

Alpharetta Elementary Family Handbook 2025 - 2026



Alpharetta Elementary School

192 Mayfield Road

Alpharetta, Georgia 30009

School Phone: (470) 254-7015

School Fax: (470) 254-2840

[Home - Alpharetta Elementary School](#)

Fulton County Board of Education: [Fulton County Schools / Homepage \(fultonschools.org\)](http://fultonschools.org)

School Hours: 7:40am – 2:20pm

There Is Only We

Mission Statement: Achieving Excellence and Success



Vision Statement: The vision of Alpharetta Elementary is to educate our community of diverse learners through engaging instruction, technology, and enrichment to become successful lifelong learners.

* The contents of this handbook are subject to revision *

About our School

Alpharetta Elementary, located in historic Alpharetta, Georgia, offers a challenging curriculum combined with activities to support each child's personal development. Alpharetta Elementary opened in 1956. It has been through a few name changes but is recognized throughout the area with its current name. Many generations have walked through the doors and continue to come back and visit. It is a school with deep roots in the community. The school hosts special education program classes for over 40 students throughout the area. The school feeds into two middle schools, then two high schools. The school has an active Parent Teacher Organization (PTO) that has funded a science lab, classroom computers, teacher grants, classroom libraries, the creation of an outdoor classroom, replacement of playground equipment and much more.

ADMINISTRATIVE STAFF & ADMINISTRATIVE SUPPORT STAFF

Cathy Crawford Principal	470-254-7015
Jenna Silverman Assistant Principal	470-254-9032
Brian Madej Curriculum Support Teacher	470-254-9038
Jodi Bassett Curriculum Support Teacher	470-254-9028
Turquisha Smith School Counselor	470-254-9034
Christi Aysh MTSS/504 Coordinator	470-254-9031
Angela Spivey Instructional Support Teacher	470-254-7019
Lauren Chiodo Literacy Coach	470-254-9041
Luz Flores Bookkeeper/Principal's Asst.	470-254-9033
Tanisha Allen-Toppin Front Office Secretary	470-254-7015
Perna Gupta Data and Records Coordinator	470-254-9035
Jamie Berens Clinic Assistant	470-254-7015 ext. 49037
School Telephone	470-254-7015
School Fax	470-254-2840
Lawanda Blyther Cafeteria Manager	470-254-7015

ABSENCES

Any student who has been absent from school shall present a written excuse, stating the reason for the absence, within five (5) days of returning to school. An email to the teacher will be sufficient for this required documentation. **After a five-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. Student are excused for up to 4 days due to a death in immediate family Students are excused for up to 2 days due to a death in non-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, 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 five (5) days per semester 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.

The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, and special and recognized holidays observed by their faith. Students will have the opportunity to complete homework and classwork missed because of an excused absence. After 5 unexcused absences, our school social worker will reach out to parents. Parents can request five remote learning days each semester. Students are simply required to complete classwork from the days they miss. For more information, please refer to the FCS policy: [FCS Attendance Policy](#)

ACCIDENTS

When accidents occur, necessary first aid will be administered, and a clinic slip will be sent home to inform you of your child's clinic visit. Minor scrapes may be treated with first aid in the classroom. Please reinforce with your child that any accident not witnessed by an adult should immediately be reported to a staff member. See "CLINIC" for additional information.

ANIMALS AND ITEMS BROUGHT FROM HOME

No animals are to be brought to school without an administrator's permission. Students are **not allowed** to

bring toys and are also discouraged from bringing expensive items to school such as cell phones, smart watches, and collectibles. If these items are damaged or stolen, the school will not be responsible for their replacement.

ATTENDANCE

School hours for students are 7:40 a.m. to 2:20 p.m. Students not in the building by 7:40 a.m. are considered tardy and will receive a tardy slip from the office. Students who check in after 11:10 a.m. are considered absent for the day. When your child arrives late to school, please accompany your child into the building, sign in at the front office, and get a tardy slip from the secretary. **Staff supervision of students begins at 7:10 a.m.** Students can substitute up to 5 absences per semester with a remote learning day by meeting the benchmarks listed on the [Fulton County Attendance website](#).

Once a student has accumulated **five** days of unexcused absences, it is considered a misdemeanor offense and all Georgia schools are required, by law, to notify parents in writing of the possible repercussions. A letter from the AES social worker will be sent home once your child accumulates **five** or more days of unexcused absences or tardies outlining the possible consequences. A social worker referral is automatically made once your child has accumulated more than **five** days of unexcused absences or tardies. Therefore, **if your child is absent from school, it is critical you send a written note or email of explanation when the child returns to school. For more information, please review the [board policy](#).**

BIRTHDAY CELEBRATIONS

Due to the number of students with **food allergies** and our focus on **health and wellness**, our birthday celebration policy is as follows:

- Each day, birthdays are recognized during morning announcements.
- Students receive a birthday pencil on their special day.
- Parents are welcome to send in one small non-edible birthday item such as pencils, stickers, or donate a book to the media center in their child's name. These items may come in with the student or be dropped at the front desk prior to recess time for the student's birthday. The classroom teacher and birthday student will hand out these special items.
- Please note that the following items are **prohibited** on school campus: party bags, balloons, flowers, and party invitations.

