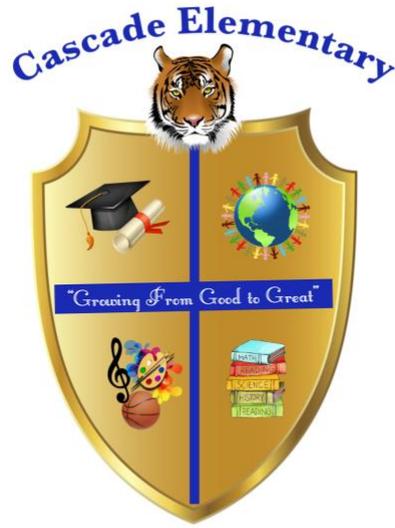


# Parent/Student Handbook

## 2020-2021



*An International Baccalaureate Primary Years Program World School in Candidacy*



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Remind: Text 81010 Message: @d388g6

*\*Please refer to Cascade Website to review the District Student Handbook*

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## **CASCADE ELEMENTARY**

Welcome to the 2020-2021 school year at Cascade Elementary where your child will grow from good to Great every day! This handbook contains almost everything you will ever need to know about how Cascade Elementary operates. Cascade is a school of approximately 415 students and over 70 staff members; therefore, it is necessary to implement purposeful routines and procedures that help ensure a safe and smoothly-run school. Please read the following information carefully, and keep it within easy reach throughout the school year. If you have questions about school procedures not covered in this handbook, please contact your child's teacher, the Main Office Staff, or an administrator at (404)802-8100.

### **Vision/Mission**

#### **Vision**

To become the premier school of excellence that is a viable environment for the child of any family in Southwest Atlanta that will also provide students with a broad and balanced education, working within a global context to expose them to various languages, cultures, and global understandings.

#### **Mission**

Cascade Elementary will prepare students for College and Career readiness through rigorous, relevant, and real world learning experiences in order to become global learners in the 21st century.

#### **Beliefs**

The following are the key beliefs of the stakeholders of Cascade Elementary:

- All students can learn when provided with opportunities and resources that align with their learning styles
- School is an extension of the home environment and provides a safe space when students are away from home
- The success of students is a collaborative approach from school staff, students, parents, and community partners

## School Policies, Procedures, Routines and Programs

### **VISITING THE SCHOOL**

Parent involvement is welcomed, encouraged, and appreciated at Cascade Elementary School. When visiting the school, **you must log in to the visitors' verification system in the main office, and you must wear a visitor's badge** anytime you will be traveling anywhere in the school outside of the office or lobby areas. In order to **respect the teachers' instructional time** and ensure continued effective and purposeful instruction, please adhere to the following:

- ✓ **Visits to the classroom must be planned in advance** with the teacher;
- ✓ "Walk in" visits that are not planned with the teacher are not approved as they disrupt instruction;
- ✓ All observations of classrooms must be approved by the Principal at least 24 hours in advance. This is consistent with the Atlanta Board of Education policies and minimizes interruption of instruction.
- ✓ If your child forgets a homework assignment or some other item necessary for the school day, or if you need to get a message or change of transportation to your child during the school day, you may leave it with the front office staff or receptionist and it will be delivered in a timely manner.

### **BIRTHDAY CELEBRATIONS**

Students are welcome to celebrate their birthday at school during lunch. Store bought snacks (cupcakes, cookies, etc.) and a drink may be brought to school to share with the child's class during lunch. All items must be nut free and verified by the homeroom teacher to avoid possible allergic reactions. Arrangements must be made 1 week in advance with the classroom teacher. No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration as it would be disruptive to another class. Birthday celebrations will not be permitted at the end of the school day nor other times in the day outside of lunch.

**Instructional time is a valuable commodity and should not be unnecessarily interrupted.**

### **SCHOOL HOURS**

The school day for students **begins promptly at 8:00 a.m. and ends at 2:30 p.m.** Please note the following:

- ✓ **Students may not arrive at school before 7:30 a.m. unless they have a scheduled activity or are riding the school bus. Doors open at 7:30 a.m., not before.** By 7:55 a.m. all students should be in their classrooms, prepared for announcements and class work. School officially starts at 8:00 a.m. Arriving at least five minutes prior to start time allows your child the time needed to unpack and get settled for the day.
- ✓ Students are marked "tardy" if they arrive at 8:01 a.m. or later.

