

“Excellence is the Expectation!!!”

FRED ARMON TOOMER ELEMENTARY
(FATE)



Fred Armon Toomer Elementary

FAMILY HANDBOOK
2014 - 2015

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www.atlanta.k12.ga.us/toomer

Dr. Nicole Evans Jones, *Principal*
Ms. Lenise Bostic, *Assistant Principal*



FATE'S 2014-2015 Administrative Team & Lead Contact Information

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2014-2015 FATE Faculty/Staff Roster (as of August 2014)

<p>Principal Nicole Evans Jones</p> <p>Assistant Principal Lenise Bostic</p> <p>Instructional Coach, Pre-K – 2nd Michele Alford</p> <p>Instructional Coach, 3rd – 5th Megan McKnight</p>	<p>Administrative Assistant Carla Beadles</p> <p>Counselor TBD</p> <p>Special Education Lead Teacher (SELT) Erica Williams</p> <p>SST/RTI Specialist Melanie Searcy</p>	<p>Social Worker Emerson Jones</p> <p>Psychologist Julie Leonard</p> <p>Speech Rhonda Seacrease-Green</p> <p>Cafeteria Monitor TBD</p>
<p>Kindergarten Team Terri Clarke & Cynthia Harris Emily Max & Beverly Lango Victoria Whitfield & Avis Hughley</p>	<p>First Grade Team Tiffany Smith Amy Thompson</p>	<p>Second Grade Team Telicia Baker Falicia Gibbs Emily Munro</p>
<p>Third Grade Richele Curtis Amanda Haimes Stacey Robinson</p>	<p>Fourth Grade Patriga Crawford Jaliesa Johnson Kate Jones</p>	<p>Fifth Grade Emily Aimone Alice Damian Tyrone Jefferson</p>
<p>Pre-Kindergarten Shuwanna Haslem & Susan Brantley Cynthia Morris & Rakenya Wooden Angela Tigner & Hope Hawkins</p> <p>IRR Teachers Kelsey Muffler, 4-5 Ashley Vierra, K-3</p> <p>SID/PID Sabrina Shields & Yomi Alkebulan</p> <p>DOSE Para-Professionals Chaunetta Mosley Ella Bibbs</p> <p>EIP Jean Blackshear Cynthia Tookes</p>	<p>MOID Trinia Carr & Rabiah Taylor</p> <p>Mandarin Ying-Ping Hu</p> <p>Gifted Jennifer Kraften</p> <p>Media Shaneene Fannin</p> <p>Occupational Therapy Pam Williams</p> <p>Custodial Services Ronnie Baker Cassandra Keeton Freddie Hicks</p>	<p>Orchestral Music Carol Fanning</p> <p>Music Cassell Gray</p> <p>PE Todd Dominie</p> <p>Art Mia Montgomery</p> <p>Band Sandy Wade</p> <p>Adaptive Art Holly Barbour</p> <p>Café Manager Haniyfa Muhammad</p>

VISION

At ***Fred Armon Toomer Elementary***, all students are educated through a collaborative effort of the community members, families, faculty, staff, and peers who are committed to: *Academics, Excellence, and Integrity*. These commitments will transcend the school day and students' years at Fred Armon Toomer Elementary and put students on the path to success.

MISSION

At ***Fred Armon Toomer Elementary***, we believe that critical thinking skills are necessary to be successful in all work and learning environments; we are committed to guiding students towards real-world problem solving experiences and contacts with diverse viewpoints.

We believe that students excel, when they feel respected and valued; we are committed to fostering creativity, curiosity, and risk taking, and we are willing to provide all students with a voice in the direction of their learning.

We believe that integrity is central to success; we are committed to assisting students in developing a personal values system, based on responsibility, honesty, empathy, and reflection.

We believe that the learning environments should be focused on academic and social skills; we are committed to providing students with instruction and guiding them to display cooperation, exhibit sportsmanship, and make great choices.

We believe that students have many different talents and skills; we are committed to fostering excellence in all areas.