BOARD POLICY MANUALS

MANUALS STATING THE POLICIES AND PROCEDURES OF THE FULTON COUNTY BOARD OF EDUCATION ARE AVAILABLE ON THE INTERNET AT FULTON COUNTY SCHOOLS / HOMEPAGE UNDER [POLICIES](#).

BUS SAFETY

Students need to be aware that all rules governing student conduct while on campus/school property apply while students are on the school bus. Because of the additional safety factors and for the protection of the driver and students on the bus, school principals and assistant principals have the authority to impose an immediate suspension from the school bus for both serious offenses and for minor violations. **School bus drivers have the authority 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, out-of-school suspension and/or bus suspension, depending on the severity of the offense. **Please note that cell phone usage is not allowed on the bus.**

CAFETERIA INFORMATION

The school participates in the school lunch and breakfast programs. For more information, please visit the school nutrition [website](#).

Breakfast		Lunch	
Elementary School Student	\$1.45	Elementary School Student	\$2.85
Reduced Price	\$0.30	Reduced Price	\$0.40
All Adults	\$3.00	All Adults	\$5.00
Milk	\$0.75	Milk	\$0.75

**students may purchase extra milk for \$0.75*

At Alpharetta Elementary school, the meal price includes up to 1 entrée, 1 fruit side, up to 2 vegetable sides, and 1 milk choice.

AES utilizes a prepaid credit card meal program. Parents may prepay for meals or food/beverage items up to one full school year via [My School Bucks](#). The cafeteria menu is available [here](#).

Breakfast is served from 7:10 a.m. until 7:30 a.m. each morning. Several choices are offered for breakfast and lunch.

If your child forgets his/her lunch, he/she will be able to charge for up to three school lunches and pay for the cafeteria asap. Charging is discouraged. **The charge limit for Elementary Schools is \$9.00.** If your child exceeds the charge limit, he/she will be provided an alternate meal for lunch. No charges will be permitted the last two weeks of the school year.

Free and reduced priced meals are available for students whose families qualify financially. Free and reduced lunch applications may be picked up in the cafeteria. The process for completing the application for Free and Reduced-Price Meals is as follows:

- Parents/guardians must complete one application per household.
- The application should be returned to the cafeteria manager at the school of the youngest child.
- New students to Fulton County will pay for meals until the household application is approved.
- Returning students will maintain last year's meal status until the application is approved.
- The approval process will be completed within ten days.
- Charges are not permitted for juice and extra milk or any extra food.

For more information on Free & Reduced Meals, please visit the school nutrition [website](#).

Beginning August 26th, parents may eat lunch with **their** children only. When having meals at school, please sign in with the front office and obtain a visitor badge. Please plan to meet the class in the hallway in front of the cafeteria. A visitor's table will be reserved for parents choosing to dine with students near the stage. Please say good-bye to your child in the cafeteria, instead of following the class out to the hallway.

Rules and expectations:

- All classes will enter the cafeteria through the bus lane doorway.
- Breakfast and Lunch will be served each day in the cafeteria and students can make payments to their accounts through cash, check or online. Students in grades Pre-K, kindergarten and first grade will eat breakfast in the cafeteria, all other grade students will return to their classrooms to eat breakfast.
- 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.

Please do not bring treats for your child's class to share in the cafeteria.

* Free and Reduced Lunch Program

Free and reduced priced meals are available for students whose families qualify financially.

Parents/guardians must complete one [application](#) per household.

- The application should be returned to the cafeteria manager at the school of the youngest child or you can apply online.
- New students to Fulton County will pay for meals until the household application is approved.
- Returning students will maintain last year's meal status until the application is approved.
- The approval process will be completed within ten days.
- Charges are not permitted for juice and extra milk or any extra food.

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 Lawanda Blyther at (470) 254-7015.

CARPOOL

Morning: Please help us keep our students safe and your child's morning commute stress-free by allowing them to ride the school bus. If you choose to carpool your children, we ask that you adhere to our school guidelines.

- Children may enter the building in the morning beginning at 7:10 a.m.
- We do not provide supervision prior to 7:10 a.m.
- Carpool ends at 7:35. At that time, **you must park and walk your child to the front door.**
- Please do not allow your child to wait outside the front door of the school prior to this time.
- Please follow the designated traffic pattern and do not attempt to pass cars in front of you.
- Drivers should form a single line in front of the school where they will stop for children to enter or exit the car. Students may exit/enter cars from curbside only.
- Students should have all their belongings together to make a smooth transition from the car to the school entrance.
- Students may **not** be dropped off in the school bus loading area.
- Students are **not** permitted to cross through the parking lot or street without an adult accompanying them.
- If your child needs assistance getting out of the car in the morning or to unload items, please park and walk him/her into the building.
- Staff members are available in the building to assist our students each morning. Please do not walk your children to their classrooms.

