

Alpharetta Elementary Student Handbook 2016 – 2017



Achieving Excellence and Success

Alpharetta Elementary School
192 Mayfield Road Alpharetta, Georgia 30009

Phone: (770) 740-7015
School Fax: (770) 667-2840

<http://www.fultonschools.org/school/alpharetta>

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

ABSENCES

Any student who has been absent from school shall present a satisfactory written excuse, stating the reason for the absence, within three (3) days of returning to school. An email to the teacher will be sufficient for this required documentation. **After a three day period excuses, will not be accepted.**

The Fulton County Board of Education considers regular school attendance essential to successful school progress. Students must be present to take full advantage of available educational opportunities.

The Board supports vigorous enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. Board Policy JD, Student Discipline, outlines consequences for failure to comply with this law.

The district also maintains a Student Attendance Protocol pursuant to O.C.G.A. 20-2-690.2 which contains detailed information regarding truancy procedures and referrals. A copy of this Protocol can be found on the district website. No later than September 1 of each year, the district will submit student attendance rates from the proceeding school year to the Attendance Protocol Committee established by O.C.G.A. 20-2-690.2 and to the State Board of Education.

Truancy

Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant.

Excused Absences

A student's absence from school or class will be considered excused when it is due to any of the following circumstances.

1. Personal illness of the student.
2. Attendance at school would be detrimental to the health of the student or others.
3. A serious illness or death in the student's immediate family necessitating absence from school.
4. Compliance with a court order or an order issued by a governmental agency, including an order for a pre-induction physical examination for service in the armed forces, mandating absence from school.
5. Observance of religious holidays, necessitating absence from school.
6. Conditions rendering attendance impossible or hazardous to the student's health or safety.
7. Absences not exceeding a cumulative total of six (6) days per school year for the following reasons, but only if the absence has been pre-approved by the principal or designee:
 - a. scholarship interviews/college visitations,
 - b. travel opportunity with educational benefits,
 - c. graduation or wedding of an immediate family member,
 - d. specialized educational experience,
 - e. other circumstances that are mutually agreeable to the parent and principal,
 - f. up to 5 of these days can be used to visit with a parent or guardian who is on leave from, or is being deployed to, military service overseas.
8. Up to ten (10) instructional days (60 instructional hours) per year for school-sponsored, non-instructional activities (defined as functions during the school day that are under the auspices or sponsorship of a school or the school system) that are specifically approved in advance by the principal or designee. The principal shall ensure that an accurate record of all such absences is maintained.

9. School days missed as a result of an out-of-school suspension.

10. An absence not to exceed one-half day for registering to vote. Students may register to vote at their high school.

Based on Georgia guidelines (HB 1190), if a student has more than five unexcused absences, the parent/guardian may be subject to legal consequences. Once a student has accumulated five days of unexcused absences, it is considered a misdemeanor offense and all Georgia schools are required, by law, to notify parents in writing of the possible repercussions. Students who have missed ten (10) days of school or more in a school year will be required to provide additional verification including doctors' statements. The School Social Worker will communicate with families of students having excessive absences and or tardies.

Request for an Approved Absence

Any absence approval request must be submitted in writing to the Assistant Principal no less than 5 days prior to the absence. The request must include the location and educational purpose of the trip.

ANIMALS ON CAMPUS

For safety and health reasons, no animals shall be brought onto the school campus unless they have received prior permission from the principal.

ARRIVAL OF STUDENTS

This year school will begin at 7:40 AM, however, the school doors open for students at 7:10 AM. Prior to 7:10 AM, students will not be granted access to the building due to a lack of staff supervision and parents will need to make arrangements for their child's care.

Late Arrival Procedure

Students are tardy when they arrive at school after 7:40 AM. Students arriving after 7:40 AM must be accompanied by their parent/legal guardian to sign in their student at the front office area. The student will receive a tardy slip and proceed to the classroom. Please note, when a Fulton County school bus is late and the student rides that bus, the student is not counted tardy.

ATTENDANCE

AES teachers consider regular school attendance essential to successful school progress. Students must be present to take full advantage of available educational opportunities.

