



Student & Family Handbook 2026-2027

Summit Hill Elementary School

13850 Providence RD

Milton, GA 30004

Phone: 470-254-2830

Fax: 470-254-2834

School Hours: 7:40am -2:20pm

Office Hours: 7:10 am – 3:00 pm

Summit Hill Elementary School Mission:

*“We Strive to **Help and Excel** in All We Do by Being **Proactive, Accountable, and Willing** to Lead. We Are **P.A.W. Proud!**”*

Stefi Slewitzke , Principal
Camille Santos, Asst. Principal

ADMINISTRATION

Stefi Slewitzke, Principal – slewitzke@fultonschools.org

Camille Santos, Assistant Principal – santos@fultonschools.org

ATTENDANCE

attendanceSHE@fultonschools.org

NORTH FULTON TRANSPORTATION (RE: ANY SCHOOL BUS INFORMATION/CONCERNS)

470-254-2978

STUDENT SUPPORT SERVICES

Counselor: Ruth Bowen – bowenr@fultonschools.org

Curriculum Support Teacher- Stephanie Blamires – blamiress@fultonschools.org

Literacy Coach: Lindsay King – KingL5@fultonschools.org

Math Coach: Brian Madej – madej@fultonschools.org

Instructional Support Teacher: Lina Scharff – scharffp@fultonschools.org

MTSS/SST/504 Coordinator- herringtonl@fultonschools.org

STAKEHOLDER SUPPORT SERVICES

Front Office: Kim Stengard-stengardk@fultonschools.org

Data Clerk: Carol Shenk – shenkc1@fultonschools.org

Bookkeeper: Keri Koons - koonsk@fultonschools.org

Clinic Nurse: Kimberly Thompson – thompsonk1@fultonschools.org

Cafeteria Manager: Valerie Aydlett – aydlett@fultonschools.org

Social Worker: Randi Downey – downeyr@fultonschools.org

PTO Co-Presidents: Grace Swanson & Fran Zeifman – grace.eagar@gmail.com francesca.zeifman@gmail.com

SGC Chair:

MISSION STATEMENT

At Summit Hill Elementary School, we **Strive to Help and Excel** in all we do by being **Proactive, Accountable,** and **Willing to Lead.** We are **P.A.W.** Proud!

* The contents of this handbook are subject to revision, as needed, during the school year. Revised: 07/2026

Dear Summit Hill Elementary Families,

Welcome to a new school year at **Summit Hill Elementary (SHE)**! Whether you're a returning family or new to our community—**we're so glad you're here**. You've joined a vibrant, supportive, and engaged school family, and we hope you and your child feel right at home.

Our Mission: We Are P.A.W. Proud!

At SHE, we strive to help and excel in all we do by being: **Proactive, Accountable and Willing to Lead**

This is what it means to be **P.A.W. Proud**—a commitment that guides our words, behaviors, and actions every day.

A Tradition of Partnership

For over 25 years, SHE has been a special place for children, thanks to the strong partnerships between our teachers, staff, families, and the broader community. These relationships continue to build a solid foundation for student success and a well-rounded school experience.

Get Involved!

As a parent, you are your child's first and most important teacher. We encourage you to get involved in ways that work for your schedule and interests:

- **Join the PTO** – Support students and staff through events and volunteer efforts.
- **Serve on the School Governance Council** – Help shape school decisions and ensure parent voices are heard.
- **Volunteer with Watch D.O.G. Dads** – Assist with school projects, recess, and more.
- **High-Five Fridays** – Spend just 30 minutes greeting students with positivity to start their day.

Check out the "Parent Volunteer Opportunities" section on our website for more ways to get involved!

We're Here for You

Thank you for choosing Summit Hill Elementary for your child's education. We're honored to partner with you and are always here to support your family. Feel free to reach out to us anytime!

Warm regards,

Stefi Slewitzke

Principal, Summit Hill Elementary School

Staff / Faculty: [Home - Summit Hill Elementary School](#)

Attendance / Records/Report Cards/Registration/Withdrawal:

Step 1: Carol Shenk, Data Clerk shenkc1@fultonschools.org

Step 2: Camille Santos, Assistant Principal santos@fultonschools.org

Bus Questions or Concerns:

Step 1: Bus Driver

Step 2: Camille Santos, Assistant Principal santos@fultonschools.org

Cafeteria:

Step 1: Valerie Aydlett-Williams, Cafeteria Manager AydlettV@fultonschools.org

Step 2: Camille Santos, Assistant Principal santos@fultonschools.org

Curriculum / Instruction:

Step 1: Classroom Teacher

Step 2: Stephanie Blamires, Curriculum Support Teacher (CST) blamiress@fultonschools.org

Step 3: Camille Santos Assistant Principal or Stefi Slewitzke, Principal santos@fultonschools.org
Slewitzke@fultonschools.org

Discipline:

Step 1: Classroom Teacher

Step 2: Camille Santos, Assistant Principal santos@fultonschools.org

Step 3: Stefi Slewitzke, Principal Slewitzke@fultonschools.org

General Information:

Kim Stengard, Front Office PA-stengardk@fultonschools.org

Homework:

Classroom Teacher

Transportation Changes:

SHetransportation@fultonschools.org

Classroom Teacher and Kim Stengard, Front Office PA

Medical:

Kimberly Thompson, Clinic Aid and Classroom Teacher

ThompsonK1@fultonschools.org

SHE Communications Protocol *For Parents*

The communications protocol below has been designed to encourage and promote direct, open, and respectful communication so that concerns can be addressed in an effective, efficient, and timely manner. Parents are encouraged to use this protocol, and SHE staff members are expected to be sensitive to your concerns, to maintain confidentiality, and to respond within 24 business hours.

#1 Reach Out Directly to Your Child's Teacher:

- If you have questions regarding your child's education, classroom experience, grade, or interactions with another student, please contact your teacher first. Email addresses can be found on the SHE website at: [Home - Summit Hill Elementary School](#)
- Teachers are expected to reply as quickly as is possible and, in most cases, a reply will come within 24 hours. However, if you do not receive a response, do not consider the matter resolved satisfactorily, or you need additional support, please proceed to the next step.

