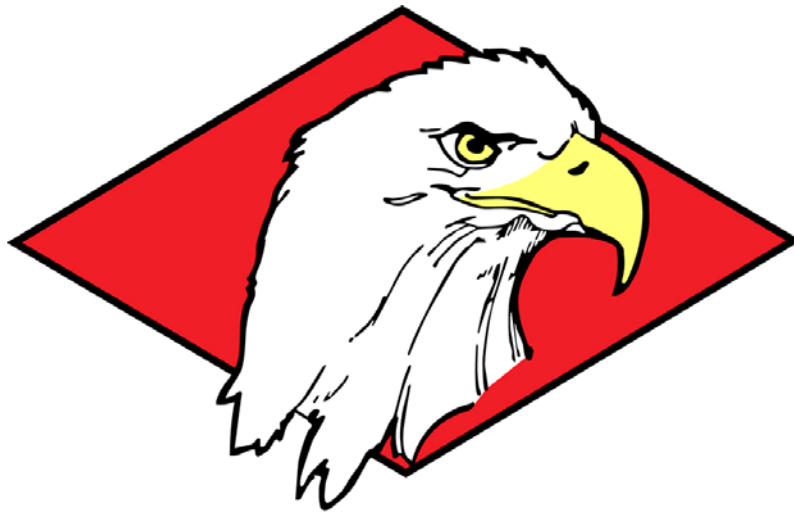


# Alpharetta Elementary School

Student and PTA Handbook

2009-2010



192 Mayfield Road

Alpharetta, GA 30009

Phone: (770)740-7015 Fax: (770)667-2840

[www.alpharettaelementary.com](http://www.alpharettaelementary.com)

## **Administrative Staff**

Principal: Pat Reed

Assistant Principal: Andy Allison

Curriculum Support Teacher (CST): Michele McInnish

Instructional Support Teacher (IST): Mary Natelli

Counselor: Amanda Fischer

## **Support Staff**

Cafeteria Manager: Vickye Monger

Clinic Aide: Peggy Lloyd

Custodian: Ahmed Debouza

Data Clerk: Lisa Hawks

Media Specialist: Ann Schaub

Principal's Secretary: Pam Ferguson

Secretary: Sandy Sherman

School Psychologist: Judy Jones

Technology Specialist: Mindy Harris

**School Hours**            **7:50 – 2:20**  
**(students must be in classrooms by 7:50)**  
**Office Hours**            **7:15 – 4:00**

## **Mission Statement:**

*The mission of Alpharetta Elementary School is to educate its students to their greatest potential in a nurturing environment that encourages growth and inspires life-long learning.*

## From the Desk of the Principal

Dear Alpharetta Elementary Parents:

WELCOME to Alpharetta Elementary School. We look forward to an exciting and memorable 2009-2010 school year. "Being in the know" is of course the big KEY to involvement in our school. Please review this handbook and keep it handy in order to answer many of your questions regarding student rules and procedures. A calendar of AES events as well as information regarding PTA contacts, volunteer opportunities and business partners is also enclosed.

At Alpharetta Elementary School, we believe in being **READY, RESPONSIBLE, AND RESPECTFUL.**

We want your child to be happy and successful at Alpharetta Elementary and believe that you play a major role. That role is to continually show interest in and support for your child. The child who knows that his or her family is interested in and supports the school program generally has fewer problems in school and enjoys greater success.

We believe in fair and consistent discipline that encourages students to be responsible for their own actions. At school, we strive to provide a safe environment where courtesy and kindness prevail and there is respect for differences in other people, customs and cultures.

Please share with your child's teacher any information regarding his or her special needs that will help us better serve your family. We believe that communication among parents, students and teachers is critical in assuring student success.

The faculty and staff at Alpharetta Elementary are dedicated to educating every child to his/her highest level of academic achievement. We look forward to serving you and your children throughout this school year.