Afternoon: Dismissal will begin at 2:20 p.m. A school-issued carpool tag will be required to pick up your child from the carpool line. If you forget your tag, you will need to park and come into the front office to check your student out. If you are picking up additional students but do not have a carpool tag, you will need to park and come into the front office.

CELEBRATIONS

Two celebrations are scheduled for the school year: Winter Holiday Celebration and End of the School Year Celebration. The celebrations are scheduled for one hour. A maximum of 5 parent volunteers can attend. Volunteers must complete FCS [volunteer training](#). Siblings are *not* allowed at celebrations.

CELL PHONES & ELECTRONICS

According to Fulton County Board of Education Policy and Procedure concerning Disruption and Interference with School: Elementary students are prohibited from using their cell phones or any personal communication device at any time during the school day, including smart watches. Smart watches: If the watch is being used solely for telling time, medical needs or emergency phone calls, then it can be worn. If the device is used for anything other than time, medical or emergency, it can result in a discipline infraction (18f.II in FCS Code of Conduct). Toys, electronic devices, playing cards, trading cards, etc. should not be brought to school unless with the express permission of the teacher.

Student use of the internet will be monitored by staff at all times; Fulton County Schools has appropriate screening software to block undesired site addresses. If a student uses the internet inappropriately, he/she will receive warnings and/or face discipline procedures.

18f.II Prohibited Use of Personal Communication Devices (PCD) During School Day

Possession of Personal Communication Devices (PCD) (e.g., cell phones, tablets, recording devices) by a student at school during school hours is a privilege that will be forfeited if a student fails to abide by the Student Code of Conduct.

- The use of PCDs during the school day is **not** allowed in grades Pre-K through 5.
- If an offense occurs, the electronic device(s) may be confiscated by the school administrator or designee.

18g.III Inappropriately Recording & Distribution Using Personal Communication Devices (PCD)

The use of cell phones and other PCDs for non-educational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. In addition, using a cell phone or other personal communication device to record a fight, battery, or any other inappropriate content and either sharing with others (e.g. airdrop, nearby share, ShareIT, etc.) and/or uploading the video to any other type of social media/web-based media is also strictly prohibited.

Consequences for doing so may result in up to 10 Day suspension and a referral for discipline hearing with a recommendation for long term suspension.

AES Procedure: Student use of cell phones is prohibited during the school day. Student use of cell phones (calling, texting, playing games, recording video) will result in disciplinary consequences in accordance with the cellphone discipline cycle. Student cell phones should be off or silent and placed in their backpack during the school day.

Cell phone/Personal Communication Device (PCD) Progressive Discipline

- 1st Offense – Warning – student places cell phone in their backpack.
- 2nd Offense – PCD confiscated and held in front office. Student picks up PCD at 2:25 pm.
- 3rd Offense – PCD confiscated and held in front office. Parent/guardian picks up PCD.

The school is not responsible for personal electronic devices on school property or at school-sponsored events.

CLINIC INFORMATION

Please keep the school informed about allergies, diseases, or other medical conditions to which your child may be exposed. The clinic should have a written record of your child's condition and specific instructions and/or medications for his or her care.

Please do not send your child to school unless they have been 'fever free' (without the use of medicine) for 24 hours. A parent or guardian will be called to pick up a student if the student has a fever or chronic diarrhea. Please refer to the Fulton County Schools District Health Services [Homepage](#) for more information.

HEAD LICE PROCEDURES - Head lice are very common amongst school-aged children and are not a cause for alarm. To control the spread of head lice, we (school and parents) must be diligent with our efforts.

If head lice or nits are found:

- Notify the school.
- Complete the lice treatment before you send your child to school.
- Your child(ren) will be checked in the clinic upon their return.

All medication given at school must first be sent in by the parent along with a completed 'Authorization to Give Medicine at School' form; prescription medications require a doctor's signature. Forms are available in the school clinic. All signed forms from you and/or your doctor may be faxed directly to the office at (470)254-2840. Reach out to our clinic assistant for more information.

If your child requires medication during the school day, he/she must go to the clinic to have it dispensed. The medicine must be in its original labeled container. Please remember that most items purchased in the pharmacy section of your local store are classified as 'medicine' by FCBOE. This includes cough drops, eye drops, and muscle cream. Expired medications will not be dispensed by the clinic.

Please notify the front office and clinic of emergency numbers, work numbers or home numbers 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 by email if both parents are out of town, and someone else will be acting as guardian in your absence.

COMMUNICATION

Home and school communication connections are very important. The following are some tips on staying informed about your child's educational experience:

Concerns:

All concerns need to adhere to the following:

1. Reach out to your child's teacher to share concern
2. If no mutual resolution, reach out to the following individuals that aligns with your concern:

- Brian Madej (PK-2, TAG): madej@fultonschools.org
- Jodi Bassett (3rd-5th, ESOL): bassettj@fultonschools.org
- Christi Aysh (EIP): ayshc@fultonschools.org
- Angela Spivey (Speech, IRR, AU, MOID): spiveya@fultonschools.org
- Jenna Silverman (Safety & Transportation): silvermanj@fultonschools.org

3. Concerns will be escalated to the principal & AP as needed

Graded Assignments: Grade levels will inform parents of how they can view graded assignments on academic partnership night. Some graded work is unable to be sent home and can be viewed by appointment only.