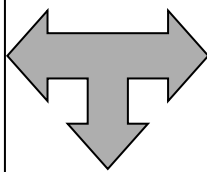
#2: Reach Out to the School Counselor, CST, Assistant Principal or Principal.

School Counselor

Ruth Bowen

BowenR@fultonschools.org

If your question is regarding your child's social or emotional well-being.



Curriculum Support Teacher

Stephanie Blamires

BlamiresS@fultonschools.org

If your question is regarding your child's academics, curriculum, or placement.

Assistant Principal

Camille Santos

Santos@fultonschools.org

If your question is regarding classroom practice, issues with another student (in school or on bus), or discipline concerns.

#3 Reach Out to Principal

Stefi Slewitzke Slewitzke@fultonschools.org

If your question is not answered or resolved in a satisfactory result after following protocol or your need additional assistance, please email Stefi Slewitzke.

#4 Reach Out to Zone 7 Superintendent

Dr. Kibbey Crumbley

CrumbleyK@fultonschools.org

If, after thorough communication and collaboration with SHE staff and the principal, you feel no satisfactory resolution to your question, please contact Dr. Crumbley and copy Stefi Slewitzke on your correspondence.

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ABSENCES

Students are required to provide a written or emailed excuse from their parent/legal guardian when absent. *Please send a handwritten note or email verifying the date(s) and reason for your child's absence.* Email attendanceSHE@fultonschools.org and copy your child's teacher. Medical appointments can also be marked medical with a doctor's office note upon return. Please notify the clinic and your child's teacher if your child has a contagious disease or an extended illness. After 3 unexcused absences, your teacher will reach out. Chronic absenteeism will result in contact from the school social worker.

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.

- **Excused Absences:** Absences due to medical, school field trip, and/or other school sanctioned events are all considered excused. A principal has discretion to excuse additional, nonmedical absences, with advanced notice.
- **Unexcused Absences and Georgia Law:** Georgia Law is very specific with regards to student attendance. After 5 unexcused absences, the school social worker (SSW) will send a letter home and work with the family and educate on Georgia Laws on Attendance and Truancy. Our SSW is Ms. Randi Downey (DowneyR@fultonschools.org). Please reach out if you have questions ([September is Attendance Awareness](#))

[Attendance Matters - Fulton County School System](#)

Makeup Work due to an Absence

Parents may request make-up work for a student upon return from an absence. Students will have an equal number of days as they were absent to complete any missing assignment, task, or assessment for full credit. Elementary students are to receive the actual grade earned on any make-up work submitted on time, regardless of whether the absence is "excused" or "unexcused." Teachers are not required to prepare work in advance for a student who is going on vacation or has an approved pre-planned absence.

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 teacher. See "CLINIC" for additional information.

ANIMALS AND ITEMS BROUGHT FROM HOME

Live animals are not permitted at school. Students also may not bring items such as toys, trading cards, etc. and are strongly discouraged from bringing expensive items to school such as smart technology (i.e. cell phones, watches, tablets, etc.). The school is not responsible for lost or stolen personal items.

ATTENDANCE

Arrival begins at 7:10 a.m. and school hours for students are 7:40 a.m. to 2:20 p.m. Students are considered tardy at 7:40 a.m. When your child arrives late to school, please accompany him/her into the building, sign in at the kiosk, and he/she will receive a tardy slip from the front office.

Regular attendance is the best way to ensure that your child maximizes his/her learning experience. We encourage all families to miss as few days as possible. For the times your child does need to miss school, please follow the district policies: [Attendance Matters - Fulton County School System](#)

ATTENDANCE ZONE MAPS Attendance boundaries are established for each neighborhood school within Fulton County and are strictly enforced. Please visit [School Attendance Zones - Fulton County School System](#) or call 470-254-5540 to check attendance zone by address. This link will provide elementary, middle, and high school attendance.

BIRTHDAY CELEBRATIONS

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

- Parents may send in one small birthday item such as a pencil, stickers, or other “inedible trinkets” to share with the class. These must be sent in the students’ backpack and include enough for every child in the class. Birthday food should not be sent to the classroom.
- If the picnic area is open, parents may plan a lunch date when a child’s birthday falls on a school day.
- Parents are encouraged to participate in the Media Center’s Birthday Book Club. Students who join the Birthday Book Club get to choose a free book for their birthday. More information is sent from the media center in the first weeks of school. Scroll to the Media Center Section for more information.
- FCS Nutrition offers “Smart Celebrations Class Treats” through the cafeteria. To purchase a “Smart Celebrations Class Treats”, please contact SHE Nutrition Manager, Valerie Aydlett-Williams, AydlettV@fultonschools.org

BUS SAFETY

Keeping all students safe is a priority. While on the bus, students should consistently follow the bus safety rules guaranteeing a safe ride, without distraction. Please encourage your students to report to the bus driver and to parents/guardians or any student(s) who do not follow bus/school safety rules. Any behavior on the bus, which does not align with safety expectations, should be reported to the administration and could result in consequences according to the FCS Code of Conduct.

Link to FCS Bus Safety Tips:

<https://resources.finalseite.net/images/v1710244581/fultonschoolsorg/ugzjhfhfaj0ciwh1zsn2/2022-23SafetyTipsBrochureforParentsStudents.pdf>

Support and Follow FCS Bus Safety Rules:

1. Follow the directions of your bus driver.
2. Sit in your assigned seat.
3. No eating or drinking while the bus is in motion. (Except water in extreme heat)
4. Keep all your belongings in your backpack.

5. In the AM, we ask that students wait 12 feet back from the bus door in an orderly manner, with no “horseplay”, to load the bus.
6. Remember the *12-foot danger zone around the bus while students are loading and unloading. Allow your child’s bus driver to train their students on how to properly load and unload the bus, including how to cross the street.
7. If your child misses the bus, do NOT allow your child to chase after the bus or go to a different stop. The driver will not be expecting your child at another stop, which could create a safety hazard. Please drive your students to school. Help us keep your child safe!