✓ If your child comes to school late (8:00 a.m. or later), s/he must first report to the lobby desk for a tardy pass.

Afternoon dismissal begins at 2:20 p.m. Please note the dismissal process below:

2:20 PM-Pre-K students will be dismissed to the cafeteria

2:23 PM-Walkers will be dismissed from the double doors near the cafeteria

2:25 PM-Carpool and nursery van riders will be dismissed once transportation arrives

2:30 PM-Bus Riders will be dismissed once buses arrive in the order that of arrival

Note: Parents of carpool riders are asked to remain in their cars. A staff member will inform the car pool staff of your arrival by announcing the car pool numbers assigned to the students. It is imperative that your child learn their carpool number in order for this process to run smoothly. Walking to the door to secure a carpool rider will disrupt the process.

Parents that remain in their car will be honored first for pickup. Please see Mr. Everett or the School Clerk to secure a carpool number. Please ensure that your carpool decal is visible in the front of your vehicle

**All students must be picked up by 2:55PM. Multiple late pickups will result in a Social Worker referral for the student.**

## **TRANSPORTATION TO AND FROM SCHOOL**

### **APS Buses**

The telephone number for the Atlanta Public Schools' Transportation Office is (404) 802-5500. Use this number if you have any concerns about bus transportation. The transportation department of Atlanta Public Schools configures bus routes based on maximum occupancy. Bus routes are posted by the district on the APS Transportation Page of the APS website. They are made available the week before school starts.

### **Changes in Transportation**

Your child's well-being and safety are our first and foremost priority at all times. Therefore, we encourage you to keep your child's after school routine as consistent as possible. However, we realize that there will be times when you will need to alter your normal routine. For these occasions:

- Please write a note detailing all information regarding the transportation change and **include your signature and submit it to the office staff (clerk)**.
- The note will be given back to your child at dismissal to present to staff on duty.

For the safety of our children, **all changes of transportation must be in writing (no emails) and include a parent signature. There must be a separate note for EACH child. NO CHANGES IN TRANSPORTATION CAN BE MADE VIA TELEPHONE.** It is important that you and your child discuss how s/he is going home, and that the teacher is aware of your plans, particularly any changes you make to your normal routine. Please remember that this written notification is required to ensure that the staff is aware of any changes. This is an important security issue and requires the cooperation of all parents!

**KINDERGARTEN through 2<sup>nd</sup> GRADE STUDENTS:** Per APS policy, all K through 2 students **MUST** have a backpack tag on their bags at all times indicating their name and primary mode of afternoon transportation. A bag tag will be provided for all new students.

## **ABSENCES FROM SCHOOL**

**Attendance is a priority at Cascade. Students miss instruction any time they are absent** from school causing a hardship on both them and their teachers. Even excused absences and tardy arrivals do count against our overall school attendance goal and recognition for perfect attendance. Our attendance data impacts our overall school rating by the state. **Once a student accrues more than 10% of total school days (excused or unexcused), our school rating is negatively impacted.** It is our goal to improve upon the number of students who missed 10% of the overall days of school each year.

A child is considered absent if s/he does not attend school for over one half (1/2) of the school day. More specifically, if your child arrives at school by 8:00 a.m. but leaves for the day before 11:00 a.m. **or** if s/he arrives at school after 11:00 a.m., **or** if s/he does not attend school any part of the day, s/he is considered absent.

**Upon your child's return to school, please send a written note explaining the reason for the absence. This note can be given to the Homeroom teacher or directly to the Front Office. An absence is considered unexcused until you send a written explanation for the absence that provides one of the reasons below. Upon receipt of the note in the office, the correct attendance coding will be input into the student's record.**

An excused absence as defined by APS is (a)personal illness of the student, (b)serious illness or death in the immediate family of the student, (c)medical or dental appointments with verifications; however, such non-emergency appointments are encouraged during non-school hours when possible, (d)special or recognized religious holidays observed by the faith of the student.