Newsletter: Parents will receive a weekly newsletter from their child's grade level informing them of weekly content, important dates and general information every Friday by 4 p.m.

Eagle Wings: A weekly electronic newsletter from the school will be sent out every Sunday morning at 9am. News from the School and the PTO will be in this newsletter.

Phone Calls/Email: Teachers are unavailable to take phone calls during instructional time. Please feel free to contact your child's teacher by email to request a phone call. If email is not accessible, contact the front office. Teachers & staff have 24-48 hours to return calls and emails.

Dismissal Notes: Most communication can be handled with a written note. Please use the "Notes from Home" pad to communicate the dismissal change. Please be sure to let your child know that he/she has a note for the teacher. **Email to the teacher is not acceptable. Please email the front office secretary at toppint@fultonschools.org.**

Conferences: You may request a conference with your child's teacher at any mutually agreeable time. Conferences will also be offered to all students during the month of October.

Website: [AES Website](#)

CURRICULUM SUPPORT TEACHER

The Curriculum Support Teacher (CST) helps to implement the Fulton County curriculum and the Georgia Standards of Excellence. The CST is involved in staff development, student placement, data analysis, grade level planning and communication. The CST serves as a liaison between parents, teachers, and administration. New students entering the school are evaluated by the CST for suggested placement within reading and math programs. If you have questions involving curriculum, please contact our CSTs.

DAYCARE RIDERS

Students riding daycare vehicles will load and unload in the bus loop. If a daycare student is absent from school or will not be attending daycare for any reason, the parent must notify the daycare provider.

DELIVERIES

Deliveries for students at school are not accepted. This includes deliveries of flowers, balloons, etc. for students, even if they have already been prepaid. These items create a disruption during the school day. AES will not accept deliveries from Doordash, Ubers, any other food delivery service, or directly from restaurants for students, even if they have already been prepaid. The school has no way to verify these meals were purchased by a student's parent/guardian. This is a student safety issue, and your cooperation is greatly appreciated.

DISCIPLINE

AES utilizes SOAR reminders as part of our PBIS program. SOAR reminders are given to students if they violate the following areas: S-Safety, O-Ownership, A-Attentiveness, R-Responsibility. The SOAR reminder includes a brief description of the violation. These are signed by parents and returned to the school. After three SOAR reminders, the fourth offense is an office referral. The Fulton County Code of Conduct and Discipline Handbook is provided online to all parents. It is required that families electronically sign off that they have read the Code of Conduct. The Fulton County Board of Education prohibits bullying at any location or activity under the jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Each complaint of bullying will be promptly investigated. **The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.** Please refer to the [Fulton County Discipline Handbook](#) for further information. If your child is bullied at school or on the school bus, please inform the assistant principal as soon as possible.

Fulton County Schools Code of Conduct- 2025-2026: [Click Here](#)

Alpharetta Eagles S.O.A.R.

L	Hallway	Cafeteria	Classroom	Recess	Restroom
S Safe	<ul style="list-style-type: none"> I listen for directions. I remain quiet as I walk. I keep my eyes forward. 	<ul style="list-style-type: none"> I keep my hands to myself and wait quietly in line. I only touch and eat MY food. I remain seated <u>until</u> dismissed. 	<ul style="list-style-type: none"> I listen and follow <u>directions</u> the first time. I keep my hands, feet and objects to myself. 	<ul style="list-style-type: none"> I choose safe activities. I listen for directions from the teachers. 	<ul style="list-style-type: none"> I keep my hands and feet to myself. I keep my personal space.
O Ownership	<ul style="list-style-type: none"> I keep space between the student in front of me and myself. I walk one tile from the wall. 	<ul style="list-style-type: none"> I <u>wait</u> my turn in line. I get all my items while in line. I raise my hand for help. 	<ul style="list-style-type: none"> I do my best and am proud of the grades I earn. I am responsible for my actions. 	<ul style="list-style-type: none"> I keep my hands and feet to myself. I listen and look out for others. 	<ul style="list-style-type: none"> I use the restroom quickly and quietly. I wash my hands.
A Attentive	<ul style="list-style-type: none"> I look forward when I walk. 	<ul style="list-style-type: none"> I listen for directions. I make my food choices quickly. 	<ul style="list-style-type: none"> I participate in class activities and discussions. I actively listen while my classmates and teachers are speaking. 	<ul style="list-style-type: none"> When the teacher calls, I stop and listen. When playing a game, I follow the rules. 	<ul style="list-style-type: none"> I keep my eyes <u>to</u> myself.
R Responsible	<ul style="list-style-type: none"> I am ready to enter the hallway with my materials. 	<ul style="list-style-type: none"> I make healthy food choices I clean up my own area. I use my manners. 	<ul style="list-style-type: none"> I keep my materials and areas organized. I complete and turn in my work on time. 	<ul style="list-style-type: none"> I play on equipment correctly. I am kind to other students as I play. 	<ul style="list-style-type: none"> I clean up after myself.

