

**College Heights
Early Childhood Learning Center
Parent Handbook
2018-2019**



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<http://eclc.csdecatur.net/>

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Welcome to College Heights Early Childhood Learning Center

College Heights ECLC (CHECLC) partners with Head Start to provide high quality early childhood education to children 6 weeks through four years of age who are City of Decatur residents. As a quality program, we strive to provide high-quality, literacy-rich preschool experiences that are intentionally taught by well-prepared and knowledgeable staff. We hold our program accreditation through AdvancED. College Heights is not licensed through Bright From the Start: Georgia Department of Early Care and Learning. However, City Schools of Decatur carries a general liability policy.

Each year administration, teaching staff, and advisory council members work together to develop a School Improvement Plan (SIP), which serves as a guide and focus for the school. We encourage you to visit the school website (<http://eclc.csdecatur.net>) to view additional information about our school's learning community. We look forward to another successful year with our students and families and invite you to engage in your child's school and classrooms and experience quality early childhood learning at its best.

Mission

College Heights Early Childhood Learning Center cultivates an atmosphere where children take their first steps in building an authentic love of learning through developmentally appropriate practices in an environment that fosters family and community involvement.

Beliefs

- We believe in an ongoing partnership between children, teachers and parents.
- We believe in regular communication between parents, teachers and administrators.
- We believe in creating a safe school environment by implementing consistent school-wide expectations for students and staff.
- We believe in fostering the physical development of all children by providing regular physical activities, rest times, and healthy meal choices.
- We believe in planning differentiated instruction in order to implement developmentally appropriate and engaging learning experiences for all children.

School District Information

Dr. David Dude
Superintendent

The Board of Education
Mr. Lewis Jones, Chair
Ms. Annie Caiola
Mr. Garrett Goebel
Ms. Heather Tell
Ms. Tasha White

Student Check-in & Check-out Procedures

All parents, students, and community visitors to the school must report directly to the front desk in the reception area to sign in and obtain a parent and/or visitor's pass before going elsewhere on the school campus. It is the responsibility of all school personnel to inquire as to whether or not a visitor has a visitor's pass. If he/she does not, he/she should be informed to report to the front office to obtain one and the front desk staff should be notified of the person's presence on campus.

Children enrolled in the 0-3 program must be escorted to the classroom by an adult when being dropped off or picked up at school. If toddler or preschool children arrive in the morning while the class is eating breakfast in the cafeteria, parents must transition them by dropping-off personal belongings in the classroom before walking to the cafeteria.

Dismissal for the children enrolled in the Early Head Start and Head Start program begins at 2:20 pm. Parents may not walk to the classroom to pick up their child early. Children will be brought to the front lobby area to be dismissed. Parents and/or guardians will be asked to sign-out each child before leaving the building.

Requirements for Entrance

Families must meet one of the following criteria in order to enroll their child at College Heights.

- You must reside within the city limits of the City of Decatur with your child, and your child must be at least six (6) weeks old.
- You must be an employee of CSD

College Heights, ECLC 0-3 Program: your child must be at least 6 weeks of age. Parents must complete and submit an application packet along with the applicable registration fee (\$50.00) to the CHECLC office.

CSD Pre-K program: your child must be 4 years old by September 1, 2018 in order to be eligible for the Pre-K program. Parents must complete and submit an online Pre-K application (www.csdecatur.net). A lottery is held in March to determine children awarded pre-K slots. Children not selected during the lottery will be placed on the waitlist.

Head Start (HS) program: your child must be 3 years old by September 1, 2018 and your family must meet specific Head Start guidelines in order to be eligible for the Head Start program. CHECLC Head Start program is blended within the CSD preschool program and there are seventeen (17) slots available in the preschool classrooms that are dedicated to families eligible for the head start program.

Early Head Start (EHS) program: your child must be 2 years old and your family must meet specific Early Head Start guidelines in order to be eligible for the Early Head Start program.

There are eight (8) toddler slots available in the toddler classroom that is dedicated to the EHS families.

Parents must provide a **certified** birth certificate from the county or country where the child was born, proof of the child's immunization (DHR Form #3231), 2 proofs of residence in City of Decatur or an employee picture ID, picture ID of the parent/guardian, and a copy of the child's social security card.

CHECLC maintains a 0-3 and a Pre-K waitlist for each program. We give sibling preference on the waitlist and a 10% discount on the 2nd child (and any additional child) when both children are enrolled in the 0-3 program. The discount is applied to the older child enrolled in the program. Children enrolled in the preschool program at College Heights and the Frasier Center at DHS automatically matriculates up to the Pre-K program the following year.

After School Program

The After School Program (ASP) operates between 2:30 pm - 6:00 p.m. while following the City Schools of Decatur school calendar. In order to be eligible for the ASP students must be enrolled in the College Heights ECLC pre-K program. Parents must complete and submit an enrollment packet, along with a \$50.00 applicable registration fee, prior to being accepted into the program. College Heights ECLC maintains a waitlist for the ASP. Students will be offered spots throughout the year as they come available.

The ASP staff is experienced and trained in the areas of curriculum, health, and safety standards. Background checks are completed on each staff member prior to the first day of school. The ASP is directed by Ms. Elecia Fulton. Please refer all questions, suggestions, and concerns to Ms. Fulton at efulton@csdecaur.net.

After School Program Curriculum

The ASP implements the SPARK Early Childhood Physical Activity Curriculum. Spark is a research-based, public health organization dedicated to creating, implementing, and evaluating programs that promote lifelong wellness. The focus of SPARK is to develop basic movement, manipulative, social, and personal skills at an early age. Children will have many opportunities to practice movement and object control skills while participating in moderate to vigorous physical activity. The SPARK curriculum has eight major objectives:

- To develop a variety of basic movement and manipulative skills so children will experience success and feel comfortable during physical activity pursuits.
- To develop positive social skills and the ability to get along with others in movement environments.
- To engage motor neurons that will lay the foundation for easier acquisition of skills later in life.
- To develop and maintain acceptable levels of physical fitness through increased moderate and vigorous physical activity.

- To increase kinesthetic awareness and be more confident and safe movers.
- To demonstrate improved problem solving and movement creativity while using a variety of manipulatives in many situations.
- To receive opportunities to interact with new stimuli and situations, thus broadening their experiences.
- To enjoy and seek out physical activity for lifelong wellness.

After School Tuition

Children must have a completed registration packet on file prior to attending the ASP. The following must be received on site before the child can begin: completed registration enrollment form, tuition payment form, and registration fee. The tuition charge is as follows:

Full time	\$310/monthly
Part time	\$190 /month (2 days/week or less)

Camps (Pre-K Only)

College Heights offers camp services for fall break, winter break, and summer break (month of June only) to Pre-K children enrolled at CHECLC. The tuition charge is as follows:

Fall and Winter Break Camp	\$200/week
Summer Camps	\$215/week

Summer camp includes meals, snacks, field trips, and weekly swim sessions at McKoy park. Registration packets can be obtained through the website or at the school's front desk at least 4 weeks prior to camp start date.

