

# **MEDLOCK BRIDGE ELEMENTARY SCHOOL**

*Matthew Vance, Principal*  
*Dr. Ingrid Parham, Assistant Principal*



## **PARENT, VOLUNTEER AND STUDENT HANDBOOK & RESOURCE GUIDE**

**2019-2020**

***“Our mission is to educate and inspire all students to be lifelong learners.”***

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## ARRIVAL/DISMISSAL PROCEDURES

### **\*Bus Transportation (*Back of school only*)**

Bus information is distributed at Sneak Preview and in information packets at the beginning of school. Parents should give the teacher their child's bus number and bell number.

Proper bus conduct is expected. Students are subject to disciplinary procedures when bus safety rules are violated. This may include suspension from the bus and/or school. (See "Discipline.")

Students must get on and off only at their designated bus stops. **STUDENTS MAY NOT RIDE BUSES OTHER THAN THEIR OWN OR GET ON/OFF AT OTHER STOPS.** In emergencies or for childcare reasons only, permission to ride another bus or change stops may be granted **by the Principal and/or North Fulton Transportation only.** Upon approval, a letter of permission will be given to the bus driver by the student. (For transportation changes involving more than one day, please call Transportation at 470-254-2287 for approval.)

### **\*Car Transportation (*Front of school only*)**

- Carpool begins at 7:10 a.m. **Children are not permitted to enter the building before 7:10 a.m.** If you arrive after the bell rings at 7:40 a.m., you will need to park your car and walk in with your child to sign in.
- Parents must have carpool number displayed prominently in the car window for afternoon dismissal.
- If you do not have your carpool sign, you will need to park your car in the upper parking lot and come inside the building to show identification to the front office staff for verification.
- Ask for assistance from a staff member if your child needs help entering or exiting the vehicle. **Do not exit your vehicle at any time while in the carpool line.**
- Parents are to follow traffic pattern and staff directions.
- Parents are to form a single line in the loading/unloading area. This prevents students from running between cars.
- We ask that parents refrain from using a cell phone during carpool.
- In the afternoon, if you are late picking up your child, you must park your car in the upper parking lot and come into the front office to pick up your child.
- **Parking in the fire lane is prohibited at all times. You must remain in your car.**

### **\*Day Care**

Day care pick up is at 2:20 PM in the designated area just beyond the car riders' line. The following day care vans may pick up at Medlock Bridge Elementary School:

Apple Tree	770-814-0566
The Children's Courtyard	770-418-1882
Core Kids	770-343-8200
Crème de la Crème	770-409-0000
Discovery Point (#3)	770-623-3090
Dr. Lang Chinese Bilingual	678-887-2279
Goddard School	770-754-4796
Hope (HASA)	678-677-0939
June Flowers	678-862-7728
Kids R Kids/Johns Creek	770-476-3877
Kids R Kids/Morton Rd	770-751-3900
Peachtree Park Prep	770-497-6680
Prim Rose @ Johns Creek	770-476-9024
Sae Han TKO	678-867-2277
Song Moo Doo	678-205-5545
Star Education	404-791-7562
TG Academy	678-691-7009
TPS(Korean Church of Atl)	678-389-0110

**Prime Time (YMCA) 770-664-1220 - Ed Isackson YMCA  
404-937-8107 - Medlock Cell Phone**

## DISMISSAL

### **\*Dismissal Bells**

**2:20 PM First Bell: Day Care riders, walkers, single run buses and first load of double run buses**

**2:25 PM Second Bell: Car riders and bike riders**

**2:35 PM Third Bell: Second load of double run buses, Prime Time and after school programs**

### **Early Dismissal**

The school day ends at 2:20 p.m. Please avoid early checkout as teachers use the last class minutes to review homework assignments; however, **if your child must be checked out early, it must be done before 2:00 p.m. After 2:00 students will be sent using normal dismissal procedures so as not to interfere with the school-wide dismissal process.**

**All check-out changes must be in writing.** You may find our Dismissal Change Form on our web-site or you can send a note with your child in the morning or drop off the note during the day before 1:30. **No changes will be accepted through email, text, phone call, or voice mail. Faxes will be accepted only in case of an emergency. Faxes will require a photo ID along with the request.**

Please do not call the front office and ask for your child to be waiting in the front office, this request cannot be accommodated.

Any student leaving before the regular dismissal time must be signed out through the office by the custodial parent. If the custodial parent would like to authorize someone other than themselves to check their child out early, please contact the front office for procedures. **Be prepared to show your driver's license when checking out students.**

**Students will not be released to a parent from the classroom. All students must be checked out from the front office. Please do not check out a student after 2:00 p.m. as this leads to confusion at dismissal time.**

### **Walkers**

At 2:20 p.m., walkers will be dismissed to their parents. Parents are to wait in the vestibule. Students 3<sup>rd</sup> grade and younger must have a parent present to a walk them home. Students in 4<sup>th</sup> and 5<sup>th</sup> grade may walk home without a parent given prior written approval from the parent. A staff member will release students once it is verified that their parent is present. Parents arriving long before 2:20 p.m. should wait on the benches by the flagpole and then report to the vestibule for pick up time.

## ATTENDANCE

### **\*Absences**

Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational and social experiences. To maximize instructional opportunities, regular school attendance is expected.

Students should be present every day unless illness or other extenuating circumstances exist. The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, religious holidays, and other educational days as pre-approved by the school principal. The principal has, at his/her discretion, by Board Policy to further approve a maximum of six (6) days per

student per school year in extenuating circumstances. Parents/guardians must notify the principal of their request in writing or email prior to the absence. Submission of parental/guardian request does not grant automatic approval. A school administrator or designee will contact the parents/guardian upon the final decision. **All other absences will be considered unexcused. Please refer to the Elementary School Code of Conduct and Discipline Handbook for more information on the Georgia state law regarding absences.**

**A STUDENT WHO IS ABSENT OR TARDY MUST BRING A WRITTEN EXCUSE SIGNED BY A PARENT OR GUARDIAN THE DAY THE STUDENT RETURNS TO SCHOOL.** Written excuses are kept on file at school. A student must be in attendance more than one half-day (11:10 a.m.) before he/she can be counted present during that day.

