



Summit Hill Elementary School

Nancy Murphy
Principal

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<http://www.fultonschools.org/school/summithill>

School Hours 7:45 a.m.-2:15 p.m.
Office Hours.....7:00 a.m.-4:00 p.m.
School ColorsSilver & Black
School Mascot The Summit
School Motto...Where Students and Staff Climb to the Top

WELCOME !

Summit Hill faculty and staff welcome you to a new school year. To help you enjoy your experiences at Summit Hill, we offer the following suggestions:

1. Get to know your school. Become familiar with the classroom locations, office, media center, cafeteria and playgrounds.
2. Become familiar with the teachers and staff. We are here to help you.
3. Study and learn as much as you can.

We are proud of our school, faculty, staff and students. You can help us by doing your best. It is our sincere hope that your school years here will be ones filled with many happy memories and great academic success. We urge parents to support the school, teachers and programs. Your positive attitude and support make a significant difference.

FRONT OFFICE STAFF

Denise Verkon Principal’s Secretary
 Deidre FannData Clerk
 Donna Molino & Nancy Wroblewski Secretaries

INTRODUCTION

Summit Hill Elementary School opened in the fall of 1999. The Alpharetta community, which twenty years ago was rural and sparsely populated, continues to grow at a very fast pace. In addition to our approximately 55 regular education classes, kindergarten through fifth grade, our facility is also home to self-contained Special Needs Preschool.

NEW FAMILIES

New families who enroll students after September are encouraged to participate in the PTA sponsored Newcomer’s Informational Coffee meetings. Please call the school for the dates and times of these meetings. It is important that we make you feel “right at home!”

FULTON COUNTY SCHOOL SYSTEM

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

SCHOOL CALENDAR 2007-2008

AUGUST

August 6-10 Pre-Planning - Teachers Only
 August 9 Sneak-A-Peek
 August 13 First Day of School - Students
 August 28, 29, 30 Curriculum Nights

SEPTEMBER

September 3 Labor Day - No School
 September 19 Early Release Day

OCTOBER

October 12 Conference Day/Workday
 October 24 Early Release Day

NOVEMBER

November 21-23 Thanksgiving Holiday
 November 28 Early Release Day

DECEMBER

December 19 End of first semester
 December 20- Jan 3 Winter Holiday

JANUARY

January 4 Teacher Workday
 January 7 Second Semester Begins
 January 21 MLK Holiday - No School

FEBRUARY

February 18 President’s Holiday - No School
 February 27 Early Release Day

MARCH

March 14 Teacher Workday
 March 26 Early Release Day

APRIL

April 7-14 Spring Break

MAY

May 23 Last Day of School - Students
 May 27-28 Post-planning Teachers

MISSION STATEMENT

Our overall mission is to hold high and attainable expectations for all children, in a safe, child-positive environment, which will enable every child to attain his/her full potential during his/her elementary school years at Summit Hill Elementary.

We are committed to create and sustain a learning environment where children are encouraged to learn to their fullest potential and where they are given the educational foundation to continue their pursuit and enjoyment of learning.

OUR BELIEFS:

1. All children are capable of learning given the appropriate educational challenges and the support and encouragement of our staff and their families.
2. We recognize the value of each child's educational experiences when staff, parents, and administrators work together and keep the focus on student learning and the well being of each child.
3. Learning is ongoing. The ability of each child to be interested in and successful in school is enhanced when we promote student engagement with learning, which, in turn, accentuates each child's enthusiasm for school.
4. Our responsibility is to promote responsible citizenship and to help children develop an interest in lifelong learning.
5. The school improvement effort as expressed through the Strategic Planning Process is continual. As goals and objectives are met, new ones will be cooperatively formulated to meet the needs of the Summit Hill School and the community it serves.

INSTRUCTIONAL PROGRAM

Our school serves students from kindergarten through grade five. The core curriculum includes: mathematics, reading, language arts (including: English, spelling, listening, handwriting, creative writing and speaking), social studies, science, health, music, art, and physical education. Band, orchestra and chorus are offered as optional courses for all fourth and fifth grade students. Some home study is a necessary part of each student’s educational program. Each student may be expected to spend some time on homework, in addition to scheduled class instruction, to achieve satisfactory progress.

PTA

The PTA is an active and integral part of our school. All parents are urged to become members. PTA meetings are held periodically throughout the school year. Meeting dates and times will be communicated through the school website. Yearly donations are requested from each family for the purpose of enhancing and enriching the total school. In addition, your support for PTA fundraising activities is necessary to provide many extras for the school.