Sincerely,

Patricia Reed, Principal



**Alpharetta Elementary**  
**2009-2010 School Calendar**  
**All dates and times are tentative.**

\*\*All dates are subject to change\*\*

\*\*Please check *Eagle's Wings* every Friday for most current dates\*\*

**First Semester**

August 3-7	Teachers Pre-Planning
August 6	Open House - 8:30-11:30 Curriculum Night (parents only) - 6:00-7:15pm - PK, K & 1
August 10	First Day of School
August 12	Newcomer's Coffee - 8:00-9:00 PTA Meeting - 9:00-11:00 - Media Center
August 14	School Spirit Day
August 17	2 <sup>nd</sup> /3 <sup>rd</sup> TAG Curriculum Night (parents only) - 5:30-6:00 - Media Center 2 <sup>nd</sup> /3 <sup>rd</sup> Curriculum Night (parents only) - 6:00-7:15 - classrooms
August 18	4 <sup>th</sup> /5 <sup>th</sup> TAG Curriculum Night (parents only) - 5:30-6:00 - Media Center PTA General Meeting (parents only) - 6:00-6:15 - Café 4 <sup>th</sup> /5 <sup>th</sup> Curriculum Night (parents only) - 6:15-7:30 - classrooms 5th Gr. Rock Eagle Parent Meeting (parents only) - 7:30-8:00 – Café
August 21	Summer Reading Celebration – Ice Cream Party – after lunch
August 24	Sally Foster Sales Begins
August 24-28	Kindergarten Parents Come to Lunch Week
August 25	Room Rep Meeting - 6:00-7:00 - café
Aug 31-Sept 4	1st Grade Parents Come to Lunch Week
September 2	AES Green School Day – Walk Your Child to School – Wear green PTA Board Meeting – 8:30-10:30 – Conference Room
September 4	School Spirit Day
September 7	Labor Day Holiday – schools closed
September 8-11	2 <sup>nd</sup> Grade Parents Come to Lunch Week
September 9	Grades 1,3,5 Hearing and Vision Screening – all day – Media Center Sally Foster Sales End
September 11	AES LSAC Meeting – 8:00-9:30 – Conference Room
September 14-18	3 <sup>rd</sup> Grade Parents Come to Lunch Week
September 15	School Spirit Day Chick-fil-A Family Night - 5:00-8:00; Teacher Times – 4:30-7:30
September 16	4 <sup>th</sup> & 5 <sup>th</sup> grades Book Club Meetings – 10:30 Early Release Day – Students dismissed at 11:20
September 21-25	ITBS 4 <sup>th</sup> Grade Parents Come to Lunch Week
Sept 28-Oct 2	5th Grade Parents come to Lunch Week
October 1	School Picture Day
October 2	School Spirit Day Fall Carnival - 4:30-8:00
October 5-9	Science Week for 2 <sup>nd</sup> & 5 <sup>th</sup> grades Fire Prevention Week
October 7	PTA Board Meeting – 8:30-10:30 – Conference Room

October 9	Teacher Workday/Student Holiday
October 14	School Spirit Day 4 <sup>th</sup> & 5 <sup>th</sup> grades Book Club Meetings – 10:30 Early Release Day - Students dismissed at 11:20 Domino's Family Pizza Night - Delivery Only - 5:00-8:00
October 19-23	Science Week for 1st & 4th grades National Red Ribbon Week National School Bus Safety Week
October 21	PTA Meeting - 9:00-11:00 - Media Center
October 23-24	Sally Foster Pick-up
October 26-30	Science Week for PK, Kdgn & 3 <sup>rd</sup> grades
October 30	AES LSAC Meeting - 8:00-9:30am – Conference Room
November 4	PTA Board Meeting – 8:30-10:30 – Conference Room
November 6	School Spirit Day
November 12-13	5 <sup>th</sup> Grade Field Trip to Rock Eagle 4H Camp
November 16-20	Canned Food Drive
November 16-24	Fall Scholastic Book Fair – Media Center
November 17	4 <sup>th</sup> grade Chorus Performance - 4:00-5:00 - Publix at Haynes Bridge
November 18	School Spirit Day 4 <sup>th</sup> & 5 <sup>th</sup> grades Book Club Meetings – 10:30 Early Release Day – Students dismissed at 11:20 PTA Family Night – 5:00-8:00 - TBA
November 19	Story Book Night/Book Fair Night - 4:00-7:00
November 23	Invite Your Grandparents to Lunch - Last names beginning with A-M
November 24	Invite Your Grandparents to Lunch - Last names beginning with N-Z
November 25-27	Thanksgiving Holidays - schools closed
November 30-Dec. 11	Holiday Charity Donation Drive
December 3	Art Reflections Breakfast – 7:15-7:45am – Media Center
December 4	School Spirit Day
December 10	Chorus Holiday Concert - 5:30-6:15 - Cafe Orchestra Holiday Concert - 6:15-7:00 - Media Center Band Holiday Concert - 7:00-7:45 - Gym
December 16	School Spirit Day 5 <sup>th</sup> grade Chorus Performance – 3:00-4:00 – Jackson Healthcare Chick-fil-A Family Night - 5:00-8:00; Teacher Times – 4:30-7:30
December 17	PK-2 Holiday Parties
December 18	3-5 Holiday Parties End of First Semester
December 22-Jan 1	Winter Holidays – schools closed
January 4	Teacher Workday/Student Holiday