DISMISSAL PROCEDURES

Students are to be dismissed by one of the approved following ways: bus, daycare, carpool, or walkers. No students are to be dismissed directly to parents at the classroom door, in the Media Center, etc. prior to walker dismissal.

Dismissal Numbers – Use this number to pick up your child in carpool OR if your child is a walker.

✓ ALL students will be assigned a dismissal number according to their household. Families will only have ONE number for all children in the household. If you have been assigned more than one number, please email Lauri Rixom at rixom@fultonschools.org

✓ Dismissal Numbers will be distributed during Open House. This will be your dismissal number the entire time your family is enrolled at AES.

Walker Procedures

✓ At dismissal, students will be dismissed at the designated location listed below:

- o Front - Dismissed at door #1 (front office)
- o Back – Dismissed at door #8 (third grade playground)

✓ Parents will show their dismissal number to the staff who will then release the student to the parent. If an older sibling is picking up the PK, K or 1st grader they can meet outside the media center door at the walker waiting area.

✓ Please be sure anyone you designate to pick up your child has your dismissal number. Students will not be released without the proper dismissal card. You will be asked to come into the building and show ID to get your child.

Carpool Procedures

- ✓ Display your Dismissal number on driver side visor.
- ✓ Pickup – carpool dismissal will begin promptly at 2:20 PM.
- ✓ Please drive slowly and do not pass other vehicles.
- ✓ Stay inside your vehicle. If your child needs assistance, please park your car and walk your child to the front door.
- ✓ Do not use your cell phone while picking up/dropping off students.
- ✓ Children must enter on the right side of the vehicle.
- ✓ Students are not allowed to re-enter the building once they are dismissed.
- ✓ Students will not be released without the proper dismissal card.

DRESS CODE

All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.

- No hats or sunglasses (unless outside)
- Students should not wear their hoods up when wearing a hoodie
- Pajamas may only be worn to school on designated pajama days
- Students should wear shoes that are appropriate for daily outdoor recess and PE
- Shorts/skirts should be an appropriate length
- Shirts should cover the midsection

DRILLS

Safety and security are top priorities at Alpharetta Elementary School. To provide a safe learning environment for our students, we hold shelter, evacuation, soft lockdown and hard lockdown, and medical drills. These drills are practiced on a regular basis in order for staff and students to know the procedure in case of a real emergency. The county emergency departments are directly involved and know the school's plan should the need ever arise to deal with an emergency. Visitors and volunteers are expected to participate if they are in the building during a drill.

EARLY INTERVENTION PROGRAM (EIP)

The Early Intervention Program provides additional instruction to support students who are performing below grade level and who meet eligibility criteria to develop the necessary academic skills to reach grade level performance. Supplementary instruction is provided by additional certified teachers in a regular classroom or in a small group setting. For further information, please contact Christi Aysh at: ayshc@fultonschools.org

EARLY RELEASE OF STUDENTS

To check your child out of school early, please use the outside kiosk. Be prepared to show government issued photo identification, and the front office will call the classroom to have your child dismissed.

To assist the office in the dismissal process, we ask that all student checkouts occur **BEFORE 1:30 p.m.**

For the safety of all our students, children may not be released directly to the parent from the classroom unless a “kiosk check out” has been completed. If you are a volunteer in your child’s classroom and wish to have them dismissed early, we ask that you use the kiosk to check out your child. After you have finished in the classroom, you may give the teacher the checkout slip and take your child with you from the classroom.

Only those parties that you have listed as emergency contacts may check your child out of school.

EMERGENCY EVACUATION & SCHOOL CLOSING

In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on the Fulton County Website for up-to-the-minute information regarding school closings. **Please do not contact or come to the school.** School telephones and personnel will be utilized in order to follow emergency procedures to ensure the safety of the children. Alpharetta Elementary has developed a detailed emergency evacuation plan which is reviewed and updated on an annual basis.

Evacuation drills are practiced throughout the school year. This plan will be followed should any emergency occur during the school day.

EXCEPTIONAL CHILDREN’S SERVICES

Exceptional Children’s Services are provided for eligible students and begin with RTI (Response to Intervention) and then referral to the Student Support Team (SST). Interventions and data collection are a requirement of this process. Students placed in special education programs must meet state eligibility criteria. Through specially designed instruction in the least restrictive environment, students with disabilities will have access to a rigorous curriculum that is meaningful, challenging, and aligned to grade level standards. AES houses several program classes that serve students with a range of disabilities. Please contact Angela Spivey, IST, for clarification at: spiveya@fultonschools.org

FIELD DAY

Field Day is held each year during the Spring semester. Days are set aside outdoor games and field activities for children in preschool through fifth grade. Parent volunteers and teachers supervise each class as they participate in the stations.