After School/DEF Scholarship Funds

The Decatur Education Foundation (DEF) is a 501 (c)(3) non-profit corporation that was established in 2000. The mission of the Foundation is to nurture and support academic achievement and enrichment opportunities for all of the children and youth of Decatur. The Foundation raises funds to support Decatur's schools, teachers and students through a number of programs. For more information on the Foundation, visit the website at <http://www.decaturoeducationfoundation.org>.

DEF has established a scholarship fund for College Heights' families that are also residents of Decatur city. The purpose of the funds is to provide financial support to Decatur families who meet need eligibility and criteria. Applications are accepted at any time during the school year and are available upon request. Please contact the school for additional information such as, procedures and eligibility determination.

College Heights ECLC Curriculum and Instructional Program

The birth-Pre-K programs implement the Georgia Early Learning and Development Standards (GELDS) following a framework gleaned from several scientific research-based instructional programs:

- Opening the World of Learning
- Montessori Approach to Early Childhood Education
- Inquiry-Based Learning

Opening the World of Learning

Opening the World of Learning (OWL)(<http://www.pearsonlearning.com/microsites/owl/main.cfm>) is a comprehensive curriculum that covers all developmental domains of early learning. The content of each unit is built around the carefully crafted daily routine within an activity-centered day. Themes, skills, and concepts are developed through sophisticated children's narrative story books and informational trade books. The consistent format and features in every unit makes it easy for teachers to use and children to learn. The OWL curriculum does the following:

- provides guidance for preschool and Pre-K teachers with a variety of materials to implement six thematically organized units: Family, Friends, Wind and Water, The World of Color, Shadows and Reflections, and Things that Grow;
- develops language and literacy skills through rich, integrated content in all developmental domains of early learning;
- incorporates favorite children's books, songs, and poems; and
- supports teachers to individualize instruction by providing an ongoing assessment tool.

Following the comprehensive OWL curriculum and adjusting it for our early learning program while aligned to the GELDS, teachers incorporate favorite children's books, songs, finger plays and nursery rhymes while implementing the following monthly thematically organized units: School Community, World of Colors, Family, Friends, Pets, On the Farm, Family Celebrations, Winter Weather, Feather Friends, Growing Things, and Creatures of Water.

Montessori Approach to Early Childhood Education

Young children learn best in a playful environment and through the manipulation of toys. The Montessori approach to early childhood education is a method that introduces problem solving, independence, and sensory perception through reality oriented learning materials. This scientifically research-based approach encourages development through all of the domains as teachers facilitate imaginative play using real to life lessons. As a result, young children grasp concepts that otherwise are foreign to them.

Inquiry-Based Learning

Students are encouraged to ask questions about what they notice in their world. Teachers engage students in longer investigations developed from students' authentic questions. Beginning with scientific activities, students learn how to generate meaningful questions. Teachers scaffold students in ongoing inquiry based projects and in shorter inquiries into everyday situations. Children have the opportunity to engage in research, collect data, and develop theories about their world.

Schoolwide Social Emotional Learning Environment

College Heights ECLC implements Conscious Discipline, which is a comprehensive self-regulation program that integrates social-emotional learning, and discipline. Conscious Discipline integrates classroom management with social-emotional learning, utilizing everyday events as the curriculum and addressing the adult's emotional intelligence as well as the child's. Conscious Discipline uses 7 skills to transform everyday discipline issues into teachable moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict and develop pro-social behaviors. The 7 skills are:

1. Composure
2. Encouragement
3. Assertiveness
4. Choices
5. Empathy
6. Positive Intent
7. Consequences

Conscious Discipline was developed by Dr. Becky Bailey. Her company is dedicated to creating positive environments for children, families, schools and businesses. For more information, please visit Dr. Becky Bailey's website at: <https://consciousdiscipline.com/>

Teacher/Student Classroom Ratios

College Heights follows the National Association for the Education of Young Children recommended guidelines for teacher/child ratio. To the extent possible, the program follows these guidelines.

- Infants (birth through 18 months) 1:4 with a class size of 8 children
- One's (18 months-24 months) 1:4 with a class size of 12 children
- Toddlers (24-36 months) 1:6 with a class size of 12 children
- Preschoolers (three years of age) 1:9 with a class size of 18 children
- Pre-Kindergarten (four years of age) 1:11 with a class size of 22 children

CHECLC Closings

Please refer to the 0-3 school calendar and the Pre-K school calendar for closings during the 2018-2019 school year. School calendars are posted on the school and district website.

Arrival and Dismissal: Hours of Operation

School Program	Age of Children	Start Time	End Time
CSD 0-3 Tuition Program	6 weeks to 3 years old	7:00 a.m.	6:00 p.m.
Early Head Start Program	2 years old	8:00 a.m.	2:30 p.m.
Head Start Program	3 years old	8:00 a.m.	2:30 p.m.
Pre-K Program	4 years old	8:00 a.m.	2:30 p.m.
Preschool Special Education	3 & 4 year olds	8:00 a.m.	2:30 p.m.
After-school Program	Pre-K	2:30 p.m.	6:00 p.m.

CHECLC opens every morning at 7:00 a.m. for children enrolled in the infant, toddler, and preschool tuition program. All Pre-K, Head Start, and Early Head Start students attend classes six and one-half hours daily.

Chex Mix, an afternoon enrichment and social activity time, begins at 2:30 p.m. Preschool tuition students are divided among the 3 CSD preschool classrooms for Chex Mix time. These students are engaged in child-directed experiences, language and literacy enrichment activities, and outdoor exploration until parents arrive to pick up or 6:00 p.m.

CHECLC parents whose child/ren attend school between 8:00 am and 2:30 pm and provide their own transportation must have students at school promptly by 7:55 a.m. and need to be picked up promptly by 2:30 p.m. This will help your child establish a set school routine and will reduce interruptions in the classroom.

Pre-K Attendance Policy

The Pre-K program is a full-day, Monday through Friday, program, which follows the City Schools of Decatur K-12 calendar. Children are expected to attend on a regular basis. Attendance regulations are determined by The City Schools of Decatur and The Georgia Department of Early Care and Learning.

1. After Three Absences
 - Excused Absences: The attendance designee will mail the three-day notification letter to the parent or guardian.
 - Unexcused Absences: The attendance designee will mail the three-day notification letter to the parent or guardian.
2. After Five Absences:

- Excused Absences: The five-day notification letter will be sent by the principal's designee to the parent or guardian.
- Unexcused Absences: The five-day notification letter will be sent by the principal's designee to the parent or guardian. A telephone call will be made by a member of the school's attendance committee to the parent or guardian to schedule an attendance intervention meeting to address the unexcused absences and to remediate the problem.

3. After Seven Absences:

- Excused Absences: The seven-day notification letter will be sent by the principals' designee to parent or guardian.
- Unexcused Absences: The seven-day notification letter will be sent by the principal's designee to parent or guardian. A referral will be made from the school's attendance committee to the district's school social worker for further interventions and monitoring.