## Second Semester

January 5	First Day of Second Semester
January 6	PTA Board Meeting – 8:30-10:30 - Conference Room
January 8	School Spirit Day
January 11-15	Science Week – 2 <sup>nd</sup> & 5 <sup>th</sup> grades
January 15	AES LSAC Meeting – 8:00-9:30 - Conference Room AES Spelling Bee for Finalists – 9:30-10:30 – Media Center
January 18	Martin Luther King, Jr. Holiday – schools closed
January 19-22	Science Week – 1 <sup>st</sup> & 4 <sup>th</sup> grades
January 20	PTA Meeting – 9:00-11:00 – Media Center
January 22	School Spirit Day Chick-fil-A Family Night – 5:00—8:00; Teacher Times – 4:30-7:30
January 25-29	Science Week – PK, Kdgn & 3 <sup>rd</sup> grades Media Center Bear Fair
February 1-5	Georgia Severe Weather Awareness Week
February 3	PTA Board Meeting – 8:30-10:30 – Conference Room
February 5	School Spirit Day Bingo Night – 5:00-9:00
February 12-15	Student/Teacher Holidays/President’s Day – schools closed
February 16-17	Jump Rope for Heart
February 24	School Spirit Day 4 <sup>th</sup> & 5 <sup>th</sup> grades Book Club Meetings – 10:30 Early Release Day – Students dismissed at 11:20 Chick-fil-A Family Night – 5:00-8:00; Teacher Times – 4:30-7:30
March 1-5	Exceptional Children’s Week
March 3	PTA Board Meeting – 8:30-10:30 – Conference Room
March 4	Exceptional Children’s Show – 9:00-10:00 “I Can” Ceremony & Reception -10:15-11:15 – Media Center
March 5	School Spirit Day
March 8-11	Science Week for 2 <sup>nd</sup> & 5 <sup>th</sup> grades
March 10	PK Registration – 8:00-2:00 – Conference Room
March 11	AES Talent Show – 6:00-7:00 – Café
March 12	Teacher Workday/Student Holiday
March 15-19	Science Week for 1 <sup>st</sup> & 4 <sup>th</sup> grades
March 17	PTA Meeting – 9:00-11:00 - Media Center
March 24	School Spirit Day 4 <sup>th</sup> & 5 <sup>th</sup> grades Book Club Meetings – 10:30 Early Release Day – Students dismissed at 11:20 PTA Family Night – 5:00-8:00 - TBA
March 26	4 <sup>th</sup> Grade Field Trip to Wahsega 4H Camp AES LSAC – 8:00-9:30
March 29-April 2	Science Week for PK, Kdgn & 3 <sup>rd</sup> grades
April 1	Spring School Pictures
April 2	School Spirit Day
April 5-9	Spring Break – schools closed
April 14	PTA Board Meeting - 8:30-10:30 – Conference Room
April 15-20	CRCT - Grades 1 & 2
April 15-22	CRCT - Grades 3-5
April 27	Kindergarten Round-Up – 8:30-9:30am – Café

April 30	AES Green Day - Science Extravaganza – Wear green
April 30-May 7	Spring Scholastic Book Fair – Media Center
May 5	Kindergarten & New Student Registration – 8:00-4:00
	PTA Full Board Luncheon & Installation of Officers -
May 6	Kindergarten & New Student Registration – 8:00-7:00
May 7	School Spirit Day
	Ms. Vickye’s Cookout – picnic outside
May 11	Chorus Spring Concert - 5:30-6:15 – Café
	Orchestra Spring Concert - 6:15-7:00 - Media Center
	Band Spring Concert - 7:00-7:45 - Gym
May 17	PK-2 Field Day
May 17-18	AES Volunteer Appreciation Days
May 18	3-5 Field Day
May 19	PK-2 – End of the Year Parties
	Rain Date – 3-5 Field Day
May 20	3&4 – End of the Year Parties
	Rain Date – PK-2 Field Day
May 21	Last Day of School
	5 <sup>th</sup> Grade Day
May 24-25	Post Planning
May 24	AES LSAC Meeting – 8:00-9:30 – Conference Room
May 31	Memorial Day Holiday – schools closed



## **ABSENCES**

Any student who is absent from school must present a satisfactory written excuse within three (3) days of returning to school. After the three day period excuses can no longer be accepted. The excuse must state the reason for the absence and be signed by the student's parent or guardian. An email to the teacher will suffice for this required documentation. The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, or special and recognized holidays observed by faith. Based on Georgia guidelines (HB 1190), if you have more than five unexcused absences, your parent/guardian may be subject to legal consequences. Students who have missed ten (10) days of school or more in a school year may be required to provide additional verification including doctors' statements. Six (6) unexcused absences or fifteen (15) tardies will result in a referral to the School Social Worker.

### **Request for Approved Absence**

Any absence approval request must be submitted in writing to the Assistant Principal no less than 5 days prior to the absence. The request must include the location and educational purpose of the trip.

If approved, the teacher will not provide any homework or class assignments in advance. Make-up assignments for days missed as well as assignment provided by administration must be turned in before any changes in your child's attendance records can be made by an administrative staff member. Students have the same amount of days to turn work in as he/she was absent (example: if a student is out 2 days, he/she must turn in make-up work within 2 days of his/her return).

## **ATTENDANCE**

AES teachers consider regular school attendance essential to successful school progress. Students must be present to take full advantage of available educational opportunities. Under the No Child Left Behind Act, adequate yearly progress for a school can only be achieved when students are in attendance.