We believe that academic success is possible for all; we are committed to guiding each student towards their personal best, with an understanding of resilience, balance, and intrinsic motivation.

GOALS

At ***Fred Armon Toomer Elementary***, our goals are to:

- Guide students towards real-world problem solving experiences and contacts with diverse viewpoints
- Foster creativity, curiosity, and risk taking, and we are willing to provide all students with a voice in the direction of their learning
- Assist students in developing a personal values system, based on responsibility, honesty, empathy, and reflection
- Provide students with instruction and guide them to display cooperation, exhibit sportsmanship, and make great choices
- Foster excellence in all areas
- Guide each student towards their personal best, with an understanding of resilience, balance, and intrinsic motivation

FATE'S 2014-2015 SCHOOL THEME

"FATE: Atlanta's Magic Kingdom"

FATE SLOGAN

"Excellence is the Expectation!!!"

FATE's Character Pledge

Rest, Responsibility and Citizenship Too,
They bring out the best in me and you.

Trustworthiness and being fair,
Help to show others that we really care.

We all know what's right, we all know what's good.
We will do the things we know we should.

(TEP 2001)

Fred Armon Toomer Elementary School Named in honor of: [Fred Armon Toomer](#)

Established: April 21, 1968

Location: [Historic Kirkwood Neighborhood](#)

East Region: Jackson Cluster

FATE's alumni feed into:

* [Martin Luther King, Jr. Middle School](#)

* [Maynard H. Jackson High School](#)

Language Program: Mandarin Chinese

School Colors: Black and Gold

School Mascot: Cougar

School Logo:



ADMISSION POLICY

Students entering Pre-Kindergarten (4 years old) must be four on or before September 1. Students entering Kindergarten (5 years old) must be five on or before September 1.

All students must have the following items on file at the school:

- Certificate of Immunization
- Ear, Eye, and Dental Certificate
- Birth Certificate
- Social Security Card
- Emergency Information Card

A report and/or withdrawal form from a previous school must be presented, before a class assignment can be made.

ATTENDANCE POLICIES

Attendance

Good attendance is imperative for a student to perform well in school. Georgia law identifies the following reasons for which a child may be absent from school: personal illness; serious illness or death within the child's immediate family; recognized religious holidays observed by the child's faith; governmental agency order (i.e., court order), etc.; and/or conditions that render school attendance impossible or hazardous to the child's health or safety.

For a child to receive the maximum benefit from the instructional program, it is important that he/she comes to school every day. In order to be counted present, student must arrive before 11:00AM and be in attendance the remainder of the day. Students leaving school prior to 11:15AM will likewise not be counted present for the school day.

If a child is sick, he/she should remain at home (i.e. vomiting, diarrhea, vomiting or high fever within the last 24 hours). If a child becomes ill while at school, parents will be notified and must pick up the child immediately.

Absences

If a student is absent from school, documentation should be provided giving the reason for the absence. The child should present a written statement that is dated and signed by the parent or guardian *within three days* indicating the reason for the absence. If the child is taken to a doctor, a physician's statement that documents the absence(s) should be given to the homeroom teacher. The teacher will keep these notes until the end of the school year. A student who is absent more than twenty (20) days will be considered for retention in his/her present grade, unless there are unusual circumstances, such as an extended illness. When children are absent, we must receive a written excuse *within three days of the absence*. This is a state regulation. Repeated absences will be investigated by the social worker.

Tardies

Students must be in their classrooms by 8:00AM. If students arrive later than 8:00AM, they must report to the office, and obtain a tardy slip, before proceeding to their classroom.

Early Dismissal

For students to be picked up early: a parent or guardian whose name is on file in the main office will be allowed to pick up the student leaving school early.