It is imperative that parents send in a signed written excuse (not via email or phone) on the day a student returns to school. **Please note that emails are not an acceptable excuse note.** As documented in the Fulton County Code of Conduct and Discipline Handbook: *It should be noted that O.C.G.A. 20-2-690.1 states that any parents, guardian or other person residing in this state who has control or charge of a child or children that accrues five unexcused absences during one school year will be deemed to have violated this Code section and shall be guilty of a misdemeanor and subject to fines, imprisonment, community services, or any combination of these penalties.*

Per Fulton County policy, parents will be sent an attendance letter by the Assistant Principal, Dr. Ingrid Parham, once a child has reached 5 unexcused absences.

Whenever a student is absent due to medical issues and is seen by a doctor, please make sure to send in documentation provided by the doctor in addition to the parent's signed written excuse for the absence. Once a student reaches **ten excused** absences, a letter will be sent to notify parents. At that time, medical documentation will be needed for further absences.

#### **\*Tardiness**

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

Parents may be required to attend an attendance committee meeting and/or be contacted by a school social worker if their student has excessive absences or tardies. If a student accrues 15 tardies throughout the school year, a referral will be made to the school social worker.

#### **BIRTHDAY CELEBRATIONS AND INVITATIONS/TRANSPORTATION TO PARTIES**

Invitations to birthday parties must be distributed outside of school to protect the feelings of all children, unless you send an invitation for each student in the class. Students' birthdays are recognized daily on the morning announcements. Parents may provide a special snack (store bought and labeled with ingredients) to recognize their child's birthday in the classroom. **You must coordinate this with the teacher at least 24 hours in advance. Snacks should be brought to the front office by 10:30 a.m. Teachers will pick up their snack at their convenience.** All items must be pre-cut or easy to hand out to students. Please do not send a limousine to transport children to a party. **“Goodie bags, party favors, balloons, and other gifts may not be given to students at school.**

#### **CAFETERIA INFORMATION**

##### **\*Expectations**

##### **Students will...**

- Remain silent in the hallway, entering and exiting the cafeteria, and while waiting to be served.
- Talk in a quiet voice to the person next to them and/or in front of them.
- Not leave the table during lunch, except in an emergency or if given permission to leave.

- ❑ Clean the surrounding area (table/floor) and push their chair in prior to leaving the table.
- ❑ Keep their hands/feet to themselves and walk in a line.
- ❑ Use appropriate table manners, especially when using condiments.
- ❑ Not swap or pass food around.

**Students not following the above expectations will be subject to a Cafeteria Conduct Report.**

**\*School Meal Program**

The school participates in the school lunch and breakfast programs. The prices are as follows:

Student lunch: \$2.45 Student breakfast: \$1.15 Extra Milk: .50  
 Adult lunch: \$3.45 Adult breakfast \$1.55

Medlock Bridge utilizes a prepaid debit card lunch program. Parents may prepay for meals or food/beverage items up to one full school year. You can visit **MyPaymentsPlus** to make prepayments to your students account at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Parents may also prevent their child from purchasing certain items. Please see the cafeteria manager for more information. The cafeteria menu is on our website. Our cafeteria manager is happy to serve and work with you and your child. You may reach the manager at 470-254-2987.

If your child forgets his/her lunch, you may deliver it to the front office. Students who forget their lunch or lunch money may request a charge and then pay the manager the next school day. Charging for lunch is discouraged. A maximum of three charges will be allowed. (No charging will be allowed during the last two weeks of school.)

Free and reduced meals are available for students whose families qualify financially. Free and reduced lunch applications may be picked up in the cafeteria. Also, each child is provided with a free and reduced meal form at the beginning of the school year. Parents will complete one application per household identifying all students who attend a Fulton County School. For further information, please contact our school cafeteria manger.

**We strongly discourage lunch visitors from bringing in fast food for your child. Fast food for students with no lunch visitor is not permitted.**

**CLINIC**

We have clinic assistants (not registered nurses) staffing the clinic. Your child may be sent to the clinic for treatment of minor injuries or illness. If your child is not able to be treated in the clinic, or has a potential contagious illness, you will be contacted and required to pick up your child within the hour.

In the event of a serious accident or illness while at school, emergency services (911) will be called. Every attempt will be made to contact you should such an emergency occur. If we cannot reach you, we will contact the people you have chosen to list as your emergency contacts.

**\*Attendance Guidelines**

Your child should stay home from school with:

- ~ fever of 100.4 or higher (must be fever free without medication for 24 hours before returning to school)
- ~ vomiting
- ~ diarrhea
- ~ frequent cough
- ~ persistent pain (earache, stomachache, headache)
- ~ conjunctivitis (pink eye)
- ~ untreated head lice

These problems should be discussed with your child's physician to determine whether or not an office visit is necessary. **If any of the symptoms listed above develop during the school day, you will be contacted and required to pick your child up immediately.**

If your child develops a communicable disease at any time during the school year, please notify the clinic.

The single, most effective thing you can do as a parent to keep your child healthy during the school year is to promote and encourage frequent hand washing and good hygiene practices.

**\*Chronic Illness**

If your child has a medical condition/chronic illness (asthma, seizures, diabetes, or a life-threatening allergy), or requires assistance for any medical procedure, please notify the clinic so we can develop an appropriate health care plan. This will allow us to provide the care your child needs during school hours.

Please be advised that any information you provide will be treated in **a confidential manner.**

**\*Emergency Information**

It is very important to keep us informed of any changes or additions to your contact phone numbers (home, work, and/or cellular). Also, please let us know of any additions or deletions to your emergency contact list. **Current and accurate information will enable us to reach you at all times.**

**\*Medication**

If medication is needed while your child is at school, proper authorization forms must be on file in the clinic. All prescription medication requires a signature by your health care provider. All medication (prescription and over the counter) must be in its original container from the store or pharmacy. For prescription medication, the information printed on the pharmacy label and authorization form must match. We cannot alter dosages of medications without the health care practitioner's written approval.

The school clinic will not supply any medication (prescription or non-prescription). This includes, for example, antibiotic ointment (Neosporin/Bacitracin), hydrocortisone or any other anti-itch cream, diphenhydramine (Benadryl), ibuprofen (Motrin/Advil), acetaminophen (Tylenol), cough drops or antacids (Tums/Mylanta). If your child requires the use of any medication, please refer to the 2017 – 2018 Student Health Services letter for further information.