**Please note that after 10 absences in any one school year, a doctor's note is required to excuse the child for personal illness or appointments. A parent note will not suffice.**

**Perfect Attendance Recognition:** Cascade Elementary honors students with Perfect Attendance each year. Perfect attendance is considered as 0 days absent (excused or unexcused). Students with Perfect Attendance for the entire year will be recognized in a special way on the last day of school. When scheduling your children's routine medical and dental appointments, remember that to maintain perfect attendance they must arrive at

school by 8:00 a.m. and must not leave school prior to 11:00 a.m., or they must arrive by 8:00 a.m. and remain for more than ½ of the school day.

**Notification Protocols:** The following notification system will be used to communicate with you regarding your child's attendance.

- After 2 unexcused absences, your homeroom teacher will contact you.
- When students have missed 10% of days for the month (excused or unexcused), we will send you a letter with an update on your child's attendance.
- After additional unexcused absences, additional supports will be utilized to include the counselor and/or social worker.
- Notification letters will also be routinely sent when a child is tardy to school 5, 10, and 15 times.
- After 15 tardies, additional supports will be utilized to include the counselor and/or social worker.

**Make-Up Work:** For all absences **excused** due to the reasons outlined above, students are allowed to make up missed schoolwork for a grade. The student and parent need to follow up with the teacher upon his/her return to school regarding the missed schoolwork. Please give your child's teacher at least 24 hours notice to compile missed work. Please do not ask for missed work until your child returns to school. Students are given 1 day per day absent to complete missed work. For example, if your child misses 2 days of school, s/he is given 2 days to make up missed work upon their return to school.

**For unexcused absences, work may be requested upon return, but no credit/grades will be given for this work**, with the exception of assessments which will be made up upon return for a grade. The work will not be given a "0", but it may not be graded for entry into the gradebook. If a student misses an assessment, he/she will be allowed to make it up for a grade at a time designated by the teacher.

**Early Check-out Procedure:** Early dismissal is not encouraged; however, if you must take your child out of school during regular school hours, send a note in the morning to the teacher stating the reason for checkout. This allows the teacher to give your child homework assignments and keeps disruption to a minimum.

At the check-out time, you must sign your child out in the notebook on the desk in the lobby and ask the office staff to call your child from class. Your child will not be called from class until you arrive in the main office. Therefore, do not ask your child's teacher to send him/her to wait in the front lobby at a designated time. Please do not go to your child's classroom to pick him/her up during the day.

**In order to ensure a safe and orderly afternoon dismissal, students will not be called from classrooms for early dismissal after 2:15 p.m. each afternoon.**

**INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAM (IB PYP)**

Cascade Elementary is preparing to be an International Baccalaureate (IB) Primary Years Program World School.

As an IB Primary Years Program (IB-PYP) school, we provide an internationally respected approach to teaching and learning that, along with the Georgia Standards of Excellence, will prepare students for challenging learning experiences now and in their futures.

The PYP curricular framework educates the whole child and provides a comprehensive, inquiry-based approach to teaching and learning. While incorporating local, state, and national curriculum requirements as well as the arts, technology, guidance counseling, Media Center, and world language, the PYP reaches beyond minimum standards to provide a rich, rigorous education of habit and mind.

## **STANDARDS OF SERVICE**

### ***Traditional Standards of Service***

At Cascade Elementary School we provide the same standard of service to all students. Your child will engage in the following Contents on a daily basis.