COMMUNICATION

Parents receive a copy of the newsletter every Friday. This newsletter gives important dates and upcoming events. A PTA newsletter is published and sent home quarterly. Teachers send home grade level curriculum newsletters monthly. Friday papers are sent home bi-weekly in grades K-5. Parents are asked to sign the cover sheet and return the entire packet to the classroom teacher. You can also visit our website. Messages can be left for members of the staff through the front office, voicemail, or e-mail. **Please check with your child’s teacher for the best method of communication.**

SCHOOL HOURS, EARLY RELEASE, ABSENCES

The school day for students begins at 7:45 a.m. and ends at 2:15 p.m. The school opens at 7:15 a.m. No students should be on campus before this time as no school personnel are responsible for supervision before 7:15 a.m. The rear drive is for **BUSES AND SNP STUDENTS ONLY** between 7:15 and 7:45 a.m. Parent drop off begins at 7:15 in the front circle. Children are expected to wait in the car until dismissed to a person on duty. They are to enter the building in a quiet, orderly manner and proceed directly to their classroom or cafeteria if having breakfast. Students must be prompt and regular in attendance if satisfactory work is to be accomplished. Students who are absent from school are deprived of a variety of educational experiences shared with their peers. Students are required to make up all work missed due to absences. However, there is no way to reproduce or recapture classroom instruction and activities.

A student who is absent must bring a written excuse signed by a parent or guardian the day the student returns to school.

A student must be in attendance more than one-half day before he/she can be counted present during the day. Should you need to pick up work for your child due to one or two day absences, you are asked to call the school office before 9:30 a.m. each morning. Materials may be sent home with another student, or you may pick them up at the end of the school day. This gives the teacher adequate time during the school day to organize needed materials. Completion of work missed during absences is determined by the teacher's discretion and the needs of the student. Please notify the school office if your child has a contagious disease or an extended illness. Frequent changes in dismissal are difficult for children to incorporate into their routine. Try to establish clear and consistent simple routines with minimal changes. Changes must be sent to school in written format to your child's teacher and to the front office. If you must check students out early, please plan to do so before 2:00 p.m. The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in immediate family, or special and recognized holidays observed by their faith. Under the No Child Left Behind Act, adequate yearly progress is achieved when students are in attendance. Vacations taken during regular school days are **not** excused. Such extended absences may cause our school to appear on the Need Improvement List. Teachers are not required to prepare lessons or homework packets during an unexcused absence. We value the time we spend with each of our students. We respectfully request that you schedule doctor or dentist visits after school whenever possible. We know scheduling these appointments can be difficult, but we ask that you respect your child's learning time. If you must leave while school is in session, the teacher will need a written note from you. For safety reasons we'll expect you to meet and sign out your child in the office. We will send for your child upon your arrival. We request that parents DO NOT go to the classrooms to pick up their child. We require that no early dismissal occur after 2:00 unless it is an emergency. Early dismissals after this time create interruptions to the normal dismissal procedure. The school must have permission in writing before we can release a student to anyone other than a parent or legal guardian. Identification must be presented to pick up students.

CAR RIDERS

Parents who deliver students should do so between 7:15 and 7:40 a.m. Parents who pick up students should do so at 2:15pm. Staff members are on duty during these times to supervise students and ensure their safety. **Please use the carpool line and refrain from parking in the fire lanes. Violators can be ticketed.** All carpoolers must enter and exit cars from the passenger side of the vehicle.

DRESS CODE

Proper dress at all times is encouraged. Students are expected to dress and groom themselves in a way as to reflect neatness, cleanliness, modesty, and good taste. Extremes in dress and grooming will not be permitted. Short shorts, see-through clothing, and tee shirts containing inappropriate language or pictures are not permitted. Children are asked to refrain from wearing open-toe shoes or slides on the playground during recess. Student's clothing must cover the midriff. Sleeveless shirts should have bands at least three fingers wide. Shorts should be long enough to meet finger tips when arms are at rest by side. Students should also refrain from wearing make-up and coloring their hair. There may be days which are designated as special dress days and your child will be made aware of these along with the appropriate attire for these days. No hats are to be worn unless the day is designated a hat day by the administration.