Forms are available from the front office, the clinic and online at the FCS Student Health Services website at [www.fultonschools.org/dept/healthservices](http://www.fultonschools.org/dept/healthservices). If you have any additional questions or concerns, please contact:

Sarah Roberts RN, BSN  
Cluster Nurse, Student Health Services  
(404) 625-6170  
[Robertss12@fultonschools.org](mailto:Robertss12@fultonschools.org)

Lynne P. Meadows, R.N., MS  
Coordinator, Student Health Services  
(470) 254-2178

**CONFERENCES**

Parent-teacher conferences are an integral part of reporting student progress. Our reporting system emphasizes a close relationship between the home and school. With parents as school partners, conferences are scheduled to share information and plan a more effective education program to meet the needs of the student. You may at any time contact your child's teacher to schedule a conference. A parent-teacher conference is scheduled for the first semester of the school year and additional conferences may be scheduled as necessary.

## **COUNSELING**

Guidance services are available to every student in the school. Medlock Bridge has one counselor. Counseling services include assistance with education planning, occupational information, study skills, school and/or social concerns. Our counselor provides guidance lessons to each K – 5 classroom. In addition, our counselor provides staff training as well as short-term individual and small group counseling. Our counselor is Brandi Taylor and can be reached at [taylorb@fultonschools.org](mailto:taylorb@fultonschools.org).

## **CURRICULUM SUPPORT TEACHER (CST)**

The CST is an expert teacher who assists other teachers in organizing and implementing the curriculum. The CST participates in district-wide activities such as curriculum development and administers the screening and evaluation of students to ensure appropriate placement. Our Curriculum Support Teacher is Patty Neumeister and she can be reached at [neumeisterp@fultonschools.org](mailto:neumeisterp@fultonschools.org).

## **DISCIPLINE**

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others. **(THIS INCLUDES BUS SAFETY.)**

The education of Fulton County students involves parents, teachers, administrators and the students themselves. All parents are encouraged to become familiar with the discipline guidelines and consequences for violations. These guidelines are drawn from Section JD, “Student Discipline” of the Procedures Manual, Fulton County Board of Education, and are components of the Fulton County Student Code of Conduct. A copy of this manual is provided to each parent and student at the beginning of the school year. For any further questions, please refer to this manual, entitled “Elementary School Code of Conduct & Discipline Handbook.”

To promote a positive school climate for students and staff at Medlock Bridge Elementary, we have established a school wide behavior plan entitled *Mustangs ROCK*. Mustangs are **Respectful; On task; Concerned citizens** and **Kind**. The purpose of this plan is to help students make appropriate choices, accept responsibility for their behaviors, show care and compassion for their community and understand that their behaviors have consequences for themselves and others.

### **\*Notification of Title IX Grievance Procedures for Students**

It is the policy of the Fulton County Board of Education not to discriminate on the basis of sex in its educational programs, activities or employment as required by Title IX of the 1972 Education Amendments. As a student of the Fulton County Board of Education, you are protected from sexual discrimination in the following areas:

- Admission to most schools
- Physical Education
- Access to enrollment in courses
- Competitive Athletics
- Access to and use of school facilities
- Graduation requirements
- Counseling and guidance materials and practices
- Vocational Education
- School sponsored activities
- Student rules, regulations, benefits and extracurricular activities
- Most other benefits or services
- Health Services



If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance must be filed within ten school days of the alleged act by contacting the school principal, the local Title IX coordinator, who has a copy of the grievance procedure.

### **\*Student Responsibilities**

Students have a responsibility to:

- Attend school regularly, arrive on time, be prepared, bring appropriate materials, participate in class and do homework.
- Strive for academic growth.
- Respect the rights, feelings and property of fellow students, parents, school personnel, visitors, guests and school neighbors.
- Conduct themselves properly on school grounds, en route to and from school, on school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
- Accept the consequences for failure to follow discipline guidelines adopted by the school and district.

### **\*Student Rights**

Students have a right to:

- Discuss education concerns with teachers and other school staff.
- Receive a copy of the Guidelines for Student Behavior.
- Receive fair discipline without discrimination in every aspect of the education system.
- Study and learn in a positive atmosphere free from verbal and physical threats and abuse.

### **DRESS CODE**

According to Fulton County Board Policy, students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and good taste. All students shall be modestly dressed and groomed so as not to distract unreasonably the attention of others or cause disruption or interference with the education program or the orderly operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation. (Tank tops, spaghetti straps, cheerleading shorts, short-shorts, mini-skirts etc., should not be worn. Flip flops are strongly discouraged as they pose a safety issue.) Furthermore, the unusual dying of hair, extraordinary hats, etc., will not be permitted.

### **FIELD TRIPS**

Field trips are planned to supplement and enrich units of study. No child will be denied permission to attend field trips due to an inability to pay. Each child must have written permission from a parent or legal guardian before going on a field trip.

### **FORGOTTEN ITEMS**

The office **will not** interrupt classes to notify a student that an item is at the school. If a student should forget an item from home, you may drop that item off at the front office by 10:30 a.m. Their name, along with the teacher's name, will be written on a pink tag affixed to the item and stored on a table in the front lobby. An email will be sent to the teacher regarding the item. If a student has forgotten their homework, it may be dropped off at the front office where it will then be placed in the teacher's mailbox for pickup. Parents will not be permitted to bring the forgotten item to a classroom. After school has been dismissed for the day, students may not return to their classroom for any forgotten items. This rule is in place for security reasons.

## **GRADING PROCEDURES**

Each student will receive a Report of Student Progress four times during the school year and a Progress Skills Checklist three times during the year. Each reporting period is nine weeks long. At the end of each semester, a cumulative grade will be given. Individual parent-teacher conferences are scheduled with the parents or guardian of every child during the first semester in order to discuss pupil progress. Additional conferences are held as needs arise. The grading scale for each grade is listed below.

<b><i>Kindergarten and 1<sup>st</sup> Grade</i></b>	<b>S</b>	Satisfactory
	<b>N</b>	Needs Improvement
	<b>U</b>	Unsatisfactory
	<b>NG</b>	(Not Graded)

<b><i>Grades 2-5</i></b>	<b>90-100</b>	A
	<b>80-89</b>	B
	<b>70-79</b>	C
	<b>69 &amp; below</b>	F
	<b>NG</b>	Not Graded

## **HOMEWORK**

Each student will be expected to spend time on homework. Some assignments require planned study time at home for completion. Homework assignments reinforce skills taught in the classroom and give students an opportunity for additional skill practice, parent involvement and responsibility opportunities. Please encourage your child to complete homework and assigned tasks. This may help to build a strong work ethic and acceptable work/study habits. (Students in grades 2-5 are issued planners.)