## **BIRTHDAYS**

*Last year we had some big scares with birthday treats due to students with allergies or diabetes receiving them from persons who were not familiar with their medical risks. Since we now have more students who are unable to eat these treats, perhaps you would like to send a small school tool (pencil, eraser, ruler, sticker, etc.) for each student in your child's class or donate a new classroom book, game, or ball to the class in honor of your child's birthday. **WE RESPECTFULLY REQUEST NO EDIBLE BIRTHDAY TREATS/GOODIES BE DISTRIBUTED AT SCHOOL.** As always, the following are prohibited: party favors, balloons, flowers, and distributing party invitations.*

## **BUS RIDERS**

It is important that all bus riders follow all of the following rules:

1. Wait at the bus stop in an orderly manner.
2. Stay in your seat at all times.
3. Speak in a quiet voice.
4. Keep hands and feet to yourself.
5. Keep head, hands, and arms inside the bus.

6. Do not throw anything.

7. Listen to the instructions of the bus driver.

Proper bus conduct is expected of all students. It is a privilege to ride the bus and if bus safety rules are not followed, a student may lose the privilege to ride the bus.

## **CAFETERIA**

### **Meal Costs**

Breakfast (child) - \$1.00

Breakfast (adult) - \$1.50

Lunch (child) - \$2.00

Lunch (adult) - \$3.05

### **Lunch Visits**

We ask that you follow the below procedures:

- All parents will sign in at the office and wear a visitor's badge.
- Parents will "greet" and say "good-bye" to their child at the cafeteria door entrance.
- Under no circumstances are visitors to go to the classrooms, bathrooms, or hallways to wait for their child. This also includes not returning to the classroom after lunch.
- During visits please sit with your child at the end of the class table or outside on the patio.
- Please do not to buy food items for any other student due to certain food allergies or medical concerns.
- *For health reasons we request that parents refrain from bringing food into the cafeteria from outside vendors (McDonald's, Burger King, etc).*
- We ask that no lunch visits occur during the first two weeks of school. This provides students and staff members to establish routines and become better familiarized with procedures.
- *To help promote student independence and social skills, we kindly ask that parents refrain from bringing in student lunches or eating with their child on a daily basis.*

### **Cafeteria Rules**

1. Follow procedures for entering and exiting quietly.
2. Walk at all times.
3. Pick up all necessary items from the cafeteria line before taking your seat.
4. Show respect to others students, monitors, custodians, and cafeteria workers.
5. Clean up your area before being dismissed and make sure that all of the trash at your table gets properly thrown away.

### **Free and Reduced Lunch Program**

Children need healthy meals to promote learning; therefore, the Fulton County Schools offer healthy meals that are reasonably priced. Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through applications available at each school. It is not necessary for households to complete a separate application for each student. Instead, they will complete one application listing all household members and identifying students who attend a Fulton County School. All completed Free and Reduced Lunch applications should be returned to the school cafeteria manager of the youngest student. *Students must pay for meals until the application has been approved.* The approval process will be completed within 10 days. All returning Fulton County students will maintain last year's meal status until the application is approved. If you have any questions about the Free and Reduced Applications, please contact the school cafeteria manager Vickye Monger at (770) 667-2930 or the Fulton County School Nutrition Program at (404) 669-8960.

## **CAR RIDERS**

*Due to AES construction for the 2009-2010 school year:*

- *For convenience, consider use of school buses or walking children to school.*
- *If parents still wish to bring their children to school by car, please carpool with neighbors, be patient in the carpool line, and budget 10-15 extra minutes for the carpool line. Make sure your children are inside the school no later than 7:45 so they are in class by 7:50 at the latest.*
- *Relocation of the carpool drop-off/pick-up area is in the flagpole area with carpool students entering the school through the closest bus entrance doorway.*
- *Unsupervised students are not allowed to be dropped off in the parking lot.*

## **CELL PHONES (STUDENTS)**

*Please review the District's cell phone use policy contained in the Student Code of Conduct, Procedure JD. While cell phones can be an important communication and safety device for families, their use during the school day is prohibited and can be quite disruptive. Cell phones that are visible or turned on during the school day will be confiscated, and the parent will need to pick it up from an administrator.*

## **CHAIN OF COMMAND**

The following Fulton County Schools chain of command is to be followed if you have a concern or problem:

Teacher  
Principal  
Area Superintendent  
Deputy Superintendent – Instruction  
Superintendent  
School Board

## **CLINIC/MEDICINE**

Alpharetta Elementary School is fortunate to have a full time clinic aide at our school each day. Parents will be immediately contacted if their child becomes ill or is injured during the day. Students who are ill must be kept at home.

The clinic hours are from 7:20 am to 2:40 pm, Monday through Friday. AES requires that all medications be kept in the clinic and may only be dispensed by the clinic aide or a designated Fulton County employee. A medication authorization sheet must be completed and signed by a physician for any prescription medications and signed by the parents or guardians for non prescription medications. All medications must be labeled with the students name, dosage and time the medication is to be given, and must be in the original container. Medications cannot be accepted in Ziploc baggies, envelopes, or other containers. All clinic or health related forms can be found on our website: [www.fultonschools.org/school/alpharetta](http://www.fultonschools.org/school/alpharetta)

If you have any questions or concerns should contact Peggy Lloyd, Clinic Aide, at 770-740-7015 ext 134 or by email at [lloyd@fultonschools.org](mailto:lloyd@fultonschools.org) during school hours.