Bus misbehavior consequences: Any violation of the FCS Student Code of Conduct, including bus safety, will be addressed. The following guidelines will be in place for most bus safety violations:

- First & Second Offenses: Office visit to assistant principal or other admin. Parent notification and a minor adjustment on the bus such as a seat assignment.
- Third Offense: Office visit to assistant principal or other admin. Parent notification. Assigned to 1 day bus suspension.
- Fourth or more Offense: Office visit to assistant principal or other admin. Parent notification. Assigned 2-10 days of bus suspension, and/or permanent removal.

Major offenses include, but are not limited to:

- Disruptive behavior, fighting, wrestling, scuffling, hazing, harassment, or intimidation.
- Failure to identify oneself or giving false identification.
- Teasing/Taunting/Harassing Behavior/Inappropriate Language.
- Ignition of lighters, matches, etc.
- Insubordination/defiance of driver or other authority.
- Using personal communication devices to play loud and/or offensive music, videos, etc. PCD are not permitted in ES per the [FCS Code of Conduct](#).
- 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 a bus is in motion.
- Possession of a dangerous instrument.
- Smoking, dipping, use of drugs/alcohol or possession of related products.
- Vandalism of bus or personal property.
- Theft of personal property.

Track your bus using Here Comes the Bus: [“Here Comes The Bus” - Fulton County School System](#) a free app is available in the Apple Store or Google Play Store. This app is free and will show you the location of your child’s bus. No more worrying about your child missing the bus!

CAFETERIA INFORMATION

The school participates in the school lunch and breakfast programs. The prices and menus are located [here](#). The prices for the 26-27 school year are shown below, but prices are subject to change:

Breakfast		Lunch	
Elementary School Student	\$1.70	Elementary School Student	\$3.10
Middle School Student	\$1.85	Middle School Student	\$3.35
High School Student	\$1.85	High School Student	\$3.34
Reduced Price	\$0.30	Reduced Price	\$0.40
All Adults	\$3.25	All Adults	\$5.25

*Students may purchase extra milk for \$0.75.

Summit Hill Elementary operates for meals via a prepaid meal program. Parents may prepay for meals or food/beverage items for up to one full school year. The cafeteria menu is available through the Summit Hill Elementary School website or by visiting this link: [Menu Calendar \(fultonschools.org\)](http://MenuCalendar(fultonschools.org)): Choose Summit Hill Elementary to see the calendar for breakfast and lunch daily menu.

Breakfast is served from 7:10 a.m. until 7:40 a.m. each morning. Several choices are offered for breakfast and lunch. Parents may restrict their child from purchasing certain items by contacting the cafeteria manager. You may reach the cafeteria manager: Valerie Aydlett-Williams at 470-254-8901 or by email: AydlettV@fultonschools.org

If your child forgets his/her lunch, he/she will be able to charge for a school lunch and pay the cafeteria the next school day. The charge limit for Elementary Schools is \$9.00. If your child exceeds the charge limit, he/she will be provided with an alternate meal for lunch until the charge is paid. No charges will be permitted in the last two weeks of the school year.

Free and reduced priced meals are available for students whose families qualify for financial assistance. 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:

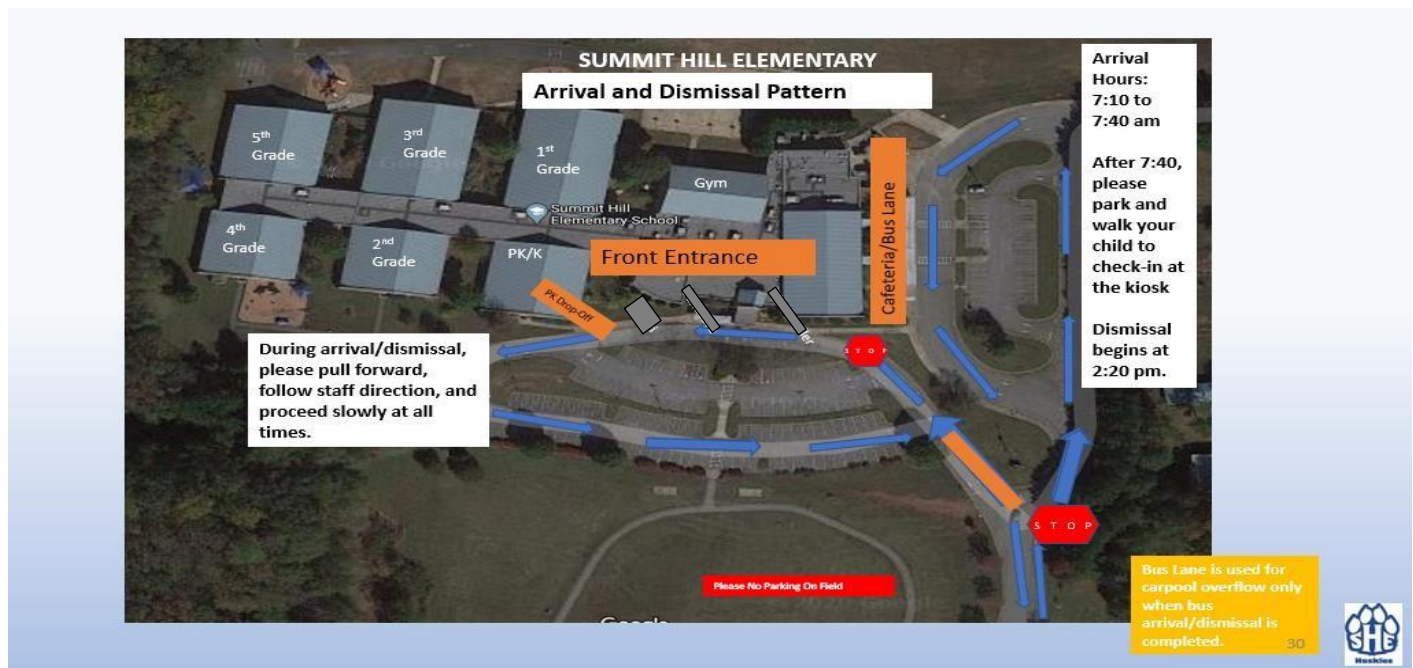
- Parents/guardians must complete one application per household.
- The application should be returned to the cafeteria manager at the school for the youngest child.
- New students in Fulton County will pay for meals until the household application is approved.
- Returning students will maintain last 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.