CLINIC/MEDICATION

Summit Hill has a clinic staffed with a clinic assistant. However, we are not staffed or equipped for a serious injury or illness. Students who are ill must be kept at home. Parents will be contacted if students are injured or become ill at school. Any student who becomes seriously ill or injured while at school will be transported to the hospital. Students who take a prescription medication during the school day should immediately, upon entering the school, take the medication and an authorized form from parents to the clinic for storage until needed. If a prescription medication is necessary in order to allow a student to attend school on a regular basis, a school employee must assist in administering the medication to the student. Authorization forms must be completed, signed by the physician, and returned to the school before medication can be administered to a student on a regular basis. Forms are available at the clinic and on our website. **Students should not keep medication with them** (excluding inhalers!)

STUDENT COUNCIL

The Summit Hill Student Council is made up of 4th and 5th grade students. They work throughout the year spearheading fundraising events and organizing special activities for school.

TEACHER CONFERENCES

During the first semester, each parent is given the opportunity to discuss his/her child's progress in an individual conference with the teacher. We believe that the educational success of your child is a joint venture between the school and the home, and we want to keep communication lines open. It is advisable for parents and teachers to communicate if there are problems in academic, social, behavioral, or emotional areas. If parents desire to contact the teacher, please call the school office, e-mail the teacher, or send a note to the teacher with your child. Please do not make visits to the classroom without an appointment so as to minimize instructional interruptions.

TEXTBOOKS

Textbooks issued are the property of Fulton County Schools. They should be used with care and returned in good condition. Students are responsible for books which are lost, stolen or damaged beyond use.

TELEPHONE USAGE

The telephone is to be used by students for **EMERGENCIES ONLY!** This does not include lunch money, homework, instruments, snacks or behavior charts left at home, or making after school or overnight plans. Students must bring written permission from their classroom teacher to the office secretaries before using the phone. No student should have a cell phone at school under any circumstances.

VOLUNTEERS

An active group of parents, community volunteers and PTA members assist students and teachers with various activities. Please contact the principal or PTA presidents if you wish to volunteer your time, expertise, or services to the school. While parents are welcome volunteers in our building, preschool-aged siblings and strollers can be a distraction in the classroom. Please make arrangements for child care when volunteering at school. Volunteers must sign in at front desk and obtain a visitor's badge. Under school age siblings should not come with school visitors, volunteers, or to class parties, but are welcome at lunch. We appreciate your cooperation.

VISITORS

Parents and other visitors are always welcome at Summit Hill Elementary School. All visitors, **INCLUDING** parents, must sign in at the front office before going to other sections of the campus. This way the teacher can be notified of a visitor's arrival. Visitors will receive a visitor's badge that **must be worn while on the campus**. Please remember this procedure is for your child's protection. Classroom observations are scheduled by appointment. Please, contact the CST 24 hours in advance to schedule an observation. Under school age siblings should not come with school visitors, volunteers, or to class parties, but are welcome at lunch. We appreciate your cooperation.

CLASSROOM PARTIES

There are three class parties that may be held during the year: a winter holiday party, a Valentine's party and an end-of-the-year party. There will be no parties held for Halloween, birthdays, etc. **NO** personal party invitations may be distributed at school under any circumstances. Please check with your child's teacher as to how they would like to recognize student birthdays. **Please do not send birthday cakes, balloons, candles, videotapes...etc.** Under school age siblings should not come with school visitors, volunteers, or to class parties, but are welcome at lunch. We appreciate your cooperation.

EMERGENCY DRILLS/CLOSING

Fire drills, tornado drills, and intruder alerts are conducted throughout the school year on a regular basis to assist students and staff with proper emergency procedures. In case of a necessary Code Blue (bomb threat) evacuation, students and staff will gather on Cowart Road before being transported to the Milton High School gymnasium. In the event that school must be closed due to inclement weather, the most up-to-date information will be provided on local radio and TV stations. Please do not contact or come to the school. Please be sure to have a completed emergency school closing form on file for your child. More emergency information can be found on our Summit Hill website.

HOMEWORK

Some home study is a necessary part of each student's educational program to reinforce skills taught in the classroom and enrich classroom experiences, increase student success, develop student responsibility, and provide opportunity for parent involvement. Homework may not count as more than 10% of the grade. Homework must be completed at home

prior to 7:15 a.m. so that this time may be reserved to start each day. Please contact your child's teacher if you have any questions or concerns regarding homework. (Please see "School Hours, Early Release, Absences" for procedures on obtaining homework when absences occur.)

Kindergarten - Students are encouraged to read at least 15 minutes each day with their parents.

Primary (Grades 1-2) - Homework lasting approximately 30 minutes is assigned Monday - Thursday nights. Students can have a short written assignment (approximately 15 minutes) and are expected to read 15 minutes each night Monday - Thursday.

