student himself/herself.

A student will automatically be referred for consideration if he/she scores at, or above, the 90th percentile in Total Reading or Total Math on a nationally normed achievement test if the score is within two calendar years. The identification process includes evaluation in ability, achievement, creativity and motivation. For more information about the SEARCH program, please contact the gifted program teacher, Cherie Hathcock at Cherie.hathcock@hallco.org.

Snacks

Each grade level will decide whether snacks are permitted. Nutritious snacks like vegetables, fruits, or crackers are recommended and meet the healthy schools criteria. Please do not provide whole class snacks due to student allergies. Students are encouraged to bring a water bottle to school every day this year.

Student Transfers

If the need arises during the school year for your student to transfer from Flowery Branch Elementary School, please contact the front office. They can assist you with completing the proper forms and procedures for the transfer. All transfers and withdrawals are completed online.

Supplies

Students are responsible for providing their own school supplies. These supplies vary depending upon the student's grade level. A copy of the supply list can be found on the FBES website at fbes.hallco.org.

Parents should check periodically during the school year to determine which supplies should be replenished. If you need assistance purchasing school supplies, please contact our school counselor.

Support Services

FBES has many programs and services which enhance the learning experiences of our students. These include physical education, art, music, media, technology, and school guidance. In addition, special education and resource teachers work to promote school success for students identified with specific needs. These programs include gifted education (SEARCH), ESOL, EIP, speech and language therapy, and special education Placement in these special needs programs are handled through the Response to Intervention (RTI) process in accordance with local, state and federal guidelines.

Tardies

Students who do not arrive to class by 7:45 am will be marked tardy unless they are riding a late bus. Excessive tardiness will be reported to the parent and school social worker. Parents who drive their child(ren) to school are encouraged to adjust their leaving time according to traffic flow so their child arrives to school by 7:40am. This will give the child five minutes to walk to class and arrive by 7:45am. If you are running late, please bring your child to the front of the school to sign them in and pick up a tardy slip. Students who arrive after 7:45 must walk to their classroom independently without their parent. For your child to be counted present for the day, he/she must attend school for 165 minutes (check in prior to 11:15am).

Toys

Toys are not allowed at school. This includes electronic games. Equipment for P.E. or recess must be approved by the teacher. If an item is confiscated, the parent will be contacted to pick up the item from the front office. The school will not be responsible for lost, misplaced, or stolen items brought by a student.

Use of School Phone

The school telephone number is 770-967-6621. The school telephone is a business phone and cannot be used for personal reasons. Delivery of messages to the students will occur only at the end of the day when general announcements are made (unless there is an emergency). The following suggestions are made for leaving phone messages:

- Calls for teachers between the hours of 7:45am and 2:25pm may be made by leaving a message and a phone number on the teachers' voicemail so they can return the call.
- Have an understanding with children in the morning about what they should do when school is dismissed in the afternoon.

Visitors

ALL visitors must sign in and out through the front office. Visitors must present their Driver's License or other state issued identification when they prior to signing-in in the front office. Upon signing in, you will receive a visitor's identification sticker which is to be worn while on the school campus. All people not employed by Hall County Board of Education and assigned to FBES are considered visitors. If you wish to speak to the teacher about a concern, please make an appointment for a parent conference or a ZOOM meeting

Volunteers

FBES loves having volunteers in our building. Adults in the Flowery Branch Elementary School community contribute hundreds of hours of volunteer services that add immeasurably to the quality of our school environment. Our P.T.O. or any individual teacher will welcome your offer to be involved. If you have a talent you want to share, we would appreciate you letting us know. Prior to volunteering, all volunteers must complete mandated reporter training. School and field trip volunteers must complete the HCSD volunteer modules through Checkmate. The modules will be available at the front office beginning August 10 between 8:30-1:00 and 3:00-3:30. Volunteers who have reason or cause to believe that a child is being or has been abused should notify the school principal or counselor to make such a report if a disclosure or incident takes place during the school day or on school grounds. All volunteers working during the school day are asked to sign in and out through the front office and wear visitor's identification. Volunteers can help in classrooms only by appointment with their child's teacher. Thank you for working as our partners to educate your children!

INSTRUCTIONAL MATERIALS

Listed below are the curriculum materials currently being used at MVES to teach the [Georgia Standards of Excellence](#). If you have any questions, please contact your child's teacher or administration.

