

# **Crabapple Crossing Elementary**

12775 Birmingham Highway  
Milton, GA 30004

**(470) 254-7055**

**Fax: (470) 254-2841**

*Office Hours: 7:00am – 3:30pm*



**Principal:** Dr. Tresa Cheatham

**Assistant Principal:** Denise Haltrecht Strother

**Curriculum Support Teacher:** Melanie Moore

**Counselor:** Jessica Lundy

**Instructional Support Teacher:** Kristen West

**Principal's Secretary:** Jane Masterson

**Front Office Secretary:** Rhonda McMichael

**Data Clerk:** Lynn Greene

**PTO Co-Presidents:** Josie Spain  
Victoria Tucker



Dear Parents, Teachers and Staff,

Welcome to the 2019 – 2020 school year!

Our PTO's motto is "I am part of a dynamic and diverse PTO," and as such, we strive to create an environment of inclusion for all parents, teachers, and students. Everyone is welcome, and everyone is encouraged to join PTO. If you are interested in finding a place to volunteer, we can help you find the perfect spot! We have opportunities for everyone!

Our PTO board is made of 11 representatives: 2 Co-Presidents, a Parliamentarian, a Secretary, 2 Co-Treasurers, 4 Vice Presidents, and a Teacher representative. Additionally, there are many committee chairs that organize our various programs, and a large body of parent and community volunteers. Without all of these volunteers, our work wouldn't be possible, so THANK YOU!

As we embark on a new school year, we'd like to extend an especially warm welcome to our new teachers, families, and students at Crabapple Crossing. Please feel free to reach out to Josie or Victoria, as well as any teachers and administrators, with any questions, suggestions, or ideas. We sincerely hope that everyone has a wonderful school year, and we can't wait to finish the year CRABAPPLE STRONG!

Cheers,

Josie Spain & Victoria Tucker  
Co-Presidents



**CCES PTO Inc. is a registered Not-For-Profit Parent Teacher Organization and all donations are 100% tax deductible- our DLN # 17053188331025**

### **OUR MISSION**

To assist in helping every student realize their potential by engaging and empowering them, their families and the community to work together for all children.

### **OUR PURPOSE**

CCES PTO Inc. is organized exclusively for charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, 1986, or the corresponding provision of any future federal law. Such purposes include, but are not limited to:

- a. Promoting the welfare of the children in home, the school and the community,
- b. Dedication to fostering a sense of community and, positive and productive relationships between school, students, parents and our community,
- c. Coordinating meaningful events, activities and resources that enhance the children's learning experiences and strengthen the communication between home and school, and
- d. Developing efforts between educators, the parents and the community to provide the children with the best advantages in their physical, mental and social education.

**E-mail: [pto.colts@gmail.com](mailto:pto.colts@gmail.com)**

## PTO Executive Board

Position	Name	Contact Number	E-mail
<b>Co-Presidents</b>	Josie Spain	404-983-3756	<a href="mailto:bettyjoslyn@gmail.com">bettyjoslyn@gmail.com</a>
	Victoria Tucker	404-519-6751	<a href="mailto:victoriabuter@comcast.net">victoriabuter@comcast.net</a>
<b>Secretary</b>	Claire Casey	773-341-6833	<a href="mailto:clairewcasey@gmail.com">clairewcasey@gmail.com</a>
<b>Treasurer 1</b>	Katie Spalla	404-606-0033	<a href="mailto:cces.ptofinance@gmail.com">cces.ptofinance@gmail.com</a>
<b>Treasurer 2</b>	Francesca Connolly	207-939-0292	<a href="mailto:cces.ptofinance@gmail.com">cces.ptofinance@gmail.com</a>
<b>Parliamentarian</b>	Sheila Souza	770-753-8129	<a href="mailto:gosouzas@gmail.com">gosouzas@gmail.com</a>
<b>Vice President 1</b>	Candace Perry	678-595-1014	<a href="mailto:candaceperry27@gmail.com">candaceperry27@gmail.com</a>
<b>Vice President 2</b>	Kimberly Backos	404-784-0391	<a href="mailto:kimberly.heff@gmail.com">kimberly.heff@gmail.com</a>
<b>Vice President 3</b>	Jennifer Fratesi	404-788-4790	<a href="mailto:jenniferfratesi@gmail.com">jenniferfratesi@gmail.com</a>
<b>Vice President 4</b>	Candace Tenhundfeld	404-218-3340	<a href="mailto:ctfeld@gmail.com">ctfeld@gmail.com</a>
<b>Teacher Representative</b>	Gary Abel	only by email	<a href="mailto:abel@fultonschools.org">abel@fultonschools.org</a>

## PTO Committee Chairs

<b>Vice President 1 - Fundraising – Candace Perry</b>			
Chair	Volunteer Name	Phone #	E-mail
Spirit Wear	Lauren Smith Candace Perry	770-605-1709 678-595-1014	<a href="mailto:Laur061083@yahoo.com">Laur061083@yahoo.com</a> <a href="mailto:Candaceperry27@gmail.com">Candaceperry27@gmail.com</a>
GLO	Candice Selby Jennifer Fratesi	404-242-6236 404-788-4790	<a href="mailto:candicay@msn.com">candicay@msn.com</a> <a href="mailto:jenniferfratesi@gmail.com">jenniferfratesi@gmail.com</a>
GLO – Everyday Hero	Sheila Souza	770-753-8129	<a href="mailto:gosouzas@gmail.com">gosouzas@gmail.com</a>
GLO – Corporate Match	Sandra Villoria	678-772-4611	<a href="mailto:sdravilloria@gmail.com">sdravilloria@gmail.com</a>
Basket Raffle	Danielle Hoffman	713-516-3985	<a href="mailto:Daniellep@gmail.com">Daniellep@gmail.com</a>
Winter Dance (food & décor)	Candice Selby Jennifer Fratesi	404-242-6236 404-788-4790	<a href="mailto:candicay@msn.com">candicay@msn.com</a> <a href="mailto:jenniferfratesi@gmail.com">jenniferfratesi@gmail.com</a>
School Supplies	Jeannie Hunt	770-754-0018	<a href="mailto:hunttfamily12@gmail.com">hunttfamily12@gmail.com</a>
Box Tops	Noelani Anderson	404-247-3488	<a href="mailto:noelani@me.com">noelani@me.com</a>

Vice President 2 - School Enrichment – Kimberly Backos			
Chair	Volunteer Name	Phone #	E-mail
Membership Toolkit	Kimberly Backos	404-784-0391	<a href="mailto:kimberly.heff@gmail.com">kimberly.heff@gmail.com</a>
Room Reps & Special Areas	Megan Voosen Christie Myers	678-352-6426 678-634-9325	<a href="mailto:meganvoosen@gmail.com">meganvoosen@gmail.com</a> <a href="mailto:christielmyers@gmail.com">christielmyers@gmail.com</a>
Teacher Appreciation	Bridgette Ferraro-Hatfield	937-287-5619	<a href="mailto:teamhatfield8@aol.com">teamhatfield8@aol.com</a>
Watch DOG Dads	Darin Bartik Scott Horack	678-274-7693 404-229-0996	<a href="mailto:darinbartik@gmail.com">darinbartik@gmail.com</a> <a href="mailto:smhorack@yahoo.com">smhorack@yahoo.com</a>
Science Lab	Christine Nix Becky Jones	770-663-8494 678-566-2660	<a href="mailto:christine.e.nix@gmail.com">christine.e.nix@gmail.com</a> <a href="mailto:becky.jones30004@gmail.com">becky.jones30004@gmail.com</a>
International Night	Trusha Patel Kate Kim	770-596-8785 201-658-7569	<a href="mailto:tkp820@gmail.com">tkp820@gmail.com</a> <a href="mailto:wonhee.yi@gmail.com">wonhee.yi@gmail.com</a>
Colt's Cup	Natalie Murphy Megan Bacica	770-696-2875 404-825-0343	<a href="mailto:n.deriso.murphy@gmail.com">n.deriso.murphy@gmail.com</a> <a href="mailto:megan.bacica@gmail.com">megan.bacica@gmail.com</a>
Field Day	Gary Abel	----	<a href="mailto:abel@fultonschools.org">abel@fultonschools.org</a>
Vice President 3 - Operations – Jennifer Fratesi			
Chair	Volunteer Name	Phone #	E-mail
Copy Center	Becky Jones	678-566-2660	<a href="mailto:becky.jones30004@gmail.com">becky.jones30004@gmail.com</a>
Green Spaces Hands On	Noelle Davenport Jeff McLaughlin	404-387-6906 404-729-1662	<a href="mailto:Noellemdavenport@gmail.com">Noellemdavenport@gmail.com</a> <a href="mailto:jeff.m.mclaughlin@gmail.com">jeff.m.mclaughlin@gmail.com</a>
Corral Newsletter	Becky Jones	678-566-2660	<a href="mailto:becky.jones30004@gmail.com">becky.jones30004@gmail.com</a>
Media Center	Caitlin Moreau	603-540-2264	<a href="mailto:caityg@gmail.com">caityg@gmail.com</a>
School Sign	Megan Bacica	404-825-0343	<a href="mailto:megan.bacica@gmail.com">megan.bacica@gmail.com</a>
Social Media	Becky Jones	678-566-2660	<a href="mailto:becky.jones30004@gmail.com">becky.jones30004@gmail.com</a>
Book Room	Becky Jones	678-566-2660	<a href="mailto:becky.jones30004@gmail.com">becky.jones30004@gmail.com</a>
Social Studies	Lisa Webb Becky Jones	210-705-3313 678-566-2660	<a href="mailto:lisa.webb06@yahoo.com">lisa.webb06@yahoo.com</a> <a href="mailto:becky.jones30004@gmail.com">becky.jones30004@gmail.com</a>

