

ABCs of Crabapple Middle School

10900 Woodstock Road, Roswell, GA 30075 / Phone: 470-254-4520

Principal	Stephanie Haga
8 th Grade	Andrew Bolin – Assistant Principal Amy Levin – Counselor
7 th Grade	Eric Casey – Assistant Principal Gina Severino – Counselor
6 th Grade	Melanie McCollum – Assistant Principal Allison Landreth – Counselor
Student Supports	Tomeki Lavender – Services for Exceptional Children Connie Lenich – Section 504 Lindsey Stephenson – MTSS Specialist
A full list of Student Support Teams and contact information can be found here: https://tinyurl.com/CMStudentsupportteams .	



BOOKMARK THESE RESOURCES

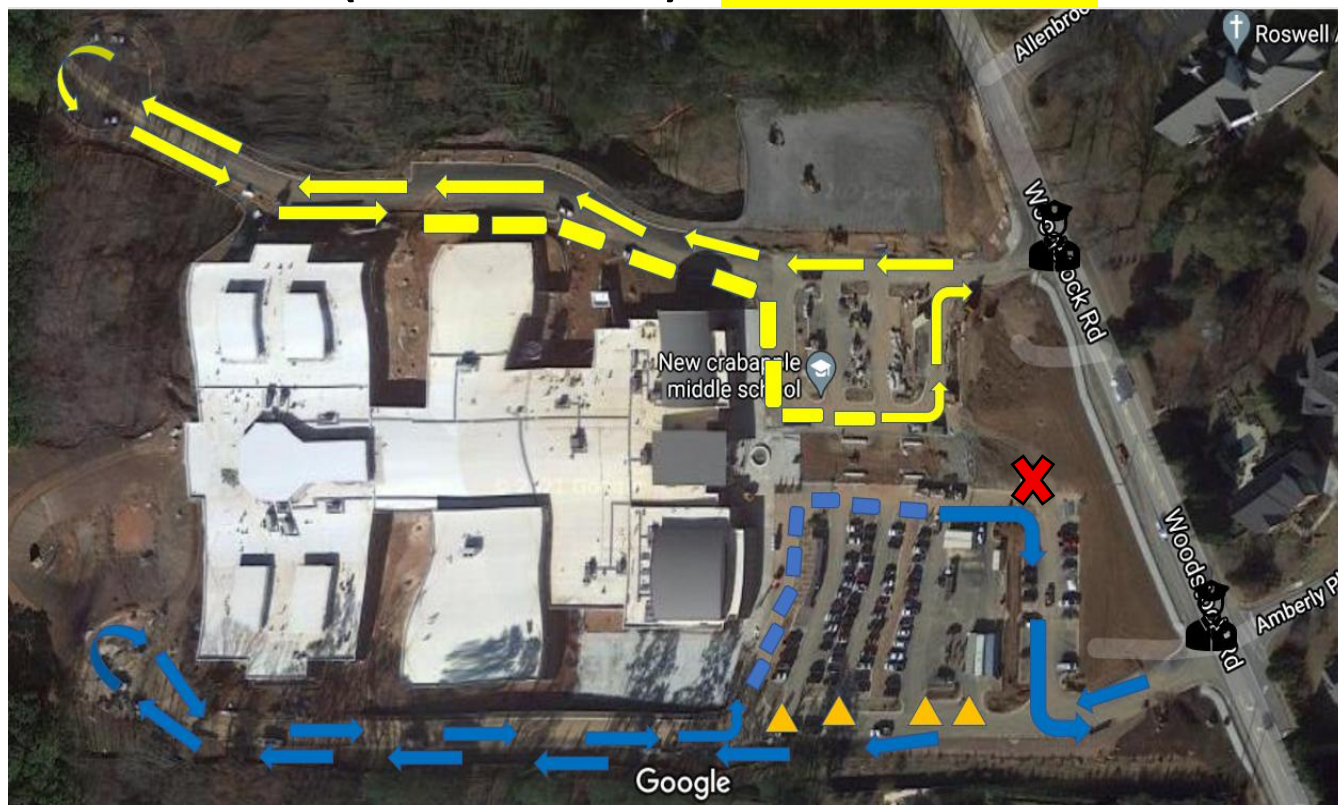
- ❖ **SCHOOL WEBSITE** ~ <https://crabapple.fultonschools.org> The web site is full of information, and you are encouraged to preview it before school starts and reference it for frequently asked questions. Content includes but is not limited to the following:
 - Student/Family Handbook
 - Staff contact information
 - Counseling office information
 - Calendar Events
 - Café Menus
 - Extracurricular Activities
- ❖ **FRONT OFFICE** ~ cmsfrontoffice@fultonschools.org is the primary email for the main school office.
- ❖ **FULTON COUNTY SCHOOLS WEBSITE** ~ www.fultonschools.org
- ❖ **FULTON COUNTY SCHOOLS TRANSPORTATION "HERE COMES THE BUS"** ["Here Comes The Bus" - Fulton County School System](#)