FIELD TRIPS

Field trips are planned to supplement and enrich the total instructional program. Every student must have written permission from a parent or legal guardian before he/she can attend a field trip. A donation may be requested to help pay for the trip and Online School Payments ([OSP](#)) is by far the best option for this.

Parents who are interested in being a chaperone for field trips must have completed the online Volunteer Training. Siblings are not permitted to attend field trips.

FINANCIAL ASSISTANCE

Our school will never deny a child access to any school-related activity because of financial hardship. This includes field trips and any school-sanctioned enrichment programs. If you need financial assistance for your child to participate in any Alpharetta Elementary program, please put your request in writing and address it to the school social worker, Randi Downey at: downeyr@fultonschools.org

All requests for financial assistance are confidential and handled privately between the parent, SSW and principal.

GRADING

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 Language Arts (includes Reading), Math, Science, and Social Studies.

Student grades determined by using the following categories:

- **Major:** An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- **Minor:** An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/ skills within a unit.
- **Practice:** Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

*Students in a higher-level course will follow the grade weights and grading scale based on the course in which the student is enrolled. *

For more information about grading scales, weights and the recovery policy, please refer to the [FCS Grading & Reporting information](#).

Feedback on assignments

not in policy but it is an AES expectation

Timely feedback to students and parents is important for content mastery. Graded work should be entered into the gradebook and returned to students in the following ways:

- **Major-** within 5 school days from the given date
- **Minor-** within 3 school days from the given date. This formative information is essential for grouping such as remediation, extension, and enrichment.
- Informal formative-not every assignment given to students needs to be recorded in the gradebook, however feedback should be given to students within 2-3 school days to provide opportunities for enrichment, remediation, and extension.
- Assignments, such as graded papers, should be sent home with students in Friday folders.

Late Work

If a student fails to turn in an assignment, and is present on the due date, teachers may begin deducting points for each day that the assignments are late up to a maximum of 25% off the earned grade. On the fourth day, if the assignment is not turned in, the student will earn a zero.

GUIDANCE AND COUNSELING

Our school counselor, Turquisha Smith, provides individual or small group counseling to children, conducts classroom guidance lessons on a regular schedule, works with school personnel to foster a positive learning environment for students, assists parents in understanding children and developing positive attitudes, techniques, and strategies essential for constructive child rearing, and assists parents and children in obtaining specific school and community services. [Turquisha Smith](#) can be reached at: 470-254-9034.

HOMEWORK

Homework can be a necessary part of each student's educational program designed 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. Teachers will communicate expectations with students and parents through a variety of methods (email, Friday Folders, Newsletters, etc.).

Homework is no more than 20 minutes for grades K-2 and no more than 40 minutes for grades 3-5. If homework is lasting longer than this, please contact your child's teacher as sometimes adjustments must be made for students.

INSTRUCTIONAL PROGRAM

Fulton County Schools provide a continuous achievement educational model designed to meet the individual needs of all learners. In addition to the classroom teacher, all Fulton County elementary schools provide Music, Art, and Physical Education teachers as well as School Counselors and a METI to support the total instructional program for children. If you have questions regarding the instructional program, please contact our Curriculum Support Teachers, Brian Madej and Jodi Bassett.

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.

INTERNET PROTECTION

Internet access is available at AES in support of the instructional program. The Fulton County School System complies with the Children's Internet Protection Act.

LOST AND FOUND

All lost and found items are housed in the back hallway (behind cafeteria). **Please help us get items back to students by putting names on all jackets, coats, sweaters, lunchboxes, water bottles, and backpacks.** Twice a year (December & May) all items not claimed will be donated.

MONEY

Our preferred method of payment is [Online School Payments](#) to pay for field trips and any additional fees. If you want to make an online payment for lunch, you can pay online using [My Payments Plus](#).

PARENT PORTAL IN INFINITE CAMPUS

The Parent Portal is an electronic database where parents can access information about student grades, absences, and other important student information. Click [here](#) to review the directions to create an account. There is also a mobile app for this as well.

ESSA – EVERY STUDENT SUCCEEDS ACT

In compliance with the requirements of the ESSA statute, Fulton County Schools informs parents that they may request information about the professional qualifications of their 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 qualification.

If you wish to request information concerning your child's teacher's qualifications, please contact the principal.

PARENT TEACHER ORGANIZATION (PTO)

The Alpharetta Elementary Parent-Teacher Organization (AES PTO) provides support for our school through fundraising initiatives such as the PTO membership drive and fall and spring fundraisers when necessary. The PTO works closely with the parents, staff, students, and the School Governance Council to determine how classroom instruction can be best supplemented through the funding of engaging activities, curriculum support materials, and unique programs. The PTO also takes on programs such as spirit wear, hospitality, business partners, and several other fun events. We encourage all parents and staff to become partners in our students' education by joining our membership organization, participating in our fundraisers and volunteering your time and talents! Visit our PTO [website](#) to find out more about the AES PTO! You can also like and follow AES PTO on Facebook!

