



HANDBOOK

2021-2022

A GUIDE FOR PARENTS AND STUDENTS



GROW~CELEBRATE~MATTER



New Prospect Elementary School
3055 Kimball Bridge Rd. Alpharetta, Ga 30022
470-254-2800
<https://www.fultonschools.org/newprospectes>

Amy Lemons, Principal

Margaret Mathas, Assistant Principal

New Prospect Elementary

Vision, Mission, Beliefs, Strategic Plan

VISION

New Prospect is a supportive community where everyone can discover a passion for learning and develop their individual talents.

MISSION

Experience New Prospect where learners grow, success is celebrated, and everyone matters.

TAGLINE

#experiencenewprospect

[Strategic Plan 2022](#)

SCHOOL HOURS: 7:40 a.m. - 2:20 p.m.
Students should not be dropped off **before 7:10 a.m.**

Welcome to New Prospect Elementary! This handbook is intended to help you and your family find the information you need for a successful and enjoyable year. For more in-depth information, please visit Fulton County Schools at www.fultonschools.org or visit New Prospect Elementary at <https://www.fultonschools.org/newprospectes>.

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POLICIES & PROCEDURES of FULTON COUNTY AND NEW PROSPECT ELEMENTARY

These are the official policies and procedures of Fulton County Schools and New Prospect Elementary.

REGISTRATION INFORMATION

To enroll a student, you need to submit two proofs of residency from the school system's approved list of verifiable residency documents: one from the approved utility list and one from the approved residency list. These documents are required upon initial enrollment in Fulton County Schools or upon entry into Kindergarten, 6th grade or 9th grade, and when there is any address change. Please see www.fultonschools.org/enrollment for approved documents and additional information.

EVENING ACTIVITIES

Every student must be supervised by a parent or other designated adult at any evening school event or program. The parent/guardian of any student who is unsupervised will be called to retrieve their child. Dropping children off for evening events or programs is not permitted.

ATTENDANCE

Good attendance is important to your child's academic success. The Board supports enforcement of Georgia's Compulsory School Attendance Law, which makes school attendance the responsibility of the parent and the student. Therefore, students should be at school every day that their health allows, and families should schedule vacations during school closings.

School starts at 7:40 a.m. Students can arrive at school beginning at 7:10 a.m. but not before that time. Students should arrive in time to be in their homeroom by 7:40 a.m. **Any child not in their homeroom by 7:40 a.m. will be marked tardy** and a **parent/guardian must sign in with the child in the front office**. If a bus is running late, the student is not counted as tardy. If a child arrives after 11:10 a.m., he or she will be marked absent for the day. If you drive your child to school, please leave early enough to allow for traffic congestion. Breakfast service ends at 7:35 a.m. which allows all students time to get breakfast before class begins at 7:40 a.m.

Definitions:

Excused Absence – A hold harmless absence that has been documented and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1:

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service

- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

Unexcused Absence – Any absence not accompanied with a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused. The following non-exhaustive list includes examples of unexcused absences:

- Bad weather
- Missing the school bus
- Car trouble
- Oversleeping

Absences Recorded as Present – Per Fulton County Schools, students must be counted as present under the following instances:

- Students attending a school field trip or other school-sponsored event
- Students can substitute up to 5 absences per semester (a max of 10 per year) with asynchronous day(s) by meeting the asynchronous participation benchmarks (listed below). This would result in the student being counted as present once the asynchronous work is returned within the required period.
- These asynchronous days can only be used in case of quarantine and extended illness. These cannot be used for family trips.

Asynchronous Day Attendance – Students must meet the following participation benchmarks to receive credit for attending in a remote learning setting:

- Parent/guardian or student must notify teacher prior to the start of the instructional day to utilize the participation benchmark rule.
- Teachers will make a concerted effort to provide asynchronous learning opportunities for students who provide sufficient notice.
- Parents will have the opportunity to pick up asynchronous materials at the front office after the school day.
- To be considered absent but present, work that is assigned must be submitted within 2 days of absence.

What To Do if Your Child is Absent

When your child misses a day of school, it is important to let the school know why your child is absent so we can mark our attendance accurately.