### **Assigned homework should fall between the parameters below:**

- ❖ Kindergarten: 10 - 20 minutes per night
- ❖ First Grade: 10 - 20 minutes per night
- ❖ Second Grade: 20 - 30 minutes per night
- ❖ Third Grade: 30 - 40 minutes per night
- ❖ Fourth Grade: 40 - 50 minutes per night
- ❖ Fifth Grade: 50 – 60 minutes per night

In the event your child is absent, you can request homework from the teacher. **Contact the office by 10:00 a.m. to make a request.** This allows the teacher adequate time to organize needed materials. Materials may be sent home with another child or you may pick them up at the end of the school day in the front office.

If your child forgets homework/books and you bring them to school, they will be placed in the teacher's mailbox. This procedure is in place to limit the number of interruptions during classroom instruction time.

## **HOURS OF OPERATION**

School hours are 7:40 a.m. to 2:20 p.m. If you enter the building after 7:10 a.m. you must sign in and wear a badge during your visit. Please have your photo ID accessible. At 7:40 a.m. all exterior doors will be locked. You may only gain entrance via the doors near the flagpole which is an access controlled door.

Students and parents are not allowed access to classroom following the 3rd dismissal bell of the day. Student must be responsible and remember all necessary items (i.e., homework, jackets, books, etc.) prior to leaving for the afternoon.

### **INFINITE CAMPUS – CAMPUS PARENT**

In efforts to integrate and support county wide technology enhancements, we have incorporated the parent/school communication component of the Fulton County CAMPUS PARENT. This communication tool allows parents/guardians access to students' assignments, grades, averages, attendance and behavior records. To review grades, parents/guardians must use their personal Campus Parent username and password. Logins and passwords remain the same each year. If you do not have a username and password, please stop by the front office to receive necessary login information. A valid photo ID will be required in order to receive your login information. For more information about **Campus Parent** please visit <https://www.fultonschools.org/infinitecampus>.

### **INSTRUCTIONAL PROGRAM**

Fulton County utilizes Continuous Achievement in the Math and Language Arts Curriculum. Continuous Achievement contains the following components: carefully designed instruction, objectives identified for students, and a variety of materials and activities selected for instruction. A process for assessment and evaluation of student learning is provided.

Medlock Bridge is organized into seven grades, Pre-Kindergarten through Fifth. The self-contained classroom organization may be modified to group for instruction and team teaching. The curriculum for the elementary school includes instruction in the following areas: Language Arts, Mathematics, Science, Social Studies, Health, Music, Physical Education and Art.

The school offers an Early Intervention Program (EIP), Talented and Gifted Program (TAG), English to Speakers of Other Languages (ESOL) and Services for Exceptional Children (SEC). If you have questions about any of the programs, please schedule an appointment with the Curriculum Support Teacher.

### **INSTRUCTIONAL TIME**

Instructional time is highly valued at Medlock Bridge. Our instructional day begins at 7:10, when teachers are responsible for each child that enters their classrooms. In order to ensure that there are few disruptions to this valued and limited time that we have with students, we ask that parents not interrupt the classroom by dropping by for an unplanned visit. (See also Visitors to School section)

### **INTERNET**

The Fulton County School District provides the use of computer facilities and Internet access for educational use only. In order for the students to use the Internet, parents must give their permission. Please review these guidelines with your child and indicate your permission for your child to use the Internet, by signing the form in the beginning of school year packet.

1. Use the computer, iPad and Internet only with your teacher's permission and for the purpose your teacher has requested.
2. Your school computer files are not private and your teacher or school technology specialist may see them at any time.
3. Respect copyright laws: Do not copy materials without permission. Be sure to tell where you found your information.
4. Do not give your password to anyone.
5. Do not enter information about yourself.
6. Do not enter chat rooms without your teacher's permission and do not agree to meet anyone.

7. Ask your teacher about any messages that you receive that are not appropriate and make you feel uncomfortable.

8. Do not attempt to access profane, obscene, or any other inappropriate material. If you do so accidentally, notify your teacher right away.

9. Do not enter inappropriate or hurtful language into the computer.

10. Students will be disciplined according to the general disciplinary practices if they do not follow these guidelines or if they utilize the computers and Internet inappropriately.

Failure to follow these guidelines can violate the Official Code of Georgia, OCGA, Codes 16-9-90, 16-9-91, 16-9-92, 16-9-93, and 16-9-93.1 as well as United States Public Law 106-554, known as the Children's Internet Protection Act.

### **LUNCH VISITATION**

When coming to eat lunch with your child after the first two weeks of school, you may eat with your child in the alcove of the cafeteria. Your child may select one classmate to eat in the alcove with them. Strollers are not allowed in the cafeteria.

Visitors must bring a picture ID, sign in and wear a visitor's badge during their visit. At least one visitor must be listed in the student's approved contacts list in our system.

Please do not bring any type of special recognition items for your child while visiting for lunch such as outside food, balloons, treats, etc. We appreciate your understanding and cooperation.

We ask that parents do not come to eat with their child during the first two weeks of school while we are establishing routines and procedures. Lunch visits are also restricted during state testing windows that will be communicated year to year. We also cannot accommodate lunch visitors during the last week of school due to schedule changes and parties.

### **MEDIA CENTER**

The Media Center, which is developed on an open library concept, is equipped with carefully selected books, videos, recordings, computers and software. The Media Specialist is available to work with classes and individual students to teach research skills and the importance of media resources in education. All students are encouraged to take full advantage of the materials in the Media Center.

### **REGISTRATION**

Parents or guardians of students who are NEW TO FULTON OR MOVING BACK TO FULTON SCHOOLS FROM OUT OF THE DISTRICT may begin the enrollment process by using our Online Registration system powered by Infinite Campus.