Vice President 4 - Community Outreach – Candace Tenhundfeld			
Chair	Volunteer Name	Phone #	E-mail
Community Partners	Val Cansler Jenny Tribuzio	404-218-3324 404-771-0292	<a href="mailto:valcansler@gmail.com">valcansler@gmail.com</a> <a href="mailto:jenny.tribuzio@gmail.com">jenny.tribuzio@gmail.com</a>
Spirit Nights	Vishana Krishna	540-353-4063	<a href="mailto:fitch10@icloud.com">fitch10@icloud.com</a>
Walk to School	Marnie Nessen	678-435-2383	<a href="mailto:marnie.nessen@gmail.com">marnie.nessen@gmail.com</a>
School Tours	Lynn Greene	404-254-7055	<a href="mailto:GreeneCL@fultonschools.org">GreeneCL@fultonschools.org</a>
Hospitality	Meg Ricketts Dawn Olmsted	904-424-5898	<a href="mailto:mgricketts4@gmail.com">mgricketts4@gmail.com</a> <a href="mailto:dawnolmsted@comcast.net">dawnolmsted@comcast.net</a>
Officer Program	Becky Jones	678-566-2660	<a href="mailto:becky.jones30004@gmail.com">becky.jones30004@gmail.com</a>

# Simple Ways to Help the School and the PTO to Raise Funds

## 10 Box Tops = \$1 for our school!

- Simply clip the Box Top logo (shown above) along the dotted lines, leaving the expiration date intact.
- Monthly collection dates are posted in this handbook calendar. A reminder will be emailed the day before and posted on our Facebook page.
- Put your Box Tops (unexpired, please) in a zip top bag or envelope with your homeroom teacher's name on it and send them off to school.
- For a list of the thousands of General Mills products that show the Box Tops logo, product coupons, sweepstakes, and more, visit [www.btfе.com](http://www.btfе.com).



**Tyson Project A+ Labels.** Clip these labels from Tyson Food products and turn them in each month with your Box Tops. Each label is worth 24 cents for our school. For a list of participating products, visit <http://projectaplus.tyson.com>.

Shop at **Kroger**? Make sure to sign up for their [Community Rewards](http://www.kroger.com) program. If you have a Kroger Plus card, go to [www.kroger.com](http://www.kroger.com) and create an account, selecting CCES for community rewards. Reenrollment is required each August.



You can join **iGive** for free and it's easy online shopping. You can assign CCES PTO Inc. as your charity of choice and then generate donations by shopping at any of their 1700+ stores.



Sign up for the [Publix Partners](http://publix.com) program on the store's website and select CCES as your school. Each time you shop at Publix, enter your phone number and Publix will donate a portion of your purchase back to CCES. Share them with your friends and neighbors. They can be used at any Publix store in Georgia, Alabama, and Tennessee.

When you make a purchase of qualifying products at **Office DEPOT** or **Office MAX** and provide our school ID (70024574) at the checkout and we'll receive 5% back in credits for free supplies.



Make sure you have registered CCES PTO Inc. as your charity on your **Amazon** account. The PTO gets a % of all sales. Remember to set your Amazon browser to [www.smile.amazon](http://www.smile.amazon).

## How does the PTO manage the funds raised? Where does it go?

Your generosity makes it possible for the PTO to provide many valuable resources for our school and classrooms. For example, did you know that last year our PTO funded:

- Academic Enrichment:
  - ✓ School Support Services that includes: Used books for Bookroom, Rolling bookshelves for each homeroom, Seat sacks, Requests from teachers such as flexible seating and supplies, and the Reading garden pergola
  - ✓ Technology; Ipad, Mini IPads and Ipad charging carts, and Laptops
  - ✓ Curriculum Enrichment that includes: Student agenda for grades 3 – 5, In-house field trips, Puppet Guy/story teller, Carmen Deedy, HighTouch High Tech experiences, Phonics materials & storage for grades K – 2, social studies support materials for grades 3-4, materials for 5th grade Social Studies trunks, among others
  - ✓ Media center, Science Lab, STEAM, Copy center and Book publishing.
- Students, Staff and Teachers Give backs
  - ✓ Classroom Development
  - ✓ Teachers Grants from GLO Funds
  - ✓ Celebrating our Staff and Teachers
  - ✓ The following programs for our kids/families:
    - a. International Night
    - b. Winter Dance
    - c. Colt's Cup
    - d. Walk to School
    - e. Watch Dog Dads
  - ✓ Special areas
    - a. Art supplies
    - b. Chorus
    - c. Music
    - d. PE and Field Day
    - e. 5<sup>th</sup> graders graduation
  - ✓ Special education
    - a. ESOL
    - b. IRR
    - c. TAG
    - d. Counseling
    - e. Speech
- Community Support that involves activities as
  - ✓ School Beautification Projects through programs like Green Spaces and Hand On CCES
  - ✓ Creation of Handbook and School Calendars
  - ✓ PTO Membership website and online directory



## CCES Contact Information

Area	Contact	Email
Principal	Tresa Cheatham, Ed.D	<a href="mailto:Cheatham@fultonschools.org">Cheatham@fultonschools.org</a>
Assistant Principal	Denise Haltrecht Strother	<a href="mailto:Haltrechtd@fultonschools.org">Haltrechtd@fultonschools.org</a>
Curriculum Support Teacher (Curriculum & Placement)	Melanie Moore, Ed.S	<a href="mailto:MooreM@fultonschools.org">MooreM@fultonschools.org</a>
Counselor	Jessica Lundy, Ed.S	<a href="mailto:Lundyj@fultonschools.org">Lundyj@fultonschools.org</a>
Instructional Support Teacher (Special Education)	Kristen West	<a href="mailto:WestK1@fultonschools.org">WestK1@fultonschools.org</a>
Literacy Coach	Sarah Jones	<a href="mailto:Jonessj@fultonschools.org">Jonessj@fultonschools.org</a>
Principal's Secretary	Jane Masterson	<a href="mailto:Masterson@fultonschools.org">Masterson@fultonschools.org</a>
Front Office Secretary	Rhonda McMichael	<a href="mailto:Mcmichaelrw@fultonschools.org">Mcmichaelrw@fultonschools.org</a>
Data Clerk Student Information Records & Student Registration	Lynn Greene	<a href="mailto:GreeneCL@fultonschools.org">GreeneCL@fultonschools.org</a>
Cafeteria Manager	Wanza Malcolm	<a href="mailto:Malcolm@fultonschools.org">Malcolm@fultonschools.org</a>
Talented & Gifted (TAG) Cultural Arts	Betsy Geurin	<a href="mailto:Geurin@fultonschools.org">Geurin@fultonschools.org</a>
Media Center	Jessica Jackson	<a href="mailto:JacksonJM@fultonschools.org">JacksonJM@fultonschools.org</a>
Clinic Assistant	Denise Weinstein	<a href="mailto:Weinstein@fultonschools.org">Weinstein@fultonschools.org</a>
Physical Education Music Art	Gary Abel David DeStefano Gina Steffensen	<a href="mailto:Abel@fultonschools.org">Abel@fultonschools.org</a> <a href="mailto:Destefanodc@fultonschools.org">Destefanodc@fultonschools.org</a> <a href="mailto:Steffensen@fultonschools.org">Steffensen@fultonschools.org</a>

\*\*\*All other staff contact information is located on our school website

**Fulton County Board of Education**  
470-254-6895  
[boardservices@fultonschools.org](mailto:boardservices@fultonschools.org)

**School Governance Council**  
Meg Ricketts  
[Mgricketts4@gmail.com](mailto:Mgricketts4@gmail.com)

**Fulton County School Board Member – 1st District**  
Katha Stuart  
[stuartk@fultonschools.org](mailto:stuartk@fultonschools.org)

**Fulton County School Board Member – 2nd District**  
Katie Reeves 770.343.8102  
[reevesk@fultonschools.org](mailto:reevesk@fultonschools.org)

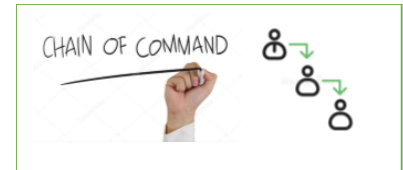
**Use the following Chain of Command should you have questions or concerns regarding school related issues:**

**Attendance / Records/Report Cards/Registration:**

Data Clerk (always start here), Assistant Principal

**Bus Concern:**

Bus Driver (always start here), North Fulton County Transportation Department, Assistant Principal



**Cafeteria:**

Cafeteria Manager (always start here), Assistant Principal

**Curriculum / Instruction:**

Classroom Teacher (always start here), Curriculum Support Teacher (CST), Assistant Principal, Principal

**Discipline:**

Classroom Teacher (always start here), Assistant Principal, Principal

**General Information:**

Front Office

**Homework Requests**

Classroom Teacher

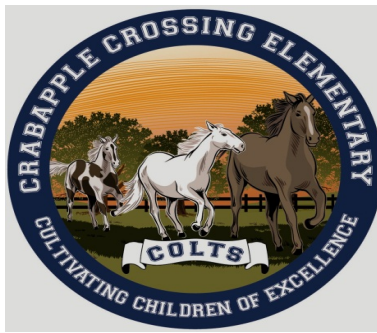
**Medical:**

Clinic

**Staff / Faculty:**

Staff/Faculty Member in question (always start here), if no resolution, please contact the Assistant Principal then Principal

**Under no circumstances should concerns regarding school personnel be funneled through social media outlets, PTO Presidents, the PTO Executive Board, or the School Governance Council.**



### **Mission Statement**

Crabapple Crossing Elementary values each individual, believes in teamwork and cultivates lifelong learners through the united partnership of dedicated staff, empowered students, supportive parents and an engaged community.