Parents/guardians must sign the child out in the school office, and the child will be called to the office. Proper picture identification is required, such as a driver's license, passport, or a state of Georgia issued identification card. To maximize learning time and have a smooth transition process, we ask that students not be dismissed after 2:00PM. If possible, medical or other appointments should be scheduled after school hours, on Saturdays, or during student holidays. If a child must leave early, he/she should give their teacher a note that states the early dismissal time and reason. Children returning to school from appointments during the school day should report to the office and sign back in.

Withdrawal

If a child is withdrawing, the parents/guardians should notify the school at least three (3) days before the child's last day. As soon as all school materials and textbooks have been returned and all financial obligations cleared, the child will be given a withdrawal form and their report card, to present to the child's new school.

CAFETERIA

Breakfast

A breakfast program is offered for all students. Students who do not come to school by bus should arrive at school at 7:30AM, if they wish to eat breakfast at school. Students who arrive to school on a late school bus will be allowed to eat at that time. Breakfast is served from 7:30AM – 7:50AM for Pre-Kindergarten through fifth grade students.

Lunch

Lunchtimes are staggered, allowing each grade level 30 minutes to eat. The lunch period begins at 10:30AM with the Pre-Kindergarten children. All FATE families interested in their child(ren) receiving free or reduced priced meals (breakfast and lunch) must complete appropriate Federal Eligibility Application (FEA) paperwork, at the beginning of each school year. Families will be notified, if they qualify for free or reduced meals. Students may pay for breakfast and lunch each day, by bringing in money to add to their account, or parents/guardians can utilize the *SchoolPaymentSolutions.com* online payment portal at www.schoolpaymentsolutions.com.

Cafeteria Expectations: Sit quietly. Focus on eating. Clean up your space, when finished. Show respect in words and actions.

CLASSROOM CHANGE REQUESTS

In the unlikely event that a parent/guardian is unhappy with the classroom assignment of his/her child, parents/guardians should submit a Placement Review Committee (PRC) meeting request to the principal. The PRC will convene within a timely manner and be comprised of the following: an administrator selected by the principal; three teachers (selected by the faculty and staff); and the parent(s) requesting the change. The PRC will convene after the child has been enrolled for ten school days. Each year, the school accepts parent requests for classroom placements which reference environments and/or teaching styles only. Requests with teacher's names included will not be honored.

CLASSROOM COMMUNICATION, CONFERENCES, & VISITATIONS

We recognize that a child's education is a responsibility shared by the school and the family. Clear communication between the classroom teacher and the child's family ensures that each child's needs are being met and that academic progress is conveyed. Each child will receive a communication folder that should be brought home, checked by the family, and returned to school each day. Report cards and progress reports will be sent home, as per the [school calendar](#). Scheduled conferences occur within the first 30 days of school and during "Celebration of our Learning" weeks' (or COOL Weeks) which occur three times per school year.

Families with academic or other classroom concerns may schedule an in-person or phone conference with the teacher at any time. Conferences must be arranged 24 hours ahead of time. Parents are encouraged to send a note to their child's teacher or call the school's administrative assistant, to set up a conference. If there are changes to a child's home life or a situation that might affect school behavior, please let your child's teacher know. Please make sure that your contact information, including phone numbers, email, and addresses, remain up-to-date with the classroom teacher.

Parents/guardians should not visit classrooms, without prior arrangements with the classroom teacher, to minimize disruptions to instruction. The district requirement is a 24 hours' notice for classroom visitations (see [APS Student Handbook](#) p. 73).

CLOSINGS DUE TO WEATHER CONDITIONS

Please monitor the Atlanta Public Schools' district (www.atlanta.k12.ga.us) and FATE's (www.atlanta.k12.ga.us/toomer) websites, when inclement weather occurs. The APS Infinite Campus Messenger system will also contact parents with district and local school updates.

DISMISSAL

- Families are asked to let their child's teacher know their child's dismissal schedule, prior to or on the first day of school.
- Changes to the child's transportation method **must** be made by calling the office by 2:00PM or sending a written note to the child's teacher by the child.