4. After Ten consecutive absences the student will lose his/her Pre-K spot.

Excused Absence - A Pre-K child who is absent from school for an entire day shall bring a signed note from his/her parent/guardian explaining the reason(s) for the absence. A child shall be counted present if in attendance at least one half of the required instructional time. The teacher or principal shall determine whether or not the absence will be excused or unexcused on the basis of the state board rule indicating that absences from school may be excused for the following reasons:

1. Personal illness or attendance in school endangers a child's health or the health of others. Appropriate documentation is required upon return to school for the purpose of validating that the absence is excused.
2. A serious illness or death in a child's immediate family necessitates absence from school. In the event of a serious illness in a child's immediate family, appropriate medical documentation regarding the family member will be required upon return to school for the purpose of validating that the absence is an excused absence.
3. A child whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes. (O.C.G.A. §20-2-692.1)
4. Observation of religious holidays necessitates absence from school.
5. Conditions render attendance impossible or hazardous to child's health or safety.

Purpose of Policy

The purpose of the attendance/truancy protocol is to increase academic achievement and reduce truancy among children in the school system in compliance with the mandates of Bright From the Start.

Teachers will keep a daily record of each child's presence, absence, tardiness, and early departure. An absence, tardy, or early departure will be entered as "excused" or "unexcused" along with the stated reason. A copy of the appropriate documentation will remain on file at the school for verification, if needed, for at least two years. Parents must provide written documentation for all absences from school within 3 days of the child's return to school. If no written documentation is received, then these absences, tardies, or early departures will remain unexcused and appropriate attendance procedures will be followed.

Tardy Policy

Excessive tardiness is not permitted. The City Schools of Decatur and the Bright From the Start Georgia Department of Early Care and Learning defines chronic tardiness as late arrival or early departure more than once per week. Inability to resolve the problem after assistance has been offered will result in a referral for dismissal to the Bright from the Start Office of Early Care and Learning.

Tardies/Early Check-out:

1. After eleven or more unexcused tardies: A letter will be sent from the school administrator to the parent or guardian regarding missed instructional time.
2. After fifteen unexcused tardies: The school administrator will contact parent to set up a conference to discuss reasons for tardies and to review the Bright From the Start excessive tardiness policy.

Parents of Pre-K: If you arrive after 8:00 a.m., you must stop by the reception desk, sign the Pre-K tardy sheet, and pick up a late pass **before** walking your child to the classroom. Your child will be considered tardy for that day. Classroom teachers begin their daily routine by starting with morning meeting. Excessive tardiness will not be tolerated. **A child's enrollment may be jeopardized if tardiness, early departure or late pick-up, issues are not corrected.**

Parents are expected to pick-up their child promptly at 2:30 p.m. Children who remain in the building after 2:40 p.m. are considered late pick-ups. The following is our policy for late pick-ups:

- The 1st time a parent or an authorized supervising adult is not present to receive their child, a verbal warning is given.
- The 2nd time this occurs, the parent must meet with the child's teacher to discuss the issue.
- The 3rd time this occurs, the parent must meet with the principal of College Heights ECLC to discuss the issue and possibly complete an after school program registration form, along with a \$50.00 registration fee. At this time the child could be placed in the after school program at the parent's expense on days when the parent is late to pick-up.

Parents of 0-3 year olds must escort their child/ren to their classrooms when dropping them off at CHECLC. All children must be signed in and out daily in their classrooms by an authorized individual. Parents of toddlers (2 year-olds) and preschoolers (3 year-olds) are strongly encouraged to have their child/ren at school by 8:30 a.m. every day in an effort to establish a consistent, daily routine with limited interruptions.

Pre-K Drive-Thru

A drive-thru service is offered to Pre-K parents in the morning and in the afternoon. The morning drive-thru is open between 7:30 am and 7:55 am. The following procedures are in place in order to ensure the safety of all of our families and students:

- The drive-thru closes promptly at 7:55 am and a sign stating “Pre-K drive-thru is Closed” will be placed in the front of the school. Parents who arrive at the school on or after 7:55 am must park and walk their child/ren into the building and to their classrooms.
- Please do not drop your child off at the front door when school staff is not on duty. Children must be escorted to their classrooms by an adult at all times.
- Please display your child’s number when using the afternoon drive-thru to pick up your child/ren at dismissal.

Park and Walk Agreement

- If you are walking your child to his or her classroom, park in the lower lot to the right upon entering the school driveway.
- **YOU MAY NOT** park in the handicap spaces unless you have a current handicap sticker displayed in your vehicle.
- **YOU MAY NOT park in the fire lanes at any time.**
- **YOU MAY NOT** park behind another vehicle that is parked in a parking spot in the parking lot.
- Please do not park in any assigned spaces in front of the building
- For safety reasons, please drive slowly through the parking lot at all times.

Pre-K Bus Transportation

City Schools of Decatur provides transportation for Pre-K children who live more than a mile from the school. For information concerning your child’s school bus route, please go to the City Schools of Decatur’s website to access bus route information. There may be several pages listed so please scroll down until you locate your address.

The City Schools of Decatur requires that a completed transportation request form be on file for each child who rides the bus. A transportation request form was provided to each parent at Pre-K registration. However, if you did not complete a request form and need to do so, please contact Cynthia Andrews at CHECLC.

If you have any questions concerning your child's transportation, please contact the transportation director, Ms. Lowanda Bowman, at (404)371-6677 ext. 4010 or by email at lbowman@csdecatur.net

Tuition Payment Policy

Upon enrollment, parents are required to complete the '*Payment Options and Procedures Agreement*', which outlines the financial agreements made between the parent/guardian and the City Schools of Decatur. Please refer to the agreement for payment methods, options, and consequences for non-and late payments. Tuition rates are subject to change from year to year.

- \$16,524/year Infant and one year old classrooms (adult/child ratio 1:4)
- \$15,348/year Toddler classrooms (adult/child ratio 1:6) and Preschool classrooms (adult/child ratio 1:9)

If College Heights is closed due to unexpected weather or safety issues (snow, ice, loss of electricity, etc.), payment is expected for missed school days.

Late Pick-up Fee

Children attending the infant, toddler, and preschool programs or the after school program must be picked up no later than 6:00 p.m. If a child is picked up one minute past 6:00 pm, a \$1/per minute late fee must be paid before the child/ren can return to school the following business day. Late fees may be paid in cash or by check at the time of pick up.

Field Trips

Due to car seat safety laws, only Pre-K children participate in educational field trips that require a bus for transportation during the school year. Families may be asked to help chaperone children on several of these trips. At times, the staff may ask families for donations towards these field trips, however, no child will ever be denied the opportunity to participate. Staff must have a signed field trip permission form for each child prior to the child leaving the building.

Student Support Model

College Height's ECLC program recognizes children's development will vary greatly and is committed to supporting those who are identified as "at-risk" in language, pre-academic, physical, and social-emotional development. Staff effort to assist these children may range from informal collaboration to formal group interventions. When varied and repeated efforts to support children are not successful, teachers may begin the Response to Intervention (RTI) process by meeting with the instructional coach to begin planning indentifying areas of need and developing new strategies for the classroom teacher to implement.