### **Belief Statements**

At Crabapple Crossing Elementary, we believe:

- Well – rounded students are enriched by a wealth of academic opportunities including the arts, technology, physical education, and media literacy.
- Learning is an engaging process in which students' individual needs are addressed, and their fullest potential is reached.
- School is a safe, supportive, and nurturing place where relationships are based on mutual respect.
- Teachers are respected professionals who take initiative, promote change, and continuously grow.
- High expectations for achievement, citizenship, and environmental responsibility are held for everyone.
- Cultivating a standard of excellence is a vital part of each child's successful future.

## **CCES School Governance Council (SGC)**

### **Who we are:**

A group of parents, teachers, and community who have been elected /appointed to meet monthly and serve as a governing council to oversee the strategic direction for Crabapple Crossing.

### **What We Do:**

- Create and approve CEES Strategic Plan
- Monitoring academic and operational performances
- Approve annual budget for FCS allocated funds
- Provide feedback to Area Superintendent on Principal's performance
- Manage request for flexibility
- Inform and engage school and community stakeholders

### **What We Don't Do**

- Make decisions about day-to-day management of the school
- Implementation/management of safety protocols
- Direct funds or create school budget

**SGC Focus:** Two years ago the SGC created and approved a five-year School Strategic Plan. Our plan can be found on the [SGC website](#). The outcomes of our plan are set but the initiatives and metrics will be monitored by SGC and may change due to school academic needs.

For more information please contact our SGC Chairperson: *\* to be determined @ August meeting* OR click the link to visit the [CCES website](#).

## **ADMISSION REQUIREMENTS**

- **Age** – Kindergarten students must be five years old and first grade students must be six years old on or before September 1st. A child who was a legal resident of a state or states other than Georgia for a period of 2 years immediately prior to moving to Georgia and who was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment in the appropriate general or special education programs authorized in this part if such child will attain the age of five for kindergarten or six for first grade by December 31st and is otherwise qualified. O.C.G.A 20-2-15- (b)
- **Birth Certificate** – An **original certified** birth certificate (not hospital certificate) from the State Bureau of Vital Statistics is required for students entering Grades K-5.
- **Certificate of Immunization** – Required by state law **Georgia form 3231**. Required for ALL students.
- **Dental, Vision, Nutrition and Hearing Screening Form** – Required by state law on Georgia form 3300 only. This form is required for **ALL** students.
- **Social Security Number** – A copy of the card will be placed in the permanent record.
- **Proof of Residence** – Residency **documentation** assists in establishing that you and your child reside full-time within the Crabapple Crossing Elementary School boundaries. You must provide documentation in your name that shows you and your family physically reside full-time at the stated address (**primary residence**). Both the name of the parent/guardian and the address must be stated on the documentation presented.



Crabapple Crossing Elementary School requires **two** acceptable proofs of residency as listed on our website at [Crabapplecrossing.org](http://Crabapplecrossing.org). P.O. Boxes are not acceptable. Cell phone bills, cable/satellite bills or any internet copies do not meet residency requirements.

- Current bill within the last 2 months from date of registration.
- Documents that are suspect or inconclusive may be disallowed and additional documentation may be required. In some cases, additional information may be required to determine residency.
- Home visits have proven to be very helpful in determining correct district placement.
- Please see the CCE website for a list of acceptable documentation.

## **ATTENDANCE**

Daily attendance is a must for students to perform well in school. Attendance awards will be given at the end of the school year for perfect attendance, which consists of zero absences, zero early dismissals and zero tardies.

### **Student school hours are 7:40 a.m. to 2:20 p.m.**

Staff supervision begins at 7:10 a.m. Students should not arrive prior to this time. Students must be unpacked and seated by 7:40AM, arrive no later than 7:30AM recommended. **Students who arrive after 11:00 a.m. or leave before 11:00 a.m. are considered absent for the day.**

## **ABSENCES**

Student attendance is very important. When a student misses more than six days in a school year, this counts against our school rating otherwise known as CCRPI. When students are healthy, it is imperative they are in attendance.

### **EXCUSED Absences**

**Within 3 days of the last day of the absence**, a written excuse (email preferred) from parent/legal guardian or doctor is required upon returning to school. Please see District Policy O.C.G.A., 20-2-692, 20-2-693, 20-2-694 for more detailed information.

**Excuses can be submitted by:**

Email to teacher **and** data clerk /Handwritten note/Fax or Doctor's note

- Please provide a doctor's note for each doctor's visit.
- If a student has been diagnosed with a communicable disease (ex. strep, chicken pox, etc.), and a doctor's visit has occurred, please request a doctor's note with the diagnosis noted. This helps us keep track of illness trends.

**Students accumulating 10 or more "parent" excused absences may be required to provide physician documentation for the remainder of the school year.**

**Excused Absences are:**

1. Personal illness of the student.
2. Attendance would be detrimental to the health others.
3. Serious illness or death in the student's immediate family.
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.
6. **Pre-approved absences by the principal** are a maximum of 6 days for students in good standing regarding attendance.

**Pre-approval process:**

1. Email or written communication to the principal, data clerk and teachers.
2. Request must state the number of days to be approved, dates of absence, and reason.
3. Submitted 2 school days in advance of absence.

The **pre-approved reasons** are as follows:

- scholarship interviews/college visitations.
- travel opportunity with educational benefits.
- graduation or wedding of an immediate family member.
- specialized educational experience.
- school days missed because of an out-of-school suspension.
- circumstances that are mutually agreeable to the parent and principal.
- up to 5 days can be used to visit with a parent or guardian who is on leave from or is being deployed to military service overseas.

**EXTENDED Absences**

**If a student is absent for 10 or more "consecutive" school days, the student WILL BE WITHDRAWN and need to be re-enrolled upon returning.**

There will be no guarantee that student will be placed with the same teachers when returning. If withdrawn before the end of the marking period, student will be issued withdrawal grades and not an official report card. Re-enrollment will require resubmission of all paperwork, as required by new enrollees.

## UNEXCUSED Absences

An absence, for any reason other than those *listed as excused*, will be an *unexcused absence*. **Please plan vacations, trips, doctor and dental appointments when they do not interfere with school.** Excessive absences will be referred to administration. If a student is absent 3 consecutive days and the school cannot get information as to why, **a referral will be made to the Social Worker.** Below is the unexcused absence policy at Crabapple Crossing Elementary:

<b><u>3 consecutive absences</u></b>	Classroom teacher contact via phone
<b><u>3 unexcused absences</u></b>	Administrative contact made via letter
<b><u>5 unexcused absences</u></b>	Administrative contact made via mail / Social Worker notified

Notify the clinic if your child has a contagious disease and/or an extended illness. A physician's statement shall be presented for all absences that are due to communicable diseases or under other conditions deemed necessary by the administration. Any student that is classified as absent for the school day is not permitted to participate at any after school or related extracurricular function.

## **Fulton County Board of Education Attendance Protocol**

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.

**TRUANCY:** Any child, who during the school calendar year, has more than 5 days of unexcused absences is considered truant. *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 consequence 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.*

## **TARDIES**

**School begins at 7:40 a.m. and ends at 2:20 p.m.**

**Students are to be IN THE CLASSROOM BY 7:40 a.m., seated, and unpacked OR are considered tardy.**

It is the responsibility of the parent to see that the student arrives on time. Oversleeping, car trouble, car pool lines, heavy traffic, weather conditions, etc. are not legitimate excuses for tardiness. When your student arrives late to school (after 7:40 a.m.), you must park your car and accompany your child into the building, sign-in at the front office, and get a tardy slip from the secretary.

**Students who ride the bus to school are not considered tardy even if their bus arrives after 7:40 a.m. Fulton County tardy policy is as follows:**

<b><u>5<sup>th</sup> Tardy</u></b>	"Warning" letter sent home with student
<b><u>8<sup>th</sup> Tardy</u></b>	Tardy letter sent home with student
<b><u>12<sup>th</sup> Tardy</u></b>	Tardy letter sent home via USPS Tardy referral sent to School Social Worker
<b><u>20<sup>th</sup> Tardy</u></b>	Administrative contact to parent/guardian Attendance contract required Follow-up by School Social Worker

## EARLY DISMISSAL

Early dismissals disrupt the classroom and instructional day. Therefore, early dismissals are tracked and treated in the same manner as tardies. **Please plan vacations, trips, doctor and dental appointments when they do not interfere with school. To assist the office in the dismissal process, we ask that all student checkouts occur BEFORE 2:00 p.m.** If there is a need to check your student out early for any reason, please come to the front office, be prepared to show picture identification (a driver's license), and the secretary will call the classroom to have your child dismissed. For the safety of all our students, children may not be released directly to the parent from the classroom. If you are a volunteer in your child's classroom or visiting for lunch and wish to have him/her dismissed early, we ask that you leave him/her in the classroom, come to the front office, sign the early checkout form, and the secretary will dismiss your child over the intercom. ***Only those persons who have been listed as emergency contacts may check your child out of school.*** Otherwise, written confirmation will be required. Student checkouts are recorded and monitored. Excessive checkouts will be referred to the administration as follows:

<b><u>5<sup>th</sup> Early Dismissal</u></b>	"Warning" letter sent home with student
<b><u>8<sup>th</sup> Early Dismissal</u></b>	Letter sent home with student
<b><u>12<sup>th</sup> Early Dismissal</u></b>	Letter sent home via USPS Referral sent to School Social Worker
<b><u>20<sup>th</sup> Early Dismissal</u></b>	Administrative contact to parent/guardian Attendance contract required Follow-up by School Social Worker

## **MAKEUP WORK**

If parents wish for a student to have make-up work during an absence, they are asked to **call the school office no later than 9:00 a.m. to request the work.** The office will prepare a notification sheet for the teacher. Work may be picked up in the school office after 3:00 p.m. or sent with a sibling or neighborhood child. ***\*Please do not leave "makeup work" requests on voice mail or email. \**** All class work / homework will be provided upon the student's return to school as it is often difficult for our teachers to specifically determine ahead of time what standards will be covered. For each day absent the student will receive the same amount of time to complete all missed work / assignments. (Example- Two days absent two days to make up missed work / assignments)

For extended absences, the teacher and parent should plan together for setting appropriate makeup work timelines.