Parents/guardians may register for this school year 2019-2020 (starting school immediately) OR the next school year 2020-21 (starting school August 2020). For more information on registration please visit <https://www.fultonschools.org/Page/7383>

New and returning students must reside in the Medlock Bridge school zone. The following documents must be furnished for all students entering a Fulton County school district for the first time:

- Georgia Certificate of Eye, Ear and Dental Screening (#3300)
- Georgia Certificate of Immunization (#3231) including Hepatitis B for students born after January 1, 1992; and varicella vaccine or proof of immunity for students new to a Georgia school beginning Fall, 2000
- Proof of date of birth (A certified copy of a birth certificate, certified hospital issued birth record or birth certificate; See <https://www.fultonschools.org/Page/660> for other options)

- Residence verification. One utility bill (water or electric) and one of the following: Copy of home mortgage payment, Lease/Renters Agreement, Current bank statement, Copy of Section 8 / HUD housing contract, Copy of home contract, Homeowner's / Renter's insurance card, Current paycheck stub, State driver's license / ID with current address, Current HOA Bill / Statement
- Student's Social Security Card (Social security numbers are voluntary. Waivers are available in local schools. Applications for social security numbers are also available in local schools. A migrant number is acceptable.)

### **SCHOOL GOVERNANCE COUNCIL**

The School Governance Council (SGC) is the local school governing body that plays a pivotal role in exercising authority and autonomy at the school level. As direct representatives of our school community, the SGC identifies the opportunities to innovatively address the challenges and needs of our school. The SGC is composed of a mix of elected and appointed members: (3) parents/guardians elected by parents or guardians with children enrolled in the school; (2) teachers elected by school employees; (2) school-based staff, appointed by the principal; (2) community members nominated by the principal and confirmed by the SGC; and the principal who has no vote. Please check our school website to view the members of the SGC.

### **SCHOOL PARTIES**

Students will participate in two parties a year. These consist of the winter party (first semester) and the end-of-the-year party (second semester). No other parties will take place throughout the year. While we appreciate that parents and students may want to recognize their child's teachers for a special event (i.e., engagement, baby, etc.), these may not be celebrated as a "party" within the classroom as it is an interruption to instructional time. Students may recognize their teacher with a special snack to celebrate these types of occasions. **"Goodie bags," party favors, balloons and other gifts will not be distributed to students at school.**

### **SNACKS FOR STUDENTS**

Students are encouraged to bring in a daily snack of a **healthy nature**. Snacks and food are not to be shared between students. Birthday snacks/treats are allowed if the parent provides one snack/treat per student. **We ask that parents bring in store-bought items and alert the teacher prior to the day so they may cross-reference for student food allergies.** If a class snack is brought in without a label listing the ingredients, it may not be distributed until the ingredients are confirmed in writing.

### **STUDENT INSURANCE**

Group accident insurance is available for students through a private company approved by the Board of Education. Information and details of the plan are given to parents during the first week of school.

### **STUDENT RECORDS/TRANSCRIPT REQUESTS**

The parent or legal guardian may examine the student's records and have the records explained. If needed, please contact the school to set up an appointment for record review. Principals, counselors, teachers or other authorized personnel who have responsibility for supervising, instructing or helping a student shall have access to that student's records.

When parents are requesting student records and/or applications to be completed for private schools, all requests should be delivered to the school office for processing. **Records/transcripts will be mailed via U.S. Mail and not hand-delivered by parent.** Records for recommendation status from teachers will be mailed from this school to requesting institution.

### **TOYS and ELECTRONICS**

In an effort to keep interruption and distractions during instructional and non-instructional to a minimum, **children are not permitted to bring toys to school or on a school bus** unless directed to do so by the

classroom teacher. This includes but is not limited to: dolls, stuffed animals and cards. Electronics such as iPods, iPads, cellular phones, etc. may be permitted only at the permission of the classroom teacher for instructional purposes only. If a student brings a toy/electronic device to school without permission, students will be advised to put the item away in their backpack to bring home at end of day. If a student does not comply with this request, the item(s) will be collected by the teacher and the parent will be contacted to pick it up.

### **VISITORS TO THE SCHOOL**

Parents are welcome to visit their child's class once prearranged with the classroom teacher. **For the protection of the child, all parents and visitors must sign in at the office and obtain a visitor's badge.** All visitors must report directly to the office if they are in the building for any reason, including classroom visitations or reporting as a volunteer. Visits should be limited so instructional time will not be interrupted.

You will need to make an appointment prior to all classroom visitations. Contacting the teacher by note or telephone, at least one day in advance, is required. If it is not possible to contact the teacher before or after school hours, the office should be contacted by telephone to arrange for a visit. In order to ensure that there are few disruptions to this valued and limited time that we have with students, parents may not interrupt the classroom by dropping by for an unplanned visit. It is easy to think that you may "stop by" another classroom, perhaps when you are here for lunch with a sibling. However, this truly is disruptive to our students and our instruction. **We appreciate your support in contacting the teachers first so that a planned visitation/volunteer time may be established.**

**Classroom visitations are not a time for teacher-parent conferences.** Parents should not expect teachers to conference with them at these times. The regular school program must continue during such visits.

Children who are not enrolled at Medlock Bridge Elementary are not permitted to visit friends or relatives during the school day.

Parents of Pre-Kindergarten and Kindergarten students, as well as those of new students, may walk their child (ren) to class on the first day of school. After that, students will either walk to class on their own or be assisted by a staff member if needed.

Classroom observations must be set up in advance. Observations are arranged for a maximum of one hour to limit the disruption to instructional time. Observations need to be coordinated with our Curriculum Support Teacher.

Per Board Policy KM, the School System will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare of students. Part of that concern is to assure that students and staff are not distracted from the task of learning by the presence of visitors on campus. For purposes of this policy, staff and Board members of Fulton County Schools are not considered visitors although they must sign-in at the school office and wear visible school system identification at all times while in a school.

#### A. Limitations on Who May Visit

To ensure the safety and confidentiality of students, the System limits visitors to:

1. The parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian;

3. Those persons invited by the System for official business; which may include outside service providers who currently provide private educational or therapy services to a student (See Policy ML, Professional Visitors and Observers.)

#### B. Provisions for All Visitors

To minimize disruption to the instructional program, visits to classrooms or programs or requests to meet with specific personnel must comply with the following guidelines:

1. All visitors must sign-in at the school office and obtain written permission to visit any part of the school;
2. Visits require notice at least 24 hours in advance;
3. Parents/guardians may observe for up to one hour during a classroom visitation, however, individuals who are invited by the System for official business may be granted extended time periods as necessary to perform their functions at the discretion of the System;
4. Classroom visitations are not a time for parent-teacher conferences and parents/guardians should not expect teachers to conference with them at these times;
5. The regular school program must continue during such visits so parents/guardians must refrain from engaging the attention of the teacher or students through conversation or other means.