Intermediate (Grades 3-4-5) - Homework lasting approximately 50 minutes is assigned Monday - Thursday nights. Assignments are varied according to the nature of the concepts that are to be reinforced.

GRADE SCALES (GRADES K AND 1)

S	-	Satisfactory
N	-	Needs to Improve
U	-	Unsatisfactory
NG	-	Not Graded

GRADE SCALES (GRADES 2 – 5)

Letter grades (A, B, C, and F) will be used on progress reports, report cards, and transcripts.

A = 90-100%

B = 80-89%

C = 70-79%

F = 0-69%

NG = Not Graded

NE = Not Evaluated

EXCEPTIONAL CHILDREN SERVICES

Exceptional Children Services are provided for eligible students on a resource basis and within modified self-contained classes. Referrals for these programs may be initiated by teachers or parents subsequent to the SST process. Children placed in these programs must meet state eligibility criteria. All program placements are based on a referral process, individual evaluation, and parent consent. The following programs are provided:

Behavior Disorders – available to students whose behavior interferes significantly with learning according to state guidelines.

Learning Disabilities – available to students who show a significant discrepancy between expected performance and actual achievement according to state guidelines.

Speech/Language Therapy – available to students who demonstrate disorders in articulation, fluency, language, or voice according to state guidelines.

Talented and Gifted – available to students who meet Fulton County guidelines. Children who meet multiple criteria requirements on standardized tests of ability, achievement, creativity, and motivation. The classroom teacher completes initial screening. Screening of students is now completed once each year. Students must demonstrate outstanding characteristics and behaviors in five of the ten categories on the screening instrument AND have supporting data gathered from test history, grades, products, and/or continuous achievement. Students' names are then presented to the local school's eligibility team for possible referral for testing.

REPORT CARDS

Each student will receive a Progress Skills Checklist three times during the year: September, February and at the end of the year. In addition to the Progress Skills Checklist, students will receive a report card in October, January, March and at the end of the year. These reports are sent home in a white Fulton County envelope. Both the Progress Skills Checklists and the Report Cards may be kept by the parent but the envelope must be signed by a parent or guardian and returned to the classroom teacher. **The final May report card will be mailed to the parents' house in a self addressed stamped envelope provided by the parent.**

WITHDRAWAL PROCEDURES

Parents should notify the school office as soon as possible prior to a student's withdrawal. All textbooks and library books should be returned and lunch fees paid before records can be forwarded.

CAFETERIA

Our cafeteria provides nutritious and well-balanced meals every day. Students are encouraged to buy the school breakfast and/or lunch. Several choices are available. Milk is served with all meals. Extra milk, juice and other items are available for a nominal fee. Our menus are sent home monthly with the school newsletter. You may pay for your lunch

daily or pre-pay for one week or several weeks. Pre-paid tickets are sold in the cafeteria starting at Sneak Peek. Checks should be made payable to **Summit Hill School Cafeteria** and have **the student's name on the check**. Place it in an envelope labeled with the teacher's name and grade. Free and reduced lunches are available for families who qualify financially. For more information, please contact the school cafeteria manager. Each student is provided with a free and reduced lunch form. Many parents enjoy having lunch with their children and we like having you visit with your children. **This is permissible after the first two weeks of school.** This gives us the opportunity to get ourselves organized and establish our routines. We do ask that you follow the following procedures:

1. We request that you eat at the visitor's tables on the stage because space is limited. Please take only your child to these tables (no extra friends).

2. When having lunch at school, please follow our "Greet and Good-bye" procedures.

(1) Sign in for a visitor badge at the front office.

(2) "Greet" your child at the cafeteria and say "good-bye" at the cafeteria door. Under no circumstances are visitors to go to the classroom to wait for the child or return to the classroom after lunch unless prearranged with the teacher. This constitutes an interruption to the instructional day of all students in the class.

3. For health and legal reasons **we cannot allow parents/guardians to distribute any kind of food to students in the cafeteria or allow parents to bring in food from outside vendors** (Wendy's, McDonald's, Burger King). We cannot allow students to share food with one another.

MEAL PRICES

Student Breakfast	\$.80	Adult Breakfast	\$ 1 .30
Student Lunch	\$ 1 .35	Adult Lunch	\$ 2 .40
Extra Milk or Juice	\$.40	Bottled Water	\$.50
Extra Snack Items	\$.50		

CAFETERIA RULES

1. Follow procedures for entering and exiting.
2. Always walk.
3. Sit at assigned table.
4. Remember to eat before you talk.
5. Show respect to the monitors and respect the rights of others.
6. Raise your hand if you need assistance.
7. Clean your area before leaving.