## TRANSPORTATION

### **CAR POOL / DAYCARE VANS**

Car pool riders and daycare vans unload beginning at 7:10a.m. in the carpool area. **The car pool area is a NO TEXTING and NO IDLING ZONE.** For the safety of our children, please do not use your phone while in the car pool lane. Please turn vehicle off while waiting and refrain from using the phone during car pool. This rule is in place to protect the students and staff members in the car pool area. Crabapple Crossing Elementary experiences a busy car pool especially in the morning and on rainy days. Please plan accordingly.





Students are dropped off and picked up at the front of the school following the designated traffic pattern. Cars/daycare vans should form a single line in front of the school where they will stop for the students to enter or exit the car/daycare van. Students should exit/enter cars/daycare vans from the **CURBSIDE ONLY**. Students should have all their belongings together in order to make a smooth transition between the vehicle and the entrance to the school building. Parents must remain in vehicle during carpool. Please do not exit vehicle to assist child. **Students must have a backpack tag matching the carpool number on the hang tag of the vehicle picking them up. Parents/guardians wishing to pick students up without the hangtag must park and go inside to show proper identification. Thank you for your understanding as we work to keep all students safe.**

- **Morning Drop Off Procedures:** Students may not be dropped off in any parking lot, since they are not permitted to cross through the parking lot without an adult accompanying them. If your child should need assistance getting out of the car in the morning, or if your child needs to unload items, please park and walk him/her into the building. **Parents should not enter through the bus lanes. AM parking is only permitted in the main lot or the blue lot in the church across the street.** Staff members are available in the building to assist our students each morning. Parents are asked to say "goodbye" to their children in the front lobby area. Cars must not park in the pickup or dismissal area along the front curb. Use slow speed at all times. In order to facilitate the unloading or loading of car riders, we ask that you pull all the way to the end of the walkway as directed by duty personnel, before stopping to let your children out or in. Please adjust your time from home on rainy days when there is a higher volume of cars and wait time. We encourage you to allow your child to ride the school bus, if possible. Students are considered tardy if they are not in the classroom by 7:40am.

**Students are expected to be picked up in the afternoon beginning at 2:20 pm in the car pool line.** If a student is absent from school or will not be attending day care for any reason, the parent **MUST** notify the day care provider. **Students who take carpool home with another student MUST have a written note. Notes should be turned in to the front office no later than 8:00 am; except for the case of an emergency situation.**

### WALKER/BIKE RIDER GUIDELINES

- If a student wishes to walk or bike to and from school, the parent and student must register his/her child as a walker. Parents should be prepared to provide the first and last name of each adult who may pick up the child. This includes babysitters, grandparents, etc.
- Walkers will need to have a backpack tag indicating they are a walker. This tag will be provided by the teacher and needs to be attached to the student's backpack at all times.
- All walkers must cross at the designated crosswalk located at the front of the school and use sidewalks while on campus.
- A parent must accompany his/her child to the building entry door.
- During dismissal, a parent **must** meet his/her child at the media center atrium doors. Parents and guardians should be prepared to show ID at the atrium doors each day. If the person picking a student up is not listed on the "Walker Registration Form" they must be listed on the child's emergency contact form in the front office. If the name cannot be found on either list, the child will not be released to the adult.
- Walkers will be called at the same time as car-riders.



## **BUS INFORMATION**

All questions regarding schedules, routes, conflicts and concerns should be directed to the bus driver and/or North Fulton Transportation Department. North Transportation: (470) 254 2970 Crystal Brooks



### **Transportation Changes**

Students must get on and off the bus at their own stop unless the bus driver is provided with written permission from the front office, Principal or Assistant Principal.

**Students may not ride another bus for the purpose of visiting a friend, attending social or scouting activities, or working on projects.** Requests to change bus stops or buses must be **for emergency purposes only.**

A student who ordinarily rides the bus, but desires to go home with a friend, who is a car rider, must bring written permission from his/her parent. **Transportation changes will not be allowed unless the front office has written communication from the parent.**

It is the responsibility of the parent to contact the transportation department for authorization to change buses due to a long-term childcare situation, written authorization must be granted by the North Fulton Transportation Department.

## **BUS EXPECTATIONS**

Riding the bus is a privilege contingent upon proper and courteous conduct. Proper bus conduct is expected at all times. Students may be subject to disciplinary procedures when bus safety rules are violated.

Buses arrive and begin unloading at 7:10 a.m. Bus riders are expected to obey regulations and the bus driver at all times. **Students who ride the bus are not considered tardy, even if the bus arrives after 7:40 a.m.** Upon arrival, bus riders report directly to their classrooms or to the cafeteria for breakfast. Behavior on school buses is an **extension of classroom behavior**. Riding the bus is a privilege contingent upon proper and courteous conduct. For the safety of all students on the bus, children whose conduct negatively affects their safety, or the safety of others will be handled by the bus driver and referred to the assistant principal. Students may be subject to disciplinary procedures when bus safety rules are violated. These may include assigned seats and/or suspension from riding the bus for one or more days.

### **Bus Conduct Rules:**

1. Students are to behave appropriately on the bus, as well as at the bus stop. They must follow the directions of the bus driver.
2. Students are expected to display respectful behavior to each other and the driver at all times. Bullying, teasing, horseplay, play fighting, name-calling, etc. will not be tolerated.
3. Students must sit in their assigned section on the bus. Bus drivers will seat students as they arrive from the front of the bus to the rear of the bus (the front is reserved for kindergarten students).
4. Students may not eat on the bus.
5. Students are to remain in their seats while the bus is in motion, facing forward at all times. Hands and feet are to be kept out of the aisle.
6. Glass objects, radios, and electronic equipment (pagers, games, cell phones, etc.) are not permitted on the bus. Under no circumstances are laser pointers allowed on the bus or in school. They are a danger and can damage eyesight if used inappropriately.
7. Large instruments or anything that cannot be held in the lap are not permitted on the bus.
8. All body parts must remain inside the bus windows at all times.
9. Students must adhere to a "whisper silence" policy while buses are in the school zone.
10. Additional information is provided in the Fulton County website under transportation.

Please review and discuss bus expectations with your child. If the driver believes that your child's behavior is inconsistent with Fulton County expectations, you will receive a **Bus Behavior Report**. Students need to be aware that all campus/school rules apply while on the bus. Due to safety factors and protection of the driver and students on the bus, administrators have the authority to impose an immediate bus suspension for both minor and serious offenses.

**Bus drivers have the right to assign seats or move students.** Consequences will occur after the bus driver has communicated verbal and/or written warnings and has tried intervention strategies and the problem continues. Examples of possible consequences are: verbal/written warning, parent conference, in-school suspension, out-of-school suspension, and/or bus suspension. Depending on the severity of the offense, the administrator may place the student on the most appropriate step of the cycle. Bus discipline does not preclude additional sanctions as provided in policy, procedures, school rules, or federal, state and local laws.

### **Bus Violation Process**

**1<sup>st</sup> Offense** Student conference will be held with an administrator.

**2<sup>nd</sup> Offense** Student may be placed on bus probation and parent will be notified that on the next bus offense, the student may be suspended from the bus.

**3<sup>rd</sup> Offense** Student may be suspended from riding the bus for 1 or 2 days with parent notification.

**4<sup>th</sup> Offense** Student may be suspended from riding the bus for 2 or 3 days with parent conference.

**5<sup>th</sup> Offense** Student may be suspended from riding the bus for 3 days with a parent conference.

**6<sup>th</sup> Offense** Student may be suspended from riding the bus for 3 to 5 days with parent conference required before student returns to school and may be referred to an Informal Disciplinary Hearing.

### **Major offenses such as, but not limited to:**

- Disruptive behavior, fighting, wrestling, scuffling, hazing, harassment, or intimidation
- Failure to identify oneself or giving false identification
- Ignition of lighters, matches, etc.
- Insubordination/defiance of authority
- Leaving the bus without permission
- Riding the bus without permission, including when suspended
- Obscene, inappropriate language, gestures, and/or acts
- Sexual misconduct/offenses
- Activation of emergency alarm
- Placing objects or body parts out of the windows when bus is in motion
- Possession of a dangerous instrument
- Smoking, dipping, use of drugs/alcohol or possession of related products
- Theft or vandalism of school or personal property

## **CAFETERIA INFORMATION**

The lunch program is a vital part of the total school program, and every effort is made to provide well-balanced, nutritious meals. Parental and student support is encouraged. Therefore, bringing in sodas, canned drinks, candy etc. is not appropriate.