NEED-TO-KNOW INFORMATION

- **ARRIVAL FOR THE SCHOOL DAY** ~ Doors open at 8:25. 1st period starts promptly in the classroom at 8:55am. A student who will arrive to class after that time is late, will be marked absent/tardy. **Targeting arrival by 8:40am is advised as this is the highest volume of traffic. If you plan to eat breakfast, please plan to arrive by 8:35-8:40am.**
- **ARRIVAL** ~ Middle school parents are not required to wait until school staff are present to be dropped off in the morning. Student supervision does not begin until 8:25am, but please do not block the carpool lane prior to this. If you wish to wait with your child in the morning, you can park your car and wait with them until 8:25am.
- **ATTENDANCE** ~ Attendance is taken for each period. Absence/medical/tardy excuses may be submitted via the web site under *"I want to...report an absence"* or by emailing the front office (see above). Medical notes may be submitted by QR code at time of check in or by emailing the front office.
- **CAFETERIA** ~ Funding carries over from any Fulton elementary school or previous middle school years. Visit www.fultonschools.org to start a new cafeteria account or add funds. Should you need a refund, which is managed by FCS, not the local school. *Be advised that school breakfast and lunch is not free. Menus and cost-related items are listed here* <https://nutrition.fultonschools.org/MenuCalendar>
- **CARPOOL** ~ Carpool occurs on the south side of campus ONLY (Left side if you are facing the building). See the traffic flow map below. Afternoon cars begin lining up (double lanes) around 3:15pm and quickly blocks the south parking lot entrances/exits. **Do NOT Park in neighboring subdivisions or churches to wait for your student.** All students are dismissed to locate their car at 4:05pm and carpool begins moving by 4:15pm. If your student does not locate your car on time, you will have to circle and join the end of the line. Text or call your student to notify them of your location at 4:05pm.