Pre-Kindergarten

In accordance with the Georgia Pre-Kindergarten Program, children who do not attend on a regular basis, are routinely late, or routinely leave the program early may be dis-enrolled. In addition, children who are late, leave early, or are absent for ten consecutive days without medical or other reasonable explanation must be dis-enrolled from the program.

BIRTHDAYS AND CELEBRATIONS

We respectfully request that no edible birthday treats/goodies be distributed at school. Instead a parent/guardian may bring in a small school tool (pencil, eraser, ruler, sticker, etc) for each student of their child's class or donate a new classroom book, game, or ball in honor of the student's birthday. Please note the following items are prohibited on the school campus: party favors, balloons, flowers, and distributing party invitations. Any birthday foods that are brought in by a student will be sent

to the front office and parents will be contacted, informing them that these items will need to be picked up or they will be discarded at the end of the day.

CAFETERIA

Meal Costs

Breakfast (child)	- \$1.05
Breakfast (adult)	- \$1.55
Lunch (child)	- \$2.25
Lunch (adult)	- \$3.25

Lunch Visits

- During the first two weeks of school, parents are not permitted to eat with their children. This provides students and staff members time to establish routines and become better familiarized with procedures.
- All visitors will sign in at the office and wear a visitor's badge.
- Parents will "greet" and say "good-bye" to their child at the cafeteria door.
- Under no circumstances are visitors to go to the classrooms, bathrooms, or hallways to wait for their child. This also includes not returning to the classroom after lunch.
- During lunch visits, parents will sit at their child's table or outside on the patio. Students are not permitted to bring friends out to the patio.
- Parents will not buy food items for any other student due to certain food allergies or medical concerns.
- For health reasons we request that parents refrain from bringing food into the cafeteria from outside vendors (McDonald's, Burger King, etc).
- To promote student independence and social skills, we kindly request that parents refrain from bringing in student lunches or eating with their child on a daily basis.

Rules and Expectations

- All classrooms will enter the cafeteria through the doorway according to their assigned food-serving line, Line A or Line B. Classes assigned to the specific line will enter and exit the same door only. No exceptions.
- Lunch will be served each day in the cafeteria and students can make payments to their accounts through cash or check.
- Students will not be permitted to use the restrooms unless for emergencies. It is the expectation that teachers have their students use the restrooms before entering the cafeteria.
- Condiment packets (mustard, ketchup) 2 max for each. Example: Two ketchups and two mustards are acceptable.
- Cafeteria supervision is by staff members assigned to designated tables and or areas.
- Students should not get out of their seats for forgotten items. They should obtain all utensils, straws, drink, condiments etc. through the line before being seated. Students should raise their hands and ask for assistance from the teacher assistant.

- Tables are to be dismissed by following the below steps:
 1. All students will stand at their table and collect all trash from the area, floor and table.
 2. After inspecting the entire area, the assigned staff member will ask side 1 to walk in single file down the table and proceed to throw out trash.
 3. Once side 1 is complete, side 2 will complete the same process.
- Any student behavior concerns should be brought immediately to the attention of the classroom teacher by completing the cafeteria conduct report form. This form is to be signed by the parents and returned to the homeroom teacher the following day. It is the responsibility of the homeroom teacher to ensure this form is returned and signed. Conduct forms will be given directly to the teacher of the student.
- Students are not permitted to remove any food items from the cafeteria.
- Students may not purchase seconds for any reason.

Free and Reduced Lunch Program

Children need healthy meals to promote learning; therefore, the Fulton County Schools offer healthy meals that are reasonably priced. Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through applications available at each school. It is not necessary for households to complete a separate application for each student. Instead, they will complete one application listing all household members and identifying students who attend a Fulton County School.

All completed Free and Reduced Lunch applications should be returned to the school cafeteria manager of the youngest student. Students must pay for meals until the application has been approved. The approval process will be completed within 10 days. All returning Fulton County students will maintain last year's meal status until the application is approved. If you have any questions about the Free and Reduced Applications, please contact the school cafeteria manager Vickye Monger at (770) 667-2930 or the Fulton County School Nutrition Program at (404) 669-8960.