#### C. Additional Guidelines for Outside Providers

Upon request, the Principal or designee may, at his/her discretion, grant permission for visits by outside service providers who currently provide private educational or therapy services to a current student. To minimize disruption to the instructional program, outside service providers must comply with the guidelines above for all visitors plus the following additional guidelines:

1. Be currently providing educational or therapy services to the student;
2. Present to the Principal or designee an appropriate Release of Confidential Information under the Family Educational Rights and Privacy Act (FERPA), signed by the parent/guardian;
3. Have the parent/guardian coordinate the observation date and time;
4. Limit the observation to one hour unless an extended time period has been granted in advance of the scheduled observation (the extension is at the discretion of the System); and
5. Act in such a manner that allows the regular school program to continue during the visit by refraining from engaging the attention of the teacher or student(s) through conversation or other means.

#### D. Unauthorized Persons on Campus

A student or employee may not have an unauthorized visitor. When an unauthorized person enters System property:

1. School personnel shall warn the person(s) trespassing to leave facilities or properties. Any person(s) who refuse are subject to criminal prosecution under the laws of the State of Georgia.

2. The presence or visitation of an unauthorized person(s) in and about System facilities or properties may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

#### E. Disruption

O.C.G.A. § 20-2-1181 prohibits conduct which disrupts a school. O.C.G.A. § 20-2-1182 prohibits parents from upbraiding, insulting or abusing public school employees in the presence of pupils. Disruptive individuals may be immediately removed from campus and restrictions may be placed on their presence on school grounds in the future.

#### E. Court Orders

Court orders may change these provisions and modify whether a person is permitted to be on school property at a particular time.

#### F. Recordings

Recordings of students and staff are not permitted except in compliance with Operating Guideline IFBGD, Monitoring and Video Recording. Visitors who violate these Guidelines may have restrictions placed on their presence in schools.

### **VOLUNTEERS**

Parents are encouraged to help at Medlock Bridge and are considered dedicated and committed workers. Upon entry to the building, please report to the volunteer kiosk sign in and obtain your volunteer badge. Volunteers must adhere to the following procedures prior to volunteering:

- Register at [www.fultoncountyschoolssafetysecurity.org](http://www.fultoncountyschoolssafetysecurity.org)
- Complete the mandatory online training.
- Complete the volunteer application.
- Wait for a confirmation email from Fulton County Schools.

The Board of Education supports a close relationship between the school and the public, recognizing that successful operation of our schools involves a shared responsibility on the part of parents, professional educators and lay citizens.

Per Board policy, local school principals are charged by the Board of Education with responsibility to develop programs which utilize the services of volunteers to support the school. As stated in Operating Guideline JGEB, all school personnel or volunteers who have contact with students shall receive training in the identification and reporting of child abuse and neglect with annual updates in the form of memoranda, directives or other written information. The volunteer training protocol is located on the school website.

On school property during the regular school day, volunteers and other non-System personnel should be observed at all times by appropriate System employees or be in an open area of the school building. When this is not possible, no less than two volunteers or non-System personnel must be present when a volunteer is engaged with an individual student.

After the school day, or during extra-curricular or school-sponsored activities, volunteers should not be alone with an individual student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances.



As a volunteer, the school depends on your service and dedication. In the event that you must be absent, please leave a message in the office or notify the appropriate teacher or committee person who is expecting you. **As expected, confidentiality regarding students with whom you are working or who you have observed during your volunteer services is required.**

**Chaperoning** - When acting as a chaperone on a field trip or school-sponsored activity, you will be responsible for a group of children. Per Board policy, parents of currently enrolled students may be approved to serve as chaperones by the principal. For overnight trips, parent chaperones must first undergo a background check through the school system. Costs for such background checks will be incorporated into the field trip budget. Parent chaperones should not be alone with an individual student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances.

**Parking** - Please do not park in the fire lanes or on adjacent neighborhood streets. If parking is not available on school premises, please park in the shopping center lot.

**Restrooms** - There are restrooms located in the office area.

**Student Discipline** - Volunteers are not permitted to discipline the students. Please notify a teacher for assistance.

**Siblings** - Volunteers are not permitted to bring a sibling to school when performing duties at the school. This is especially important when working in the classroom in any capacity. Thank you.

# 2019– 2020 CALENDAR

## 2019-20 School Year

Revised 12/9/2019

AUGUST 2019						
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SEPTEMBER 2019						
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NOVEMBER 2019						
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DECEMBER 2019						
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JANUARY 2020						
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MARCH 2020						
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JULY 2020						
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**BOARD OF EDUCATION**  
 Linda Bryant, President  
 Julia Barnath, Vice President  
 Gal Dean • Kimberly Dove • Linda McCain  
 Katie Reeves • Katha Stuart  
 Mike Looney, Ed.D., Superintendent

○ First/Last Day of Semester    ■ Holiday—schools closed    ● Teacher Workday—students off

### First Semester

August 2-5..... Professional Development Days  
 August 6-9..... Preplanning for teachers  
 August 12..... First Day of School  
 September 2..... Labor Day (schools closed)  
 October 11..... Teacher Workday (students off)  
 October 14..... Columbus Day (schools closed)  
 November 5..... Professional Development Day (students off)  
 November 25-29..... Thanksgiving Holidays (schools closed)  
 December 20..... Last Day of First Semester  
 December 23-31..... Winter Break (schools closed)

### Second Semester

January 1-2..... Winter Break (schools closed)  
 January 3..... Teacher Workday (students off)  
 January 6..... First Day of Second Semester  
 January 20..... Martin Luther King Jr. Holiday (schools closed)  
 February 17\*..... President's Day Holiday (schools closed)  
 March 13\*..... Teacher Workday (inclement weather)  
 March 24..... Teacher Workday (students off)  
 April 6-10..... Spring Break (schools closed)  
 April 21..... Digital Learning Day/Teacher Workday (students off)  
 May 19..... Digital Learning Day/Teacher Workday (students off)  
 May 22..... Last Day of School  
 May 25..... Memorial Day Holiday (schools closed)  
 May 26-27\*..... Post Planning for teachers  
 \* Denotes an inclement weather make-up day (if needed).

