

Alpharetta Elementary Student Handbook 2018 – 2019



Achieving Excellence and Success

Alpharetta Elementary School
192 Mayfield Road Alpharetta, Georgia 30009

Phone: (470) 254-7015
School Fax: (470) 254-2840

<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 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. Up to six (6) school days per year to visit with a parent or guardian who is on leave from, or is being deployed to, military service.

Additionally, the District allows excused absences for the following:

1. 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. travel opportunity with educational benefits,
 - b. graduation or wedding of an immediate family member,
 - c. specialized, supplemental or extracurricular experience,
 - d. other circumstances that are mutually agreeable to the parent and principal,
2. Additional absences due to medical appointments may be excused by the principal or designee. These absences must be approved by the principal or designee in advance of the absence occurring. The parent/guardian must provide appropriate documentation as outlined in this policy. The final decision to excuse such an absence rests with the principal.

It is the responsibility of the student and/or parent/guardian to present a satisfactory written excuse to the principal or

designee(s) **within five (5) days of returning to school** from an absence in order for the absence(s) to be recorded as excused. The excuse must state the reason for the absence and be signed by the student's parent or guardian. Excuses will be kept on file at the school at least until the beginning of the next school year. Students who have missed ten (10) days of school or more in a school year will be required to provide additional written verification such as doctors' statements.

Unexcused Absences

A student's absence from school or class for any reason other than those listed above will be considered an unexcused absence.

Parent Notification of Excessive Absences

Teachers are required to notify the school social worker when students have accumulated 5 unexcused absences, 10 excused absences, or excessive tardies. The social worker will then notify the parent or guardian via letter or phone call. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two (2) reasonable attempts to notify the parent, guardian or other person who has charge of the student the school shall send a written notice via first class mail.

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.

1. **To be considered in attendance for a school day, a student must be present for at least one-half of the school day, excluding the lunch period.** Students leaving school before meeting this requirement will be considered absent for a school day.
2. A parent or guardian may be required to bring appropriate documentation for early checkout at the time the student is released from school or late arrival at the time the student arrives at school.
3. A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.
4. A student tardy may be classified as excused or unexcused based on the circumstances defined in this policy. Principals may develop additional guidelines concerning tardies in their buildings.

Fifteen (15) unexcused tardies result in a referral to the school social worker.

ATTENDANCE

The Board supports vigorous enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student.

When possible, parents should avoid scheduling or arranging activities that require absences during the school day due to the detrimental impact on the student's access to, and progress in, their educational program. Any child in the state of Georgia subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant (Georgia State

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.

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 for pickup.

CAFETERIA

Meal Costs

Breakfast (child)	- \$1.05
*Breakfast Reduced (child)	- \$0.30
Breakfast (adult)	- \$1.55
Lunch (child)	- \$2.45
*Lunch Reduced (child)	- \$0.30
Lunch (adult)	- \$3.45

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, present identification, 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.
- 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 classes will enter the cafeteria through the bus lane doorway.
- 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.
- Students may not purchase seconds for any reason.
- Students are expected and encouraged to clean up their lunch at the completion of their lunch period, clearing all trash and food items from their area.
- Any student behavior concerns will be addressed by staff and personnel in accordance to the Fulton County Code of Conduct. Students are not permitted to remove any food items from the cafeteria.

*** 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 (470) 254-7015.

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. 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.

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) First Load Buses / Car riders / Walkers
- 2) Second Load 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 (470) 254-2970 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.

1. Teacher
2. If a concern cannot be addressed by the teacher please contact the following staff members:
 - Assistant Principal - **SAFETY, DISCIPLINE, ATTENDANCE**
 - Curriculum Support Teacher – **CURRICULUM**
 - Instructional Coach- **RESPONSE TO INTERVENTION**
 - Instructional Support Teacher - **STUDENT WITH DISABILITIES**
 - School Counselor –**GUIDANCE LESSONS, FAMILY ASSISTANCE, and ASSISTING STUDENTS WITH SOCIAL / EMOTIONAL ISSUES**
3. Principal
4. Office of Area Superintendent
5. Superintendent
6. School Board

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 our Clinic Aide, at 470-254-7015.

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. 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

Alpharetta Elementary has developed a detailed emergency and evacuation plan which will be reviewed, updated, and practiced on a regular basis. Emergency Drills are practiced throughout the school year to ensure plans are taught and viable for our students. Our plan will be followed should any emergency occur during the school day.

In the event that school must be closed due to inclement weather, parents should monitor the Fulton County Website at www.fultonschools.org. Parents should also listen to WSB radio 750 AM or television for current information. Messages may also be sent via our School Messenger service. **Please do not contact or come to the school, as the school will be reaching out to you.** School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. 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 use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, rubrics, quizzes, projects, reports, homework, class participation and other assignments. When evaluating; Reading, Language Arts, Math, Science, Health, and Social Studies the following weights must be assigned:
Assessments – 50% Classwork - 40% Homework - 10%

Grades are based on the individual student's mastery of standards for the grade level in which the student is currently placed, subject to any Individual Education Plan (IEP). A bell curve does not determine grades..