Joint Instructional Planning: Teachers meet on a weekly basis to plan instruction, review children's work, and discuss data. The purpose of these meetings is to share children's work and assist teachers in planning instruction for all children, especially children experiencing

pre-academic, language, social/behavior, physical, or health-related issues or to plan strategies to enhance and challenge others.

RTI Referral Meeting: Teachers may request an RTI Referral meeting with the principal and instructional coach. During this meeting, the teacher presents the child's strengths and area of concerns and share data and work samples as evidence of areas of concern. The RTI Coordinator will schedule a follow-up RTI team meeting.

RTI Team Meetings: After the child is referred and the teacher is in consultation with parents, the RTI team will meet to discuss child's performance in the classroom. As part of the RTI process, goals will be identified and implemented to assist child in meeting CHECLC expectation for proficiency. The plan shall identify the desired levels of performance in the child's specific areas of weakness and the teacher will provide frequent monitoring of child's progress.

School staff efforts to differentiate instruction at the Tier I level and provide different and/or more intensive interventions at the Tier II and Tier III level will be documented in Infinite Campus, along with supporting data. All Response to Intervention functions and data will also be documented in Infinite Campus.

Program Classroom Transitions

College Heights promotes continuity of learning in all aspects of what we do; our regular, close communication with you will ensure we work together and that your child is ready for the next step in his/her development. The classrooms are designed to prepare your child with the physical, emotional, and developmental skills necessary to be successful.

Children remain in their assigned classroom throughout the year. Every August children matriculate into their new classroom based on the child's age. Prior to the start of the child's new classroom, staff prepares the children to transition to their new learning environment. Pre-K children visit their K-3 school during the month of May and parents attend a parent orientation in the evening to receive important information for their rising kindergartener. 0-3 staff dedicate the month of July to classroom transitions. As part of this process, children take part in transition sessions three (3) times a week at various parts of the day with a small group of their peers. The children will be accompanied by their teacher who will be present to provide any support needed.

Child Find

Child Find is a screening process to support families who live in City of Decatur but whose child does not attend CHECLC. Parents who feel that their preschool child may need some early interventions and support may contact the school and schedule their child for a preschool screening that will be held at CHECLC on the following dates:

- August 24, 2018
- October 19, 2018

- December 14, 2018
- March 1, 2019

All children will be screened by specialists in the following areas:

- Speech and language
- Motor development
- Pre-academic skills
- Play and social skills

This information may lead to specific strategies in any developmental area. These interventions can be implemented by private childcare center staff and/or parents and supported by College Heights preschool special education staff. Children enrolled at CHECLC will be supported by the school's Student Support Model process.

Progress Reports and Parent Conferences

Parents receive written and verbal progress reports during the school year, which is intended to keep parents informed of their child's growth and development. Two parent-teacher conferences are scheduled, one in December and one in May, during the upcoming school year. Teachers will contact parents when it is time to schedule conferences.

During conferences, student developmental profiles will be shared with parents to show progress made first half of school year. Teachers will offer ideas on how to support and enhance a child's academic experience. Parents are welcome and encouraged to arrange additional conferences with their child's teacher at any time during the year.

Teachers receive professional learning in the area of student assessments. As part of new staff training, teachers are provided a pacing guide and are trained to implement activities that are diagnostic, formative, and summative. Teaching staff assess their learners to meet developmental needs of infants, toddlers, preschoolers, and Pre-K. This information allows staff to appropriately individualize environments and activities to develop strategies based on each child's capabilities, temperament, culture, and learning style.

All children receive a developmental screening within two months of entering the program. The formal assessment points are cumulative and occur twice a year, allowing 90 days between the pre- and post assessment. Developmental assessments of all children occur in their natural learning environment in the classroom, on the playground, in the cafeteria, and other learning areas in the school. Staff is trained by a qualified assessor how to implement and score each assessment. Student assessments are based on a collection of the following data:

- Preschool Evaluation Scale (PES) is used with all children (birth to Pre-K). The PES collects developmental data in the areas of physical, expressive language, cognitive, adaptive behavior, and social-emotional development

Work Sampling Online is used with all Pre-K children and is an ongoing assessment that is based upon observation of student's academic performance and behaviors. The teacher observes and records data in the following areas: language and literacy, mathematics, science, social studies, creative expression, social-emotional, and physical development.

Parents are involved in the planning and implementation of all assessments by gathering vital information and input from all families concerning their child's learning. Parents will be informed of the assessments being conducted on their child and will have the opportunity to provide input at anytime concerning their child. All assessment results are recorded by the classroom teacher and kept in a locked drawer or filing cabinet in the classroom. In addition, student assessment records are electronically recorded in the City Schools of Decatur student information system, Infinite Campus, and used to assist in determining overall program effectiveness and to guide the school improvement plan. At the end of the school year, testing materials are shredded.

Home and School Communication

Teachers welcome the opportunity to talk with parents concerning their child's growth and development. One of the most difficult times for teachers to talk, however, is in the morning when children are being dropped off. Parents are welcome to schedule a conference with teachers at any other time.

Parents may leave messages for teachers during the school day with the CHECLC receptionist at (404)370-4480, or contact the teacher via email: **first name intiallast name@csdecatur.net (ex. JDoe@csdecatur.net).**

In order to inform parents of the teaching and learning that is occurring in the classrooms, teachers will post outside the classroom on a parent information board the following information:

- Daily class schedule
- Weekly lesson plan
- Georgia Early Learning and Development Standards being focused on each week
- Weekly breakfast and lunch menu

Student work and all other written communication from the school will be sent home on Thursday in your child's folder.

The CHECLC school newsletter will be sent electronically the first and third Thursday of every month. It is the responsibility of the parent to sign off for electronic communications through e-BLAST on the CHECLC website.

Parent Portal

The Parent Portal gives parents and guardians access to Infinite Campus, CSD's student information system. Parents can check balances, tardies, and absences. Pre-K parents will

receive parent portal information prior to the start of school in our summer mailing. Parents in the 0-3 program can sign up for a Parent Portal password at Meet & Greet or the first week of school. You only need to sign up once; passwords stay the same year to year.

Emergency Safety Drills

The school practices safety drills throughout the school year. Safety drills include: fire, tornado, and lock down drills. In each classroom are posted charts that indicate the exits and safe areas to be used for fire drill and tornado drills. A fire drill is held twice in the first month of school and then once every month thereafter. Children are expected to file out of the building in an orderly manner without talking or running. Classes will remain on the grounds until the “all clear” signal. All schools participate in the state-wide tornado drill, and each school has a safety plan for other emergencies.

School Closings

All school closings, including emergency closings, are posted on our school website at www.csdecatur.org. CHECLC will be closed the week of winter holiday break and the week of spring break for building maintenance, repairs, and extensive cleaning. In order for the school to meet the health and safety needs of children, staff, and families, this closing cannot be avoided.