Social Emotional Learning-15 min/day

English/Language Arts-120 min/day

Mathematics-90 min/day

Science—45 min/day

Social Studies-45 min/day

Specials-45 min/day

Lunch-30 min/day

### ***Virtual Standards of Service***

#### **Pre-K**

- 5 Days of Instruction
- Daily instruction - 2.5 hours
- Daily independent practice- 20 minutes\* Pending state guidelines

#### **Grades K-2**

- 5 Days of Instruction
- Daily Instruction - 4 hours (240 minutes)
- Daily Independent Practice - 40 minutes

#### **Grades 3-5**

- 5 Days of Instruction
- Daily Instruction - 5 hours (300 minutes)
- Daily Independent Practice - 40 minutes

<b>Content</b>	<b>Virtual Learning</b>	<b>Face to Face Learning</b>
<b>ELA</b>	90 min	120 min
<b>Math</b>	45 min	90 min
<b>Science</b>	12 min. (K-2) 30 min (3-5)	20 min (K-2) / 45 min(3-5)
<b>Social Studies</b>	12 min (K-2)	20 min (K-2) / 45 min (3-5)

	30 min. (3-5)	
<b>Specials (PE, Art, Music, Spanish)</b>	30 min (suggested)	45 min (K-2) / 45 min (3-5)

The Specials Courses consist of Music, Art, Physical Education, and Spanish. Your child will also have the opportunity to visit the Counselor, Media Specialist, and Math Lab Instructors during the course of a week.

All students will have access to Tier 1/General Education Instruction using the following curriculum resources.

ELA-Fountas and Pinnell, Foundations (Phonics), and Lucy Calkins Writing Series

Math-Envisions

Science-Stem Scopes

Social Studies-Studies Weekly

## **HOMEWORK**

We believe that homework assignments should be purposeful, concise, and based upon academic goals that are derived from the Georgia Standards of Excellence and the IB Program of Inquiry Units of Study. These assignments should create a true connection between the classroom and home and provide relevant practice in appropriate areas of grade level curriculum. The teacher will provide meaningful feedback that enhances the students' mastery of curriculum standards. The credit given for these assignments will be no more than 5% of the students' overall grade averages. ***Expectations for the amount and rigor of homework will be consistent across each grade level as determined by the team of teachers. These expectations will be clearly and effectively communicated to parents and students so there is no misunderstanding as to the requirements of each grade level.*** Parents help best by providing a quiet, well-equipped place for study and by monitoring the time and effort put into homework activities. At Cascade Elementary School, it is the strong belief of the administrative team that daily homework time will not exceed 10% of the grade level. For example, homework in Pre-K and Kindergarten should be optional. First grade students should not spend more than 10 minutes on homework each evening. While 5th grade students should not spend more than 50 minutes on homework with all contents combined.

## **GRADING**

Teachers follow the Atlanta Public Schools Board Policy for issuing grades. This policy states that teachers will keep their online gradebook updated by entering grades on a weekly basis. Additionally, the policy requires that students who do not show mastery (below a 70%) on a test receive re-teaching and an opportunity to re-assess. Only students who score below a 70% on a unit in-class assessment will be provided a re-test opportunity and only after the teacher has been able to re-teach or remediate deficit areas. Both the original assessment grade and the new assessment grade will be entered in the grade book.

Parents are highly encouraged to sign up for a Parent Portal account which allows you real-time access to your child's grades and attendance information. To sign up, please visit the APS website where directions can be found. Please call either office if assistance is needed.

## SCHOOL DRESS GUIDELINES

Students are expected to use good judgment in choosing clothes to wear to school. Clothes should be comfortable and conform to general standards of appropriate clothing for an educational environment. Per Atlanta School Board Policy:

1. Clothing, hairstyles, and jewelry must not be distracting, cause a disruption, or constitute a health or safety hazard.
2. Clothing, including spirit wear, must be modest and of appropriate length and fit. Extremely tight clothing, sagging shorts or trousers, or baggy, oversized clothing is not permitted.
3. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
4. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
5. Appropriate undergarments must be worn at all times and must not be visible.
6. Caps, hats, head wraps, bandanas, hoods, or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.

Appropriate shoes must be worn at all times at school and school sponsored activities.

**Athletic shoes and shorts or pants must be worn on the day the student attends physical education class.**

## INCLEMENT WEATHER ANNOUNCEMENTS

In the event of inclement weather or a large-scale emergency, parents should tune in to the radio or TV for information regarding school closings. Remember that Cascade is an Atlanta City School, part of the Atlanta Public Schools system, NOT a Fulton County School. Listen to instructions carefully; different instructions are given for each school system.