## **CONDUCT**

All students have a responsibility to:

1. Attend school regularly, arrive on time, be prepared, bring appropriate materials, participate in class, and do homework.

2. Strive for academic growth.
3. Respect the rights, feelings, and property of fellow students, parents, school personnel, visitors, guests, and school neighbors.
4. Conduct themselves properly on school grounds, en route to and from school, on school buses, at bus stops, at any school-related activity, and in the classroom so as not to interfere with the right of another student to learn.
5. Accept the responsibility for failure to follow discipline guidelines adopted by the school and the district. Because we want our school to be a safe place, we do not allow students to carry weapons or objects that could be used as weapons. *Please read and review the Code of Conduct as a family and contact the Assistant Principal if you have any further questions.*
6. Understand that their actions were inappropriate and learn how to correct such behaviors.

## **CONFERENCES**

Effective communication between parents and teachers is important for your helping your child become successfully here at school. In the first semester a conference will be scheduled with each parent, providing the opportunity to discuss their child's individual progress. If a parent would like to schedule a conference with a teacher please call the front office, write a note, or e-mail the teacher to set up a date and time.

## **COUNSELOR**

Our school counselor, Amanda Fischer, welcomes the opportunity to speak to students at any time they feel it is necessary. In order to do this a student will need to sign up for an appointment by writing a request and placing it in the mailbox outside of her office. Throughout the year Ms. Fischer will also be conducting lessons in each classroom and holding special group meetings for students. If you ever have any questions or concerns please do not hesitate to contact Ms. Fischer, she is always available to talk with students, parents, and teachers.

## **DAY CARE**

*It is the responsibility of the parents who use after school day care to do the following:*

- *Make sure the day care provider picks up at AES.*
- *Keep the teacher informed with which days your child will be attending day care.*
- *Make sure the day care provider knows when not to pick up your child from school.*

## **DISMISSAL CHANGES**

Changes in transportation arrangements must be submitted to your child's teacher at the beginning of the day only through a written note or a call to the office. Emails cannot be accepted due to teacher absences and occasional network difficulties. . For childcare purposes only in order for a student to ride a different bus or get off at another stop, parents must send a note to the child's teacher (with bus #, address of stop and teacher's name) or in an emergency, call the front office by 12:00.

Parents, we need your assistance in making our dismissal process as safe as possible. Students are to be dismissed by only one of the approved following ways: bus, daycare, carpool or walk. Staff member's, substitutes' and volunteers' children will be dismissed with walkers. No students are to be dismissed directly to parents at the classroom door, in the Media Center, etc. prior to walker dismissal. If a child must leave prior to the regular

dismissal time of 2:20, the early dismissal process must be completed in the front office no later than 2:00.

### **Early Checkout**

To be considered in attendance for a school day, a student must be present until at least 11:10. Students leaving school prior to 11:10 will be considered absent for a school day unless he/she returns to school. For early checkout, students must be picked up no later than 2:00. Students will not be called for dismissal from 2:00 to 2:20 due to interruptions in important end-of-day instruction, dismissal procedures, and safety concerns.

Staff member's, substitutes' and volunteers' children will be dismissed with walkers. No students are to be dismissed directly to parents at the classroom door, in the Media Center, etc. prior to walker dismissal. If a child must leave prior to the regular dismissal time of 2:20, the early dismissal process must be completed in the front office no later than 2:00.

### **DRESS CODE**

Proper dress is encouraged at all times so that it is not a distraction or disruption to classroom and school procedures. Short-shorts, tank tops, see through clothing, bare midriffs, and clothing containing inappropriate language is not allowed. Shorts that are longer than fingertip length are appropriate. Modest sleeveless shirts are okay but a shirt must be worn under a spaghetti-strap tank top. Shirts should be long enough to prevent showing the stomach when arms are raised. Children are encouraged to refrain from wearing open-toe shoes or sandals during recess or physical education classes (Wheelie" shoes are not allowed). *Hats are prohibited within the school building.*

### **FORGOTTEN ITEMS**

Please help us teach students to be responsible by not bringing forgotten items to school with the exception of eye glasses and medications. However, if a parent does bring items such as lunch money, sacked lunch, or homework items, they will be delivered at 9:00 AM. Band instruments must be at the school by 7:50 or students will not have their instruments for their band class.