### Who To Call

Central Administration .....	470-254-3600
Bus Transportation .....	
North Fulton .....	470-254-2970
South Fulton .....	470-254-6060
School Attendance Zones .....	470-254-5540
Student Records .....	470-254-0030
Curriculum Information .....	470-254-4943
Special Education Information .....	470-254-0400
Gifted/Advanced Studies Information .....	470-254-6811
Systemwide Testing .....	470-254-1751
Pre-Kindergarten Programs .....	470-254-4574
Talent (Human Resources) Division .....	470-254-4585
School Nutrition Program .....	470-254-8960

### Weather-Related School Closings

Local radio and television stations, along with the system's website and social media sites, will report school closings or delays due to weather. Decisions are based on factors such as transportation, the condition of the schools, weather forecasts and street conditions.

### 2019-20 Breakfast & Lunch Prices

	Breakfast	Lunch
Elementary School	\$1.10	\$2.45
Middle and High School	\$1.25	\$2.70
Reduced Price	\$0.30	\$0.40
Adults	\$1.60	\$3.45



6201 Powers Ferry Road  
 Atlanta, Georgia 30339  
 470-254-3600 • [www.fultonschools.org](http://www.fultonschools.org)  
 Twitter.com/FultonCoSchools • Facebook.com/FultonCountySchools  
 Equal Opportunity Agency, Compliance Coordinator: 470-254-4585 • TTY 1-800-255-0135

## **FREQUENTLY CALLED NUMBERS**

Medlock Bridge Elementary	470-254-2980
Clinic	470-254-9692
Cafeteria	470-254-2987
Media Center	470-254-9705
North Transportation (Bus Information)	470-254-2287
General Information (Fulton County BOE)	470-254-3600
Student Records	470-254-0030
Exceptional Children	470-254-0400

## **WEB ADDRESSES**

Medlock Bridge Elementary School	<a href="https://www.fultonschools.org/medlockbridgees">https://www.fultonschools.org/medlockbridgees</a>
Medlock Bridge PTO	<a href="http://www.medlockbridgepto.org">http://www.medlockbridgepto.org</a>
Fulton County Schools	<a href="http://www.fultonschools.org">http://www.fultonschools.org</a>
Facebook	<a href="http://www.facebook.com/medlockbridgeelementary">www.facebook.com/medlockbridgeelementary</a>
Twitter:	@MedlockBridgeES

## ***From A to Z: A Helpful Guide to Our Educational Acronyms***

**BAS-** The *Fountas & Pinnell* Benchmark Assessment System is used to measure students' instructional and independent reading levels. A benchmark assessment system is a series of texts that can be used to identify a student's current reading level and progress along a gradient of text levels over time. Using this system we are able to:

- Determine your students' independent and instructional reading levels.
- Determine reading placement levels and group students for reading instruction.
- Select texts that will be productive for student's instruction.
- Assess a new student's reading level for independent reading and instruction.
- Identify students who need intervention.
- Document student progress across a school year and across grade levels.
- Inform parents of student progress

**CCRPI** – College and Career Ready Index. This is the state created accountability system. The Index communicates to parents and the public how schools are performing in a more comprehensive manner than the pass/fail system previously in place under Adequate Yearly Progress (AYP). Each school receives a score out of 100 points. A school and district's overall score is made up of four major areas: Content Mastery, Progress, Closing Gaps, and Readiness. For more information please visit: <http://www.gadoe.org/CCRPI/Pages/default.aspx>

**CST** – Curriculum Support Teacher. This staff member assists and supports all staff in the implementation of the curriculum. The CST also strives to ensure proper student placement. The CST serves as an active member of the Student Support Team, administrative team and leadership team.

**EIP** – Early Intervention Program. Children start school at a designated chronological age, but differ greatly in their individual development and experience base. The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level. The purpose of EIP is to help students reach grade level performance in the shortest possible time. The Early Intervention Program is staffed by certified teachers with experience and expertise in teaching students with diverse needs and abilities. Eligibility determination is made by identifying the students functioning below the normal expectations for the respective grade using criteria provided by the Georgia Department of Education and the Fulton County School System.

**ELL** - English Language Learners. Students that are not native English speakers are supported by our ESOL program until full immersion in the general education setting is appropriate.

**ESOL** – English to Speakers of Other Languages. The Quality Basic Education Act provides for the creation of programs designed to help limited English proficient students. These programs develop proficiency in the English language skills of listening, speaking, writing, and reading so that students can experience success in their classrooms and in social contexts both inside and outside of the school. Students from other cultures become acclimated to American culture through language-based instruction. All instruction in the ESOL program is given in English to facilitate the acquisition of English language skills for successful academic and social pursuits.

**FERPA** - The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information you may go to: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

**FTE** – Full Time Equivalent. This FTE process is used in the reporting of all students and their specific areas of service to the state department for funding of our public schools. Funding is generated based upon three “student counts” per year that identify all of the service that we offer to our students including general education programs, special education and support programs.

**G-KIDS** – Georgia Kindergarten Inventory of Developing Skills. Georgia’s Quality Basic Education Act requires that children enrolled in Georgia public school kindergarten programs be assessed for first grade readiness with an instrument or instruments adopted by the Georgia Board of Education. Kindergarten students are defined as those who are reported to the state as “kindergartners” on official attendance forms. This includes those children who have been retained or are enrolled in a transitional or readiness program. The readiness assessment shall include data obtained from multiple sources including, but not limited to the G-KIDS, which is the instrument adopted by the State Board of Education. Readiness information obtained by the instrument shall be used by the local school system, along with teacher recommendations and other relevant information, to make appropriate individual student grade placement decisions.