In case of bad weather, City Schools of Decatur will advertise announcements of school closings using the following radio stations:

- WFOX (97.1 FM)
- WGST (640 AM and 105.7 FM)
- WSB (750 AM)
- WSTR (94.1 FM)

Or the following TV stations:

- WAGA (channel 5)
- WGNX (channel 46)
- WSB (channel 2)
- WXIA (channel 11)

Outdoor Exposure on High Pollution Days

Exposure to air pollution can cause short term and long-term health effects. Children are at increased risk of these health effects because they tend to be more physically active, their lungs are still growing, and they are more likely to have asthma or acute respiratory illnesses which can be aggravated when pollution levels are high. The Air Quality Index (AQI) was designed by the US Environmental Protection Agency (EPA) and is used to determine how clean or unhealthy the air is. Its levels help the public determine when air pollution reaches unhealthy levels. Outdoor activities may be restricted if AQI levels are high. The level of physical activity and level of pollutants are taken into consideration when making restrictions. Since our intentions are to keep the students and staff in the safest environment possible, it is our policy that hallway and corridor doors of the school shall be kept closed at all times. According to the

US EPA an AQI of 151-200 is “unhealthy” for the general public and therefore children should avoid prolonged or heavy outdoor exertion. Therefore scheduled outdoor times will be modified to low intensity activities and/or shorter time periods. The US EPA classifies AQI levels above 200 as “very unhealthy”. At this level all scheduled outdoor time will be held indoors.

Health and Nutrition

As part of the CSD School Health Program, CHECLC has a full time school nurse on site. In addition to the information and guidelines below, we follow district level health and nutrition guidelines. If your child has any special medical needs, she can be reached by phone at CHECLC (404)370-4480.

Immunization Form

All children enrolled at CHECLC must provide the school with a current immunization record (form 3231) or supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family’s beliefs upon entry into any program. All children without current immunization records after attending 45 days of school will be dismissed from the program.

Eyes, Ears, and Dental

All children enrolled in the pre-K program at CHECLC must provide the school a completed Georgia Department of Public Health Form 3300. Form 3300 must be on file with the school within 90 calendar days of the start date.

Health History Information

Each child must have a completed health information form on file. The health form will be sent home with your child/ren during the first week of school. The form needs to be updated every year and returned to the school as soon as possible during the first two (2) weeks of school. If your child has special health needs (allergies, asthma, diabetes, seizures), please contact the nurse within the first two (2) weeks of school to inform her of the needs, usual plan of care, and to provide updates anytime there is a change in the plan of care. The health information form as well as the allergy, asthma, diabetes and seizure care plans can be downloaded and printed from the School Health webpage (<http://csdecatur.net>). Click on Parents>Forms/Downloads.

Medications

When a child needs any OTC medication (including Tylenol, ibuprofen, Benadryl, or dietary/herbal supplements) a written and signed prescription with administration instructions is required from the child’s health care provider. The parent may bring this in or the doctor can fax it to the school. The parent will complete and sign the medication administration release form. No stock OTC medications are kept at the school. The medication should be brought to school in the original manufacturer’s container. The label must include name of the medication and strength of medication. The child’s name should be written legibly on the label.

Any prescription or OTC medication will be administered at 11:30 and 3:00 pm with the exception of prescribed emergency medication for an acute situation with a chronic disease. For chronic conditions such as asthma, severe allergies, seizures or diabetes that require rapid response with prescribed medication a plan outlining the procedure signed by the physician will be kept on file with the medication and a signed parental permission.

Sick Policy

The goal of staff at CHECLC is to maintain an environment that promotes health and wellness through frequent, thorough hand-washing, cleaning/sanitizing surfaces to decrease the number of germs to a level the body can handle and individualized assessment of children who appear ill. Parents can help with infection control by including frequent and thorough hand-washing in the daily routines at home, especially before and after eating, after diapering or toileting, handling bodily fluids, contact with animals, playing in dirt, sand or on playgrounds.

Even with frequent hand-washing and appropriate cleaning of surface, children may get sick while attending school. CHECLC follows sick policy guidelines recommended by the American Academy of Pediatrics, Children's Healthcare of Atlanta, and Centers for Disease Control. When assessing a child for illness, clusters of symptoms may be considered to determine the need for going home. Generally to be sent home a child will exhibit 1 or more of the following symptoms.

- Fever of 100°F or higher taken under the arm
- Diarrhea: 2 or more runny, watery stools during the school day
- Vomiting: 2 or more times during the school day
- Severe coughing
- Eye discharge -- mucus or pus draining from the eye or pink eye
- Change in behavior –lethargy, lack of play
- Undiagnosed rash

If children show one or more of these symptoms at school, a staff member will contact the parent immediately to discuss the situation and request the child be picked up. If a child shows multiple symptoms with the elevated temperature or any life threatening symptoms 911 will be called.

Returning to School After Illness

Your child may return to school:

- When fever-free for 24 hours without fever reducing medication like Tylenol or ibuprofen
- When diarrhea is limited to no more than 2 runny, watery stools within a 24 hour period that are contained in the diaper and has no other symptoms
- When vomiting is fewer than 2 times in a 24 hour period and no other symptoms
- Medical release stating rash is deemed non contagious

Other health situations that may require your child to be sent home:

- Active case of lice with evidence of actual bugs
- Ringworm of the scalp

Both of these conditions require treatment before returning to school.

Meals and Snacks

CHECLC is a nut-free school environment. At the parent's request, students will receive a hot breakfast and lunch through the school cafeteria. Menus are sent home at the beginning of each month and posted outside each classroom. **Please inform the school if your child has any food allergies by contacting the school nurse, who will develop and monitor a special program to meet the student's needs.**

Parents are welcome to provide lunch for their child/ren from home. The administration requests that all parents honor the peanut-free school zone by not sending in peanut products such as peanut butter and jelly sandwiches, peanut butter crackers, etc. Please send food items that do not need to be refrigerated or heated as the classrooms are not equipped to keep them hot or cold. The cafeteria offers a vegetable plate everyday as an option for students. Meals sent from home must meet the Child and Adult Care Food Program.

Pre-K parents receive information on meal prices at the beginning of each school year. Families may apply for free/reduced meals at the beginning or anytime during the school year. **Families must prepay for meals by the day, week, or month.** All lunch money should be placed in a sealed envelope marked with the student's name, teacher's name, amount included in the envelope, and purpose of money (example: lunch money). For more information about the School Nutrition program, including how to pay for your child's meals online, please visit Nutrition Department website at <http://www.csdecatur.net/nutrition/>

Breakfast is served in the infant classrooms beginning at 8:00 a.m. Toddlers eat breakfast in the school cafeteria and lunch in their classrooms. Preschoolers and Pre-K children eat breakfast and lunch in the school cafeteria. Please be sure to check your child's schedule for breakfast and lunch times in order for your child to be present in order to receive a meal.