- The school day for all kids **ends at 2:30PM**. The dismissal process begins *promptly at 2:30PM*, and will take place in the following order:
 - **2:30PM** - Bus Riders (utilizing the cafeteria exit, via the door near the kitchen)
 - **2:30PM** - Pre-Kindergarten staff drops off all Pre-K kids to assigned dismissal areas.
 - **2:35PM** - Grades 5 & K Classroom Teachers drop off kids to assigned dismissal areas.
 - **2:37PM** - Grades 4 & 1 Classroom Teachers drop off kids to assigned dismissal areas.
 - **2:39PM** - Grades 3 & 2 Classroom Teachers drop off kids to assigned dismissal areas.
 - **2:40PM** - Carpool Kids are dismissed via their carpool numbers from the GYM.
 - **Dismissal Areas:**
 - Auditorium's Stage - Walkers/Parent Pick-Up
 - Cafeteria - Bus Riders (via cafeteria exit)
 - Cafeteria - Daycare Van Riders (escorted out by provider)
 - Cafeteria - YMCA (In-House After School Provider)
 - Gym - Carpool Kids (via car rider number)
 - Gym - Global Tech (In-House After School Provider)
 - Various Locations - Kirkwood Walk-Stars (released by school personnel to walk home)

DRESS CODE

FATE students are expected to dress in a manner that is supportive of a positive learning environment that is free of distractions and disruptions. There is a direct correlation between student dress and student behavior.

- Students should wear clothing that is clean and suitable for school activities, keeping in mind weather conditions and good taste.
- Gym shoes are required to participate in Physical Education classes.
- Pants are to be worn at the waist and fastened securely.
- Jackets (hats and gloves, if needed) are requested for cooler temperatures, as students go outside for recess each day.
- Special dress days, such as pajama or Storybook Character Days, may alter the dress code guidelines.
- The principal may add addendums to the dress code, as needed, and will make final determination regarding student attire. Students found to be out of compliance with the dress code may be given a warning, asked to change, or may face other disciplinary action.

The following are not to be worn at school:

- Flip-flops or other shoes not appropriate for physical activity.
- Clothing with inappropriate slogans or messages.

EDUCATIONAL FIELD TRIPS

Educational experiences outside of the school setting are a vital part of connecting academic learning to real-world environments. Grade levels will be encouraged to plan several field trips each year that align with curricular goals.

- All field trips will take place with supervision of school personnel.

- A permission form for the trip will be sent home, prior to the trip in your child's communication folder. In order for a child to participate in a field trip, the parent or guardian is required to sign and return a field trip permission form, by the due date written on the form.
- Though efforts are made to reduce the costs of field trips using grants, discounts and community support, families can help by paying the requested fee by the due date.
- Many of our field trips require extra hands, in order for students to gain a full educational experience. If someone in your family is able to help, please note that on the permission form. The teacher will make the final selection for chaperones. For more information about volunteering, please see the "volunteering" section of this handbook.

ELECTRONICS POLICY

Students in *elementary school* are **not** allowed to possess cellular telephones, electronic games, music players, or other electronic devices on any APS school site or on the school bus, except for health or other special circumstances, as approved on an individual basis by the school principal.

GRADING

Student grades reflect student performance in various subjects (such as English/Language Arts, Math, etc.) at each grade level, based on the [Common Core Georgia Performance Standards](#) (CCGPS) and [Georgia Performance Standards](#) (GPS). Student grades are based on a variety of work, including tests and quizzes, in-class activities, homework, projects, and collaborative work. Families will be notified of grades at the end of each quarter.