Free and reduced meals are available for students whose families qualify financially. Free and reduced lunch applications may be picked up in the front office. Also, each child is provided with a free and reduced meal form at the beginning of the school year. Food is not to be traded or shared with others for the safety of our students.

Breakfast and lunch pricing is as follows:

- |                      |        |
|----------------------|--------|
| • Student Lunch:     | \$2.45 |
| • Reduced Lunch:     | .40    |
| • Student Breakfast: | \$1.10 |
| • Reduced Breakfast: | .30    |
| • Milk/Water/Juice:  | .50    |
| • Adult Breakfast:   | \$1.60 |
| • Adult Lunch:       | \$3.45 |

Ice Cream will be available for purchase from the student's General fund only. Please see below for pricing. We will sell to grade levels on assigned days this year. Please look for a schedule after Labor Day.

- **Ice Cream ranges from .75cents to \$1.00**

MealPay Plus Program allows parents to make cafeteria prepayments using a credit card or debit card. The program gives parents access to view lunch account balance 24/7, lunch charges, monitor student purchases, and receive notification when the lunch account is low on funds. This system eliminates the need to send checks or worry about lost or forgotten lunch money.

**Log onto [www.MealpayPlus.com](http://www.MealpayPlus.com) or call 1-866-243-9535 to get started.**

**Checks should be made payable to Crabapple Crossing Elementary Cafeteria and placed in an envelope labeled with the teacher's name and grade.** The cafeteria menu can be accessed on the school website. You may reach the cafeteria manager by calling our main phone number. If your child forgets his/her lunch, she/he will be able to charge a school lunch and pay the cafeteria the next school day. Charging is discouraged. A maximum of three charges will be allowed. Charges are not permitted for juice or extra milk or any extra food items. Charges must be paid the following day.

**No charges will be permitted the last two weeks of school.**

After the Labor Day holiday, parents, grandparents, relatives, siblings, and friends are welcome to eat lunch with our students at any time. The Colt Café is the designated location for parents to eat with their students. Lunch visitors are required to come to the office, sign-in, obtain a LUNCH VISITOR badge and go directly to the cafeteria (not to the classroom) to wait for the student with whom they will be having lunch. This procedure is aimed to enhance security within the school building. **Lunch visitors are asked to purchase the school lunch and not bring in food from outside vendors or fast-food locations.** Once lunch is over, visitors are asked to leave the cafeteria and return to the front office and sign-out. To preserve instructional time, visitors are asked not to walk back to the classrooms.

### **CAFETERIA SAFETY PROTOCOL**

In efforts to maintain a safe noise level in the cafeteria, a protocol will be used to cycle through periods of silence and student talk time during student lunch periods. CDs will be played during lunch with intermittent periods of no music. While the music is playing, students will be expected to eat lunch silently. When the music is not playing, students may talk with their friends using an inside voice. The CD is timed, with specific intervals of music and silence, ensuring students have ample time to socialize with their friends. This measure has been taken for the simple reason of decreasing the overall noise level in the cafeteria in case of a student health emergency or in efforts to be prepared for an evacuation, shelter or lock down event.

### **CELEBRATIONS & PARTIES**

Student birthdays are recognized one day per month. Students whose birthday occurs that month are invited to the cafeteria after morning announcements. Students celebrating their birthday will have their picture taken and proudly displayed in the front hall. To honor/celebrate birthdays, you may donate a book to your child's classroom library or to the school's Media Center. **Treats and goodie bags are not permitted. Invitations to birthday parties are to be distributed outside of school to protect the feelings of all children.** Two parties are scheduled for the school year: **Winter Party** and **End of the Year Party**. No other parties, including individual birthday parties, are to be held during instructional hours. "Room parents" plan the type of party in advance with the teacher. Parties usually do not exceed 45 minutes. The time of the party will be determined by administration and staggered by grade level to alleviate parking concerns and enable parents to attend parties. **Please inform your child's teacher(s) of any food related allergies.**

## **SNACKS**

Students are encouraged to bring a nutritious snack to eat during the day, either in the morning or in the afternoon as the class schedule allows. Only water is allowed in water bottles. Students should not bring juice boxes, soda, or other water enhancement type products. Classroom teachers will provide further information on this topic. Several of our students have severe food allergies. Teachers may ask that you refrain from sending certain snacks for your child to the classroom. Please help us keep all students safe by adhering to any specific requests individual teachers communicate regarding snacks in the classroom.



## **CLINIC INFORMATION**

Crabapple Crossing Elementary is concerned about the health and well-being of your child. Please keep the school informed about allergies, diseases, or other conditions your child may be exposed to. **The clinic and classroom teacher should have a written record of your child's condition and specific instructions for their care.** If your child requires daily medication, he/she must come to the clinic to have it dispensed. A signed Fulton County Schools medical form is required to administer any kind of medication. Medication must be provided by the parent and in the original container.

Students identified with a chronic illness, needs to have a health care plan on file in the clinic. If your child has a chronic illness (asthma, diabetes, seizures, etc.) please notify the clinic and classroom teacher. Notify the clinic should your child acquire head lice or any other communicable disease. Proper procedures will be taken in the classroom to prevent further spreading.

Prescription medication requires an authorization form signed by the doctor and on file in the clinic. Over-the counter medications require written authorization from the parent/guardian to be on file. Forms are available online, at the front office, and in the clinic. All signed forms from you and/or your doctor may be faxed directly to the office at (770) 667-2841.

### **Is your child too sick to come to school?**

- Too sick to be comfortable at school
- Might spread a contagious disease to others
- Fever of 100.4F or above (can return when they are without fever for 24 hours)
- Vomiting more than once (can return when they are vomit free for 24 hours)
- Diarrhea
- Frequent cough
- Persistent pain (ear, stomach, etc.)
- Rash

Most of these problems need to be discussed with your child's pediatrician to determine if an office visit is needed. There are several other communicable diseases that require students to be excluded from school.

Crabapple Crossing Elementary follows the Center for Disease Control & Prevention and Fulton County Department of Health and Wellness guidelines. If your child develops any of the symptoms listed under "Is your child too sick to come to school?" while in school or shows signs of a potentially contagious disease, you will be called to pick up your child immediately.

**\*Please notify the front office and clinic if emergency numbers, work numbers, home numbers, and email change.** It is very important that the school be able to contact a parent/guardian in the event of an emergency.

**\*For the safety of your child, please notify the school in writing if both parents are out of town, and someone else will be acting as guardian in your absence. The person MUST be listed as an emergency contact.**

## **MEDICAL ALERT**

The clinic is required to have a written record of your child's medical condition and specific instructions for their care. Please meet and discuss the condition with the clinic and classroom teacher as soon as possible. Occasionally, we have students with severe health problems. Due to their fragile immune systems, they are medically at-risk to infections, especially to communicable diseases such as chicken pox and measles. Please **contact the school in the event their child comes down with the symptoms of chicken pox or measles** so that medical personnel can monitor their conditions. As a special precaution, the families will be notified. Thank you for your support!

## **COMMUNICATION**

Communication between home and school is very important. There are several methods of communication available to parents:



- **WEBSITE:** Everything you need to know about our school is posted on the school website.
- **PRINCIPAL'S NEWSLETTER:** This newsletter is sent electronically each week on Friday.
- **EMAIL:** Teachers will communicate to parents weekly via email blasts. All teachers and staff have county-provided email addresses and are expected to check email twice per day. Every effort is made to respond to emails within 24-48 hours.
- **PHONE CALLS:** Teachers are unavailable to take phone calls during instructional time. Emergency messages should be left with the front office secretaries and not on voice mail. Please be aware that it may be late in the afternoon before your message is picked up and your call returned. Every effort is made to return your call or within 48 hours.
- **WRITTEN NOTES:** Please be sure to let your child know that he/she has a note for the teacher. All notes regarding transportation home must be approved by the front office. Medical concerns should be addressed to the teacher and clinic.
- **CONFERENCES:** Please see the conference section.
- **STUDENT AGENDAS** - During curriculum night, teachers will explain in detail the use of agendas at grades 3-5 and the Teacher-Parent Communicator Folder used in grades K-3. It is extremely important that parents check their child's agenda nightly as it reflects the class work and homework assigned daily. Parents are encouraged to communicate with the classroom teacher immediately if questions arise regarding work samples, checklists, agendas or communication folders.

The classroom teacher will determine if a call home is appropriate. Students will allow to phone home for books, homework, signed papers, agendas, field trip permission forms, instruments, etc. at the discretion of the teacher. Our goal is to assist our children in the development of responsibility. Teachers are unable to accept phone calls during instructional time. Parents may call and leave a message for teachers at the front desk for an urgent matter. Teachers will check for messages at the end of the day. Please be aware that it may be late afternoon before your message is picked up. Parents are encouraged to use email as the primary form of communication with teachers.

## **TOURS**

A school tour can be arranged through our Data Clerk - Lynn Greene (GreeneCL@fultonschools.org) or directly at the front office personnel for directions for setting up a tour of the school.