Beginning September 8, parents may visit for lunch dates. Lunch dates are designated for the picnic area or on the stage and should be with your child only. Your child's friend(s) must stay in the cafeteria. When having lunch dates at school, please sign in with the front office, be ready to show your ID, and obtain a yellow "Lunch Visitor" badge. After signing in, please wait in the atrium in front of the cafeteria for your child's class to arrive. The picnic area is reserved for parents choosing to dine with students in our outdoor dining garden. Please do not bring treats for your child's class to share in the cafeteria. Always discard your trash prior to leaving. Some days such as Husky of the Month or preparing for a concert, the stage may be unavailable.

CARPOOL INFORMATION

Morning: To reduce the volume of morning traffic, we encourage a very safe alternative of riding the school bus. When using your car for morning arrival, please adhere to the following procedures:

- Children may enter the building in the morning beginning at 7:10 a.m.
- Staff supervision begins at 7:10 a.m. Do not allow your child to wait outside the school's front door without your supervision.
- Students may be dropped off in the school bus loading area once all buses have unloaded. Cars may not pass while a bus is unloading.
- Parents are encouraged to follow the directions of staff supervising the bus and/or carpool area.
- Please follow the designated traffic pattern and wait patiently while cars unload/load. Please avoid attempting to pass cars in front of you while in the loading zone.
- 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 are not permitted to cross through the parking lot or crosswalk 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 number card will be required to pick up your child from the carpool line. If you do not have your child's carpool tag, you will be directed to the front office to pick up your child. Please bring your identification. If you misplace your carpool tag, you may obtain a new one at the front office.

CELL PHONES /Personal Electronic Devices (Smartwatches)

According to Fulton County Board of Education Policy and Procedure concerning Disruption and Interference with School: **Cell Phone Policy Update (18f.II)**: Students in grades K–8 are prohibited from using personal communication devices (e.g., cell phones, smartwatches, tablets, recording devices) during school hours. These items should not be brought to school unless explicitly authorized for educational or medical purposes. Unauthorized use may result in disciplinary action and device confiscation.

CLINIC INFORMATION

Summit Hill Elementary is concerned about the health and well-being of your children. 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.

A parent or guardian will be called to pick up a student if the student has a fever, is vomiting, or has diarrhea. Please do not send your child to school unless they have been 'fever free' (without the use of medicine) for 24 hours.

All medication given at school must first be sent in by the parent along with a completed '[Parent Resources - Fulton County School System](#) Authorization to Give Medicine form; prescription medications require a doctor's signature. Forms are available in the school clinic, in the appendix, and on the SHE website. All signed forms from you and/or your doctor may be faxed directly to the office at 470-254-2834 or emailed to the clinic aid: ThompsonK1@fultonschools.org.

If your child requires medication during the school day, they must go to the clinic to take it. The medicine must be in its original labeled container (no baggies). 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 any type of cream. Please check expiration dates for both prescription and OTC medicines. Expired medications will not be dispensed by the clinic.

Please notify the front office and clinic if 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

An effective and efficient flow of communication between home and school is very important and a top priority for SHE staff. The following are some tips on staying informed about your child's educational experience:

- **Friday Folder:** For most grade levels, this will be sent each Friday with students and may contain important school announcements, graded schoolwork, flyers, message from teacher, etc.
- **Hilltop Happenings:** A weekly electronic newsletter from the school will be sent out every Friday. Only schoolwide news, events, etc. are included in this newsletter. Reference your classroom teacher's email for specific grade information.

- **Phone Calls/Email:** Teachers are unavailable to take phone calls during instructional time. Please feel free to contact your child's teacher by email. You may use email to request a phone call. If email is not accessible, contact the front office.
- **Attendance:** If your child is absent, tardy or any other attendance change, please email attendanceSHE@fultonschools.org and your classroom teacher.
 - **Dismissal/Transportation Changes:** For transportation changes, please email SHETransportation@fultonschools.org or call the front office.
- **Conferences:** You may request a conference with your child's teacher at any mutually agreeable time. The conference window is in October for fall conferences.
- **Social media:** follow us on PTO websites for FB, Twitter @SummitHillGA

CONTINUOUS ACHIEVEMENT

FCBOE Policy-IFD (effective 2024-2025 school year and beyond). FCS follows the continuous achievement framework for advancement that allows each child to progress in language arts and math at his or her appropriate instructional pace and depth, expanding or compacting the curriculum as appropriate. The framework is implemented in elementary and middle school and includes a process for advancement in the current grade level or an acceleration process to move beyond grade level content by one or more years. The continuous achievement definitions for language arts and math are:

- On-level – Curriculum consists of grade-level state standards.
- Advanced – Curriculum consists of grade-level state standards plus standards from the next grade level.
- Accelerated – Curriculum consists of state standards that are one or more years above the assigned grade level.

Placement Considerations:

- Students are placed in the appropriate curriculum based on performance on system-level diagnostic assessments, standardized test data, student grades on classroom assessments, and teacher recommendations.
- While no student will be placed below his or her appropriate grade level standards, there is no artificial barrier for moving ahead. If a student's data and teacher recommendations do not support moving ahead of on-level, a parent may request a waiver for their student to be placed beyond the on-level standards in language arts and/or mathematics. It is important to note that teachers are not expected or required to provide direct instruction for pre-requisite standards that have been waived.
- Student performance and placement will be reviewed each semester to determine if the placement level continues to be appropriate in meeting the student's individual learning needs.
- Teachers may teach two levels of curriculum in language arts and math to meet the continuous achievement needs of their students. Students are grouped with grade level peers and, when possible, by continuous achievement level.