- Pre-Kindergarten teachers will utilize the [Georgia Early Learning and Development Standards](#) (GELDS) to rate children.
- Kindergarten student performance will be graded as specified below:
 - S (Satisfactory) - Student is applying concepts or skills at the Kindergarten level
 - G (Growth) - Student is in the process of developing skills or concepts at the Kindergarten level
 - P (Problems) - Student is experiencing some problems; conference is requested.
 - NE (Not Evaluated) - Student not evaluated at this time or insufficient time for evaluation

- Student performance in grades 1-5 will be assigned based on the following **GRADING SCALE** below (see [APS Policy IHA](#)):
 - A (90-100) Excellent achievement at the assigned performance level
 - B (80-89) Above average achievement at the assigned performance level
 - C (70-79) Average achievement at the assigned performance level
 - F (0-69) Failure to achieve at the assigned performance level
 - NE - No evaluation at this time
- Conduct and work skills are assigned with each quarter’s report card.
- Absences shall not penalize student grades, if absences are justified, validated for excused reasons, and if make-up work for all absences is completed satisfactorily.
- At the end of each semester, an awards day is held. At this time, awards are presented to students who excel in various areas.

GRADING WEIGHTS

<u>Kindergarten-Fifth and IRR</u>		<u>Special Area</u>	
Classwork/Participation	35%	Participation	60%
Tests	30%	Classwork	35%
Quizzes/Checkpoints	20%	Projects	NA
Performance Tasks	10%	Assessments	5%
Homework	5%	Homework	NA
Total	100%	Total	100%

HOMEWORK

At FATE we believe that learning is important and that learning should continue after school hours. Students will receive a reasonable amount of homework. The following is the minimum requirement:

- Pre-K: special projects occasionally
- Kindergarten and 1st-3rd grades: 5-30 minutes, per night 4 nights per week
- 4th and 5th Grades: 15-45 minutes, per night 4 nights per week

Parents can do their part to facilitate learning at home when they:

- Provide their child with suitable study conditions (desk/table, books, and supplies) and a dedicated homework time free of distractions.

- Assist your child with understanding the directions and check the homework after completion with the child, to ensure their understanding.
- Help their child set up an organization system that ensures homework is neatly returned to school on time.
- For longer-term projects - Develop a detailed plan for completing the work over time, instead of procrastinating and trying to complete projects right before the due date.

LEVELING PROCESS

The 'leveling process' is an annually event initiated by the central office, if the district needs "to reassign core and specialty staff, to accommodate increased student enrollment, and/or fill content area needs, in order to provide services to students." During the first ten days of school, attendance is monitored closely at all schools in the district. In the event that leveling has to occur at FATE, parents/guardians of children effected will be notified by school officials.

LIBRARY MEDIA CENTER PRACTICES AND POLICIES

The library media center materials are the property of the State of Georgia and Atlanta Public Schools. When checked out by the students, books are on loan for the purpose of reading and studying. The student receiving any library material is responsible for the material and is expected to return it in good condition at the scheduled time. Students are responsible for all library books and materials they check out.

- The charge for lost and severely damaged items will be \$20.00. If a student returns the book that he/she has paid for (in good condition), he/she will receive a full refund.
- All library fees must be paid no later than the last day of the school year or the date of withdrawal. Non-payment of fees will result in report cards or other school documents being withheld.

PARENT & STUDENT CONCERNS

It is our intent to hear and address issues, as soon as possible, in order to do our job of educating children as effectively as possible.

- If you or your child have a concern about academic grading, classroom procedures, or interactions with faculty/staff and other children, please quickly notify the classroom teacher and/or administrative team.
- If a student or family member is not satisfied that a complaint presented to a member of the school personnel has not been resolved satisfactorily, the student or his/her parent may request a meeting with the principal, following which, the principal will inform the parent in writing of her decision about the complaint.

- Please make sure to share concerns in a calm manner. The administration reserves the right to ask adults that are using insulting language, abusive language, or gestures to leave the premises.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

FATE will utilize Positive Behavioral Interventions and Supports (PBIS). PBIS is a process for creating a safer and more effective school environment.

We use PBIS to:

- Teach and model expected behavior
- Reward positive behavior
- Provide consequences in a consistent manner.

Our mission is to create a school where adults and students know how they are to behave and act, so that students learn that doing the “right thing” feels good. We have three school-wide expectations:

- We are respectful.
- We are honest (even when no one is looking).
- We are hardworking.