There are phones in the front office which students may use for emergencies only with permission from their teachers. *Students are not permitted to call home for forgotten items.*

***After school, no students will be allowed to go back to their classrooms for forgotten materials after 2:45 - no exceptions.***

### **HOMEWORK**

*Homework is an essential component to the academic success for each student. It will usually be assigned four nights a week. Having a quiet place to work and setting a regular time to do homework will help students review what was learned in class. Most homework assignments are due the next day; however, students may have long-range homework assignments such as reading a book, writing a report or completing a project. All homework must be completed at home prior to 7:15 AM so that the student is prepared for school.*

*The goals of our homework policy are:*

- 1. To develop good study habits and responsibility*
- 2. To reinforce skills taught in school*
- 3. To promote parent involvement*
- 4. To improve student achievement.*

***Homework Length (Monday – Thursday)***

### Kindergarten

10-15 minutes of reading  
Review work with your child

### 1<sup>st</sup> Grade

10-15 minutes of reading  
10 minutes of homework  
Max total: 30 minutes

### 2<sup>nd</sup> Grade

15-20 minutes of reading  
20 minutes of homework  
Max total: 40 minutes

### 3<sup>rd</sup> Grade

15-20 minutes of reading  
30 minutes of homework  
Max total: 50 minutes

### 4<sup>th</sup> Grade

20-30 minutes of reading  
40 minutes of homework  
Max total: 70 minutes

### 5<sup>th</sup> Grade

20-30 minutes of reading  
50-60 minutes of homework  
Max total: 80 minutes

*Please contact your child's teacher if you have any concerns.*

## **Homework Request**

If a parent would like to request make-up work for a student due to an absence, please contact the front office or teacher by 9:00 AM. This will provide adequate time during the school day for the teacher to organize and gather the necessary materials which can be picked up at the school office after 3:00 or sent home with another student designated by the parent.

## **Make-up Work (after an absence)**

It is the student's responsibility to get any make-up work due to absences. This make-up work must be completed and turned into the teacher within the same amount of days a student was absent (example: An absence of 2 days means make-up work must be turned in no later than after 2 school nights upon returning to school.)

## **INSTRUCTIONAL PROGRAM**

Alpharetta Elementary School includes pre-kindergarten through grade five. Teachers will provide instruction in the subject areas of Language Arts (which includes reading, spelling, handwriting, writing, and grammar), Mathematics, Science, Social Studies, and Health. Special area subject teachers will instruct your child in the areas of Art, Music, and Physical Education. Fourth and fifth graders may choose to receive instruction in General music, Band, Orchestra, or Chorus.

All Fulton County elementary schools follow a continuous achievement curriculum that allows all students to experience success and be challenged according to their performance level and individual academic needs.

## **LOST AND FOUND**

*Labeling your child's belongings with his/her first and last names will facilitate misplaced items being returned to students. Look for lost items at Lost and Found located at the bottom of the GYM ramp. Unclaimed items will be donated to North Fulton Community Charities at the end of each month.*

## **PARENTS RIGHT TO KNOW**

In compliance with the requirements of the *No Child Left Behind* statute, Fulton County Schools informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If you wish to request information concerning your child's teacher's qualifications, please contact the principal at (770)740-7015.

## **REPORT CARDS AND PROGRESS SKILLS CHECKLISTS**

Report Cards are sent home with students every nine weeks and the Progress Skills Checklist are sent home during the Fall, Winter, and at the end of the year.

### **Fulton County Grading Scale**

Grades K and 1	Grades 2-5	
S = Satisfactory	A = Excellent	90-100%
N = Needs to Improve	B = Above Avg.	80-89%
U = Unsatisfactory	C = Average	70-79%
NG = Not Graded	F = Failing	Below 70%

***Grades are important, but the most important thing is for each student to always take pride in doing his/her best.***

## **SCHOOL SPIRIT**

AES School Spirit Day: First Friday of each Month

AES School Colors: Red and White

AES School mascot: Eagle

Show your school spirit by wearing school colors or school spirit wear on AES School Spirit Days, to PTA sponsored events, and on field trips.

## **SCHOOL SUPPLIES**

Required materials are provided by Fulton County Schools. However, if parents want to purchase additional supplies, AES teacher-recommended "suggested supply lists" are posted on our website at [www.fultonschools.org/school/alpharetta](http://www.fultonschools.org/school/alpharetta) or printed copies are available from the front office.

## **SNACK BREAK**

Students may bring a nutritional snack to eat during snack time. Examples of nutritional snacks are: fresh fruit, dried fruit, granola bars, popcorn, dry cereal, cheese, etc. Students will have an opportunity to get water at this time (*no other drinks are allowed*).

## **TARDIES**

School starts promptly at 7:50. Target your child's *arrival inside the school no later than 7:45* because students who are not in the classroom at 7:50 are considered tardy. If a

student is tardy, it is the responsibility of the parents to accompany their child to the office and sign them in. A student is never considered tardy due to a late bus. Excessive tardies will result in a referral to the School Social Worker.

### **VISITORS**

Parents, volunteers, and other visitors must sign-in at the school office and wear a visitor's badge at all times. Please help us to protect instructional time by not dropping by your child's class without a scheduled time. We kindly ask that cell phones be turned off or onto vibrate while in the school building. Phone conversations and ringing phones are a distraction to students learning.