1. Please send a note or e-mail to your child's teacher stating the reason for the absence. If e-mailing, please copy nppfrontdesk@fultonschools.org. **For an absence to be excused, a note must be provided to the school within 5 days of returning to school.**
2. For preapproved absences (i.e. attending a family wedding or graduation) please e-mail Amy Lemons at lemons@fultonschools.org, to make that request.

If you have other questions regarding our attendance policies and procedures, you can read more about them [here](#).

BIRTHDAYS

Parents may send in or bring in **store-bought birthday treats with the ingredients listed**. Examples include mini-cupcakes, cookies, doughnut holes, and fruit snacks. **These treats are shared in the cafeteria, during the class lunch period, unless other arrangements are made with the teacher.** Treats should be pre-cut, if applicable, and ready to serve. Please let your child's teacher know ahead of time if you will be sending a birthday treat. Also remember that some students are allergic to peanuts so refrain from bringing in products that contain nuts. Please do not put candles on cakes or send in flowers, balloon bouquets, goodie-bags, or gifts. In addition, personal party invitations should not be passed out at school. These invitations must be mailed outside of school to avoid any opportunity for hurt feelings.

BUS GUIDELINES AND SAFETY RULES

Bus routes, schedules and designated stops are dictated by Fulton County Schools' Transportation Department. Students must be at the designated bus stop at the time the bus is scheduled to arrive. If you have any questions about bus routes or schedules, please check the Fulton County School website, www.fultonschools.org/transportation, or call 470-254-2970.

Afternoon dismissal begins with the first bell at 2:20 p.m. All children in kindergarten or 1st grade must be met at the bus stop by the parent or designee. If there is no one there to meet the child, they will be brought back to the school and the parent is expected to pick up the child. **Bus transportation changes must be made in writing.**

STUDENT BUS EXPECTATIONS AND GUIDELINES:

1. Be cooperative.
2. Remain seated.
3. Use a quiet, inside voice. No shouting or inappropriate language.
4. Keep hands, feet, head and any other objects inside the bus.
5. Food and drinks are prohibited.
6. Do not damage any part of the bus. Keep buses clean and free from trash and graffiti.
7. Fighting, pushing, or shoving is prohibited.
8. Students will be permitted to carry books and other items related to school-work, which can be held in the lap. Any object that is breakable or might distract the driver or jeopardize another student's safety will not be transported.
9. **IMPORTANT:** Students must ride on assigned buses, and board and debark at their designated stop. Parents must request **in writing**, ahead of time, any exception from this rule. This written request should be sent to the New Prospect office. In case of an emergency, requests should be made to the transportation department (470-254-2970) or to the school office (470-254-2800).

Disciplinary action for bus misconduct is administered by the assistant principal as designated by the principal. School buses are considered an extension of the school campus. All rules governing student conduct while on campus/school property apply while students are on the school bus. *Because of the*

additional safety factors and for the protection of the driver and students on the bus, school principals have the authority to impose an immediate suspension from the school bus for serious offenses as well as for minor violations. School bus drivers do not discipline students, although they have the prerogative to assign seats or move students from one seat to another to solve a discipline problem or to assure safety for those on the bus. Consequences will occur after the bus driver has communicated verbal and/or written warnings and she/he has tried intervention strategies and the problem continues. Bus discipline does not preclude additional sanctions as provided in policy, procedures, school rules, or federal, state, and local laws.

Please refer to the [Discipline Code of Conduct Handbook](#) to familiarize yourself with the bus Discipline Cycle.

TRANSPORTATION CHANGES

In order to ensure the safety of students, the following rules for departure from school will apply:

1. If a student does not plan to go home in the regular manner, the student **must** show a letter of permission from the student's parent or legal guardian to the classroom teacher before school begins in the morning. The Fulton County transportation department does not allow transportation changes for play dates, club meetings, homework buddies, etc. Parents will need to arrange alternate transportation for those events.
2. If it is necessary for a student to leave school early, a note must be sent to the student's teacher. Any student leaving before the regular dismissal time **must be signed out** through the office by a parent, legal guardian, or a parent designee. **Students must be dismissed prior to 2:05 pm.** After 2:05 pm, children will be dismissed in their regular way.
3. Students will only be released from the office. **Parents/guardians are not to pick up the child from the classroom.**
4. Students can be released to a parent's designee only after the parent or guardian has **notified the school in writing.**
5. Anyone may be asked to show a driver's license to verify identification and permission to pick-up.