CELL PHONES/ELECTRONIC DEVICE/TOYS

Please review the District's cell phone and electronic device use policy contained in the Student Code of Conduct. These devices can be an important communication, educational tool, and safety device for families. Their use during the school day, without the permission of their teacher, is prohibited. Devices that are visible or turned on during the school day will be confiscated and the parent will need to pick it up from an administrator. Toys, electronic devices, playing cards, trading cards, etc. should not be brought to school unless with the express permission of the teacher. Such items might be part of "show and tell" in a younger grade. Electronic devices are

prohibited on school property and if discovered should be immediately confiscated and given to administration.

DIMISSAL PROCESS

Students are to be dismissed by one of the approved following ways: bus, daycare, carpool or walkers. Staff members', substitutes' and volunteers' children will be dismissed with walkers. No students are to be dismissed directly to parents at the classroom door, in the Media Center, etc. prior to walker dismissal.

Order of Dismissal

- 1) Special Education Buses / Car riders / Walkers
- 2) Buses / Prime-Time / Daycare / After-School Clubs

Transportation Changes

In order for a student to ride a different bus or get off at another stop, a written request must be submitted to the front office by 9:00 AM for approval. This request must include the name and address of where the student is to be dropped off, the bus number and the reason (childcare only) for the request. **Unless the school is notified in writing, students will be sent home in their normal manner.**

Emails cannot be accepted due to teacher absences and occasional network difficulties. The request must then be approved by the front office. Multiple days or permanent changes must go through the Transportation Department. Please contact the Bus Transportation Department at (770) 667-2970 for these approvals.

EARLY CHECKOUT OF STUDENTS

To be considered in attendance for a school day students must be present for at least half of the school day. Students leaving school prior to 11:10 AM will be considered absent for the day unless he/she returns to school. For early checkout, students must be picked up no later than 2:00 PM. Students will not be called for dismissal after 2:00 PM due to interruptions of important end-of-day instruction, dismissal procedures, and safety concerns.

EDUCATIONAL CONCERNS

The following Fulton County Schools chain of command is to be followed in order to effectively communicate a concern or problem:

All concerns need to be first communicated directly to the teacher.

Teacher
Principal
Office of Area Superintendent
Superintendent
School Board

To specifically address concerns please contact the following staff members:

Assistant Principal - **SAFETY, DISCIPLINE, ATTENDANCE**
Curriculum Support Teacher - **CURRICULUM**
Instructional Support Teacher - **STUDENT WITH**

DISABILITIES

School Counselor – **RESPONSE TO INTERVENTION, FAMILY ASSISTANCE, and ASSISTING STUDENTS WITH SOCIAL / EMOTIONAL ISSUES**

CLINIC/MEDICINE

Alpharetta Elementary School is fortunate to have a full time clinic aide at our school each day. Parents will be immediately contacted if their child becomes ill or is injured during the day.

Students who are ill must be kept at home.

- Do not send your child to school unless he/she has been without a fever for 24 hours.

- Do not send your child to school if he/she has diarrhea or has vomited within 24 hours.

The clinic hours are from 7:10 AM to 2:45 PM, Monday through Friday. AES requires that all medications be kept in the clinic and may only be dispensed by the clinic aide or a designated Fulton County employee. A medication authorization sheet must be completed and signed by a physician for any prescription medications and signed by the parents or guardians for non prescription medications. All medications must be labeled with the students name, dosage and time the medication is to be given, and must be in the original container. Medications cannot be accepted in Ziploc baggies, envelopes, or other containers. All clinic or health related forms can be found on our website: www.fultonschools.org/school/alpharetta. If you have any questions or concerns should contact Casey Dotterweich, Clinic Aide, at 770-740-7015 ext 134 or by email at dotterweich@fultonschools.org during school hours.

CONDUCT

All students have a responsibility to:

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials, participate in class, and do homework.
2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
4. Conduct themselves properly on school grounds, en route to and from school, on school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
5. Accept the responsibility for failure to follow discipline guidelines adopted by the school and the district. Our school is a safe place and therefore we do not allow students to carry weapons or objects that could be used as weapons. Please read and review the Code of Conduct as a family and contact the Assistant Principal if you have any further questions.
6. Understand that their actions were inappropriate and learn how to correct such behaviors.