Breakfast will be served in the cafeteria between 7:30 am and 7:45 am to Pre-K. Students should go directly to the cafeteria upon entering the building if they wish to eat breakfast. Staff will be on duty to accommodate and supervise Pre-K students to and from the cafeteria.

Potty Training

CHECLC staff assists parents with potty training when students begin to show signs that they are developmentally ready. Once children demonstrate the following signs of readiness, complete and successful potty training can take less than two weeks:

- Child's diaper stays dry for 2-3 hours between wettings

- Child has a desire to use the potty (takes own diaper off and sits on the potty independently)
- Child understands toileting process by using language or gestures to use toilet when feeling full or tummy aches

Children are completely “potty trained” when they can consistently, accurately, and independently perform the following tasks:

- Pull pants up and down;
- Verbalize the need to go to the bathroom; and
- Take care of toileting needs with minimal assistance – this includes wiping self, flushing toilet, and washing/drying hands.

Potty Training Process

Once children demonstrate signs of readiness, staff will begin discussing the potty training process with parents. Consistency with students and flexibility with the teachers are most important in this process. Teachers take children to the potty at regular intervals within the classrooms daily schedule.

At CHECLC teachers use the following procedures:

Children begin to wear panties/underwear underneath pull-ups and are taken to the potty at 1 ½ to 2-hour intervals. If a child’s underwear is constantly wet, he/she is not ready for step 2. **The staff does not recommend the use of pull-ups without the panties/underwear because they feel and act just like a diaper.** Teachers continue to take children to the bathroom supplying words to them for toileting. Teachers offer praise and encouragement for effort and success until children are completely independent.

CHECLC staff have found that some children will successfully potty at home first or at school first. And, at times staff will observe children regressing at least once during the process. Good communication between home and school is imperative throughout the potty training process.

Family Engagement Opportunities

CHECLC is committed to engaging all families in their child’s education through a variety of school events and classroom opportunities. Parents, family members, and community members are always welcomed at the school.

PTA Officers

President: Peter Isbister

V-President (Fundraising): Susan Camp

V-President (T-Shirts and Membership): TBD

Secretary: Claudia Poolson

Treasurer: Karen Collins

Family Engagement Events

The PTA board and other staff members plan yearly events, which provide family engagement opportunities.

August 16	PTA General Meeting and Curriculum Night
October 1-5	Read To Me A-Thon
October 19	PTA Event TBA
March 1	PTA Silent Auction Night
April 25	PTA General Meeting and Preschool Performance

There are a variety of ways to become engaged in your child's education through the Advisory Council and the PTA organization. Teachers and staff are always seeking parent support in the following ways:

- Chairing a PTA committee and/or function
- Helping to prepare classroom materials/activities
- Reading a story
- Leading an activity and/or event for the school
- Chaperoning a field trip

Any parent interested in volunteering at CHECLC, contact the school at (404) 370-4480 for more information.

Early Head Start and Head Start Family Advocate

The Head Start Family Advocates are available to offer support to all Early Head Start and Head Start families. They communicate regularly with parents and teachers about student progress and any other concerns. The Head Start Family Advocates meet as needed with parents to discuss issues or answer questions concerning children's needs and how to better support his/her educational experiences. Meetings can be scheduled to occur at the parent's home, workplace or at school.

The Head Start Family Advocates are available to make referrals to local agencies that assist families in addressing specific needs such as obtaining furniture, food, clothing, housing, health and dental care, counseling, job training, education, employment, finances, and other services. Any information shared with the staff is strictly confidential and will not be shared without written permission.

Coordination services include:

- Educational workshops and activities for parents
- Family Resource Center: books on parenting and home learning activities available for check-out
- Assistance in accessing community resources and services (counseling, housing, adult education, financial assistance, afterschool care, etc.)

CHECLC Advisory Council

An Advisory Council was established at CHECLC to function at the level of an advisory body to the administration and partners of the school. The purpose is to link communities, schools, and parents closer together in efforts to solve difficult education problems, to improve the quality of teaching and learning, to provide support and guidance to staff and administrators, and to provide an avenue for parents to be a part of the decision-making process.

The advisory council has very specific roles:

- advise and make recommendations on matters related to school improvement and student achievement
- assist in maintaining a school-wide perspective on issues
- act as a link between the advisory council members and the community and parents
- assist in creating the school budget
- assist in the hiring process
- analyze data and make recommendations towards school programs
- assist in creating school calendars
- assist in creating the School Improvement Plan

The school administration will provide information about the Advisory Council meetings through the school newsletter. Official meeting minutes will be published on the school website. Parents and community members should feel free to contact advisory council members on matters related to student achievement, school improvement, school process and procedures, curriculum and assessments, school budget priorities, school-community communication strategies, methods of involving parents and the community, and school discipline and attendance.

Each year new parent representatives are recruited to serve on the Advisory Council. A notice is sent home in August requesting interested parents, who are willing to serve as a council member, to contact the school principal. Active council members are posted on our school website.

Frequently Asked Questions

1. What do parents need to send to school with their child?

All materials are provided by the program. Children sometimes have accidents, so an extra set of clothing with the child's name on each item should always be kept at school. Book-bags are helpful in transporting materials. Please check with the teacher about other items such as blankets or large towels for nap-time.

2. How should children dress for school?

Children should wear casual, comfortable clothing that allows them to be active. Clothing should be washable so that children can comfortably engage in activities such as painting and playing on the playground without being concerned about “getting their clothes dirty”.

3. When can parents call teachers?

Please call any time between 7:30 a.m. and 7:45 a.m. or between 2:45 p.m. and 3:30 p.m. If you must call during class time, please leave a message so the teacher can return calls after class time. The Parent Advocate may be contacted any time during the school day.

4. Will students be provided meals?

Yes, breakfast and lunch will be provided to all children enrolled in the 0 to 3 year old tuition program as part of their tuition payment. All Pre-K children will be offered breakfast and lunch if the parent chooses to purchase their meals through the school district. Otherwise, parents may provide their child's meals as long as it meets the Child and Adult Care Food Program guidelines and does not include peanut products. Breakfast/lunch money should be placed in an envelope with your child's and teacher's name on it (Pre-K Only). Applications for free or reduced meals will be available the first week of school or when your child enters the Pre-K program.

5. Can students with special needs be served by CHECLC?

Yes. Individualized Education Plans (IEP) can be implemented at CHECLC. Please contact the Director of Special Education, Frances Holt (404) 371-3601 for details.

6. Will there be a rest time?

Yes, mats will be provided for each child for rest time. You may send a light blanket or a large towel to cover your child during this time.

7. How will parents know how their child is doing?

CHECLC staff has an open door policy. Parents may observe in their child's classroom, however, 24 hour notice is required and the observation will not exceed 45 minutes. Please check with the teacher about the best time for observations.

8. Can parents bring a treat to school for their child's birthday?

Parents often request that they be permitted to bring treats to school to celebrate their child's birthday. Sharing this special day with other classmates is great; however, the administrative staff asks that parents follow these simple guidelines:

- Contact the teacher 24 hours in advance
- All food brought to the classroom must be store bought (not homemade) and meet the needs of any child with identified food allergies
- All food must be free of any peanut product
- For parties held outside school, do not distribute invitations in school unless you are inviting ALL of the children in the class.