Questions about continuous achievement levels can be addressed by the classroom teacher or the CST, Stephanie Blamires.

CURRICULUM

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 a School Counselor and a METI to support the total

instructional program for children. If you have questions regarding the instructional program, please contact our Curriculum Support Teacher, Stephanie Blamires.

[FCS Curriculum Hub](#): The FCS Curriculum Hub provides a variety of resources to assist parents in supporting their students' learning in the areas of ELA, Rdg, Math, Science, and Social Studies. Parents will find information such as content standards, unit maps, resources to preview or review concepts at home, etc.

CURRICULUM SUPPORT TEACHER

The Curriculum Support Teacher (CST) helps to implement the Fulton County curriculum and the Georgia Standards for all content. The CST is involved in staff development, field trips, student placement, data analysis, grade level planning, and communication. If you have questions involving anything curricular, please contact CST, Stephanie Blamires at 470-254-8912

DAYCARE RIDERS

Students riding daycare vehicles will load and unload near the cafeteria side of the school. If a daycare student is absent from school, checks out early, or will not be attending daycare for any reason, the parent must notify the daycare provider.

DISCIPLINE

SHE staff follow the FCS Student Code of Conduct and Discipline Handbook in all behavioral incidents. Parents are asked to familiarize yourself with the FCS Code of Conduct at this link: [2026 - 2027 Code of Conduct - ENGLISH](#) The Assistant Principal is the primary point of contact for major discipline matters. If you have questions regarding discipline, please contact Camille Santos at 470-254-8902.

DISMISSAL

Dismissal begins at 2:20 pm for bus, carpool, walkers, and daycare. We use a silent transition when dismissing students from the building to ensure that all students remain safe until they are loaded onto their bus/car. All students not involved in an after-school program should be picked up no later than 2:40 pm.

Bus Riders load buses on the cafeteria side with teacher supervision. Parents should never plan to pick up a child in carpool from this area. This area is designated for loading and unloading buses only. The only exception is carpool drop-off between 7:30 – 7:40 am.

As an extra safety measure, students riding carpool will be dismissed from the gymnasium and move to the front designated numbers (1-8) for loading only when their carpool number is announced.

Please always have your carpool tag clearly visible. A staff member will record carpool numbers and assign each car to a designated number for loading children. You can help us expedite the carpool process by ensuring all your children know their carpool number by memory.

Carpool numbers will be called from the gymnasium, and your child should be waiting at a designated number when you pull up to the loading area. A SHE staff will assist in loading your car. As soon as your child is loaded, please pull forward and out of the parking lot. If, on any day, your child(ren) needs extra time to load, a staff member may ask you to pull ahead to the end of the sidewalk to wait for your child.

Since children are loading all the way down the sidewalk, please wait until the car ahead of you pulls ahead before proceeding.

DRESS CODE:

[FCS Code of Conduct Rule 13.A.1](#)

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoe lessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

Please follow these FCS and SHE dress code guidelines daily when choosing your child's clothing:

- For safety reasons, students' faces must not be covered or obscured while at school by hoodies, hats, sunglasses, masks, face-paint, etc.
- Pajamas may only be worn to school on designated pajama day.
- Students should wear shoes that are appropriate for daily outdoor recess and PE, which may require running, skipping, or other physical activities. Sneaker-style shoes are required to be worn on P.E. days. For safety, slides, crocs, flip flops, boots, slippers, sandals, etc. are not allowed on PE days.
- Shorts/skirts should be of an appropriate length.
- Shirts should completely cover the midsection, back, and chest area.

DROP OFF ITEMS FOR STUDENTS/TEACHERS:

If you need to drop off any item for a student or teacher, please come to the front office where you will find labels, tape, and pens. The items may be left on the cart near the cafeteria. The cart is checked frequently and will be delivered as soon as possible.

EARLY INTERVENTION PROGRAM (E.I.P.)

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 heterogeneous regular classroom or in a small group setting. For further information, please contact Linda Herrington at 470-254-2836.

EARLY RELEASE OF STUDENTS

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

All student checkouts must occur BEFORE 2:00 p.m. so as not to interfere with our regular dismissal process.

For the safety of all our students, children may not be released directly to the parents from the classroom unless checked out by the teacher AND the front desk. If you are a volunteer in your child's classroom and wish to have them dismissed early, we ask that you communicate with the teacher and then stop at the front

desk to complete the checkout process. Only those parties that you have listed as emergency contacts may check your child out of school. Otherwise, written confirmation from the parent/guardian will be required.

EMERGENCY DRILLS, EVACUATION & SCHOOL CLOSING

Safety and security are top priorities at Summit Hill 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.

DRILL DESCRIPTIONS

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 a 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 threats. 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.

Evacuate - Evacuate is called when there is a need to move students from one location to another. This includes evacuation for fire, bomb threat, chemical odor smell or other condition determined by staff. This drill should incorporate the random initiation of the fire alarm system using a random pull station for each drill opportunity. Keep in mind that a school should NOT evacuate during a lockdown if the fire alarm is pulled / sounded, unless you are in immediate danger, see or smell smoke.

Shelter in Place - Shelter is called when the need for personal protection is necessary. This drill also supports spontaneous events such as tornado, earthquake or hazardous materials.

Medical Emergency - Activated when immediate medical attention is required for a person experiencing a perceived serious or actual illness, injury, symptom, or condition.

If school must be closed due to inclement weather, the most up-to-date information will be provided on the [Fulton County Website](#) main page. Note: If the weather or other emergency event occurs during the school day, 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. Summit Hill Elementary has developed a detailed emergency evacuation plan which will be reviewed and updated on an annual basis.