- **CLINIC** ~ Ill or injured students are to report directly to the clinic with a pass so that they may be assessed by our clinic staff. ANY medication taken at school requires proper paperwork submitted by a parent/doctor. Contact the clinic (cmsclinic@fultonschools.org) for any medication or other questions.
- **COMMUNICATION** ~ All staff emails are on our website at <https://crabapple.fultonschools.org/staff>, and parents are encouraged to reach out with this tool to start a dialogue about any conversation or concern, to request telephone contact, or to request a face-to-face conference. Please find CMS Communication Protocol HERE which will outline the process for addressing concerns with staff members.
- **DISMISSAL** ~ Starts at 4:05pm. The first week is when we infuse this process with our students and parents, and we appreciate your patience.
- **EARLY CHECK OUT** ~ Bring a parent note with student name, reason for dismissal, and time for dismissal. Parents should sign and date the note. Students should bring the note to the front office. Note will be stamped for approval and becomes your pass out of class. **A student may not be checked out any later than 3:30pm.** Upon arrival, scan the QR code on the flyer and complete the form including snapping a picture of your ID. After completing the QR code, ring the buzzer at the entrance and your student will be sent from the office.
- **ENTERING THE SCHOOL** ~ Be prepared with your license or government-issued ID. The building is equipped with the buzzer entrance at the left door (as you face the building from the road). The security system will require all first-time visitors to be scanned/entered into the database by the office, and subsequent visits will always require check-in at the kiosk in the foyer.
- **INFINITE CAMPUS** ~ Both Parent and Student Portals will carry over from the previous year with the student ID number staying the same throughout high school. Parents of new students will receive an introductory email to start the Parent Portal. Please contact the front office about this process if you have any questions.
- **LATE CHECK IN** ~ Arrival after 8:55am requires student check-in using the posted QR code at the entrance or in the school foyer.
- **MARQUEE** ~ The marquee sign at the front of the school will highlight key information for our school community. In addition, events and valuable information will be communicated in newsletters and emails from school administration and teachers.
- **PAPERLESS (ALMOST)** ~ You will receive most documents and communication electronically. Mrs. Haga (principal) will dispatch a schoolwide newsletter every other week to the email listed in Infinite Campus. Teachers will also use email as the primary method of communication. *Please note: if you opt out of the general Fulton County Schools emails, this also opts you out of CMS newsletters and other schoolwide communications (i.e., testing information, etc.)*
- **PARENT DROPPING OFF ITEMS FOR STUDENTS** ~ ONLY the following items may be dropped off for your student: lunch, computer, glasses/contacts, medication, medical devices (i.e... Knee brace). When approved items are dropped to the school, please be sure they are labeled with your student's name and grade. It will be the responsibility of the student to retrieve dropped items. Students are not permitted to have outside food/drink while on campus.
- **STUDENT ATTIRE** ~ [Our Dress for Success Code](#) is available on our website. Please review it with your child. Students who are out of dress code compliance will be asked to change.
- **SUPPLY LISTS** ~ The school supply list is posted on the home page of the school's website.
- **TECHNOLOGY (PERSONAL)** ~ Personal devices must be silenced and put in lockers as per school protocol and in accordance with district policy and Georgia law.
- **TECHNOLOGY (SCHOOL)** ~ Each student is assigned a school device, issued at the start of the school year. Only approved school devices may be used. No personal technology devices.
- **TRANSPORTATION** ~ Adjustment between modes of transportation is arranged entirely between the parent and student unless it involves a change from the assigned bus. CMS does not keep records of how a student leaves school. Should you forget to notify your student of a change, you may use the front office email to transmit the information. **Any necessary temporary or permanent change of an assigned bus is only allowed when a request is pre-approved through Fulton School Transportation. Be advised that students may only ride on their assigned FCS bus. Students will be able to retrieve personal communication devices at 4:03pm to check for parent messages regarding transportation.**
- **Volunteering** ~ Parents are encouraged to volunteer in the office, media center, cafeteria (lunch) or dedicated events. Please look for opportunities in the school newsletter. Please reference the FCS website for additional details/requirements about volunteering at our school: <https://www.fultonschools.org/community/become-a-volunteer>.

NORTH ENTRY (Cafeteria Side) - BUS LANES ONLY



SOUTH ENTRY (Gymnasium Side) - CARPOOL

Parking and Carpool Procedures

- To ensure the safety of all students and the efficiency of our carpool process, please **Do Not Park** in the lots on either side of the school to avoid the carpool line. Students walking through these parking areas to meet vehicles disrupt the flow of traffic and create a safety concern.
- If you prefer to avoid the carpool line, you may use the parking lot at Roswell Area Park, located next to Roswell North Elementary School, for student pick-up.
- During morning carpool, when traffic is moving, please pull your vehicle as far forward as possible—toward the end of the plaza (or until traffic stops)—before unloading your child. The end of the plaza is marked with a red “X” on the map. Pulling all the way forward allows more cars to unload at once, helping carpool run efficiently.
- We appreciate your assistance and attention to these procedures. A few extra steps for students does help keep everyone safe and our arrival process running smoothly.