## VIRTUAL/DISTANCE LEARNING EXPECTATIONS

When the need arises for students to engage in virtual or distance learning, it is the expectation that all students participate according to the guidelines established by the Atlanta Public Schools System. Students should be engaged in at least 5 days of instruction that may last from 4-5 hours a day. Students will need to have appropriate technology devices in order to complete instructional activities. In many cases, devices will be provided by the school system or partners in education. Students are expected to adhere to the same code of conduct as if they were in a facility. Parental support and guidance is also suggested so that students can remain on task and benefit from the virtual experience.

### ***Student Responsibilities:***

- Knowledgeable students check Google Classroom and Class Dojo daily for announcements and assignments.
- Principled scholars log on to Zoom early and wait to be admitted in class.
- Balanced scholars find a quiet place, free from distractions (siblings, pets, parents, televisions) to learn.
- Inquirers stay on mute and click the “raise hand” button and wait to be recognized before speaking.

- Risk-Takers turn their video on to promote focus and maintain eye contact.
- Caring scholars eat and drink during breaks and lunch.

### ***Parent/Guardian Responsibilities:***

- Ensure that your child attends daily. Failure to attend will result in nonparticipation grades.
- Grades will be issued each week and will be included in the calculation for quarterly report cards.
- Your child should expect Zoom lessons by teachers each day.
- Students will receive instruction in all 4 content areas everyday i.e. ELA, Math, Science, and Social Studies. There will also be opportunities for your child to engage in Special area classes such as Art, Music, PE and Spanish.
- Use of engagement tools such as Google Classroom, Google Suite, Microsoft Teams and or Nearpods.
- Instruction will include explicit instruction, guided practice, small group instruction and or collaborative practice.
- Ensure that you check Google Classroom with your child daily for announcements and assignments.
- It is suggested that you designate a nice quiet area free of distractions for your scholar to work.
- Register for Class Dojo (information will be given by the classroom teacher) to receive school and classroom announcements.
- Contact your child's teacher via email or Class Dojo if they are sick and unable to attend class.

## **CLINIC PROCEDURES**

**Medical Emergencies and Accidents:** In case of any kind of emergency, every effort will be made to reach a parent or guardian using the phone numbers that you have provided. Please keep your contact numbers current at all times. If a parent cannot be reached, the student will be taken to the nearest emergency health care center if immediate medical care is required, accompanied by a Cascade staff member. The parent/legal guardian will assume all costs for transport and medical care.

**Medicine at School:** Written orders from a medical doctor must be on file for all prescription and nonprescription medication to be administered at school. Forms can be obtained from the school nurse's office. Students are not allowed to self-administer any medications at school. Only the nurse and her designee may administer medicine at school with doctor's orders.

**Immunizations:** Please ensure that the school nurse has your child's most recent immunization records at the start of the school year or at the time of registration. Failure to submit this documentation may result in withdrawal from the school.

## **REPORT CARDS**

Report cards are issued four times each year; at the end of each quarter. Report cards are generally sent home with the students in a sealed envelope a few school days after the end of the quarter. End-of-the-year report cards are mailed to your home in early June each year. **Student grades can be checked online through the Infinite Campus Parent Portal at any time.**

Progress Reports are sent home 4 times yearly in between each report card period for all students. Administrators will review the progress/report cards to ensure that students earning a grade less than 70/C have obtained an opportunity to remediate deficits and retest in order to give all students a chance to earn passing grades. This is another safety net to ensure you are informed if your child is struggling in a class.

## **STUDENT CONDUCT**

Cascade students generally conduct themselves in a way that makes us proud of our school and is in accordance with the Atlanta Public Schools' Code of Conduct. However, progressive discipline will be used if a child misbehaves repeatedly. Teachers will first handle any incidents of misconduct through their classroom management plan which will include progressive discipline at the classroom level. Continued misbehavior which is not corrected at the classroom level will result in an office referral. A variety of consequences, including out of school suspension, will be used to appropriately protect the safe and orderly school environment. Physically aggressive behavior toward other students and/or staff members and physical or verbal bullying will not be tolerated under any circumstances and will be referred directly to the office.