DEVICE USER ACCEPTANCE *Applies to 3rd-5th Graders

Purpose: In order to support learning, Fulton County Schools is providing devices to middle and high school students. Like a textbook, the device is a resource to support learning.

Students with devices are required to follow the guidelines within this document, as well as all school, classroom, and School District policies and procedures regarding behavior and technology use.

Contact Person: If you have questions or concerns, please contact your school administration.

Receiving the Device: Parents and students must agree to this document. Students must also complete the digital citizenship curriculum that the school requires.

Returning the Device: Devices will be returned to the school at the end of the school year, unless otherwise communicated by the school. The use of devices provided by Fulton County Schools is not transferable to anyone and terminates when a student is no longer enrolled at the issuing school.

Students who transfer, withdraw, are expelled, or terminate enrollment at the school for any reason must return their device on the date of withdrawal/termination. A student who fails to return the device will be subject to paying up to the full replacement cost of the device and any accessories, and may also have grade cards, transcripts, diplomas or certificates of progress withheld until restitution is made.

Damage and Loss: All district-issued devices are the property of the Fulton County School District. If a device is damaged, lost, or stolen during the time that it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian will be responsible for paying the fines outlined in this document.

Responsible Device Use: All users of District-issued devices must follow the expectations outlined in District Policy and Operating Guidelines IFBGA: Responsible Use of the Enterprise Network, JD: Student Discipline/Student Code of Conduct, and JS: Student Fines, Fees and Charges. Failure to follow these expectations will lead to applicable student disciplinary consequences. All District policies can be found at www.fultonschools.org.

While off school grounds parents/guardians are solely responsible for monitoring the student's use of the device. Students may not exhibit inappropriate behaviors, or access prohibited materials with the device, at any time, at any location. Students will be subject to disciplinary and/or legal action if they use the device for inappropriate activities, whether on or off school grounds.

Privacy: Nothing done on District-issued devices is private. District staff may, at any point, confiscate and search the contents of any district-issued electronic device. Devices are enabled with GPS locating systems, and in the case of loss or theft, this system will be activated. The Fulton County School District recognizes all aspects of the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and the Family Education Rights and Privacy Act (FERPA).

Fulton County School District does not monitor students' home networks, devices, or Internet connection. The district does monitor the use of District-issued devices; however, Fulton County School District only tracks the location of District-issued devices in the event of loss or theft of the device. Fulton County School District will notify parents and students if it decides to monitor or track devices contrary to this paragraph.

Applications: Fulton County Schools has researched key applications which will be preinstalled on each device. Throughout the year, additional applications may be added to support learning. Purchasing and installing these applications is the responsibility of Fulton County Schools. No one other than an authorized school official may add or delete applications from a District-issued device. "Jail breaking" and hacking of devices is not permitted.

Fines for Device Damage, Loss, or Theft

If for any reason the device is lost, stolen or damaged during the time it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian are responsible for the following fines during the school year:

**Full replacement cost for devices includes the device, all accessories, software licenses and setup.*

- Lost and Damaged Devices

- Lost/stolen \$250
- Damaged \$100
- Accessories – Lost or damaged \$30 for each accessory

Theft:

If the device is stolen during the time that it is issued to the student, the student and the student’s parent/guardian will be responsible for filing a police report and submitting it to the school administration.

Failure to Return a Device or Accessories upon Withdrawal from the School:

A student who fails to return a device or any accessories without reporting them lost or stolen will be responsible for the full replacement cost of the items that were not returned.

Insurance:

Parents can choose to purchase insurance for the device. Many insurance companies ask families to mail devices directly to the company for repair/replacement. **Parents MAY ONLY use insurance companies with repair centers authorized by the device manufacturer**, to avoid voiding our warranties. Fulton has looked into insurance companies that have been popular with families and confirmed that as of June 2016:

- [Worth Ave Group](#) uses authorized repair centers for **ALL of our devices** so this may be an option for families.
- [Safeware](#) uses authorized repair centers **ONLY for the iPad, Chromebook, and Dell Latitude.**

Note that insurance companies typically cover theft, but not loss of a device.