9. May parents go on field trips with their child/ren (Pre-K Only)?

Many times parents are invited to join the class. The teacher will send permission slips and parent invitations home with the students. Parents (no siblings due to state regulations) may be allowed to ride the bus depending on available space, and they will be asked to pay for their own admission ticket if one is included in the field trip. Smoking is not allowed in City Schools of Decatur facilities or on buses.

Other Topics of Interest

Board of Education Policies

The rules and procedures outlined in this handbook are based on the approved policies of the board of education, the Pupil Progression Plan. Written policies are maintained in the City Schools of Decatur Policy Manual that is now an online publication and housed at www.csdecatur.net.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the City Schools of Decatur (“CSD”), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow CSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists;
- Graduation programs; and
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first Friday of the first week of school. CSD has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Parent/Student Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

- The most recent educational agency or institution attended

Drug-Free Schools

City Schools of Decatur has a drug-free schools program that includes age-appropriate, developmentally based drug and alcohol education and prevention programs for all students at all grade levels. Mandated and funded by the Drug-Free Schools and Communities Act of 1986, the program is coordinated by a school counselor. Information about alcohol and drug treatment services in the community is available for students and their families. (Policy JCDAC: Student Drug Use)

Equal Education Opportunities Policy (Non-Discrimination)

The board of education believes that all students are entitled to equal opportunities for a quality education and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or placement. Policy JAA: Equal Educational Opportunities

Equity Information

City Schools of Decatur is committed to a safe and healthy school environment for students and staff. Intimidation, harassment, persecution, or any other improper form of discrimination is not acceptable. In the event that anyone feels his/her rights have been violated, he/she is entitled to appropriate due process procedures without any form of retaliation. The Board of Education of the City of Decatur does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or student placement. The school system shall not discriminate on the basis of gender in its athletic programs.

The superintendent has designated equity coordinators to handle inquiries/complaints related to nondiscrimination policies according to established procedures. These coordinators are named annually and their contact information are available below. Coordinators are named for each of these areas: Title II (access to vocational education programs), Title VI (race, color, or national origin), Title IX (gender), and Section 504/ADA (handicapping condition).

Title IX and Georgia Equity in Sports co-Coordinators:

Rodney Thomas (students)
Decatur High School
310 North McDonough Street
Decatur, GA 30030
404-370-4420

David Adams (employees)
Beacon Municipal Complex
125 Electric Avenue
Decatur, Georgia 30030

404-371-3601

Section 504/ADA co-Coordinators:
David Adams (employees)

Special Education Director (students)
Frances Holt
Beacon Municipal Complex
125 Electric Avenue
Decatur, Georgia 30030
404-371-3601

Insurance

Accident insurance is offered to children during the first month of school at a nominal rate. It is available throughout the year. Information is available in the principal's office.

Photo Consent

City Schools of Decatur may from time to time record the likeness of children by photographic, video, audio or other means. The likeness of children may be used by City Schools of Decatur for purposes of news, advertising, promotion, school and school district websites, yearbooks or any other lawful purpose. No compensation is given for such use of children likenesses, and parents and children are not entitled to any use of said photographs, videos, audio recordings or other children likenesses nor are parents or children entitled to any reproduction of the same. Such reproductions of students' likenesses are the property of the City Schools of Decatur and that City Schools of Decatur has the perpetual right to use, crop, edit, or otherwise treat said reproductions at its sole discretion. Any parent, legal guardian who does **not** consent to the use of his or her child's likeness must execute the opt-out form **made available with this handbook and on school district Web sites and return it to the principal within (5) days of the commencement of each school year.**

Residency

The school system takes the issue of student residency very seriously. Procedures have been put in place to provide consistency among the schools, including a registration process at the City Schools of Decatur central office for new students. Included in these procedures are the requirements that new children provide two acceptable documents to show proof of residency and that all children live within the city limits of Decatur with a parent or legal guardian.

If a Decatur resident has legal guardianship of a student, the child must reside in the resident's home. While the school system reserves the right to verify any information provided at any time, the following residency checks have been put in place: (1) residency checks when children transition from one grade configuration to another; (2) residency checks when concerns have been reported; and (3) random checks of residency. By signing the handbook acknowledgement,

I realize that City Schools of Decatur may take steps to verify my address, including, home visits, review of public documents and contacting other government agencies, without further notification.

School Safety Zones

School safety zones are established within 1,000 feet of all schools. It is unlawful for any person, unless authorized by law under certain circumstances, to carry any weapon or explosive compound within a school safety zone or at a school building, school function, or school property or on a bus furnished by the school. If any person is in violation of this law, proper authorities will be called immediately to have the person removed from the premises.

Disruption of or interference with the operation of a public school shall be considered a misdemeanor. It is unlawful for any person to remain within the school zone when that person does not have a legitimate cause or need to be there. Failure to leave the premises when requested is grounds for a charge of a misdemeanor. This also applies to members of the press.

Sexual Abuse or Misconduct Reporting

Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A., 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 shall be investigated immediately by the school or school system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Special Education

City Schools of Decatur provides special education programs utilizing a continuum of delivery models to all students who meet the eligibility requirements as mandated by federal and state

laws. A student or youth from 3 through 21 years of age is considered to have a disability under the Individuals with Disabilities Education Act (IDEA) if the student or youth meets the eligibility criteria in any of the 12 program areas: autism, deaf/blind, emotional and behavioral disorder, deaf/hard of hearing, intellectual disability, orthopedic impairment, other health impairment, significant developmental delay (ages 3-8), specific learning disability, speech-language impairment, traumatic brain injury, and visual impairment.

City Schools of Decatur maintains a Pupil Progression Plan with the most current information on instructional programs and supports. Go to <http://www.csdecatur.net> to view the Public Progression Plan.

Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, gives parents, guardians, and eligible students, as defined by the act, the following rights:

1. The right to be told by the school system of their rights under this act
2. The right to prevent disclosure of personally identifiable information without prior written consent except to school official with a legitimate educational interest. School official person is a person employed by the Board as an administrator, supervisor, teacher, instructor, or support staff member (including health and medical staff); a member of the Board, a person or company with whom the Board has contracted to perform a special task, including, but not limited to, an attorney, auditor, educational or other consultant; a volunteer performing a task or function as directed by a person employed by the Board; or a therapist. Legitimate educational interest is defined as a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or student's family.
3. The right to inspect and review educational records
4. The right to challenge the content of any educational record and to have certain hearing rights if administrators deny their challenge
5. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office to which complaints may be made is the following: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605 (Policy JR: Student Records)

Technology Use

Section A: Important Cybersafety Initiatives and Rules

Section B: Cybersafety Rules for Grades Pre-K - 5

Instructions for parent(s)/caregivers/legal guardians

1. Please read sections A and B carefully.
2. Discuss the cybersafety rules with your child.

3. Sign the CyberSafety Use Agreement Form and return to school
4. If you have any questions about this agreement, please contact the school.