## **VISITORS**

**ALL VISITORS ARE REQUIRED TO COME IN THE FRONT DOORS**, to register in the front hall and to secure a visitor's badge. This is a rule for the protection of students. Parents, who are bringing something to their child during the instructional day such as lunch, books, snacks, etc., must come by the school office. One of our office staff will deliver the items, so as to minimize interruptions to our instructional program. If the item is non-instructional, it will be accepted into the classroom at the discretion of the teacher.

**Visitors should not use cell phone while in the building. Please place cell phone on silent and/or vibrate before entering.**

## **VOLUNTEERS**

**ALL INFORMATION MUST BE SUBMITTED PRIOR TO VOLUNTEERING IN THE CLASSROOM OR SCHOOL.**

**VOLUNTEER TRAINING REQUIREMENTS FOR CCES and Fulton County Schools** must be met prior to volunteering at Crabapple Crossing ES. **THE VOLUNTEER APPROVAL PROCESS TAKES APPROXIMATELY 48 HOURS.** All volunteer approval forms are now online and can be accessed [here](#) or by completing the following these steps:

1. Go to [fultonschools.org](http://fultonschools.org)
2. Mouse over Community tab
3. Click on Volunteer with Fulton
4. Scroll down to "Click here to begin the volunteer process"
5. Begin the registration and approval process.
6. Once approved, volunteer will need to have driver's license scanned at front office.

The PTO is always in need of volunteers throughout the year. If you would like to volunteer, you may obtain additional information from PTO Co-Presidents, We would love your help!

- **EXPECTATIONS FOR VOLUNTEERS AT SCHOOL PROGRAM**
  - To help provide a safe, knowledgeable and productive learning environment at CCE, the Expectations for Volunteers at School program has been established. This guide outlines the responsibilities, duties, and essential information that new and existing volunteers would need to know.
- **VOLUNTEER / PARENT / GUEST CLASSROOM READER**
  - Many use volunteers, parents, guests as classroom readers. To ensure that the book being read supports our curriculum and is acceptable for classroom use all books read by visitors to the classroom will be from the Media Center and/or the classroom teacher's collection.

## **CLASSROOM VISITS**

Crabapple Crossing Elementary School strives to provide the best education possible for your child. We ask your cooperation in not visiting classrooms unannounced. Visits are not the time to conference with your child's teacher. The regular classroom schedule will continue during your visit.

***Please follow these guidelines when observing in a classroom: Visitations are scheduled through the CST at least 24 hours prior to the observation.***

- Introduce yourself to the secretaries and inform them as to why you are here.
- Please sign-in and put on a visitor badge.
- School personnel will accompany you to the classroom.
- Do not interact with students or teacher during your observation, as instructional time is very valuable. This is not a conference time with the teacher.
- Please maintain confidentiality regarding the performance level and placement of individual students in the classroom.

- A **thirty-minute time limit** is placed on an observation. At the end of that time, please sign out in the front office and return your visitor badge.
- A member of the administrative team will be more than happy to discuss any questions or concerns you may have. We also suggest scheduling a conference with the teacher.

## **CONFERENCES**

Each student is offered a fall conference. Classroom teachers will notify each parent to set a conference date and time. Parent/teacher conferences are an integral part of reporting and monitoring student progress. The school and teachers are partners with you in the education of your children; therefore, it is important to share information regularly.

Conferences may be scheduled throughout the school year when necessary. **Teachers are responsible for students from 7:10 a.m. until dismissal is completed around 3:00 p.m. Therefore, they are not able to conference with parents during the school day, unless arrangements are made in advance.** Conferences may be initiated by the parent, teacher, or administrator and held at a mutually agreeable time.

When a conference has been scheduled, we ask that you make other arrangements for younger siblings as they may be a disruption to the conference proceedings. Be mindful when cancelling conferences and meetings. Teachers and administration have made special arrangements and schedule adjustments to meet with parents. In some cases, substitute teachers have been pre-arranged.

## **COMMUNITY CONCERNS**

We ask that you do not contact the school when personal situations occur in your neighborhood. The school is available to help and support your child's education. It is imperative that the school remain neutral when it comes to getting involved in community matters. School staff and administrators are always here to assist with your child's education and safety. At CCES we are a family. We are partners with one another and we ask that you refrain from negativity on social media forums. If you have questions or concerns, please contact school administration. We must be the example for our children.



## **DISCIPLINE**

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by a student infringing upon the rights of others.

### **Fulton County's Guidelines for Student Behavior:**

***Behavior guidelines are sent home at the beginning of the year. Parents are asked to read and discuss this information with their child. An electronic acknowledgement form will be emailed to the email address on file. All parents should complete the electronic acknowledgment. Paper copies are available in the office if necessary.***

The education of students involves parents, teachers, administrators and the students themselves. All parents are encouraged to become familiar with the discipline guidelines and consequences for violations. These guidelines are drawn from Section JD, "Student Discipline" of the Procedures Manual, Fulton County Board of Education, Vol. 1, and are components of the Fulton County Elementary School Student Responsibility Cycle.

The Fulton County School System takes seriously its responsibility to educate its students in a safe and drug-free school, where they are free from fear of harm or intimidation. Therefore, weapons, drugs, and gang



activity will not be tolerated in Fulton County Schools. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested.

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Bullying occurs when one or more students threaten, harass or intimidate another student through words or actions including direct physical contact such as hitting or shoving, verbal assaults such as teasing or name-calling, or socially isolating or manipulating a student: (a) on the school grounds at any time; (b) off school grounds at a school function, activity or event; or (c) on the way to and from school or school-sponsored activity. The Board of Education prohibits bullying at any location or activity under the jurisdiction of the school system.

The administration uses a variety of local school interventions including, but not limited to the following: Student conferences, parent conferences, time-out for the student with the teacher or administrator, out of school suspension, school transfer, long-term suspension or expulsion.

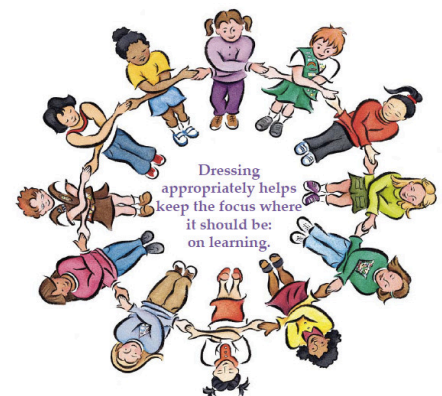
### **PBIS-POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS**

Crabapple Crossing is recognized by the state as a PBIS school. This means we use a system of interventions and supports to encourage positive behavior. Expectations for common areas (cafeteria, restrooms, playground, bus) are explicitly taught to all students. Our school expectations encourage Crabapple Crossing Colts **to Be Respectful, Responsible, & Safe.** You will see and hear this language in many common areas in our school. We will also work to recognize students in meaningful ways as they meet and exceed behavioral expectations.



### **DRESS CODE**

Students are expected to groom themselves in such a way as to reflect neatness, cleanliness, and good taste. Students should be modestly groomed so as not to distract the attention of others or to cause disruption or interference with the educational program or the orderly operation of the school. Extremes in dress will not be permitted. The principal or other duly authorized school official shall determine whether any mode of dress or grooming results in violation of the spirit and intent of this rule.



### **CRABAPPLE CROSSING ELEMENTARY SCHOOL DRESS CODE (As per Fulton County Board of Education Policy)**

- No short-shorts or mini-skirts are to be worn. Shorts must be worn at the child's middle fingertip length and be visible underneath a long t-shirt or sweatshirt.
- Compression shorts, ripped, frayed or cut-offs are not appropriate. Pants at any length between the knee and ankle are acceptable.
- No hats or caps, curlers, bandanas, sweatbands, sunglasses, or gloves are to be worn during school hours. This applies to both male and female students.
- No bare midriffs, spaghetti strap tops for girls, see-through clothing or low-cut tops are to be worn.
- All T-shirts must be in good taste. No suggestive wording or illustrations or advertisements for alcoholic beverages/tobacco products will be allowed.
- Shoes must always be worn. All students should wear tennis shoes, on P.E. days. Students participate in recess every day and the administration recommend that your child wears tennis shoes for safety reasons. Parents are requested to send in tennis shoes for recess every day.
- Shoes with wheels or "Heelys" are not permitted in the building at any time.

Students are expected to honor the dress code so that valuable instructional time is not spent examining attire to determine appropriateness. Students will be notified of any exceptions to the dress code (Field Day, Spirit Days, etc.) and any other changes or additional requests. Teachers will be accountable for

the dress code standard being followed by the students. Teachers will contact a parent to bring an immediate change of clothing to school.

## **SPIRIT WEAR**

A variety of school spirit wear is available for purchase including t-shirts (long and short sleeves), sweatshirts, and more. These items are available to order online at the beginning of the year and sold by PTO through a third-party vendor.

## **SAFETY/SECURITY**



Crabapple Crossing Elementary is committed to providing a safe and secure environment for our students. **Please be prepared to show a picture I.D. when checking out a student. This is for your child's protection and for school security.** We will continue to use the Raptor visitor management system. Visitors will need to have their driver's license to scan and print visitor's badge.

Between 7:10 a.m. and 7:40 a.m. bus riders access the building through the cafeteria doors, and car riders and daycare van riders access the building through the glass doors in front of the Media Center. These areas are supervised by staff and are for students only! Visitors and volunteers are asked to enter the building using the glass doors nearest the flagpole. All building doors are locked to prevent unauthorized access to the school building. We ask that visitors sign in and wear a visitor/volunteer badge when you are in the building. Visitors or volunteers without a badge will be asked to return to the office to obtain one. Parents are not permitted to take items, such as homework, lunches, glasses, instruments etc., to classrooms. Please bring it to the front office and it will be delivered to the classroom.