Evacuation drills are practiced at least monthly throughout the school year and these will be followed should any emergency occur during the school day. You will be notified as quickly as possible of the evacuation plan details. Please follow staff directions in the evacuation plan should an emergency occur.

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 qualification, please contact our principal, Stefi Slewitzke.

FCS BILL OF RIGHTS: [FCS Bill of Rights](#):

The Fulton County Board of Education is committed to its stakeholders and strongly believes that their voice matters. Students, teachers, and parents across the district created a student, teacher, and parent/guardian Bill of Rights. These documents are intended to support an environment of reciprocal accountability, and outline tenets for each of the groups.

FIELD DAY

Field Day is held each year during the month of May. Days are set aside for outdoor games and field activities for children in Prekindergarten through fifth grade. Parent volunteers and teachers supervise each class as they participate. Parents will receive field day information from teachers prior to the event.

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 and Orientation class. Siblings are not permitted to attend field trips. All students attending the field trip will be required to ride the school bus to and from the destination.

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 in order for your child to participate in any school program, please put your request in writing and address it to the school counselor, Ms. Bowen. All requests for financial assistance are confidential and handled privately between the parent and the principal.

GIFTS

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.

GRADING

FCS Grading Policy FAQ for Parents:

Teachers will communicate specifically with parents regarding individual graded assessments/assignments. All student grades are available to parents daily through the parent portal of Infinite Campus. Below is the FCS Grading Scale for elementary students. Please use the link above to review FCS grading policies.

GRADING SCALE

Kindergarten - Second Grade

EM	Exceeding Mastery	90-100
M	Mastering	80-89
AM	Approaching Mastery	70-79
NYM	Not Yet Demonstrating Mastery	69 and Below
NG		No Grade

Third – Fifth Grade

A	90 and Above
B	80-89
C	70-79
F	69 and Below
W/(1-100)	Withdrawn
P/F	Pass or Fail
NG	No grade
I	Incomplete
CR	Credit
NC	Non-Credit

Georgia Standards for all grade levels: [Link to GSE CONTENT STANDARDS](#)

GA Standards are created for all content. For elementary PK – 5th grade, the following standards are taught ELA/Reading, Math, Science, Social Studies, Fine Arts, Physical Education, and Health Education.

HEAD LICE

Unfortunately, particularly in elementary school, head lice are parasitic insects, which could impact anyone. Head lice don't care about social station or hygiene; these parasitic pests just need a human head as a host. While head lice are not dangerous, they are a nuisance and easily spread. If your child is infested with lice, then your entire family could be at risk.

At school, we take the following precautions to prevent head lice: limit children encountering one another's heads; vacuum classroom rugs each night; and teachers are encouraged to bag up soft spaces (such as pillows) each weekend. Lice cannot survive without a human host for more than 48 hours.

What You Can Do to Help SHE be lice-free:

1. Open the link for [Head Lice](#) and be familiar with the district checklist for prevention.
2. If you notice that your child is scratching his/her head frequently and/or reports to you that his/her head itches, please check his/her hair thoroughly. Because they are so small, nits/lice can be difficult to see; therefore, check carefully. We use chopsticks to separate the hair follicles; you could also use a comb.
3. If you see [“nits” \(tiny, white, lice eggs\)](#) and/or [live lice](#), please seek a treatment option immediately. There are over the counter solutions and/or hair salons, who check and/or delouse your child. Fees range from \$20 and up. Note: FCS does not require a professional service to remove lice. Over the counter kits can be purchased grocery, pharmacy, and/or most retail stores, selling food/pharmacy items.
4. If your child is confirmed for lice, he/she should not return to school until all lice/nits have been treated and removed from the head. If you use a service, you should receive a letter indicating that all lice have been removed.
5. If your child is exposed to or has lice, you must consider that items in your home/car may have encountered lice, as well. You should: Wash bedding, jackets, book bag, brush/combs in hot water. Items, which cannot be washed (such as stuffed animals, pillows, etc.), should be bagged and put in a garage or basement for more than 48 hours to ensure that any lice present have died.
6. Even if your child is not scratching his/her head, it is a good idea to check him/her frequently and let the school know if he/she does have nits/lice.

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.

INTERNET PROTECTION: [Instructional Technology - Fulton County School System \(fultonschools.org\)](https://www.fultonschools.org)

Internet access is available in support of the instructional program. The Fulton County School System complies with the Children’s Internet Protection Act. There are filters in place that block access to material that may be inappropriate for your child.

LOST AND FOUND

Our Lost and Found closet is in the cafeteria atrium to the left of the benches. We are hopeful that this visible location will make it more convenient for students and/or parents to search for lost items any time between 8 am and 2 pm. Please be sure to put your child's last name on all belongings. This allows us to return lost items back to the rightful owner. Due to the volume of Lost & Found Items, effective August 5, 2024, we will donate unclaimed items to charity at the end of each month.

LUNCH DATES

Lunch dates begin the Tuesday after Labor Day each school year. Lunch dates should occur during your child's scheduled lunch time. Lunch Date visitors should bring a photo ID, sign in, and ensure the visitor's pass is visible to staff. Lunch dates are held in the courtyard picnic area at door 6 or on the stage if it is available.

This is intended as a special lunch for your child. Please only have lunch with your child. Outside food is allowed but should not be shared by a friend.

Please understand that we may have to cancel lunch dates during the school year. You can find out if lunch dates are cancelled by checking out the Hilltop Happenings Calendar of Events.

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
- 1st Grade – 2 books
- 2nd - 5th Grade – 3 books

Additional books cannot be checked out until the outstanding books have been returned. Students are responsible for the 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 for more information.
- 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 encouraged for the form/payment be submitted at the beginning of the year.

MEDICATION

All medications prescribed and over the counter, must be administered through our clinic. Contact our clinic aide, Ms. Kimberly Thompson, if your child has need for a daily medication throughout the year. Clinic: 470-254-8903 or ThompsonK1@fultonschools.org

OnLine School Cash

FCS and SHE are cashless. We have a new system called School Cash Online. Register here:

<https://fultonschools.schoolcashionline.com/>

Once your student is linked, you will be able to view and pay for school fees and activities online.