This information is provided for convenience only. The District does not endorse any particular insurance provider, and each family should carefully verify the services provided by any insurance provider as a company's policy can change.

While you may purchase insurance for your device or your homeowner's insurance may cover the device, the District will not be responsible for communicating with your insurance provider. You remain solely responsible for paying fines directly to the District.

STUDENT PLEDGE

1. I will take good care of my school-issued device.
 - a. Cords and cables must be inserted carefully into the device to prevent damage.
 - b. Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
 - c. Report any software/hardware issues to your teacher as soon as possible.
 - d. Keep the device in a well-protected, temperature controlled environment when not in use.
2. I will never loan out my school-issued device to other individuals.
3. I will keep food and beverages away from my device since they may cause damage to the device.
4. I will not disassemble, jail break or hack into any part of my or any school-issued device or attempt any repairs.
5. I will protect my school-issued device by only carrying it while in the case provided.

6. I will use my school-issued device in ways that are appropriate and meet the school's expectations—whether at school, at home, or anywhere else. If I use my device in a way that is inappropriate, I may be disciplined by the school.
7. I will not place decorations (such as stickers, markers, etc.) on the school-issued device. I will not deface the serial number sticker on any school-issued device.
8. I understand that my school-issued device is subject to inspection at any time without notice and remains the property of the Fulton County Schools. Nothing I do with the device is private, and nothing I have on the device is private.
9. I will not share my password(s) with anyone other than a teacher or adult from my school or my parent/guardian.
10. I understand that if I damage or lose my device, or if it is stolen, I will have to pay a fine. I agree to the rules set forth in the Device User Acceptance and the Student Pledge.

DISCIPLINE: PBIS, PAWS, and Houses

New Prospect Elementary uses the Positive Behavioral Interventions & Supports program (PBIS). PBIS is a school-wide, proactive approach to discipline that creates and maintains a safe and effective learning environment. The process focuses on improving a school's ability to teach and support positive behavior for all students. With PBIS, instructional time is more effectively used for teaching and the overall school environment is calm and conducive to learning.

Teachers and staff help students reach these behavioral expectations with our school-wide PAWS program (Pride, Attitude, Wise Choices, and Safety). Using PAWS, teachers and staff model appropriate behaviors and then reward these behaviors in all areas of our building, and throughout the school day. PAWS "tickets" are given by teachers and staff to students who have exhibited a PAWS behavior. These tickets are turned in, and on Fridays we draw PAWS ticket winners. Winners choose a small prize and have their names announced on the intercom.

Another way our school encourages positive behaviors and community is through our school-wide Houses. All classrooms are a part of either the Earth House, Air House, Fire House, or Water House. Not only can individuals earn recognition for great behaviors, but classrooms and Houses earn recognition as well. Houses are recognized for positive behavior during our quarterly PBIS pep rallies...and it's a LOT of fun!

What Can You Do to Help Your Child Stay on the Path to Positive Behavior?

- ☞ Ask your child about his/her day at school every day.
- ☞ Make sure your child is ready every day. Ensure a good night's sleep.
- ☞ Provide a quiet time and space for your child to do homework nightly.
- ☞ Keep in touch with your child's teacher.
- ☞ Encourage your child to use appropriate language and tone.
- ☞ Practice positive phrases with your child, such as, "Thank you," "Excuse me," "Please," and "I'm sorry."

We encourage the faculty, staff, students, and parents to work cooperatively in implementing our positive behavior program. The use of notes, e-mail, telephone calls and personal conferences will be

used to maintain close parental contact. Our use of PBIS and our communication with families shows students how they have ownership of the problem, how to solve the problem they have created, and what they have done wrong, while leaving their dignity intact.

DISCIPLINE CYCLE

The following general discipline cycle for minor offenses will be followed and documented by the classroom teacher. Intervention must occur immediately to avoid escalation of situations.

Minor offenses include disrespect, excessive talking, defiance, work incompleteness, and disruptions.