### **Student Expectations:**

#### **Cascade Tigers R.O.A.R. with Pride**

- **R**espect (Caring, Open-Minded & Communicator)
- **O**bey (Principled & Balanced)
- **A**chieve (Risk-Taker, Knowledgeable, & Inquirer)
- **R**esponsible (Thinker & Reflection)

### **Parent/Guardian Responsibilities:**

- Parents and guardians of students are expected to participate in their child's education in the following ways:
  - Communicate often and routinely with their child's teacher.
  - Participate in their child's development by attending scheduled conferences.
  - Remain informed about school policies and requirements of their child's academic program, including homework and projects.
  - Ensure the child attends school regularly, and is appropriately prepared.
  - Participate in school workshops for home reinforcement of study skills and specific instructional objectives.
  - Alert the school to specific problems or difficulties that may impede the child's learning or well-being.

### Behavior Management Process

When situations arise where students are not exhibiting desired behaviors, teachers are expected to implement consequences as outlined by Atlanta Public Schools. The following processes will be in place to address unexpected behavior that's not conducive to the learning environment.

<b>Level 1 (Teacher Handle) - Incidental Violations (Non-referred)</b>	<b>Level 2 (Teacher Handle) - Minor Violations (Non-referred/Minor Infraction Report Form Completed)</b>	<b>Level 3 Major Violations(Refer to Grad Level Admin) (Referred/Major Violation IC Form Completed )</b>	<b>Level 4 Illegal Violations ( Refer to AP/Principal) (Referred/Major Violation IC Form Completed)</b>
<ul style="list-style-type: none"> <li>● Running</li> <li>● Loud noise/yelling</li> <li>● Off task behavior</li> <li>● Noise making</li> <li>● Out of seat</li> <li>● Inappropriate behavior in the bathroom</li> <li>● Chewing gum or eating candy except by teacher permission</li> </ul>	<ul style="list-style-type: none"> <li>● Disrespect to authority</li> <li>● Direct inappropriate language/gestures to adults</li> <li>● Lying/cheating</li> <li>● Inappropriate dress</li> <li>● Name calling</li> <li>● Non directed profanity</li> <li>● Throwing small objects</li> <li>● Not following playground or cafeteria rules</li> <li>● Talking out/disrupting the class</li> <li>● Inappropriate name calling between students</li> <li>● Electronic device violation</li> <li>● Not keeping hands to themselves</li> </ul>	<ul style="list-style-type: none"> <li>● Fighting/physical aggression to cause harm</li> <li>● Spitting, biting, throwing/turning over objects</li> <li>● Overt defiance(refusal to follow direction of adult)</li> <li>● Property destruction/misuse</li> <li>● Reference in conversation, writing or pictures to weapons of acts of violence</li> <li>● Harassment/bullying (repeated intentionally putdown)</li> <li>● Lying/cheating (2<sup>nd</sup> offense)</li> <li>● Severe internet misuse (cyberbullying)</li> <li>● Forgery/theft</li> <li>● Leaving the classroom</li> <li>● Fourth level 2 offense</li> </ul>	<ul style="list-style-type: none"> <li>● Drug use/possession</li> <li>● Weapon use/possession</li> <li>● Bomb threat</li> <li>● Combustibles</li> <li>● Extreme property damage/vandalism</li> <li>● Terroristic Threats (verbal)</li> </ul>
Document in communication log so parents are aware of behavior.	<p><b>1<sup>st</sup> Minor Offense-</b> Infraction Report</p> <p><b>2<sup>nd</sup> Minor Offense-</b> Infraction Report</p> <p><b>3<sup>rd</sup> Minor Offense-</b> Infraction Report Complete Counseling Referral send to Counselor's Office</p>	<p><b>1<sup>st</sup> Major Offense-</b> Office Referral Form in IC</p> <p><b>2<sup>nd</sup> Major Offense-</b> Office Referral Form in IC</p>	<b>1<sup>st</sup> offense - Immediate office referral</b>

### **House Rules!:**

Research shows that students thrive when given a sense of belonging, responsibility, and leadership opportunities, student engagement in school improves as well as achievement. Each of these components are possible when a part of a house.