**GMAP or GMAS**- Georgia Milestones Assessment Program or System. Starting 2014-15, students in grades 3-8 will no longer take the CRCT. The Milestones End of Grade (EOG) tests in Grades 3 – 8 will consist of a more comprehensive test structure to include English Language Arts – selected response (multiple choice), evidence based selected response, constructed response, and a writing component at each grade level; Math – selected response, constructed response, extended response; Science – selected response and Social Studies – selected response. For more information you may go to [www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/default.aspx](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/default.aspx)

**GPS** - Georgia Performance Standards. The Georgia Performance Standards are meant to raise the level of expectation for ALL students in Georgia. The performance standards provide expectations for instruction, assessment, and student work. They define the level of work that demonstrates achievement of the standards. The performance standards isolate and identify the skills needed to use the knowledge and skills to problem-solve, reason, communicate, and make connections with other information. They also tell the teacher how to assess the extent to which the student knows the material or can manipulate and apply the information. For more information you may go to: [www.georgiastandards.org/](http://www.georgiastandards.org/). **CCGPS** – Common Core Georgia Performance Standards. The CCGPS for English Language Arts, mathematics, and literacy in science, history/social studies, and technical subjects will ensure that all Georgia students have an equal access and opportunity to master the skills and knowledge needed for success beyond high school. The standards create a foundation to work collaboratively across states and districts, pooling

resources and expertise, to create curricular tools, professional development, common assessments, and other instructional materials. Please visit [www.georgiastandards.org](http://www.georgiastandards.org) for additional information.

**GSE** – Georgia Standards of Excellence. The GSE for English Language Arts, mathematics, and literacy in science, history/social studies, and technical subjects will ensure that all Georgia students have an equal access and opportunity to master the skills and knowledge needed for success beyond high school. The standards create a foundation to work collaboratively across states and districts, pooling resources and expertise, to create curricular tools, professional development, common assessments, and other instructional materials. Please visit [www.georgiastandards.org](http://www.georgiastandards.org) for additional information.

**IDEA** – The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) aligns closely to the No Child Left Behind Act (NCLB), helping to ensure equity, accountability and excellence in education for children with disabilities.

**IEP** – Individual Education Plan. This is a plan that is written by the IEP team (teachers, parent(s), special education staff members, and the instructional support teacher) to address the needs of the student based upon his/her identified disability. Goals, objectives and timelines are set throughout the year and accommodations are implemented by both the special education teacher(s) and the general education teacher(s). An annual review is held to evaluate the effectiveness of these accommodations and to review and establish further objectives.

**IRR** - Inter-related Resource. This is an educational setting that meets the needs of children that have an active Individual Education Plan (IEP). We seek to serve all students with disabilities in the least restrictive environment; however, many students often need the support of teachers that are highly trained in unique educational techniques that address a student's disability. This is the level of support service that our school offers.

**IST** – Instructional Support Teacher. This staff member is our liaison between the general education and special education teachers. The IST is an integral part of our Student Support Team and assists teachers with the overall management of student IEPs.

**ITBS** - The Iowa Test of Basic Skills (ITBS) measures the skills and achievement and is administered to students in grades 3 and 5. Developed at The University of Iowa and backed by a tradition of more than 70 years of educational research and test development experience, the ITBS provides an in-depth assessment of students' achievement of important educational objectives. Tests in reading, language arts, mathematics, social studies, science, and information sources yield reliable and comprehensive information both about the development of students' skills and about their ability to think critically. For more information you may go to the Riverside Publishing website at: [www.riverpub.com/products/group/itbs\\_a/home.html](http://www.riverpub.com/products/group/itbs_a/home.html).

**LEP** – Limited English Proficient. This is one term that is utilized in reference to children that demonstrate limited English proficiency and are serviced by our ESOL program.

**LEP-M** - Limited English Proficient - Monitored. This is one term that is utilized in reference to children that demonstrate limited English proficiency and are no longer serviced by our ESOL program, but yet are still being monitored for success.

**OT** – Occupational Therapy. This service is offered under Services for Exceptional Children to those children that have active Individual Education Plans that demonstrate a need for occupational therapy to support their needs.

**PAL** – Partners at Learning. Unique to Medlock Bridge, this program provides staff mentors to children that may need extra support academically, socially or emotionally in elementary school. The adult mentor that is assigned will be a “friend” to the student and continue to support and monitor the student’s success with his/her classroom teacher(s).

**PBIS** - Positive Behavior Interventions and Supports. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

**PT** - Physical Therapy. This service is offered under Services for Exceptional Children to those children that have active Individual Education Plans that demonstrate a need for physical therapy to support their needs.

**PTO** – Parent Teacher Organization. The MBES PTO plans its programs and activities to meet the needs of children and youth in our own school and community. Our MBES PTO is an integral support and partner to our students, staff and our overall achievement. Please visit [MedlockBridgepto.org](http://MedlockBridgepto.org) for more information.

**SEC** – Services for Exceptional Children. This is the overriding program under which students with identified disabilities are serviced. Many services are available, such as: interrelated resource classes, speech for language processing and/or articulation, occupational therapy, physical therapy, etc.

**SGC** - School Governance Council. The School Governance Council (SGC) is the local school governing body that plays a pivotal role in exercising authority and autonomy at the school level. As direct representatives of our school community, the SGC identifies the opportunities to innovatively address the challenges and needs of our school. The SGC is composed of a mix of elected and appointed members: (3) parents/guardians elected by parents or guardians with children enrolled in the school; (2) teachers elected by school employees; (2) school-based staff, appointed by the principal; (2) community members nominated by the principal and confirmed by the SGC; and the principal who has no vote. Please contact the front office to receive a list of the Medlock School Governance Council Members.

**SST** – Student Support Team. A Student Support Team (SST) is a group of three or more professionals whose responsibility is to assist the classroom teachers in a collaborative, data-based, problem solving process designed to identify a student’s instructional needs; effective and appropriate strategies for the general education classroom; and, continuous monitoring procedures. The SST supports students who continue to experience academic, social, or emotional difficulties in their current educational setting after informal strategies have been implemented by the classroom teacher.

**TAG** – Talented and Gifted. A comprehensive program of services to intellectually gifted students. Students eligible for the gifted program will receive services through appropriate delivery models implemented consistently throughout the school system.

**VIPS** – Volunteers in Public Schools. This program is comprised of all of our parent volunteers that assist us at our school.

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### **PARENTS' RIGHT TO KNOW**

In compliance with the requirements of the No Child Left Behind statute, Fulton County Schools 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 Performance 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 have been waived;
- The college major and any graduate certification degrees 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 qualifications, please contact the principal.



**Medlock Bridge Elementary School**  
**10215 Medlock Bridge Parkway**  
**Johns Creek, GA 30022**  
**Phone 470 - 254 - 2980**  
**Fax 470 - 254 - 2988**

## COMPLIANCE STATEMENT

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 practice, educational program, or any 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, 6201 Powers Ferry Road NW, Atlanta, GA 30339 or phone 470-254-6810. TTY 1-800-255-0135.