Classroom Discipline Cycle for minor offenses:

Steps for each Minor Incident:

- REMINDER 1 = NON-VERBAL WARNING
- REMINDER 2 = VERBAL WARNING
- REMINDER 3 = INCIDENT REFLECTION SHEET

} 1 Cycle

Incident Reflection Sheet Process:

- 1st CYCLE = Incident Reflection Sheet only
- 2nd CYCLE = Incident Reflection Sheet only
- 3rd CYCLE = Incident Reflection Sheet, Parent Call/Email, Classroom Consequence
- 4th CYCLE = Incident Reflection Sheet, Parent Contact/Conference, Behavior Plan
- 5th CYCLE = Office Referral

Additional consequences beyond 5 will result in an *automatic* Office Referral.

Major offenses include hitting, bullying, fighting, stealing, and destroying property. An office referral will be immediately filled out for any major offense, and the child will be escorted to the office. See the [Fulton County Code of Conduct Handbook](#) for specific infractions and consequences.

DRESS CODE

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. Extremes in dress and grooming will not be permitted.

Examples of inappropriate dress include: lack of cleanliness in person or dress, barefoot, low riding pants, short clothing (skirts/shorts should reach the student's finger tips when holding hands to the side), exposed midriffs, tank tops (can be worn if the strap is 3 fingers wide), spaghetti-strap tops, see-through clothing. Roller skate shoes/Heelys are not permitted in school. These skates/shoes present a hazard at school; therefore, wearing them at school or during a school activity is not permitted.

EMERGENCY SCHOOL CLOSING

If due to inclement weather or for other reasons, the decision is made to close school on a particular day, local television and radio stations will broadcast the information. Parents should listen to the radio or television early in the morning for possible school closing. Individual calls to the schools could tie up the

phone line & prevent emergency instructions from reaching the school. A school call out will be done if there is an emergency school closing so that you can have immediate information.

In the event of an emergency such as fire, gas leak, explosion, or bomb threat, students will be evacuated to a nearby location. Students will follow regular dismissal procedure from this location and parents will be notified of the location using the call out system. Parents should not try to contact the school as that could tie up the phone line and keep us from securing assistance as needed in emergencies.

In the event of a tornado warning, please avoid traveling to school to retrieve your child. Children will not be released to parents while we are under a tornado warning. They will remain in the safe location until the warning is lifted. Children will be moved to an area in the building designated for safety during a tornado. Bus drivers are trained in procedures to ensure the safety of children. If school should be dismissed earlier than normal due to inclement weather or other conditions, the children will be taken by school bus to their normal stops. Parents and guardians should be sure their child/children know where to go if the parent is not at home at that time. An emergency procedure form is sent home the first day of school and should be completed and returned to your child’s teacher promptly.

GRADING/REPORT CARDS

New Prospect students are graded on the following academic scale:

Kindergarten and 1st graders: S=Satisfactory, N=Needs improvement, U=Unsatisfactory

2nd-5th graders: A=90-100, B=80-89, C=70-79, F=below 70

Kindergarten & 1 st Grade	2 nd -5 th Grade
S – Satisfactory N – Needs Improvement U – Unsatisfactory NG – No Grade Numeric grades do not appear on report cards but may be used in gradebooks to determine letter grades.	A – 90% and above B – 80-89% C – 70-79% F – Below 70% Letter and numeric grades are given.

All students are also given grades in conduct, work and study habits, and social skills.

Parents can access student grades throughout the semester via the county’s Infinite Campus Portal. Visit www.fultonschools.org/infinitecampus for the steps to access this information.

What is my child’s grade comprised of?

- Students have a minimum of 9 grades per semester, per subject area.
- Students’ grades will be determined using the following categories:

- Major: An assignment or assessment that is cumulative in nature, measuring multiple standards/skills, and/or when there is a significant amount of dedicated instructional time devoted to the content being assessed.
- Minor: An assignment or assessment that measures an individual standard or subset of standards/skills within a unit and/or when there is a small amount of dedicated instructional time devote to the content being assessed.
- Practice: Daily assignments, observations, and/or engagement activities give in class or for homework given to students to build and/or remediate skills.

How will my child be able to recover assignments/assessments?