All students and staff members are divided into three houses i.e **House of Inquirers**, **House of Communicators** and the **House of Thinkers**. Scholars will compete with members of the other Houses by earning points for their respective Houses daily by displaying the R.O.A.R (Respect, Obey, Achieve, Responsible) attributes. Points will be calculated through ClassDojo. All staff members can award points. Points will be displayed on Cascade Website and Class Dojo, and the house winner will be announced during weekly announcements. The House that earns the most points for the week will earn the HOUSE Banner and have a celebration on Friday. On the third Friday (dates may change for virtual learning) of the month, the House with the most points will receive an incentive i.e. ice cream truck, party, treat or dance. The Dean and Assistant Dean will meet with each house to review appropriate behavior and explain the House point system during House Meetings. House Deans will coordinate house dances and house chants for their individual Houses. Students will rep their Houses during Block Parties and House Parties!

### **House Point System**

- R**espect (Caring, Open-Minded, Communicator) 150 points
- O**bey (Principled & Balanced) 75 points
- A**chieve (Risk-Taker, Knowledgeable, & Inquirer) 100 points
- R**esponsible (Thinker & Reflection) 50 points

*Example: Logging into Zoom on time= 75 points  
Parents Registering for Class Dojo= 150 points*

***House Assignments***  
(Staff and Students)

**House of Inquirers (Blue)**  
**Location: Media Center**

**Dean J. Osby(1<sup>st</sup>)/Assistant Dean D. Long(K-Para)**

T. Wright(PreK), C. Ward(K), T. Owens(2<sup>nd</sup>), W. Mills (3<sup>rd</sup>), C. Wright (4<sup>th</sup>), L. Weaver (5<sup>th</sup>), A. Sadler(SID/PID), K. Draut(ELA IC), T. Williams(IRR), M. Hardeman (Counselor), L. Dennard (SID/PID Para), T. Williams (SPED Para), K. Garnigan (Para)

**House of Thinkers (Gold)**  
**Location: Cafeteria**

**Dean A. Harden(3<sup>rd</sup>)/Assistant A. White (PE-Para)**

T. Jordan-Strozier(PreK-Para), S. Jelks (K), S. Holloway(K-Para), E. Hooks(1<sup>st</sup>), C. Williamson (2<sup>nd</sup>), T. Cook(2), N. Peete (3<sup>rd</sup>), S. Carey(4<sup>th</sup>), J. Martin (5<sup>th</sup>), E. Edwards(SELT), M. Marzullo(IRR), V. Butler(ESOL), Y. Osborne(Art), Q. Cook(Social Worker), R. Dailey(SID/PID Para), S. Macon(Math Lab), V. Lawrence (Parent Liaison), Vacant(SPED Para), A. Bryant(SPED Para)

**House of Communicators (Green)**  
**Location: Gym**

**Dean U. Adamu(5<sup>th</sup>)/Assistant Dean C. Ross (IRR)**

K. Miller(K), P. Gardner(K-Para), A. Thomas(1<sup>st</sup>), T. Johnson(1<sup>st</sup>), Everett(2<sup>nd</sup>), C. Diggins (3<sup>rd</sup>), L. Washington(4<sup>th</sup>), D. Spraggins (5<sup>th</sup>), A. Johnson(SID/PID), N. Kemp (Math IC), A. Davis(Music), K. Wilson (Gifted), M. Martinez(Spanish), J. O'Malley (Reading Recovery), S. Williams (Media Specialist), C. Singleton (Speech), R. Winn(P.E), B. Williams(SID/PID Para)

## CONFERENCES

**Teacher:** All Cascade teachers are required to hold at least one conference with each parent by the end of the first quarter (9 weeks). For the remainder of the school year, conferences may be requested at any time by the parent or teacher. If you would like to schedule a conference, please coordinate directly with the teacher. During 2<sup>nd</sup> semester, conferences will be held for any student about whom the teacher has concerns by the end of the 3<sup>rd</sup> quarter. Conferences are often held during the planning time, so please respect the teacher's time by arriving promptly and coming prepared with specific questions or concerns. **Always call ahead or send a note if you need time with your child's teacher. Please do not drop by your child's classroom unannounced for a conference. *In an effort to prepare for your visit, please give teachers 24 hour notice of your requested conference.***

Impromptu conferences in the hallways disrupt the teacher's schedule and interrupt instructional time for all students in the class. Teachers have a standard list of artifacts that will be shared at any parent conference so that accurate information regarding your child's performance and progress is shared and used to make further recommendations or decisions.