- [Eureka Math](#)
- [The Fountas and Pinnell Reading Minilessons Book](#)
- [The Reading Strategies Book \(Jennifer Serravallo\)](#)
- [The Writing Strategies Book \(Jennifer Serravallo\)](#)
- [The Fountas and Pinnell Phonics, Spelling, and Word Study System](#)
- [LLJ](#)
- [Studies Weekly](#) (Science and Social Studies)
- A variety of online resources via Launchpoint
- **The HCSD will continue its practice of providing an alternative reading assignment at parent/guardian request.**

Hall County School System Contact Info:
Office of the Superintendent – 770-534-1080
Transportation – 770-287-0942

SCHOOL HOLIDAYS

Labor Day: September 5th
Fall Break: October 10th and 11th
Thanksgiving Break: November 21st-25th
Winter Holiday Break: December 19th-Jan. 3rd
Martin Luther King: January 16th
Student Holiday: February 20th
Student Holiday: March 24th
Spring Break: April 3rd-7th

REPORT CARDS

October 14th
January 6th
March 17th
May 24th

TESTING DATES

- GKIDS Readiness Assessment Check (Kindergarten): 1st six weeks of school
- GKIDS 2.0 (Kindergarten): Throughout the year-reported each grading period
- Georgia Milestones EOG for 3rd-5th Grade
Testing Window: To be determined

A copy of the Hall County School System calendar is available at www.hallco.org under the Calendar tabs

EVENTS at FBES:
Fall Pictures: Sept. 19th

Fall Picture retakes: Nov. 11th

Boosterthon Fundraiser-Kickoff and online campaign-September 15-22; the Boosterthon Fun Run event is September 23rd

Spring Pictures and Class Pictures: March 16th
*all of these dates are subject to change due to COVID

At Flowery Branch Elementary School, we are The TRIBE!



		LOCATION						
		All Areas	Bus	Hallway	Lunchroom	Playground	Restroom	Digital Learning
E X P E C T A T I O N S	Thoughtful	<p>Check in with feelings</p> <p>Notice when others need help</p>	<p>Friendly words and actions</p> <p>Help younger students</p>	<p>Use your eyes to look at artwork</p> <p>Walk quietly</p>	<p>Use table manners</p> <p>Use inside voice</p>	<p>Follow rules for games and equipment</p>	<p>Wait your turn</p>	<p>Be on time for meetings</p> <p>Allow everyone time to share</p>
	Respectful	<p>Clean hands when asked</p> <p>Keep a safe distance between others</p>	<p>Follow adult directions</p> <p>Arrive 5 minutes early in AM</p>	<p>Walk under arrows</p> <p>Face forward</p>	<p>Follow adult directions</p>	<p>Use equipment appropriately</p>	<p>Go when asked</p> <p>Be quiet</p> <p>Honor others privacy</p>	<p>Follow adult directions</p> <p>Come prepared for learning</p>
	In Control	<p>Before you speak...THINK</p>	<p>Hands, feet and objects to self</p> <p>Use inside voice</p>	<p>Hand, feet and objects to self</p>	<p>Hands, feet and objects to self</p> <p>Calmly waiting in my line</p>	<p>Hands, feet and objects to self</p>	<p>Hands, feet and objects to self</p>	<p>Stay muted until given permission</p>
	Being Responsible	<p>Stay home when sick</p>	<p>Keep food and drinks in <u>bookbag</u></p>	<p>Be given permission</p> <p>Take shortest path to your destination</p>	<p>Clean up your area</p> <p>Get what you need before sitting down</p>	<p>Line up on time</p> <p>Clean up what you take outside</p>	<p>Go when asked</p> <p>Be clean</p>	<p>Communicate with teacher</p> <p>Complete assignments on time</p>
	Engaged	<p>Speak up to communicate unsafe behaviors</p>	<p>Back to back</p> <p>Bottom to bottom</p>	<p>Walk with a purpose</p> <p>Speak to others when spoken to</p>	<p>Face your table</p> <p>Remember to eat</p>	<p>Take turns</p> <p>Include everyone</p>	<p>Be quick</p>	<p>Participate in virtual sessions</p> <p>Pick a focused learning environment</p>