CONFERENCES

Effective communication between parents and teachers is important for you to help your child become successful at school. In the first semester a conference will be scheduled with each parent, providing the opportunity to discuss their child's individual progress. If a parent would like to schedule a conference with a teacher please call the front office, write a note, or e-mail the teacher to set up a date and time.

COUNSELOR

Our school counselor welcomes the opportunity to speak to students at any time they feel it is necessary. In order to do this, a student will need to sign up for an appointment by writing a request and placing it in the mailbox outside her office. Throughout the year the counselor will also conduct lessons in each classroom and holding special group meetings for students. If you ever have any questions or concerns please do not hesitate to contact the counselor, he/she is always available to talk with students, parents, and teachers.

DRESS CODE

Proper dress is encouraged at all times so that it is not a distraction or disruption to classroom and school procedures.

Short-shorts, tank tops, see through clothing, bare midriffs, and clothing containing inappropriate language is not allowed. Shorts that are longer than fingertip length are appropriate. Modest sleeveless shirts are okay but a shirt must be worn under a spaghetti-strap tank top. Shirts should be long enough to prevent showing the stomach when arms are raised. Children are encouraged to refrain from wearing open-toe shoes or sandals during recess or physical education classes. "Wheellie" shoes are not allowed. Hats are prohibited within the school building.

PHYSICAL EDUCATION

Students are required to wear tennis shoes during their Physical Education classes. If a student is not wearing the proper footwear on class day a shoe reminder note will be sent home to their parents, reminding them of the required footwear.

EMERGENCY EVACUATION & SCHOOL CLOSING

In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and television stations. Parents should listen to WSB radio 750 AM or television for current information. You may also monitor the Fulton County Schools webpage at www.fultonschools.org, for up-to-the-minute information regarding school closings. Messages may also be sent via our School Messenger service. **Please do not contact or come to the school.** School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Alpharetta Elementary has developed a detailed emergency evacuation plan which will be reviewed, updated, and practiced on an annual basis. Evacuation Drills are rehearsed and practiced throughout the school year. This plan will be followed should any emergency occur during the school day. Please be sure to have a completed emergency school closing form on file for your child. You will receive this form from your child's teacher during the first week of school.

FORGOTTEN ITEMS

Please help us teach students to be responsible by not bringing forgotten items to school with the exception of eye glasses and medications. There are phones in the front office which students may use for emergencies only with permission from their teachers. **Students are not permitted to call home for forgotten items. After school, no students will be allowed to go back to their classrooms for forgotten materials after 2:45 PM.**

GRADES

Teachers (exception K-1) are required to maintain a grade book in ESchool Plus throughout the year as a means of accountability for grading. Accommodations for assignments must be made based on a student's 504 Plan or IEP.

- After the collection of an assignment teachers will enter the grade within five days.
- Papers sent home on Fridays are grades that are recorded in grade book.
- If a student is absent, they get the number of days he/she was out to make up the assignments before it is considered late.

Grade Weights

Reading, Language Arts, Math, Science, Health, and Social Studies the following weights must be assigned:

Assessments – 50% Classwork - 40% Homework - 10%

Grades should only reflect achievement—not effort, participation, attendance, lateness of work, extra credit not related to learning goal, or academic dishonesty.

Group Work

Individual performance within a group can be graded but group grades will not be assigned. Group work will be assessed using common rubrics developed by each grade level.

Assessments

Each grade level will reach consensus regarding common assessments as well as which assignments and assessments will be used for summative grading purposes.

Recovery

Grade recovery will be offered for failing grades to achieve the mastery level of 70 on summative assessments or quizzes only.

Grade recovery is defined as an opportunity to re-teach, reassign, and reassess grade level standards for students to obtain a minimum **proficiency** level of at least 70.

When recovery options are provided, the initial grade shall be replaced with a score no higher than 70 (passing). If the second attempt does not improve the score, the initial score remains.