- All students will have one (1) opportunity each nine weeks to redo/retake one (1) major assignment/assessment.
- Eligibility for a redo/retake is for students who receive a 79 or below on a specific major assignment/assessment.
- Students are eligible to earn a replacement grade on a redo/retake no higher than 79.
- Student redo/retakes must be completed before the next major assignment/assessment given or 5 school days before the end of the marking period if there is not another major assignment/assessment given.

When do parents/guardians receive a report on how my child is doing?

- Progress reports will be available online through Infinite Campus every 4.5 weeks within a quarter.
- Report cards will be available via Infinite Campus every 9 weeks.
- Kindergarteners receive GKIDS reports in the fall, winter, and end of year.

Sign and Return papers are sent home with your child each Thursday so that you can see their latest graded work. Please review these papers, sign them, and return them to school. They will be kept in your child's work folder.

During the fall term, teachers will also hold a parent conference to discuss each child's progress. Additional conferences can be requested by the parent or teacher, as needed, throughout the year.

ASSESSMENT INFORMATION

For information regarding standardized assessments, please see our district assessment page which details what tests are given at each grade level and will have the current assessment calendars. <https://www.fultonschools.org/Page/7251>

HOMEWORK POLICY

The purpose of homework at New Prospect Elementary is to offer meaningful activities to reinforce, develop, and extend concepts and skills taught in the classroom. Homework requirements and expectations vary by grade-level. Be sure to visit the teacher's website or grade-level website for specific homework expectations. www.fultonschools.org/newprospectes

IMMUNIZATION

The laws of Georgia (Georgia Code 20-2-771) require a Georgia Certificate of Immunization and a Georgia Certificate of Ear, Eye and Dental (No. 3300) or a notarized statement that says immunizations are against the parent's religion be on file for every student. The form is provided by the Georgia Department of Human Resources – Form 3231. The notarized statement is called an "Affidavit of Religious Exemption." Students without the required Georgia Certificate of Immunization or statement cannot attend school. Unless the required documents are submitted within 30 days of registration the student must be withdrawn from school.

INSURANCE

Student Insurance forms are available starting the first week of school. Forms include pricing for coverage. The school does not cover accidents or injuries occurring on school grounds such as broken bones or cuts. Information about insurance will be sent home on the first day of school.

SCHOOL VISITORS

Fulton County uses a buzz in system for all visitors to the school. All exterior doors are locked at 7:40 a.m. All visitors shall report to the front office and present a valid ID when arriving. Your ID will be scanned upon your first visit to the school and an immediate background check is electronically performed. All visitors shall be requested to wear an appropriate form of identification when on school premises. Visitors may be prohibited at certain times such as the first two weeks of school and while standardized testing or other student assessments are being conducted. If you are acting in a parent capacity only, such as having lunch with your child or attending a class performance, than you will only need to present your ID, sign in and get a name tag.

SCHOOL VOLUNTEERS

If you are volunteering in the school (performing a duty that another staff member could also perform such as reading to the class or making copies) then you must complete the Fulton County required volunteer training and paperwork, online, every other year. Volunteers will not be allowed to be in classrooms before completing this requirement. Please visit Fulton County's website for information on how to become a volunteer. www.fultonschools.org/volunteer

For a list of specific volunteer opportunities, visit the PTA link on our school website, under Students and Families. www.fultonschools.org/newprospectes

TRANSCRIPTS AND TEACHER/PRINCIPAL EVALUATION FORMS

All requests for transcripts and teacher/principal evaluation forms must be hand delivered by the parent/guardian to the Data Clerk in the front office. There is a \$3.00 materials/postage fee per mailing address when requesting New Prospect to mail transcripts and evaluation forms (a self-addressed stamped envelope can be provided accounting for all materials to be sent. It must be a legal sized envelope with 3 stamps). Transcripts cannot be faxed.

Please allow up to 2 weeks for complete processing.

LIFE AT NEW PROSPECT

Welcome to New Prospect! We are so excited to have your family as a part of our community where learners grow, success is celebrated, and everybody matters. We hope this information will help you become an informed and active part of our school. Welcome!