PARENT TEACHER ORGANIZATION (PTO)

The Summit Hill Elementary Parent-Teacher Organization (PTO) provides support for our school through fundraising initiatives such as the PTO membership drive and the periodic fundraisers. The PTO works closely with the parents, staff, students, and School Governance Council to determine how classroom instruction can be best supplemented through the funding of engaging activities, curriculum support materials, unique programs, and technology. The PTO also takes on programs such as spirit wear, hospitality, business partners, and all family 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! [SHE PTO Website Link](#)

PARTIES

Each classroom will have two parties each school year – the Winter Holiday Party and End of the School Year Party. The parties are scheduled for one hour.

Valentine's Day will include a valentine exchange and allow for the room parent to coordinate one treat and/or goodie bag to be sent in and distributed by the classroom teacher.

PERSONAL TECHNOLOGY [FCS Code of Conduct 18f.II](#)

Students in grades K–8 are prohibited from accessing personal communication devices (e.g., smartwatches, cell phones, tablets, recording devices) during school hours. These items should not be brought to school unless explicitly authorized for educational or medical purposes. Unauthorized use may result in disciplinary action and device confiscation.

PHYSICAL EDUCATION

All students receive P.E. twice weekly for no less than 90 minutes per week. In addition, a daily 30-minute recess is provided with the classroom teacher. Students should dress appropriately for P.E. and recess, which should include athletic shoes and clothing appropriate for physical activities. Students must have written permission from a parent/guardian to miss a P.E. class. If a medical reason exists which prevents participation in P.E., please provide a doctor's note.

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 to the American Flag. Students who choose to refrain from recitation of the Pledge may stand silently. 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. [Georgia Code Title 20. Education § 20-2-310 | FindLaw](#)

REGISTRATION FOR NEW FAMILIES

The FCS registration process is all electronic. Visit [FCS ENROLLMENT](#) for all information regarding FCS electronic enrollment process. For support in this process, reach out to Data Clerk, Carol Shenk, 470-254-8919.

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 and/or applications to be completed for private schools, all requests should be delivered to the school office for processing. Records/transcripts will be mailed via U.S. Mail and not hand-delivered by the parent. Records for recommendation status from teachers will be mailed from this school to the requesting institution.

REPORT CARDS

Report Cards are issued every nine (9) weeks. Progress reports are issued every 4.5 weeks. If you have questions concerning your child's grades, please contact the classroom teacher.

RESPONSE TO INTERVENTION (RTI)

RTI is a tiered process that monitors student progress. The RTI process includes the following stages: identification of needs, formulation of an action plan, implementation of strategies, and monitoring of progress.

The process may include some or all the following activities:

- Review of student records
- Analysis of student work
- Observation of the student in the classroom
- Development of written plan of interventions and data collection
- Review of progress after the designated intervention period
- General screening in the areas of hearing and vision

The SST committee may consider an academic achievement, and/or ability screening as a further means of gathering information. A parent or staff member may initiate a referral to the SST team. Linda Herrington, HerringtonL@fultonschools.org, is the coordinator of the RTI and SST processes.

RESTROOM ETIQUETTE

Restroom cleanliness is very important to us at SHE! Our student restrooms are checked frequently during the day and cleaned no less than twice every day. Please remind your child to use proper restroom etiquette and encourage him/her to report to a teacher right away if a restroom needs attention and/or if another student is not treating our restrooms with respect and cleanliness.

ROOM REPRESENTATIVES

1-2 room parents are selected for each class to help the teacher and organize volunteer and classroom activities. There will be a room parent sign up in each classroom during Sneak-Peek. Room reps will meet to discuss the upcoming school year and their responsibilities after the 10-day count.

SCHOOL COUNSELING

Our school counselor, Ruth Bowen, provides the following: individual or small group counseling to children, calendarized classroom guidance lessons and play sessions, strategies/activities for teachers to help foster a positive learning environment, as well as assistance to both students and parents when dealing with social or emotional situations or emotions. Ms. Bowen can be reached at 470-254-8900 or by email:

BowenR@fultonschools.org.

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
- Principal (non-voting member)

The SGC works with school leadership and the community to engage in and help monitor the Semester Action Plan of the school, as well as serve as school ambassadors to the local community.

Each of the parent/guardian members of the SGC must be elected by the parents/guardians of Summit Hill Elementary School. This school year's current members, meeting agenda, minutes and summary of actions can be found on the Summit Hill website. [Link to SHE School Governance Council Information](#)

SECURITY

Summit Hill Elementary School is committed to providing a safe and secure environment for all students and staff. A locked entry system has been installed 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 doors and gates will be locked during the school day. Dismissal begins at 2:20 pm and all carpool students must be picked up by 2:40 pm. The front office is open in the afternoon until 3:00 pm.

Volunteers need to register online through the Fulton County website: [Register as a Volunteer - Fulton County School System \(fultonschools.org\)](#). Once registered, please wait 72 hours to be approved. You will not be sent a confirmation email. This system will keep track of your information, which will enable you to volunteer at multiple schools.

All visitors will be required to present their driver's license or another form of government photo identification at the call button and the front desk. Your photo identification will be scanned and verified against the Sex Offender databases in all fifty (50) states. Upon approval, a printed visitor or volunteer badge will be issued and must be visibly worn while you are in the building. Visitors or volunteers without a badge will be asked to return to the office. Additionally, when checking out a student, please be prepared to show a picture I.D.

SERVICES FOR EXCEPTIONAL CHILDREN

Services for Exceptional Children are provided for eligible students meeting state eligibility criteria for IEP, TAG, and 504. Students are identified as needing exceptional services utilizing assessment, classroom, and/or diagnostic data, as well as a referral process. TAG assessments are given twice per year to students, who are identified through the TAG processes. Parents of students who qualify for a TAG assessment will be contacted by a member of the TAG department.