### **WALKERS**

For safety, we strongly encourage parents to walk their children to and from school.

2009-2010

PTA

# Handbook

## *From your Alpharetta Elementary PTA*

Dear Parents and Students,

Welcome Back!

As we begin the 2008-09 school year, we want to express our gratitude to the wonderful, energetic and supportive parents, administrators, teachers, volunteers and business partners associated with our extraordinary school!

By teaming administration, teachers, parents and staff together, we hope to bring forth rewarding educational enrichment, fun family social gatherings, tools and support for the teachers and many other great benefits this year at AES! We will all be working together to support the children, enhance their learning experience and strive to make their elementary education a wonderfully memorable experience!

We have many exciting activities planned this year for AES and we will put our best foot forward to accomplish our goals and serve the school to the best of our ability. Our primary goal is to place children at AES first and foremost, in an effort to provide educational and emotional happiness for all students. We welcome and encourage new ideas and fresh faces to help assist us in pulling off these fun events!

We want to welcome and encourage **all** parents to actively participate in any capacity that they can, to enrich the school experiences for all students, and help keep an atmosphere rich with positive affirmation. Please take a moment to review the committees that the PTA offers and the opportunities available in your child's classroom to see where your time and talents can best be utilized to make a difference at AES and in your child's education. Additional information about any of the committees can be found on the AES website.

If we can be of assistance, please feel free to contact any member of your PTA Board. With everyone's help, all students at AES will be Ready, Respectful, and Responsible.

Warmest Regards,

Kimberly and Shawn

Kimberly Jones and Shawn Hampton  
PTA Co-President

**PTA Officers and Chairs for 2008-2009**

Co-Presidents	Kimberly Jones	770-619-5459	<a href="mailto:kimstandenjones@yahoo.com">kimstandenjones@yahoo.com</a>
	Shawn Hampton	770-442-6629	<a href="mailto:evanmarie@bellsouth.net">evanmarie@bellsouth.net</a>
Secretary	Lisa Gould	770-772-0436	<a href="mailto:tlrsc@hotmail.com">tlrsc@hotmail.com</a>
Treasurer	Lucretia Gaston	678-656-7759	<a href="mailto:tutalugaston@aol.com">tutalugaston@aol.com</a>
<u>VP Community Relations</u>	<u>Debbie Sibani</u>	<u>404-285-4602</u>	<u><a href="mailto:debbiesibani@earthlink.net">debbiesibani@earthlink.net</a></u>
Directory	Kathy Aussin	678-762-0840	<a href="mailto:aussin@att.com">aussin@att.com</a>
Legislation/Publicity	Candy Waylock	678-410-0945	<a href="mailto:waylock5@aol.com">waylock5@aol.com</a>
Hospitality	Linda Shamoun	770-596-3513	<a href="mailto:LindaSh10@comcast.net">LindaSh10@comcast.net</a>
Outreach	Linda Coyle	770-664-8964	<a href="mailto:coyle05@yahoo.com">coyle05@yahoo.com</a>
PIE	Tanya Farnham	770-753-0772	<a href="mailto:tonya_franham@bellsouth.net">tonya_franham@bellsouth.net</a>
Yearbook	Debbie Sibani	404-285-4602	<a href="mailto:debbiesibani@earthlink.net">debbiesibani@earthlink.net</a>
Read to Succeed	Heidi Moore	770-442-5458	<a href="mailto:heidijmoore@comcast.net">heidijmoore@comcast.net</a>
<u>VP Special Events</u>	<u>Jennifer Major</u>	<u>770-754-4533</u>	<u><a href="mailto:jennifermajor@comcast.net">jennifermajor@comcast.net</a></u>
5 <sup>th</sup> Grade Projects	Ann Davalos	770-569-2284	<a href="mailto:aedavalos5@gmail.com">aedavalos5@gmail.com</a>
4 <sup>th</sup> Grade Projects	Candy Waylock	678-410-0945	<a href="mailto:waylock5@aol.com">waylock5@aol.com</a>
Grounds	Karen Killingsworth	770-343-6349	<a href="mailto:karenkillingsworth@gmail.com">karenkillingsworth@gmail.com</a>
Health & Safety	Sandy Rogalski	770-619-0214	<a href="mailto:sandmanrogalski@yahoo.com">sandmanrogalski@yahoo.com</a>
	Michelle Gordon	770-772-7336	<a href="mailto:smichellegordon@hotmail.com">smichellegordon@hotmail.com</a>
Newcomers	Mia Schwob	770-752-1928	<a href="mailto:naerca@aol.com">naerca@aol.com</a>
Open House	Wendy Curl	770-772-6439	<a href="mailto:wmcurl@comcast.net">wmcurl@comcast.net</a>
Teacher Appreciation	Foncja Fralin	678-319-9925	<a href="mailto:Justwogirls@msn.com">Justwogirls@msn.com</a>
	Sandi Hutchinson	678-893-0833	<a href="mailto:msnshutch@aol.com">msnshutch@aol.com</a>
Variety Show	Julie Abboud	770-475-1784	<a href="mailto:julie@software4advisors.com">julie@software4advisors.com</a>
<u>VP Student Enrichment</u>	<u>Bernie Przysiecki</u>	<u>678-624-9226</u>	<u><a href="mailto:przysieckipack@msn.com">przysieckipack@msn.com</a></u>
Art Reflections	Kerry Maiorino	770-360-9535	<a href="mailto:maiorinodc@gmail.com">maiorinodc@gmail.com</a>
	Claudia Valbuena-Joran	770-356-0846	<a href="mailto:c.valbuena@worldnet.att.net">c.valbuena@worldnet.att.net</a>
Room Reps.	Shay Weaver	770-772-3246	<a href="mailto:shaymweaver@yahoo.com">shaymweaver@yahoo.com</a>
Accelerated Reader	Shannon Wagar	770-753-0998	<a href="mailto:shannon@wagar.net">shannon@wagar.net</a>
Exceptional Children	Sue Lawton	770-772-6683	<a href="mailto:rslawton@bellsouth.net">rslawton@bellsouth.net</a>
Media Center	Karen Thimsen	770-667-8312	<a href="mailto:karenthimsen@yahoo.com">karenthimsen@yahoo.com</a>
School Boxes	Gina Danner	770-752-8075	<a href="mailto:gcdanner@gmail.com">gcdanner@gmail.com</a>
	Jill Renner	678-297-6807	<a href="mailto:kudzurenners@comcast.net">kudzurenners@comcast.net</a>