STUDENT DISCIPLINE

We believe strongly in positive reinforcement. We work to create a positive atmosphere in which students can learn. Yet, we believe that our students are responsible for their own behavior and academic success. Optimal learning takes place in an atmosphere of mutual respect, high expectations, encouragement, and positive motivation. Discipline is defined as a process of helping students understand what they have done that is inappropriate and learning how to correct the inappropriate behavior. In every instance, it is our goal to leave a lesson learned and the student's dignity intact.

Many different methods are encouraged to insure appropriate conduct including student and parent conferences, time out, opportunity classrooms, action plans, in-school suspension, out-of-school suspension, and tribunal referral. Student discipline is the joint responsibility of the school and home. Parental support for good discipline enables us to maintain a wholesome environment for learning. All students receive two copies of the Student Discipline & Code of Conduct Handbook - one for home and one for school.

DRUGS/WEAPONS/THREATS/BULLYING

Fulton County School System takes its responsibility seriously to educate its students in safe and drug-free schools where they are free from fear of harm or intimidation by a few. Therefore, **weapons, drugs, gang activity, threats or bullying will not be tolerated in Fulton County Schools.** Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested. 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 even for reports, show and tell, and other classroom activities. Fulton County maintains a "zero tolerance" policy for weapons.

LOST AND FOUND

Summit Hill makes every effort to help students safeguard their valuables. However, the ultimate responsibility for this lies with the student. Name labels should be placed on personal articles and wearing apparel. All lost articles will be placed in the lost and found. Unclaimed items will be donated to a local charity.

RIDING A SCHOOL BUS

Safe school transportation is considered an integral part of the total educational program. Riding a school bus is a privilege contingent upon proper and courteous conduct. The Fulton County Board of Education recognizes that a safe school bus operation is only possible with the full cooperation of our parents, students and school staff. Students must get on and off the bus at their own stop. A student is not allowed to ride another student's bus unless the parent obtains written permission through the Transportation Department. In case of a one-day emergency, approval may come from the principal. Changes will be granted for child care purposes. Parents must contact Transportation North (770) 667-2970 directly to gain approval for bus changes. Any change in after school pickup must be communicated in writing to the child's teacher. Students are not permitted to bring electronic devices of any kind on the school bus (ipod, cell phone, cd player, mp3, game device, laser pointer...etc). Large instruments or anything that cannot be held in the lap are not permitted on the bus. Students who ride the bus are expected to stay in assigned seats while the bus is in motion; speak in low voices; refrain from throwing objects; keep heads, arms, and hands and feet to themselves; cooperate with the bus driver and act in a respectful manner. Students may be subject to disciplinary procedures when bus safety rules are violated. These may include suspension from riding the bus for one or more days. Consult the Fulton County Discipline Handbook for further inquiries.

FULTON COUNTY BUS DISCIPLINARY PROCEDURES

1 st Bus Offense	Student conference will be held with school administrator or official.
2 nd Bus Offense	Student may be placed on bus probation, and parent will be notified that on next bus offense student may be suspended from the bus.
3 rd Bus Offense	Student may be suspended from riding the bus for one (1) or two (2) days with parent contact or notification.
4 th Bus Offense	Student may be suspended from riding the bus for two (2) or three (3) days with parent conference requested.
5 th Bus Offense	Student may be suspended from riding the bus for three (3) days with parent conference requested.
6 th Bus Offense	Student may be suspended from riding the bus for three (3) to five (5) days with parent conference requested before student returns to school and may be referred to an Informal Discipline Hearing.

For major or dangerous offenses such as:

- *Disruptive behavior-fighting, wrestling, scuffling, hazing, harassment, intimidation
 - *Failure to identify oneself or giving false identification
 - *Ignition of lighters, matches, etc.
 - *Insubordination/defiance of authority
 - *Leaving bus without permission
 - *Riding bus without permission including when suspended
 - *Obscene, inappropriate language, gestures, and/or acts
 - *Sexual misconduct/offenses
 - *Activating of emergency alarm
 - *Placing objects or body parts out of the windows when bus is in motion
 - *Possession of a dangerous instrument/weapon
 - *Smoking, dipping, use of drugs/alcohol, or possession of related products
 - *Theft/vandalism of school or personal property
- students may be placed directly on step 3, 4, 5, or 6.***