## **DRILLS**

Safety and security are top priorities at Crabapple Crossing Elementary School. To provide a safe learning environment for our students, we hold Evacuation (fire or other), Shelter (tornado or other severe weather), and Hard/Soft Lockdowns (intruder). These drills are practiced on a regular basis for staff and students to know the procedure in case of a real emergency. Visitors and volunteers are asked to participate in setting a good example for our students. Below is the schedule for drills per board Policy EBB:

- Week 1 of school (one each day): Soft Lockdown, Hard Lockdown, Evacuation, Shelter
  - Week 2 of school: Evacuation
  - Every month afterwards (Sept. - December): Evacuation
  - January: First FULL week of the Month after return from holiday (one each day): Soft Lockdown, Hard Lockdown, Evacuation, Shelter
  - Every month afterwards (Feb - May): Evacuation
- 
- *Soft Lockdown – Soft Lockdown is called when there is a threat or hazard OUTSIDE of the school building. Whether it is due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground. Soft Lockdown uses the security of the physical facility to act as protection. During Soft Lockdown all interior and exterior doors are locked and student movement inside school is limited. The education process may continue but with heightened sense of awareness. Any outside activity is ended, and all students must report inside immediately. Staff should be prepared to quickly transition to Hard Lockdown if needed.*
  - *Hard Lockdown—Hard Lockdown is called when there is a threat or hazard INSIDE the school building or when school personnel determine appropriate. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom security to protect students and staff from threat. Hard Lockdown, all learning stops, and students and staff take immediate actions to lock and secure doors, and make all efforts to hide in classroom, away from windows or doors. During Lockdown, no students are allowed out of the rooms, and students and teachers outside when lockdown is called should use their best discretion as to return to the school or evacuate to offsite location.*

## **WEAPONS (FULTON COUNTY POLICY)**

Students found with a deadly weapon (pistols, knives with 3" or longer blades, BB/pellet guns, martial arts weapons, razors, etc.) on their body or in the book bag while on school property may be expelled from school and will be reported to police. Violators may be charged with a felony, which can result in a fine of up to \$10,000 and/or two to ten days in jail.

**Special Note:** Georgia law requires school officials to report incidences of weapons being brought to school to law enforcement officials. Students who bring weapons to school may be subject to arrest. To avoid any possibility of unintentional violations, do not allow your child to bring any item that resembles a weapon or may qualify as a weapon. This includes items such as steak knives, pocketknives, mock weapon replicas, or toys. Students do not have permission to bring any such items to school for any reason, not even as part of a school assignment, show and tell, or for use as a cutting instrument for food. Special permission with strict procedures may be granted by the principal for bringing certain items. If you have any questions regarding weapons, please contact an administrator for further clarification.

## **EMERGENCY EVACUATION & SCHOOL CLOSING**

If school must be closed, the most up-to-date information will be provided on local radio and television stations. Please do not contact or come to the school. School telephones and personnel will be utilized to follow emergency procedures to ensure the safety of the children. CCE has developed a detailed emergency evacuation plan that will be reviewed, updated, and practiced on an annual basis. This plan will be followed should any emergency occur during the school day. In the event an evacuation is required due to a real emergency, students and teachers will walk to:

- Site 1: Northwestern Middle School (directly adjacent to CCES)
- Site 2: Crabapple First Baptist Church (directly across Birmingham Hwy)

## **INSTRUCTIONAL PROGRAM**

Crabapple Crossing Elementary is organized to include Kindergarten through Grade 5. The curriculum includes the following: Language Arts (reading, English, listening, speaking, spelling, and writing), Mathematics, Social Studies, Science, Health, Music, Physical Education, and Art. Curriculum standards for each subject area can be found at <https://www.georgiastandards.org/Georgia-Standards/Pages/default.aspx>. Instruction is enhanced by the availability of computers to assist students in each of the major subject areas. In addition to the classroom teacher, all Fulton County elementary schools have Music, Art, and Physical Education teachers as well as a Technology Specialist, Guidance Counselor, Media Specialist, Curriculum Support Teacher (CST), and Instructional Support Teacher (IST). CCE also has an Instructional Literacy Coach.



## **INFINITE CAMPUS**

Infinite Campus is a way to connect school and home through the Fulton County School System website. It provides parents access to real-time data and another important student information. In addition to seeing data, parents will have the option of requesting alert notifications if their child's grade slips, as well as information on the following:

- |                 |            |                     |
|-----------------|------------|---------------------|
| Class Schedules | Attendance | Assignments         |
| Discipline      | Grades     | Parent Contact Info |

## **PLEDGE OF ALLEGIANCE**

Within the first few minutes of each school day, students in Fulton County Schools shall be afforded the opportunity to recite the Pledge of Allegiance. Students not participating in the recitation of the Pledge may stand and refrain from reciting the Pledge or remain seated. Immediately following the Pledge of Allegiance, both students and staff shall be given the opportunity, if they so desire, to observe a brief period for silent reflection. This period of silent reflection shall be governed by the following:

- \* The length of time should not exceed sixty (60) seconds.
- \* Students or staff who chose not to engage in the silent reflection will refrain from any act that would interfere with the reflection of other.
- \* The period of silent reflection shall not be intended or conducted as a religious exercise.

## **STUDENT PLACEMENT**

The school makes every effort to ensure student placement in a class where he/she will receive a quality education. The number of boys and girls, the total number of students, test results, and Language Arts and Math levels determine placements. Because of the complexity of this process, parent requests for specific teachers cannot be considered. Parent input is always welcome in matching the needs of students with specific kinds of teachers.

**Class assignments are tentative the first ten days of school.**

Occasionally, to meet state class guidelines, new classes need to be formed or existing classes need to be collapsed requiring the reassignment of students to a new teacher. We will make every effort to ensure that such transitions are smooth. **Please contact the Curriculum Support Teacher if you have questions or concerns regarding your child's placement.**



## **TAG (TALENTED AND GIFTED)**

T.A.G is the name given to the gifted program. The TAG teachers help to identify students who meet the state criteria in the areas of mental ability, achievement, creativity and/or motivation. The TAG teachers teach students enrolled in the gifted program for a full day (depending upon the grade level), presenting lessons which focus on higher-order thinking skills, creativity, research and critical thinking. Refer to the Advanced Studies page on the Fulton County Schools website for the screening and referral process.

## **HOMEWORK**

**Homework requests should be telephoned to the front office before 9:00am.**

**Homework is a necessary part of each student's educational program to reinforce skills taught in the classroom, increase student success, develop student responsibility, and provide opportunity for parent involvement. Please contact your child's teacher if you have any questions or concerns regarding homework. It is the student's responsibility to know what the homework assignments are and to complete all homework assignments on time. Some assignments are long range and require additional planning time at home for completion. Please see expectations for homework below.**

- **K-1** 10 min of homework and 20 min of reading
- **2-3** 20 min of homework and 20 minutes of reading
- **4-5** 30 minutes of homework and 20 minutes of reading

The recommended times for homework are based on the typical student, performing on grade level. If your child is having difficulty with homework or it is taking much longer to complete than expected time frames, please reach out directly to your child's teacher.

## **GRADING / REPORT CARDS**

Elementary report cards are created electronically, and a hard copy will be sent home. Report cards will be sent home every nine weeks (4 times per year). Students in art, music, and physical education classes that meet less than 5 times per week may receive a No Grade (NG) for the first six weeks progress report.

The academic grading scale is as follows:

* Kindergarten & 1st Grade	S	Satisfactory
	N	Needs Improvement
	U	Unsatisfactory
* Grades 2-5	A	90 and above
	B	80-89
	C	70-79
	F	Below 70
	NG	NO grade

Note: The grade "D" is not used in Fulton County ES.

Marks for social skills and work/study habits are recorded on the **PROGRESS SKILLS CHECKLIST** as:

S	Satisfactory
N	Needs Improvement
NE	Not yet evaluated

Marks for effort, social skills, work/study habits, and general conduct are recorded on the **report card** as:

S	Satisfactory
N	Needs to Improve
U	Unsatisfactory

**Students that are checked out before dismissal on the last day of school will not receive report cards. Report cards can be picked up on the next business day in the office by showing identification.**

**Recovery Policy:** *Students scoring less than a 70 on any test or unit assessment will be given the opportunity for test recovery. After a review with the teacher, students will be given another assessment of standards to determine mastery. The highest attainable score on the retest is 70. For additional questions about the CCE Test Recovery Policy, please reach out to your child's teacher or Curriculum Support Teacher, Melanie Moore.*

## **RECORDS**

All requests for records go through the Data Clerk. When a request for records is needed, to apply to other educational institutions, please send in your request and a #10 business envelope with 2 stamps. If your child's packet is more comprehensive, we may ask for a 9 ½ x 12 ½ clasp envelope with the correct address of the receiving institution, as well as the appropriate postage.

## **RELEASE OF INFORMATION TO OUTSIDE PARTIES**

From time to time, parents will need teachers to communicate information with outside, non-school parties. Examples may include a physician or a tutor. NO information will be released without a completed Third-Party Release form. All requests for outside communication of student information go through the Data Clerk. She will handle coordinating with the teachers to collect the information as well as sending it to the receiving parties.