Students, identified with academic challenges in reading, math, or behavior, are often supported through EIP (Early Intervention Program) or RTI (Response to Intervention). During RTI, student progress is monitored weekly, and parents are notified of progress through RTI Tier 2 meetings. Students who do not show progress after 12 weeks may be moved to Tier 3 Interventions and supported by a Student Support Team (SST). Parents are a part of the SST team and are updated at regular intervals. Interventions and data collection are a requirement of this process. Students placed in special education programs must meet state eligibility criteria. Students eligible for a 504 must have a medical diagnosis which impacts students' ability to access learning to his/her full potential. All student placements are based on a referral process, individual evaluation, and parent consent.

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. Our school social worker is Randi Downey and can be reached at 470-254-4530

SPECIALS

Specials classes are 45 minutes and happen every day. At SHE, we have four specials' classes:

STEM Lab-taught one day each week is taught by Michelle Howard, a TAG teacher and METI. This class is designed to expose all students to TAG strategies and foster such skills as: inventing, creating, designing, investigations, problem-solving, critical thinking, teamwork, etc.

Art-taught by Allison Elder one day each week. This class is designed to expose all students to various mediums, as well as artists. Students have weekly opportunities to create unique, handmade treasures.

Music-taught by Jessica Herndon one day each week. This class is designed to expose all students to various genres of music as well as a wide variety of instruments, composers, etc. Each grade level will have an opportunity to perform for our parents' community once per year. Also, Ms. Herndon leads our chorus students.

PE/Health- taught twice per week to all students by Britt Simonton and PE assistant. In PE, students participate in a variety of age-appropriate activities which involve daily opportunities for active learning.

STUDENT PLACEMENT

Summit Hill Elementary School staff make every effort to ensure each student is 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 Stephanie Blamires at 470-254-8912.

Occasionally, to meet state class size guidelines, new classes need to be formed, or existing classes need to be collapsed requiring the reassignment of students to a new teacher during FCS 10 Day Count procedure which generally lasts the first 3-4 weeks of the school year.

We will make every effort to ensure that such transitions are as smooth as possible. 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.

TALENTED & GIFTED (TAG)

All Fulton County Students are screened for the gifted program twice a year (August / January). If a student is referred for the TAG 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 criteria to be eligible for gifted services.

TARDIES

School begins promptly 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. Students who are tardy must be accompanied to the office by a parent to sign in. Students who ride the bus to school are NOT considered tardy if their bus arrives after 7:40 a.m. Excessive tardiness may result in a referral to the school social worker.

TESTING

Testing plays an integral role in helping assess and meet students' needs. Standardized tests are administered in accordance with the State of Georgia Testing Program. The following standardized tests are administered to elementary students during the year:

- GKIDS Readiness Assessment (Grade K) - August 9-28
- Amira (Grades K-3) August 10-September 4
- I-Ready Diagnostic (Grades K - 5) - August 10-21, November, and April
- WriteScore Feb. 1-5
- ACCESS Jan. 11-Feb. 12
- Georgia Milestones (Grades 3, 4, 5) – April 26-May 7

Parents of 3rd and 5th Grade Students

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

FCS District Policy restricts building access to FCS staff and students only during some assessments. When building access is restricted, only the front office area will be open for parents/visitors.

TEXTBOOKS

Our Curriculum is based on the Georgia Standards of Excellence. Textbooks are used as resources to support our standards. They do not reflect the exact curriculum. Textbooks are furnished to 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. Contact Stephanie Blamires with any textbook questions.

TRANSPORTATION CHANGES

If you have a transportation change for your child, please submit an email to:

SHetransportation@fultonschools.org

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. Do not verbally tell your child of a transportation change without following up with written confirmation sent to the front office.

Please Note: Parent/guardian may contact the Front Office at 470-254-2830 in the event of a last-minute change and the information will be relayed to the student and teacher before the end of the day.

North Transportation must be contacted at 470-254-2970 and must approve if a bus change becomes necessary.

UPDATING INFORMATION

It is important that in an emergency we can contact you. Please keep your address, phone numbers, and emergency contacts always updated. If you are out of town, the school must be notified in writing (teacher and front office) of who will be responsible for your child during the absence.

VOLUNTEERS AND VISITORS

Each school year, anyone who volunteers or visits a classroom must complete the mandatory volunteer training on Child Abuse Reporting as required by the state of Georgia. Volunteers can register and access the training online through the Fulton County website. Please wait 72 hours before volunteering to allow for adequate processing time.

All volunteer approval forms are now online: [Register as a Supervised Volunteer - Fulton County School System](#)

All visitors and volunteers that enter the school are required to bring their government-issued photo-identification. A printed visitor or volunteer badge will be issued and must be worn during your time at our school.

WALKERS

Students who walk to school should arrive at school after 7:10 a.m. In the afternoon, walkers will be dismissed with bus riders and daycare van riders. Please advise your children to follow the sidewalks, obey safety rules, and promptly enter or leave the school grounds. Students should enter and exit the building through the main entrance only and are to follow the directives of the staff on hand. Parents picking up walkers are asked to wait on the cafeteria side, under the right-most awning so as not to interfere with our bus dismissal. Please do not park on Cowart Road and walk up to get your children. This interferes with our buses entering as well as is disruptive to our Cowart Road neighbors.

WEAPONS (FCS 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.

Note for Parents: Georgia law requires school officials to report incidences of weapons being brought to school to law enforcement officials. 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, such as steak knives, pocketknives, mock weapon replicas, or toy weapons. Students should not bring any such items to school for any reason. These items cannot be a part of a school assignment, such as show and tell, or for use as a cutting instrument for food. If you have any questions regarding weapons, please contact an administrator for further clarification.

WITHDRAWAL PROCEDURES

Families leaving the Summit Hill Elementary School district will need to contact the Data Clerk, Carol Shenk, at 470-254-8919 for procedures. Before withdrawal, please return all library books, school-issued technology, and/or textbooks and clear any cafeteria charges. School records will be forwarded to the new school upon their request.