- **All** visitors are required to check-in to the office to receive a visitor's sticker **before** visiting classrooms. Visitors who do not display a sticker upon entering a classroom will be asked to return to the front office.
- NPES's instructional day begins at 7:40. Students who arrive after 7:40 are considered tardy. (please read attendance guidelines)
- All parent\teacher conferences must be pre-scheduled. Teachers cannot meet with parents during the instructional day.
- The classroom teacher is your first point of contact when a classroom concern arises.
- The front office should have accurate and updated telephone numbers and email addresses for all points of contact.
- In order to decrease disruption to instructional time, all items delivered for students after the school day has begun will be held in the front office. The front office will notify the classroom teacher who will then deliver the items to the students.
- New Prospect is a smoke-free campus.

INSTRUCTIONAL SCHEDULE

Students at New Prospect have a full instruction schedule. In addition to Math, Language Arts (which includes Reading and Writing), Science, Health, and Social Studies, students will attend Art, Music, STEM, and Physical Education classes weekly. Additionally, students will participate in a Brain Building schedule approximately six times each year where they will spend half of the day rotating through the Media Center, guidance lessons with the school counselor, typing class, and STEAM learning. These Brain Building days provide our teacher teams with time for in-depth unit planning while the students participate in engaging learning experiences.

CAFETERIA

New Prospect's cafeteria offers breakfast and lunch each school day. Prices are set by the FCS School Nutrition Department. Please see their webpage for pricing and additional information. Go to www.fultonschools.org, click "Students and Parents" and then select "Nutrition" from the drop-down menu. Note: At New Prospect, ice cream will be sold only on Fridays.

Our school nutrition program provides fresh, healthy lunches daily. You are also welcome to bring in a prepared lunch from home. **Children may not bring soda or cola drinks to school.** During the first two weeks of school, we ask that parents not come to school for lunch so that we can establish our lunchroom routines and expectations. After the first 2 weeks of school, parents are welcome to come and eat lunch with their children. **Out of consideration of all students, we ask that you not bring fast food from the outside during breakfast or lunch.** New Prospect participates in the federally funded free and reduced lunch programs for students with financial need. Forms are available in the school office and students must have a new form each year in order to qualify. Only one form per family is required.

Online prepay is available through MealPayPlus.com. A student can accumulate no more than two charges without payment. Once charges occur, the child will not be allowed to purchase a hot meal. They will receive a sandwich lunch until the charges are cleared up.

CARPOOL

We expect students being transported to and from school by parents to arrive between 7:10 and 7:40a.m. and to be picked-up between 2:20 and 2:30 p.m. **Students should not be dropped off before 7:10 a.m. This is important because there is no one to supervise students prior to this time.** Students who ride in cars are to be dropped off and picked up in the designated carpool line and students should exit and enter cars at the curbside only. Parents are asked to wait in their cars forming an orderly line. Staff members on duty will assist students being loaded into and out of their cars. A visible carpool number is required for pick up. You will be asked to park and come inside to show I.D. if you do not have a NPES carpool hang tag. These can be purchased in the front office. PLEASE DO NOT USE YOUR CELL PHONE WHILE IN LINE.

CELL PHONES AND SMART WATCHES

Students should exercise caution in bringing cell phones to school. Cell phones & smart watches may only be switched on and used at the discretion of the teacher for instructional purposes. Phones should not be used during the instructional day for texting or e-mailing. Students who misuse cell phones or other technologies will have the device confiscated. Parents will be notified and asked to come and pick up the device.

CHANGE OF CONTACT INFORMATION

In the event of an emergency, the school needs to be able to reach a child's family. Please notify the school office immediately if there is a change in phone number, work place, or authorized pick-up individuals. **Doctors and emergency rooms will not treat children without their parents' consent. In the event of an emergency we must be able to reach the parents.** The importance of maintaining updated information cannot be overemphasized.

CLINIC

New Prospect is fortunate to have its own clinic with a trained, full-time clinic assistant.