PHYSICAL EDUCATION

All students receive P.E. twice weekly. In addition, a daily 30-minute recess is provided by the classroom teacher. Students should dress appropriately for P.E., which should include athletics or tennis shoes and shorts/pants for girls. The P.E. teachers will not allow students to participate if they are not dressed in proper P.E. attire due to safety concerns.

PICTURES

Individual student pictures are taken during Fall and Spring. Class pictures are taken in the Spring. There are no retakes of Spring pictures due to time constraints.

PLEDGE OF ALLEGIANCE

Within the first ten minutes of each school day, students in each Fulton County School 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 faculty shall be given the opportunity to observe a short period of time for silent reflection. Students or faculty who do not wish to engage in silent reflection will refrain from any act

that would interfere with the reflection of others.

RECORDS

Parents or legal guardians have the right to examine their child's records. Principals, counselors, teachers, and other authorized personnel who have responsibility for supervising, instructing, or helping a student will have access to that student's records. **No third-party releases will occur without written permission from the parent.** When parents are requesting student records, they need to submit a [records request](#).

If an application needs to be completed for private schools, doctor offices etc., you will need to request a "Release Form" from Jodi Bassett, CST at: bassettj@fultonschools.org.

Records/transcripts will be mailed via U.S. Mail or faxed but not hand-delivered to the parent. Records for recommendation status from teachers and teacher completed forms will be faxed or mailed from this school to the requesting institution.

REPORT CARDS/PROGRESS REPORTS

Report Cards or Progress Reports are available on the [parent portal](#) every 4 ½ weeks. These dates will be communicated in teacher and school newsletters. Report cards will be sent home at the end of semester one and semester two. If you have questions concerning your child's grades, please contact the **content** teacher.

REQUEST FOR REMOTE DAYS

Parents reach out to teachers **at least 5 working days in advance** requesting remote days. If the request is submitted less than 5 working days, it **WILL NOT** be approved. These are the steps of the process.

1. Teachers confirm that there are no assessments during the requested time. If there is an assessment for that day/s, no remote day/s are approved.
2. Teachers will forward the request to the data clerk and the data clerk will send parents the form.
3. Parents will complete their portion of the form and email the form to guptap1@fultonschools.org.
4. It then will get approved by the Principal or AP, and the form is given back to the teacher.
5. Once work is completed (**work must be submitted within 2 days of absence**), the teacher will complete their portion of the form and return it to the data clerk to change the attendance status.
6. Until this process is complete, student attendance will be absent.

RESPONSE TO INTERVENTION (RTI)/MULTI-TIER SYSTEM OF SUPPORT (MTSS)

RTI and MTSS are academic support processes that implement specific academic interventions and monitor student progress for students who have been identified as performing below grade level expectations. These processes implement various levels of academic, social emotional & behavior support

that include the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress.

A Student Support Team (SST) committee is formed at the most supportive level of this process. This team consists of teachers, parents, and an administrator. The SST works together to monitor student progress, review student achievement and/or behavior data, and discuss if any additional next steps are necessary. A parent or staff member may initiate a referral to the SST. Our MTSS Coordinator, Christi Aysh (ayshc@fultonschools.org) is the head of the RTI and SST processes and can answer any questions you may have.

ROOM REPRESENTATIVES

2-4 room representatives are selected for each class to help the teacher and organize volunteers and classroom activities. There will be a sign up in each classroom during Open House or Academic Partnership Night. Room representatives will meet to discuss the upcoming school year and their responsibilities after the 10-day count. Please reach out to Miriam Joyce - miriamwalkerjoyce@gmail.com with any questions.

SCHOOL GOVERNANCE COUNCIL

Each Fulton County School has a School Governance Council (SGC) that will play a critical role in the success of each school. Each SGC will be comprised of 3 parents/guardians, 2 teachers, 2 community members, 2 school employees, and the principal (non-voting member).

The SGC will work with school leadership and the community to help determine the Strategic Plan of the school, design innovative solutions to increase academic achievement, and serve as school ambassadors to the local community. The SGC also can work on goals in tandem with the PTO.

Each of the parent/guardian members of the SGC must be elected by the parents/guardians of Alpharetta Elementary School. As a parent/guardian of Alpharetta Elementary School, you will have the opportunity to run for a SGC position and/or vote for parent/guardian representatives to serve on our SGC.

SECURITY AND VOLUNTEERS

Alpharetta Elementary School is committed to providing a safe and secure environment for your children. All doors to the school are locked at all times. A locked entry system is installed at the main entrance which has visual and audio capabilities that allow our front office personnel to view visitors and volunteers on a monitor before granting entry into the school. All visitors and volunteers must present a government issued photo identification. Your photo identification will be scanned and verified against the Sex Offender databases in all fifty states. Upon approval, a printed visitor or volunteer badge will be issued and must be visibly worn while you are in the building. Additionally, when checking out a student, please be prepared to show a picture I.D. This is for your child's protection.