VIPS	Bridgette Ganter	770-619-5445	<a href="mailto:ganterb@comcast.net">ganterb@comcast.net</a>
Book Club	Julie Campbell	678-366-2256	<a href="mailto:julie0422@bellsouth.net">julie0422@bellsouth.net</a>
	Christine Shields	678-624-1407	<a href="mailto:ctshields@bellsouth.net">ctshields@bellsouth.net</a>
VP Ways and Means	Cindy Laubenstein	678-366-0345	<a href="mailto:cindylaub05@yahoo.com">cindylaub05@yahoo.com</a>
Alpha Family Social	Donna Augello	770-772-7054	<a href="mailto:donna.augello@harrynorman.com">donna.augello@harrynorman.com</a>
	T.J. Gagne	770-664-7674	<a href="mailto:pgagne1@mindspring.com">pgagne1@mindspring.com</a>
	Tracey Gaertner	770-360-7013	<a href="mailto:traceynelt@bellsouth.net">traceynelt@bellsouth.net</a>
Carnival	Marcia Constable	678-624-9645	<a href="mailto:mconstable@kw.com">mconstable@kw.com</a>
Carnival Baskets	Jama Hubler	678-566-1746	<a href="mailto:mhub12763@aol.com">mhub12763@aol.com</a>
Education Rewards	Stacey DiMarco	770-521-0042	<a href="mailto:tsdimarco@comcast.net">tsdimarco@comcast.net</a>
Boosterthon	Bernie Przysiecki	678-624-9226	<a href="mailto:przysieckipack@msn.com">przysieckipack@msn.com</a>
Membership	LeighAnn Maloney	770-664-1132	<a href="mailto:LAM63@comcast.net">LAM63@comcast.net</a>
Spiritwear	Michelle Coleman	70-410-9580	<a href="mailto:tshellyn@yahoo.com">tshellyn@yahoo.com</a>
	Roxanne Robinson	770-346-8863	<a href="mailto:graemerobinson@comcast.net">graemerobinson@comcast.net</a>

### **PTA MISSION STATEMENT**

To support and speak on behalf of children and youth in the schools, in the community and before government bodies and other organizations that make decisions affecting children.

To assist parents in developing the skills they need to raise and protect their children.

To encourage parent and public involvement in the public schools of this nation.

### **PTA OBJECTIVES**

1. To promote the welfare of children and youth in home, school, community and place of worship.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.



**Alpharetta Elementary Business Partners**



5180 Windward Pkwy  
Alpharetta GA 30004



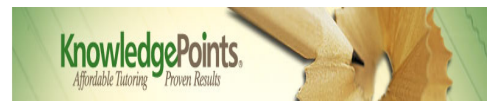
3650 Mansell Road  
Alpharetta GA 30022



Northside Hospital  
Atlanta – Forsyth – Cherokee  
3400-C Old Milton PKWY



Highway 9  
1180 Upper Hembree RD.  
Alpharetta GA 30004



270 Rucker Road  
Alpharetta GA 30004



12870 Highway 9  
Alpharetta GA 30004



655 Crossville RD  
Roswell GA 30075



11800 Haynes Bridge RD  
Suite 100



11556 Rainwater Drive  
Alpharetta GA 30004



10600 Davis Drive  
Alpharetta GA 30004



608 Holcomb Bridge Road  
Alpharetta GA 30004



5200 Windward Parkway  
Alpharetta GA 30009

## AES Alternative Parking Map