1. Grades reflect all evaluations, careful consideration is given to all work, and grades based on the following grading scale:

2. The following academic grading scale shall be used in kindergarten and first grade.

S	Satisfactory
N	Needs to Improve
U	Unsatisfactory
NG	No Grade

3. Letter grades (A, B, C, and F) and numeric grades will be used on report cards and transcripts for students in grades two through five. Numeric grades will be used on progress reports, report cards and transcripts for students in grades six through twelve.

4. The following academic grading scale shall be used in grades two through five.

A	90 and Above
B	80-89
C	70-79
F	Below 70
NG	No grade

At the conclusion of a semester, with the approval of the principal, teachers may give students who are absent for extended periods of time an "Incomplete" grade (INC). The student will be given the opportunity to make up the work and have the Incomplete grade changed to a numerical grade.

5. Students coming from another school system or private school are given the grade the sending school indicates. The final grade is determined by combining the transfer grade and the grades earned in the Fulton County school.

6. Students withdrawing from a Fulton County school are given the grade they have earned in each subject up to the date of withdrawal.

Special Education Reporting

Special education students receive grades on the general education reporting instruments except for students served through the moderately to profoundly intellectually disabled programs. Students served in these programs may use an alternate progress report and report card. Grades for students receiving special education services are determined by the teacher serving the student for each subject area. The course grade for students served by a general and special education teacher for the same subject is cooperatively determined by the teachers.

Progress Reports

Student progress reports and report cards are to be used to communicate with parents concerning student grades. Communications in addition to written progress reports or report cards by teachers and other school personnel are encouraged. Informal notes, telephone calls and conferences are effective and often necessary follow-ups to formal progress reports or report cards.

Pre-K: Student's progress is reported through formal and informal conferencing.

Kindergarten-5th : Students receive progress skills checklist three times per year and a report card at the end of each nine weeks. In addition to providing a grade in each subject area, teachers also provide feedback on the progress skills checklist and the report card regarding effort, social skills, work/study habits and general conduct.

Grading Requirements

The minimum number of grades used to determine the final grade should be nine per semester, per subject area.

In grades Pre-K–1, numeric grades do not appear on report cards or progress skills checklists but teachers may maintain them in gradebooks to help them to determine letter grades..

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. 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.
- The follow are general guidelines for time spent on homework, however this may vary on the individual students' needs and abilities.

K & 1st 10 – 20 minutes 2nd 20 – 30 minutes

3rd 30 – 40 minutes 4th 40 – 50 minutes

5th 50 – 60 minutes

- 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

Make-up work may be requested by parents or guardians. 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. 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

In an effort to minimize the exposure and spread of illnesses, 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. Please notify the office if your child is diagnosed with contagious disease or an extended illness.
- As a result, the school administration may send home a notice to every child in that class to notify the parents of a trend in a contagious illness.
- If your child complains about an upset stomach or nausea, please consider who he/she may have encountered, 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.

INSTRUCTIONAL PROGRAM

Alpharetta Elementary School includes pre-kindergarten through grade five. Teachers will provide instruction in the subject areas of English Language Arts, Mathematics, Science, Social Studies, and Health. Special area subject teachers will instruct your child in the areas of Art, Music, Computer, and Physical Education.

Curriculum

We have a schedule that supports Balanced Literacy for English Language Arts. This includes;

Phonics (K-2)
Shared & Modeled Reading
Individual/Small Group Instruction
Writer's Workshop
Adaptive Software (IRead & IReady)

In Mathematics our schedule allows for a blended instructional approach. This includes;

Fluency through Problem of the Day & Number Talks
Whole Group Instruction
Small Group Instruction
Adaptive Software (IReady)

For Science, Health, and Social Studies our instruction includes;

Whole Group Instruction
Small Group Instruction
Hands On Learning Experiences
Integration of Reading
Projects
PBL

All of our teachers utilize differentiation daily to support our students. This, along with a rigorous instructional program, ensures that learning is personalized to each student's individual needs.

Continuous Achievement

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. Student progress in English Language Arts and Mathematics will be evaluated at 18 weeks, as well as, the 36 weeks. Students who meet the criteria for assessment will be evaluated for placement in advanced or acceleration instruction. The

results from those assessments will determine student placement.

Students who are new to the district and have not been previously assessed have the opportunity for evaluation upon enrollment.

Parents have the opportunity to request a waiver for their student to be placed beyond the on-level curriculum in certain subjects. This request must be completed within five days of notification of student's placement.

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 outside of the cafeteria. Unclaimed items will be donated to North Fulton Community Charities.

OBSERVATION CLASSROOM REQUEST

If 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:

1. Make the request at least 24 hours prior to the requested time.
2. State the purpose of the visit. (i.e. identify what they expect to accomplish by the visit.)
3. Sign in at the office to be escorted to the classroom.
4. The maximum amount of time is one hour per observation.
5. Refrain from engaging the attention of the teacher or students through conversation or other means.
6. Remain as inconspicuous and non-disruptive to the instructional process as possible.
7. Return to the office for a brief conference with an administrator 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 find out these qualifications this information can be obtained through visiting the Georgia Professional Standards Commission at <https://www.gapsc.com/>.