**Administration:** Anyone on the administrative team is happy to meet with you as needed. If the individual teacher or staff member cannot help you, feel free to reach out to an administrator. Each administrator oversees particular grade levels and areas of the school. Please schedule appointments by calling the front office staff at the main school numbers. Please use the following guide to help you direct your call:

Please note: Once you have exhausted the support of the classroom teacher and counselor, the next level for administrative support is with the designated administrator, that has been assigned to the following grade levels:

Mrs. David ( Kindergarten, 1st, and 4th ) ext.8107

Mr. Ruffin (Pre-K, 2nd, 3rd, and 5th) ext. 8129

Ms. Edwards (Special Education) ext. 8100

<b>Transportation</b>	APS (404-802-5500); Mr. Ruffin
<b>Discipline</b>	Mrs. David, Mr. Ruffin & Mrs. Hardeman
<b>Attendance</b>	Ms. Lamar, Mr. Ruffin, & Mrs. Q. Cook

<b>School Calendar</b>	Main Office/School Website
<b>Questions about student grades, academics</b>	Homeroom teacher
<b>Special Education</b>	Ms. Edwards
<b>SST</b>	Mrs. David & Mr. Ruffin
<b>Math</b>	Mr. Kemp
<b>ELA</b>	Mrs. Draut
<b>Social Studies</b>	Dr. Proctor
<b>Science</b>	Dr. Proctor
<b>IB</b>	Dr. Proctor
<b>Gifted</b>	Ms. Wilson
<b>EIP</b>	Homeroom Teacher
<b>Testing</b>	Mrs. David & Mr. Ruffin
<b>Counseling</b>	Mrs. Hardeman
<b>Social Worker</b>	Mrs. Cook
<b>Parent Liaison</b>	Mrs. Lawrence

## **STANDARDIZED TESTING**

**Students in grades 3-5 take the Georgia Milestones Assessment. This is a state-mandated assessment.** This assessment is aligned with the Georgia Standards of Excellence and is designed to measure our students' progress in mastering the Georgia curriculum. There will be opportunities throughout the year for parents to learn more about this assessment.

Kindergarten students will be assessed using Georgia Kindergarten Inventory of Developing Skills (GKIDS). The Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a year-long, performance-based assessment aligned to the state mandated content standards. The goal of the assessment program is to provide teachers with information about the level of instructional support needed by individual students entering kindergarten and first grade.

Students in Grades K-5 will also be assessed throughout the year using the STAR Reading and Math assessments, a shorter assessment that provides student Lexile levels and Percentile Ranks as well as with district benchmark assessments to measure learning of the state standards. Students in Grades 3-5 will participate in Write Score assessments 3 times per year to assess progress on writing skills. Results of these tests are used for instructional planning, to measure student growth, and will be shared with parents. New this year, students will also take the BAS Assessment as an additional reading measure.

## **TEXTBOOKS/MEDIA CENTER BOOKS**

The textbook managers and media specialists assign all books. Each student is responsible for taking care of these expensive materials. If a book is lost or damaged, parents will be asked to pay for a replacement book. Report cards/records will be held by the school if there are unpaid fines.

## **TUTORIAL**

If your child is struggling academically, you may request tutoring from your child's current teacher at any time. Per APS policy, teachers are not permitted to tutor students for pay at any time. Cascade Elementary will provide tutoring each Wednesday from 2:55-3:45 PM. Sessions will begin on September 2, 2020 and conclude on April 14, 2021. Please ensure that you secure a tutorial permission slip for your child if tutoring is needed.