THE SCHOOL DAY

- Breakfast is served every morning in the cafeteria from 7:30AM - 7:50AM.
- Students enter homeroom teacher’s classroom from 7:50AM - 8:00AM.
 - Students entering the school building at or after 8:01AM are TARDY and should report to the main office to obtain a tardy pass, before proceeding to class.
- Morning Announcements are conducted at 8:00AM.
 - In the event parents, visitors/guests, volunteers, etc. are in the building, during the morning announcements, there will be a need for the adults to remember to be silent and pause, during the announcements.
 - Students stand and repeat the Pledge of Allegiance and Toomer Cougar Pledge.
 - Students listen silently to remaining announcements.
- Instruction begins immediately following morning announcements.
- Lunchtimes are staggered, allowing each grade level 30 minutes to eat. Lunches begin at 10:30AM (beginning with Pre-Kindergarten).
- Classroom instruction ends at 2:30PM. Students will then be dismissed to separate areas, based on their method of transportation communicated by the parent/guardian (i.e. bus, after school programs, walking, car riders, van riders, parent pickup). Announcements will be made to facilitate this process.
- Please see your child’s teacher for a schedule of the classroom day, including instructional periods, Specials classes, and lunch.

SCHOOL DISCIPLINE PLAN

Toomer is a 2014-2015 "Georgia Positive Interventions and Supports" School. The focus of the school discipline plan is to promote student success, through a consistent school-wide standard of structure and behavior expectations. The following goals outline FATE's discipline plan:

- To help provide a school-wide structure of behavioral expectations for students
- To help students develop self-respect, respect for others, and school property
- To help students develop and grow their ethical and moral aptitudes
- To guide students toward positive life choices, which lead to lifelong success

At FATE we want to help all of our students learn in the best possible environment. To do this, the following school-wide rules and regulations have been established. Students are expected to take responsibility for their own learning and behavior. Activities such as creating classroom rules and consequences, social problem solving, and classroom jobs will be used to allow students to become active citizens, within a positive school climate. Active learning, established cues, hand signals, and recognition for good choices guide students, in order to become positive members of the school society.

TRANSPORTATION POLICY

Behavior of students on school buses, whether for field trips or transportation to and from home, is considered an extension of classroom behavior. Students who fail to respond to the directives of the bus drivers shall be reported to a school administrator for disciplinary action. Improper bus conduct may result in suspension or expulsion from school. Families with questions or concerns regarding transportation, should call the [APS Transportation Department](#) at (404)802-5500.

TESTING

In addition to teacher made assessments, standardized testing occurs in all classrooms, as required by the State of Georgia and the [Atlanta Public Schools system](#). Families will be notified of these tests ahead of time, so that they can help their child become comfortable with the procedures and responsibilities of testing. Preparation will also occur in the classroom to increase student comfort. At home, you can prepare your child by:

- Providing him/her with a nutritious breakfast.
- Making sure he/she is on time to school each day.
- Teaching methods of calming and relaxation, such as deep breathing or thinking positive thoughts.
- Reminding your child to listen carefully to the teacher's directions, to read the written directions carefully, and think before answering a question.
- Reviewing answers before completing the test.

VOLUNTEERING

Our school welcomes family and community members to join us in educating students. There are many ways in which support can be given to the school, such as:

- Joining, attending meetings, and supporting projects of our [Parent-Teacher Association \(PTA\)](#)
- Chaperoning field trips
- Working with classroom teachers, by helping in the classroom, gathering supplies for classroom work, or helping with projects outside of school hours (Please contact your child's teacher for more specific needs.)
- Volunteering in the main office and/or the school's library media center
- Assisting with school events
- Becoming a [Room Parent](#) (see your child's teacher for details)

To ensure the safety of our students, all volunteers should check in at the Main Office, when entering the school building, and present their picture ID. Volunteers should complete and maintain an [APS Volunteer Release Form](#) on file in the main office. All volunteers are screened in the front office and background checks occur [\[IFCD-R\(1\)\]](#).