Volunteers need to register [here](#). Once registered, please wait 72 hours for approval. You **will not** be sent a confirmation email. This system will keep track of your information which will enable you to volunteer

at other Fulton County Schools. **Volunteering at AES begins the first week of September.**

Our school is equipped with interior and exterior cameras that include facial recognition software. Most exterior doors are equipped with an alarm that sounds when it is opened. All staff wear a Centegix badge which enables them to ask for help quickly from the school's administration and enables them to alert law enforcement that the school needs immediate assistance.

SOCIAL WORKER

A social worker is available to students to assist with situations that may involve the home: (i.e., attendance, tardies, personal needs, and family concerns). Alpharetta Elementary School takes seriously their responsibility to consider the safety of all our students both during and after school. Please contact our school social worker, [Randi Downey](#) for further information.

STUDENT PLACEMENT

AES makes every effort to ensure students are placed in a class where his/her needs will best be met. A variety of items influence classroom placement including the number of boys and girls, the total number of students, test results, and reading and math levels. Due to the complexity of this process, parent requests for specific teachers cannot be honored. Any concerns regarding student placement should be directed to [Brian Madej](#) at 470-254-9038.

Occasionally, in order to meet state class size guidelines and student level changes, new classes need to be formed, existing classes need to be collapsed, or current classes need to be adjusted requiring the reassignment of students to a new teacher. We will make every effort to ensure that such transitions are smooth.

While parents are welcome to share general information regarding their child and their learning, specific teacher requests by name will not be accepted under any circumstances. Should a parent have a concern regarding a student placement, the following procedure will begin after the first 10 days of school, allowing the student time to settle into the new environment.

TALENTED & GIFTED (TAG)

All Fulton County Students are screened for the gifted program twice a year (Fall/Spring). If a student is referred for testing for the gifted program, the school must gather information in the areas of multiple criteria: mental ability, achievement, creativity, and motivation. Students must qualify in three of the four areas of multiple criteria in order to be eligible for gifted services. Specific questions regarding TAG eligibility may be directed to TAG Teachers.

TARDIES

School begins at 7:40 a.m. and ends at 2:20 p.m. **Students who are not in their classrooms by 7:40 a.m. are considered tardy and will be marked as such in Infinite Campus.** Students who are tardy must be signed in by their parents at the *kiosk outside the front door*. Students who ride the bus to school are not considered tardy even if their bus arrives after 7:40 a.m. A letter from the AES social worker will be sent home once your child accumulates **five** or more days of unexcused absences or tardies. A social

worker referral is automatically made once your child has accumulated more than **five** days of unexcused absences or tardies.

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.

*Parents of 3rd and 5th Grade Students

As required by Georgia law, all 3rd and 5th grade students **MUST PASS** the reading section of the Georgia Milestones to be promoted to the next grade level.

TEXTBOOKS

Our Curriculum aligns with state guidelines. Textbooks are used as resources to support our standards. They do not reflect the exact curriculum. Textbooks are furnished for all students. Students are expected to take care of all books and return them undamaged at the end of the year or before he/she withdraws from school. If a textbook is lost or damaged, a fee will be charged. Parents are responsible for paying for lost or damaged books before receiving their child's final report card. Contact [our CST](#) with any textbook questions.

TRANSPORTATION CHANGES

If you have a transportation change for your child, please submit a “**Notes from Home**” form to your child's teacher. Requests may only be made by the student's parent or guardian. **Unless the school is notified in writing, students will be sent home in their normal manner. Please Note: Emailed transportation changes to classroom teacher will not be accepted.** In the event of a last-minute emergency, you may contact Tanisha Allen-Toppin in the Front Office **no later than 1:30pm** at: 470-254-7015. This information will be relayed to the student and teacher before the end of the day.

UPDATING INFORMATION

It is important that in an emergency we are able to contact you. Please keep your address, home and work phone numbers, and emergency contacts updated at all times. If you are out of town, the school must be notified in writing (teacher and office) of who will be responsible for your child during the absence. Please contact our data clerk [Perna Gupta](#) with any updates to your child's or your family's information.

VISITORS

Fulton County Schools value the concept of parents as partners in education. Parents and community support and assistance are vital in all facets of the school program. Parents and community members are especially welcome to observe students in the academic setting through special activities and events taking place in the schools. Instructional programs are further showcased through musical presentations, art displays, and academic bowls. Parents may also participate directly in the instructional program through volunteer work, chaperoning field trips, membership on school advisory committees, and individual

teacher/parent conferences.

Lunch visitors are only allowed to eat lunch with their child(ren). **No other students are allowed.** Only food for your child(ren) should be brought in. Visitors can eat with their child(ren) at the "Visitor" tables or outside in the courtyard. Visitors are expected to have their child(ren) back at the end of their lunch time.

WITHDRAWAL PROCEDURES

Families leaving Alpharetta Elementary School will need to contact the Data Clerk, [Purna Gupta](#) at 470-254-9035 for procedures. All laptops, library books and textbooks should be returned to school and any cafeteria charges should be cleared. School records will be forwarded to the new school upon their request.