## **WITHDRAWALS**

When a student is going to withdraw from school, the parent or guardian should notify the classroom teacher and data clerk in writing at least three days prior to withdrawal. A note stating the last day the student will be in attendance, the area the family is moving to, and the school the student will be attending (if known). The student should give the note to his/her teacher to take to the office. Be aware that it will take at least a full day to prepare a withdrawal form that you will need to enroll your child in another school. All lunch charges must be paid; all classroom and library books must be paid for or returned.

## **COUNSELOR**

Our School Counselor follows the American School Counselor Association National Standards to facilitate and deliver a Comprehensive School Counseling Program that engages all students to be successful, lifelong learners with a focus on academic achievement, socio-emotional awareness, and career development. Our School Counselor conducts monthly Classroom Lessons, where students learn about topics to help them succeed academically, socially, and with their future career choice. Our School Counselor also runs Small Groups, where students meet in a smaller setting to learn skills and strategies on specific topics of need. This is not considered group therapy. Our School Counselor also offers Individual Student Planning, where students can meet one on one with the counselor to discuss personal concerns and share good news. Referrals can be made by students, teachers, or parents.

## **SOCIAL WORKER**

The Fulton County social worker's job is to address concerns such as attendance and to be a resource to parents, teachers, administrators and other school personnel in understanding and meeting students' needs.

## **SPECIALS**

"Specials" refers to three specialized educational programs: Art, Music, and Physical Education. These classes are taught by teachers who are certified in their respective fields. Student evaluations in these classes are based on several factors including: work performance, following directions, active participation, expressing a positive attitude, and in PE, practicing good sportsmanship. Students also have scheduled time to visit the Media Center, Technology Lab and participate in Classroom Guidance Lessons.

## **PHYSICAL EDUCATION**

Students receive P.E. twice weekly for 45 minutes. In addition, a 30-minute recess is provided with the classroom teacher daily. Students should dress appropriately for P.E., which should include athletic or tennis shoes and shorts/ pants for students. The P.E. teachers will not allow students to participate if they are not dressed out in proper P.E. attire. Students must have written permission from a parent/guardian to miss a P.E. class. Missing several P.E. classes requires a note from a doctor.

## **SPEECH**

The Speech and Language teacher works with students diagnosed with speech or language disorders. Additional special education services are provided by itinerant resource teachers. (Itinerant teachers serve students in more than one school).

## **RESPONSE TO INTERVENTION (RTI)**

RTI is a multi-disciplinary team consisting of teachers, counselors, administrators, specialists, and parents who work together to develop methods for helping the child. The RTI process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress. The team's efforts may include some or all the following activities:

- Review of student records
- Analysis of student work
- Observation of student in the classroom
- Development of written plan of strategies and modifications to assist the child

- Review of progress after the designated intervention period
- General screening in the areas of hearing and vision

The RTI committee may consider an academic achievement, and/or ability screening as a further means of gathering information. **Any parent or school staff member may initiate a referral to the RTI process.**

### **STUDENT AMBASSADORS**

Selection as a Student Ambassador is offered to students in the upper grades. Each homeroom in grades 4 and 5 will have two class representatives. The Student Ambassadors will meet monthly to discuss upcoming service projects/events that will occur within our school. Representatives will communicate pertinent information to homeroom students regarding the upcoming projects/events and about volunteering.

### **MEDIA CENTER**

The Media Center is open throughout the school day. Students are permitted to check out the following for up to 14 days at a time:

- **Kindergarten** - 1 book
- **1<sup>st</sup> Grade** – 2 books
- **2<sup>nd</sup> - 5<sup>th</sup> Grade** – 3 books

Additional books cannot be checked out until the outstanding books have been returned. Students are responsible for replacement cost of books that have been lost or damaged beyond repair.

### **Birthday Book Dedication Program**

A fabulous way to celebrate a child's birthday is to purchase and dedicate a book to the Media Center. Each book is inscribed with the child's name and birthday. Dedicated books will become a lasting contribution to the school collection. The honored student will receive a picture with the book, a birthday card and be the first to enjoy the new book.

To purchase a book:

- Visit the school website and click on Media/Tech website to print a Birthday Book Dedication form.
- Send in \$15.00 check made payable to CCE.
- The Media Center keeps a selection of exciting new books for your child to choose from. On or near their birthday, the student will select their dedication book. Parents may assist with the selection by visiting the Media Center before (7:10 – 7:40 am) or after school (2:20 – 2:50 pm).

Forms are accepted throughout the school year. However, it is suggested that form/payment be submitted at the beginning of the year and will be kept on file until the birthday is near.

### **GEORGIA MILESTONES ASSESSMENT**

The GA Milestones assessments is administered each April to students in grades 3-5. The purpose of this assessment is to measure students' individual growth from year to year according to knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. For additional information regarding this assessment please contact Testing Coordinator, Denisse Haltrecht Strother (Assistant Principal) or visit the GA Dept of Education website at <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx>



## **TECHNOLOGY**

Crabapple Crossing Classrooms are equipped with varied technology resources. Desktop computers, iPads, iPods, and Dell laptops are all available for students use. Parents should become familiar with the technology use guidelines found in the Fulton County Schools Student Code of Conduct. Students in grades 4-5 may bring in devices if parents have signed the BYOT (Bring Your Own Technology) form. Students in grades 1-3 should not bring devices to school. Students are responsible for the care of any devices brought to campus. Crabapple Crossing will not be responsible for any devices damaged, misplaced, or stolen on campus.



## **INTERNET PROTECTION**

Internet access is available at Crabapple Crossing in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act. Filtering is in place that blocks access to material that may be inappropriate for your child. Web sites are permitted or denied upon review of the school Media Committee. Acceptable use of the Internet is established in Board Policy/Procedure IFBGA, Electronic Network Access. The policy and procedure may be viewed in the school media center or on-line at: <https://www.fultonschools.org>. **inappropriate use of the internet may result in loss of privileges and consequences per the FCS Discipline Matrix.**

## **SOCIAL MEDIA**

Parents are encouraged to monitor their children's use of Social Media platforms. Use of social media platforms is strictly prohibited during school hours. Guidelines for technology use can be found in the Fulton County Schools Student Code of Conduct and Discipline Handbook. Crabapple Crossing will use this resource to guide disciplinary action that may arise from inappropriate use of social media during the school day or inappropriate use that results in disruption of the learning environment.

## **CELL PHONES**

Students should exercise caution in bringing cell phones to school. Cell phones may only be switched on and used at the discretion of the teacher for instructional purposes. Students who misuse cell phones shall have the device confiscated by the school administration. The parent will be called and asked to pick up the device.

## **LOST AND FOUND**

All lost and found items are housed outside the Gym. Please help us get things back to students by putting names on all students' jackets, coats, sweaters, lunchboxes and backpacks. A few times per year, all items not claimed will be donated to North Fulton Community Charities.



## **ITEMS FROM HOME**

There will be many opportunities throughout the school year for you and your child to share special things that relate to units of study. Please contact your child's teacher if you have special things to share with the class. Do not send one of a kind or irreplaceable item to school with your child. Please do not allow your child to bring toys or games from home. This includes items such as collectibles, hand held electronic devices, Action Figures, CD players/headsets, iPods, MP3 players, etc.

The school and staff cannot be responsible if these items are lost or stolen. If a child brings a toy/game to school that is unsolicited, the teacher or staff member will take the toy/game away and call the parent to tell them to pick it up at school.

## **FORGOTTEN ITEMS**

If you bring in items that your child forgot, they will be placed in the teacher's mailbox or delivered to the classroom by 10:00 a.m. This procedure is in place to limit the number of interruptions during classroom instruction time.



## **AFTER SCHOOL ENRICHMENT PROGRAMS**

After School Enrichment Programs allow student learning to continue, while the fun never stops. Programs available to our students include: art, science, fitness, technology, music, chess, and other hands-on classes that appeal to a wide variety of students. Fall and spring classes are offered. Each individual program is operated by a director and is not a part of Crabapple Crossing Elementary curriculum. All questions should be directed to program directors. Please see the CCE website for more information.

## **INSURANCE**

School insurance is offered to every student who enrolls. A parent can choose accident insurance that covers school hours only (including the bus) or covers the entire 24-hour day, 12 months of the year. Coverage also applies to field trips both overnight and daytime. Any student planning to attend an overnight field trip **MUST** have proof of either personal medical insurance or school insurance before he/she may participate. Parents may purchase school insurance any time throughout the school year.

## **PARKING**

Crabapple Crossing ES welcomes visitors to park in any unmarked space on our campus. We will also have a designated area for parking across the street at the church. If you are traveling down Birmingham Highway toward Northwestern and Milton, you will need to turn left into the first entrance to Crabapple First Baptist Church Parking. The Blue Lot will be our designated area for parking. Please do not park in any lots other than the church. This includes businesses located along Birmingham Highway.

Milton High School students are not permitted to park at Northwestern Middle School or Crabapple Crossing Elementary. Also, Birmingham Highway is a state road and **NO PARKING is allowed on this road.**



## **GIFTS FOR FULTON COUNTY PERSONNEL**

Fulton County Board of Education policy requires that gifts meet the following guidelines: an individual gift with a value of \$50.00 or less, or a group gift not to exceed \$500.00. Gifts valued over \$200 must be reported to the principal.

## **EEO AND ADA STATEMENT**

It is the policy of the Fulton County School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or any other program, activity, or service.

*\*EEO stands for Equal Employment Opportunity*

*\*ADA stands for America with Disabilities Act 1990.*