Any failing grade on assessments will result in an immediate communication with the student's parent, within 24 hours of grading that assignment. The parent should be aware of what subject the failing assignment/test/quiz was in, the areas of concern from the assessment, the actions of remediation, and what support can be given at home to aid the student.

Classwork

Classwork that is graded **MUST** be completed at school. Late work and missing work will be recorded as *incomplete* or *not enough information* rather than a zero. An opportunity will be provided to replace an *incomplete* with a score without penalty up to two weeks prior to the end of the grading period.

Children that are absent or who have trouble completing work can be given the following opportunities:

- Arrive to school at 7:10 AM and complete work before the bell.
- Stay after school to complete work.

Homework

- Homework assignments should reinforce skills taught in the classroom and give students an opportunity for additional skill practice and parent involvement.
- Homework should not exceed the following general guidelines; however, adjustments can be made based on each individual student's needs:

K & 1st	10 – 20 minutes	2nd	20 – 30 minutes
3rd	30 – 40 minutes	4th	40 – 50 minutes
5th	50 – 60 minutes		

- Performance on work intended for practice will only be considered in the final grade if it provides extra evidence of proficiency.
- Homework is considered late when it is not turned in on the due date by the time the subject occurs.

Requesting Make-up Work Before or During an Absence

At the elementary level, make-up work may be requested by parents or guardians in person, by phone or by letter.

Requests received by 9:00 AM on a school day should be ready to be picked up by 9:00 AM the next school day.

Parents may request assignments in person, by phone or by letter. Assignments may be picked up one (1) school day

after the request is made. Textbooks and other instructional materials may be requested for the student's use during the period of absence and must be returned promptly when the student returns to school.

Requesting Make-up Work After an Absence

Upon returning to school following an absence, it is a student's responsibility to contact the teacher or teachers to request make-up work. The contact should be made on the day the student returns to school unless the teacher allows a longer time.

Make-up work must be completed by the student within the time specified by the teacher. Work missed during the last week of the semester must be made up by the tenth school day of the next semester.

ILLNESS

Please follow these guidelines when your child is sick:

- Do not send your child to school unless he/she has been without a fever for 24 hours.
- Do not send your child to school if he/she has diarrhea or has vomited within 24 hours.
- Students with contagious diseases or illnesses should be kept at home.
- If your child complains about an upset stomach or nausea, please consider who he/she may have come in contact with, especially during flu season.
- The clinic is not a physician's office. We do not keep over-the-counter medication on hand to dispense at will. Our clinic assistant will only dispense medication to students whose parents have brought the medication to school and completed a Medication Authorization Form.
- Please make sure your child has breakfast before coming to school or eats school breakfast which is available daily. Many stomachaches are a result of not having had breakfast.
- Please notify the school office if your child has a contagious disease or an extended illness.
- As a result, the school administration may send home a notice to every child in that particular class to notify the parents of this concern.

INSTRUCTIONAL PROGRAM

Alpharetta Elementary School includes pre-kindergarten through grade five. Teachers will provide instruction in the subject areas of Language Arts (which includes reading, spelling, handwriting, writing, and grammar), Mathematics, Science, Social Studies, and Health. Special area subject teachers will instruct your child in the areas of Art, Music, and Physical Education.

All Fulton County elementary schools follow a continuous achievement curriculum that allows all students to experience success and be challenged according to their performance level and individual academic needs.

LOST AND FOUND

Labeling your child's belongings with his/her first and last names will facilitate misplaced items being returned to students. Look for lost items at Lost and Found located in the cafeteria. Unclaimed items will be donated to North Fulton Community Charities frequently.

OBSERVATION CLASSROOM REQUEST

If parents or prospective parents wish to set up individual classroom or school visitation, the opportunity should be provided with the least possible interruption of the instructional program. The following guidelines should be used in setting up parent visitations:

The parent will be responsible for:

1. Making the request to the principal at least 24 hours prior to the requested time.
2. Stating the purpose of the visit. (i.e. identify what they expect to accomplish by the visit.)
3. Signing in at the office and be escorted to the classroom.
4. Stay no longer than one hour.
5. Refraining from engaging the attention of teacher or students through conversation or other means.
6. Remaining as inconspicuous and non-disruptive to the instructional process as possible.
7. Returning to the office for a brief conference with an administrator at the end of the visit.
8. Visiting the classroom of their child only and not other classes for prospective teachers, with the exception of visiting a specific program (Speech, Special Education, etc).