REPORT CARDS

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.

Report Card Timeline

- October 19, 2018- Quarter 1
- January 11, 2019- Quarter 2 & Semester 1
- March 22, 2019- Quarter 3
- May 23, 2019- Quarter 4 & Semester 2

While grades are important, they are a culmination of several skills and standards. They did not show specific areas for focus and growth. It is important to review your child's grades and progress through Home Access Center (HAC) regularly to support them with each skill and standard. It is our belief that the most important thing is for each student to be working to their full potential and growing and learning each day.

SAFETY

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

- Students and staff will participate in monthly drills which teach and review plans in case of emergency.
- All visitors must enter and exit the school through the front office and present a valid government issued id. All visitors going beyond the front office are issued and must wear a visitor's badge. 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.
- 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 or escort parents or students for the purpose of entering a vacant classroom.

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.

TESTING

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:

- GAA – The Georgia Alternate Assessment is designed for students with significant cognitive disabilities who are unable to participate in the regular Georgia Milestones assessment program, even with maximum accommodations.
- IOWA Assessment- The IOWA Assessment is designed to provide norm referenced information on student mastery in grades 3 & 5
- ACCESS for ELLs – administered to all English Learners.
- Georgia Milestones Assessment- The GMAS are assessments which provide information on student progress both nationally through assessing mastery of GPS. This assessment is administered to students in grades 3-5 and tied to promotion and retention for students in grades 3 & 5.

Below you will find the calendar for assessments.

Aug. 6, 2017-May 8, 2019

GKIDS Assessment Grade K

Sep. 4, 2017-Mar 15, 2019

Georgia Alternate Assessment (GAA)

Oct. 22-Nov. 2, 2018

Iowa Assessments Grades 3 and 5

January- February 2019

18 Week Diagnostic Evaluation

January 15-Mar. 1, 2019

ACCESS for ELLs Grades K-5

April 11-26, 2019

Georgia Milestones* End of Grade Grades 3-5

April-May 2019

36 Week Diagnostic Evaluations

June- TBD

Georgia Milestones- Retest Grades 3 & 5

Questions regarding this assessment should be directed to the Assistant Principal at 470-254-7015.

TRANSPORTATION

Bus Riders

Safe school transportation is considered an integral part of the total educational program. 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.

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.

Riding a school bus is a privilege contingent upon proper and courteous conduct. 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 470-254-2970 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.
- 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.
- For students who are car riders, a car rider tag and number will be assigned for dismissal purposes.
- **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 by 2:50 p.m. In the case of late arrival of a daycare van, the parents and daycare will be notified.
- 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 with a valid government issued id 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 will need to contact our Data and Student Records Coordinator for procedures. All library books and textbooks must be returned to the school and any cafeteria charges must be cleared.

2018- 2019 First Semester Calendar of Events

**Dates are tentative and subject to change. Please see our full calendar for the complete list of dates and events.*

August

- 3 - Open House
- 6 - First Day of School
- 28 & 29 - Curriculum Nights
- 31- Release Day

September

- 3- Labor Day Holiday
- 4 - Hearing & Vision
- 7 - Grandparents Day
- 18 - Fall Picture Day
- 28 - Eaglefest

October

- 5- 8 - Holiday
- 18 – International Night
- 22-11/2 – IOWA Testing
- 31- Glow Run

November

- 7 & 8 - Thanksgiving Feasts
- 8-16 – Fall Book Fair
- 9- Movie Night on the Front Field
- 15 – 1st Grade Musical
- 19-23 - Thanksgiving Break

December

- 7- Jingle Jam
- 12 – Spelling Bee
- 13 – Chorus/Orff Ensemble Winter Concert
- 18 - Holiday Sing Along
- 17-20 - Holiday Parties
- 21 – 31 – Winter Break

2018- 2019 Second Semester Calendar of Events

**Dates are tentative and subject to change. Please see our full calendar for the complete list of dates and events.*

January

- 4- Winter Break
- 18- Career Day
- 21 – MLK Holiday
- 25- Bingo Night
- 31 – 3rd Grade Musical

February

- 4 - Release Day
- 7 – 2nd Grade Musical
- 15 –18 – Holiday
- 21 & 22 -Jump Rope for Heart
- 23 - Flying 5K

March

- 1– Rock Eagle – 5th Grade Field Trip
- 1- Read Across America Day
- 4 - 7 - Exceptional Children's Week
- 8-11 – Student Holiday
- 12-20 – Spring Book Fair
- 12 - Arts Night
- 28- School Musical

April

- 1-5 - Spring Break
- 11-25- Georgia Milestones Testing

May

- 2 – Chorus Spring Concert
- 8 - Bike to School
- 9 – Kindergarten Musical
- 9- Annual Lunch Cookout
- 15 & 16 - Field Days
- 20-22 - End of Year Parties
- 23- Fifth Grade Ceremony
- 23- Last Day of School