***The term parent(s) used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- (a) ***‘Cybersafety’*** refers to the safe use of the Internet and technology equipment/devices, including mobile phones
- (b) ***‘School technology’ or ‘CSD Technology’*** refers to the school or district’s computer network, Internet access facilities, computers, and other school technology equipment/devices as outlined in (c) below
- (c) The term ***‘technology equipment/devices’*** used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs, iPads), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (d) ***‘Objectionable’*** in this agreement means material that is harmful to minors as defined in the Children’s Internet Protection Act § 254(h)&(l).

Additional information can be found on Georgia’s NetSafe website

www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Cybersafety.aspx

Section A

Important Cybersafety Initiatives and Rules

The measures to ensure the cybersafety of City Schools of Decatur (CSD) outlined in this document are based on our core values.

The CSD computer network, computers and other school technology equipment/devices bring great benefits to the teaching and learning programs at CSD, and to the effective operation of the school.

The school’s computer network, computers, and other school technology equipment/devices are for educational purposes appropriate to the school environment. This applies whether the technology equipment is owned or leased by the school, and is used at school or off site.

Our school has cybersafety practices in place, which include cybersafety use agreements for all staff and students.

The overall goal of CSD in this matter is to create and maintain a cybersafety culture that is in keeping with the values of the CSD, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches that undermine the safety of the

school environment. Technology protection measures will be implemented and maintained for all CSD technology and technology equipment/devices in compliance with the Children’s Internet Protection Act, as outlined in the Internet Safety Policy.

All students will be issued a use agreement and once the signed consent has been returned to school, students will be able to use the school technology equipment/devices.

Section B

Cybersafety Rules for Grades Pre-K - 5

1. *These rules will help us to stay safe when using technology at school:*

2.

1. I cannot use school technology equipment until my parent(s) have signed my use agreement form and the completed form has been returned to school.
2. I can only use the computers and other technology equipment for my school work and only with my teacher’s permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
4. If there is something I am not sure about, I will ask my teacher.
5. I will not use the Internet, email, mobile phones, or any other technology resources to be mean, rude, or unkind to other people.
6. I will not tell anyone my password.
7. If I find anything that upsets me, is mean or rude, or is something I know is not acceptable at our school, I will:

- Not show others
- Minimize the screen or window
- Get a teacher immediately

8. I must not bring any technology equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, USB drives, and software.
9. I will ask my teacher’s permission before I put any personal information online.
10. I will be careful and will take care of all our school technology equipment by:
 - Using the equipment in a respectful manner
 - Following our school cybersafety rules
 - Telling a teacher about anything wrong or damaged
11. I understand that if I break these rules, the school may need to tell my parent(s).

This Use Agreement is based on the NetSafe® Cybersafety Use Agreement for Junior Primary Students Template

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In partnership with the Georgia Department of Education, Dr. John D. Barge, State School Superintendent, 2012

Internet Safety Policy IFBGE

Access to telecommunications and technology resources, including but not limited to the Internet, is intended to provide resources and tools for research, communication, and innovation for our students and staff. Use of these resources must be directly related to the instructional program of the district, which supports the mission, goals, and objectives of the school district.

The City Schools of Decatur will undertake required actions to be in compliance with the requirements of the Children's Internet Protection Act (47 U.S.C. § 254(h) and (l)) and the Protecting Children in the 21st Century Act.

Technology Protection Measure

In compliance with applicable law, the City Schools of Decatur has acquired filtering software which is in continuous operation as a required technology protection measure as set forth in the Children's Internet Protection Act. The filtering software and this Internet Safety policy are intended to protect against access by adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of computers with Internet access by minors, harmful to minors. The filtering software may be disabled for adults engaged in bona fide research or other lawful purposes.

This Internet Safety policy addresses the following areas:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, social networking websites, and other forms of direct electronic communications;
3. Unauthorized access, including so-called "hacking," cyberbullying, and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors.

To specifically address these areas, the City Schools of Decatur Information Technology Department will take the following specific "technology based" measures:

The City Schools of Decatur Information Technology Department will use filtering or blocking technology that will block "known" sites that have content that is considered inappropriate, including, but not necessarily limited to, obscene material, child pornography, and material that is harmful to minors, all as defined in the Children's Internet Protection Act.

Email access through the school system is filtered through designated software.

Chat room activity and all other forms of communication, such as instant messaging, as well as all online activities of students are monitored by the school system.

The City Schools of Decatur Information Technology Department maintains a firewall and private TCP/IP address scheme. These block all access from the outside Internet to the private internal network that all of the schools access.

All students and faculty use individual user names and passwords and are required to “log on” to the computers and/or network. These user names are then monitored by use of an authentication and traffic filter for inappropriate activity by each individual user.

Network traffic statistics are collected and periodically reviewed to identify appropriate access or unusual network activity.

All personal information pertaining to students resides on a secure Student Information System server. School system staff as well as parents, middle school students and high school students are given web-based access to the Student Information System. Access to the Student Information System is password protected and all non-school system staff users of the system must log on and are given only limited access to information. The level of access is determined administratively.

The human resource server is not available to students under any circumstances and is only available to staff as established by the administration.

All materials published on the City Schools of Decatur websites are first screened by the designated school staff before being made live for public viewing on the Internet.

The students of City Schools of Decatur are prevented from accessing materials harmful to minors by the use of filtering technology that inspects each website request and blocks sites that are inappropriate to the learning environment.

The students and parents of City Schools of Decatur may elect to sign a Photography/Video/Audio Consent and Release form annually allowing permission and perpetual rights for the school system to use a photograph, video clip, audio clip, or any likeness for news, advertising, promotion, school and school district websites, or for any other lawful purpose.

Measures to augment the abovementioned measures include:

Staff is given training and is required to teach and supervise students to prevent access to inappropriate matter on the Internet and to teach Internet safety procedures, including, but not limited to, safety of students including interacting with other individuals when using social networking sites, email, chat rooms and other forms of direct electronic communications; how to identify and respond to cyberbullying; and educating students about the unauthorized disclosure or the potential dangers of disclosing personal information through electronic communication.

Resources are provided by the state and local school system to teachers and students with appropriate Internet safety content.

All staff, students and parents must read and sign an acceptable use agreement based on the Internet Safety Policy before they are given access to the Internet and network. The agreement is signed on a yearly basis and outlines appropriate and inappropriate use of technology resources.

Access to secure information will be granted by specific request to administrators. Information that can be accessed has been designated by system administration.

The Superintendent is authorized to promulgate administrative rules or procedures not inconsistent with this policy to implement this Internet Safety Policy.

Use of School Buildings/Grounds

City Schools of Decatur facilities are available for rental for community events. Contact the Facilities and Maintenance Department office at 404-370-4408, ext. 10 with your request at least two weeks prior to your event. Administrators and support staff at the desired facility will review the request to determine if it can be accommodated. Fees are charged for use of the space and for support staff who must be present to secure the building.