The principal or his / her designee will be responsible for:

1. Arranging the time and date of the observation with the teacher. No more than one observation shall be scheduled per day.
2. Informing the parent of the details.
3. Escorting the parent to the classroom.
4. Providing the parent with copies of textbooks and other pertinent instructional materials if necessary.
5. Conferring with the parent at the end of the visit.

PARENTS RIGHT TO KNOW

In compliance with the requirements of the *Elementary and Secondary Education Act*, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

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

If you wish to request information concerning your child's teacher's qualifications, please contact the principal at (770)740-7015.

REPORT CARDS AND PROGRESS SKILLS CHECKLISTS

Report Cards are sent home with students every nine weeks and the Progress Skills Checklist are sent home during the Fall, Winter, and at the end of the year.

Fulton County Grading Scale

Grades K and 1

S = Satisfactory
N = Needs to Improve
U = Unsatisfactory
NG = Not Graded

Grades 2-5

A = Excellent 90-100%
B = Above Avg. 80-89%
C = Average 70-79%
F = Failing Below 70%

Grades are important, but the most important thing is for each student to always take pride in doing his/her best.

SAFETY

Let's join hands in making AES as safe as possible for all of our students and staff by doing the following:

- All visitors must enter and exit the school through the front office to sign-in/out. The staff has been instructed to direct all visitors without a Visitor's Badge to return to the office to sign-in and obtain a badge.
- Staff and students are not allowed to open exterior doors for school visitors whether it is before, during or after school. Please do not knock and ask.
- Parents should pick-up students from all after school activities at the bus entrance area. The activity (scouts, chess, gymnastics, etc) leader will escort the group to this area for pick-up. If your child needs to be picked up early, call the leader on his/her phone about 5 minutes prior to your arrival so the leader can send your child to the café/bus entrance lobby for pick-up. There should be no need for parents to enter the building.
- All classroom doors are unlocked each morning and locked each afternoon by the classroom teachers. It is not permissible for parents, students, and visitors to enter a vacant classroom
- without a teacher or administrator present. Custodians are not allowed to open locked classrooms for parents, students and visitors.

SCHOOL SPIRIT

AES School Colors: Red and White

AES School mascot: Eagle

Show your school spirit by wearing school colors or school spirit wear on AES School Spirit Days, to PTA sponsored events, and on field trips. Please be mindful that hats are prohibited within the school building during the entire school year.

SCHOOL SUPPLIES

Required materials are provided by Fulton County Schools. However, if parents want to purchase additional supplies, AES teacher-recommended "suggested supply lists" are posted on our website at www.fultonschools.org/school/alpharetta or printed copies are available from the front office.

SNACKS

Students may bring a nutritional snack to eat during snack time. Examples of nutritional snacks are: fresh fruit, dried fruit, granola bars, popcorn, dry cereal, cheese, etc.

Students will have an opportunity to get water at this time (*no other drinks are allowed*).

TESTING DATES

Testing is an integral part of our educational system in helping us assess and meet students' needs. The tests are administered in accordance with the State of Georgia Testing Program. The following standardized tests are administered to the students during the year:

2015 – 2016 Elementary School Testing Dates

Sep. 1, 2015 – Mar. 18, 2016 K, 3rd, 4th, & 5th
Georgia Alternate Assessment (GAA) – ongoing portfolio collection

Oct 19 - Oct 23, 2015 3rd & 5th
Iowa Tests of Basic Skills (ITBS)

January 19 - Mar. 2, 2016 K - 5th
ACCESS for ELLs

April 12 - April 26, 2016 3rd - 5th
Georgia Milestones End of Grade Tests

May 23 - 25, 2016 3rd & 5th
Georgia Milestones End of Grade Retest

Ongoing K
GKIDS Assessment

TRANSPORTATION

Bus Riders

Parents are highly encouraged to use buses to transport students to and from school. Bus riders will be dropped off and picked up at the side of the building at the cafeteria area.

