

ABC's of Asa G. Hilliard Elementary School

3353 Mt Olive Rd. East Point, GA 30344 Phone: 470-254-8050 Fax: 470-254-8230

AGHES Website: <http://school.fultonschools.org/es/asahilliard> Fulton County School Website: www.fultonschools.org

A	ABSENCES	<ul style="list-style-type: none"> Students are required to provide a NOTE from parents/legal guardians via hand written or email when absent noting the date and reason for the absence. Students who check in after 11:15 a.m. or leave before 11:15 a.m. are considered ABSENT for the day. Please notify the clinic if your child has a contagious disease or an extended illness.
	ATTENDANCE	<ul style="list-style-type: none"> School hours are 7:40 a.m. to 2:20 p.m. Staff supervision of students begins at 7:10 a.m. Students should not arrive prior to 7:10 a.m. Students who are NOT in the building by 7:40 a.m. are considered tardy. When your student arrives late to school, you must park your car and accompany your child into the building, sign in at the front office and get a tardy slip.
B	BIRTHDAY CELEBRATIONS	<ul style="list-style-type: none"> To provide healthier treat options and avoid possible allergens for students, outside products will not be allowed as birthday treats to be handed out to other students in the class. Personal party invitations must be mailed outside of school to avoid any opportunity for hurt feelings.
	BUS CHANGES	<ul style="list-style-type: none"> Student may not ride another bus for the purpose of visiting a friend. Questions about the Bus should be directed to South Fulton Transportation Dept. (470) 254-2970. Bus route information may be found at www.fultonschools.org
C	CAFETERIA INFORMATION	<ul style="list-style-type: none"> My Payment Plus is available online to make lunch account payments as well as to check student lunch account balances. To access go to www.mypaymentplus.com. Students are able to add money to their lunch accounts using cash. Breakfast is served from 7:10 a.m. until 7:35 a.m. each morning. All students receive free breakfast and lunch. AGHES encourages nutritious lunches; therefore, sodas, canned drinks, candy, etc. are not appropriate. Our school guidelines prohibit any commercially prepared food (McDonalds, Chick-Fil-A, Arby's, Jason's Deli, etc.) to be brought in for breakfast or lunch by students or lunch visitors.
	CARPOOL	<ul style="list-style-type: none"> Morning carpool drop off begins at 7:10 a.m. and ends at 7:38 a.m. Afternoon carpool begins at 2:20 p.m. and ends approximately 2:30 p.m. If your student needs assistance with car doors or their backpacks, please park in the parking lot and walk them to the building. Additional information regarding car pool procedures will be provided to car riders.
	CELL PHONES	<ul style="list-style-type: none"> According to Fulton County Board of Education Policy and Procedure concerning Disruption and Interference with School: "Elementary students are prohibited from using or displaying cellular telephones on school property at any time". You will be contacted by your child's teacher if cell phone usage is required per class assignment. There will be a consequence issued if students use phones without permission. Cell phone usage by visitors is prohibited in front school lobby and cafeteria. Parents are asked to turn their phones to "silent" when in the school building.
	CLASSROOM VISITS	<ul style="list-style-type: none"> Please contact your child's teacher or the Curriculum Support Teacher to schedule a classroom visit. Teachers are not allowed to have parent conferences during instructional time. Parents are not allowed to go into a classroom and address other students.
D	DRESS CODE <i>(per FC Board of Education Policy)</i>	<ul style="list-style-type: none"> <u>No Short Shorts</u> or mini-skirts are to be worn. Shorts must be middle fingertip length or longer. NO spaghetti strap tank tops. All T-shirts must be in good taste. <u>Tennis Shoes/Sneakers, or closed toe shoes are strongly encouraged for safety reasons.</u> FLIP FLOPS, CLOGS and "CROCS," ARE NOT PERMITTED TO BE WORN AT SCHOOL. SNEAKERS WITH WHEELS (HEELIES) ARE NOT PERMITTED. Asa G. Hilliard will be a uniform school. Students are expected to wear uniforms on Monday, Tuesday and Thursday. Uniforms- red, black white or gray shirts and black or khaki bottoms
	Discipline	<ul style="list-style-type: none"> Asa G. Hilliard will follow FCS Code of Conduct handbook to address all discipline concerns We will continue to implement Positive Behavior Incentive Supports and Restorative Practices
E	EARLY CHECKOUT	<ul style="list-style-type: none"> Early checkout MUST occur before 2:00 p.m. to prevent interference with dismissal procedure.
	EMERGENCIES	<ul style="list-style-type: none"> <i>In case of inclement/unexpected weather or other emergencies, parents will be notified by School Messenger.</i>