Safe school transportation is considered an integral part of the total educational program. Riding a school bus is a privilege contingent upon proper and courteous conduct. The Fulton County Board of Education recognizes that safe school bus operation is only possible with the full cooperation of our parents, students and school staff. Students must get on and off the bus at their own stop. A student is not allowed to ride another student's bus, unless the parent obtains written permission from the office. Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep heads, arms and hands inside the bus, keep hands and feet to themselves, cooperate with the bus driver and act in a respectful manner. Students may be subject to disciplinary procedures when bus safety rules are violated. This may include suspension from riding the bus for one or more days.

Please call Bus Transportation Department (770-667-2970) with questions or concerns regarding bus routes, times and bus supervision. This information may also be found on the Fulton County School's website www.fultonschools.org. Once there click on the left side column "School Bus Information."

Car Riders

- For convenience and safety purposes, we encourage you to allow students to ride the bus or walk with an adult to school.

2014-15 School Year Calendar

- If parents wish to bring their children to school by car, please carpool with neighbors. Make sure your children are inside the school, seated, and ready to begin class by 7:40 AM.
- **Unsupervised students are not allowed to be dropped off before carpool begins at 7:10 AM.**

Daycare

It is the responsibility of the parents/guardians who use after school day care to do the following:

- Make sure the day care provider picks up at AES.
- Keep the teacher informed with which days your child will be attending day care.
- Make sure the day care provider knows when not to pick up your child from school.

Walkers

For safety, we strongly encourage parents to walk their children to and from school. Please advise your children to follow the sidewalks, obey safety rules, and promptly enter or leave the school grounds. Parents, younger siblings, and strollers are asked to please wait in the designated walker dismissal areas near the front office. Approved persons for picking up a walker must have their identification verified at the front office each school year.

VISITORS

Parents, volunteers, and other visitors must sign-in at the school office and wear a visitor's badge at all times. Please help us to protect instructional time by not dropping by your child's class without a scheduled time. We kindly ask that cell phones be turned off or on vibrate while in the school building. Phone conversations and ringing phones are a distraction to students learning.

VISSION / MISSION

Mission

Alpharetta Elementary- Achieving Excellence and Success

Vision

Alpharetta Elementary envisions engaging our diverse community to achieve excellence and success through technology, enrichment, motivation, and lifelong learning.

WITHDRAWAL OF A STUDENT

Families leaving the Alpharetta Elementary School district will need to contact our Data and Student Records Coordinator for procedures. All library books and textbooks should be returned to the school and any cafeteria charges should be cleared.

August	7	Open House
	10	First Day of School
	11	K-1 Curriculum Night
	12	2-3 Curriculum Night
	13	4-5 Curriculum Night
September	7	Labor Day (No School)
October	9	Teacher Workday (No Students)
	12	No School
	19-23	ITBS (Grades 3, 5)
November	16-20	Book Fair
	19	Thanksgiving Feast (K, 2, 4)
	20	Thanksgiving Feast (1, 3, 5)
	24-28	Thanksgiving Holiday
December	18	Class Holiday Parties
	18	Last Day of the Semester
	21-31	Winter Break
January	1	Winter Break
	4	Teacher Workday (No Students)
	5	Teacher Workday (No Students)
	6	School Spelling Bee (Grades 4,5)
	18	MLK Holiday No School
February	12	Teacher Workday (No Students)
	15	President's Day (No School)*
March	7-9	Exceptional Children's Week
	10	Teacher Workday (No Students)*
	11	Teacher Workday (No Students)
	28-31	Book Fair
	29	Write Night/Art Show
April	1	Book Fair
	4-8	Spring Break
	12 – 26	Georgia Milestones End of Grade Test (Grades 3-5)
May	4	Bike to School Day
	11	School Cook-out
	18	Field Day (Grades K – 2)
	19	Field Day (Grades 3-5)
	25	Class End of Year Parties
	26	Last Day of School