F	<p>FIELD TRIPS</p> <ul style="list-style-type: none"> Field trips are often planned to supplement and enrich units of schoolwork. In an effort to ensure students' safety, transportation is provided by the Fulton County school buses or an approved vendor for a fee. No child will be denied permission to attend field trips due to an inability to pay; however, continuously disruptive behavior or refusal to comply with adult orders may result in the denial of going on a field trip. Every child must have written permission from a parent/legal guardian before going on a field trip. FCS is a moneyless school system therefore; all payments will need to be made online.
G	<p>GRADES</p> <ul style="list-style-type: none"> Report cards are distributed every nine (9) weeks. Curriculum newsletters will be sent home bi-weekly. A "Progress Skills Checklist" will be sent home three times per year. Students grades are accessible online through HOME ACCESS CENTER. Go to www.fultonschools.org, click on "Students & Parents" then "Home Access". Students will receive a bi-weekly report to inform you of their progress. Per Fulton County Schools board policy, students will be provided with the opportunity to recover failing grades. Teachers will notify parents via phone/email if a student receives a failing grade on summative assessments to discuss recovery plan once their grade falls below a 74C.
H	<p>HOMEWORK</p> <ul style="list-style-type: none"> If a student is absent due to illness, homework request that are called into the office by 9:00 a.m. may be picked up after 3:00 p.m. Email requests are not accepted.
I	<p>ILLNESS/CLINIC INFORMATION</p> <ul style="list-style-type: none"> <i>If your child has had a fever, has vomited, or has had diarrhea, they must be kept home until they have been symptom free for 24 hours. No exceptions.</i> Clinic phone (470) 254-9261. Please notify the clinic if your child has a contagious disease: Strep, pink eye, lice, etc .
N	<p>e-NEWSLETTERS</p> <ul style="list-style-type: none"> AGHES School Newsletter – Panther Post –via email on school messenger and school website weekly.
P	<p>PARTIES</p> <ul style="list-style-type: none"> Two parties are scheduled for the school year: Winter Holiday Party and End of the School Year party. Parents in each homerooms class work together with the teacher to support the parties.
S	<p>SECURITY</p> <ul style="list-style-type: none"> Please be prepared to show a picture I.D. when checking out a student or volunteering for the first time at school. Your ID is verified with Fulton County Schools. <ul style="list-style-type: none"> All visitors and volunteers are required to wear a volunteer badge during your visit.
	<p>SPIRIT DAY</p> <ul style="list-style-type: none"> School Spirit Days are every Wednesday. Students are encouraged to wear Asa G. Hilliard Colors (red, gray and black) or AGHES attire with jeans. College Days are every Friday. Students are encouraged to wear a college t-shirt with jeans.
T	<p>TARDIES</p> <ul style="list-style-type: none"> Bus riders are not considered tardy even if bus arrives after 7:40 a.m. Excessive tardiness of three or more per month in grades K-5 will result in a letter of Notification of Excessive Tardiness from the school. Continued tardiness may result in a referral to the school social worker.
	<p>TRANSPORTATION CHANGES</p> <ul style="list-style-type: none"> If there is a change in the manner in which a child is to leave school, the teacher must receive a written note from the parent stating the child's first and last name, teacher's name, date and the change. If a note is not sent in, the child will be sent home in the usual manner. PLEASE DO NOT email any transportation changes to teachers.
V	<p>VISITORS TO THE BUILDING</p> <ul style="list-style-type: none"> For the protection of our children, all doors are locked. You will need to use the security system at the front door and buzz the front desk to enter the school. You will be required to show a government issued picture ID to enter the building.
	<p>VOLUNTEERS</p> <ul style="list-style-type: none"> Many volunteer opportunities are available in our school. Parents are encouraged to help at Asa G. Hilliard Elementary School. FCS policy requires ALL prospective volunteers to complete the volunteer training/screening process prior to volunteering at the school. This must be done each year and allow up to 48+ hrs for the approval. Volunteers may now register on the district webpage www.fultonschools.org. Click on Community, then "Partners and Volunteers".
W	<p>WITHDRAWAL PROCEDURES</p> <ul style="list-style-type: none"> Requests for withdrawal must be made in writing at least 72 hours (3 school days) in advance for proper processing. If you will miss more than 10 days of school, please contact your teacher or the administration.