Students who must take prescribed medication during the school day should immediately take all medicines in the original prescription bottle, along with a written authorization to the clinic assistant. **No student is permitted to take any medicine, prescription or over the counter, to the classroom without permission from the principal and authorization from a physician.**

If a prescribed medication is necessary in order to allow a student to attend school on a regular basis, the clinic assistant may assist in administering the medication if the parents or legal guardian provide the following:

1. Written certification by a licensed physician that such medication must be administered to the student during school time.
2. Written instruction from a licensed physician regarding the administration of the medication, including dosage, expected duration of administering, and side effects of the medication.

3. Fill out a release form (required by the school system) releasing the board of education, the school, and system employees from any liability for administering the medication.

FIELD TRIPS

As part of an enhanced curriculum, each grade level takes field trips or has special programs come to the school. Permission slips with payment information (if needed) will be sent home via Thursday folders. Students must have a signed permission slip in order to attend an out of school field trip. The field trips are an integral part of the instructional program for your child. Parents will be asked to pay for their child's field trip experiences. If you are unable to pay, please reach out to our school social worker, Lisa Lewy, for assistance. She can be reached at 470-254-9783.

Infinite Campus (IC)

Infinite Campus (IC) is a program that allows you 24/7 access to your child's current academic information. While IC is one source of information regarding your student's progress, it is not the only source of information. If you have questions regarding your student's progress beyond what is provided in IC, please contact your student's teacher.

LOST AND FOUND

All clothing and personal items should be marked with the student's name to help return it to the correct owner. The lost and found area is located across from the computer lab. Lost and found articles are donated to local charities at the end of each semester.

MEDIA CENTER

The Media Center is run by our METI (Media and Educational Technology Instructor). Teachers can sign up to use the Media Center as needed in coordination with their curriculum objectives. The METI will also teach instructional technology lessons in the classroom, in the Media Center, and on Brain Building days. Students can visit the Media Center frequently during the week as time permits for book check out and to enjoy our rotating STEAM stations. New Prospect also has an e-book selection. Please contact Sandi Dennis, METI, for more information, or visit our Media Center website at npemedia.weebly.com.

Books and materials are checked out for a two-week period but can be returned earlier.

COMMUNICATION

The educational success of your child is a joint venture between the teacher and the family. It is the expectation of NPES that communication between teachers and parents be consistent. When the teacher and parent maintain reliable communication, your child's academic, behavioral, and social-emotional needs can be readily addressed.

Here are some of the many ways we communicate with our families. Please visit our school website for links. Our website is: <https://www.fultonschools.org/newprospects>

1. Teacher and Grade-Level websites – These are updated weekly with classroom information.
2. Principal's Weekly Panther Press – This is a bi-weekly email from our principal
3. PTA Newsletter- This is a bi-weekly email from our PTA (opposite of principals)
4. School Counselor Communication and Resources

5. School Governance Council – Meeting dates, agendas, and minutes are shared on school website
6. School-wide Calendar-on school website

Parent Teacher Conferences: We also offer a school-wide conference day in the fall after the first quarter of the school year; however, parents may request a conference at any time during the school year to address questions or concerns regarding your child. This request may be made by sending a note to or emailing your child’s teacher. Conferences are not held during teacher planning or lunch times unless indicated by the teacher. To minimize instructional interruptions, please do not make visits to the classroom for a conference without an appointment.

We are excited to share that New Prospect Staff can give parents the option of meeting for conferences, SSTs, IEPs and other parent meetings using Microsoft Teams. This allows parents more flexibility when it comes to work, caring for little ones at home, while minimizing exposure. Teachers and Staff must also offer the opportunity for an in-person meeting but may choose to use Teams if it works for all parties.

A teacher’s primary responsibility is to provide instruction within the classroom. Teachers are expected to check email before and after school each day. It is the expectation for teachers to respond to all emails within 48 hours of receipt of the email excluding weekends and holidays. This time allows for teachers to receive and properly respond to the email. In the event of an emergency please contact the front office.

Sneak Peek and Curriculum Night: Sneak Peek happens each August before the first day of school. At this event, parents and students will meet the teachers, see their classroom, and get information about the new school year. Curriculum Night is typically held in early September. During this event, go to the classroom, sit at their child’s desk, and learn about their child’s daily experience at New Prospect.

Translations: If you need any information translated into your home language, or if you need a translator during a meeting, please contact our front office.

QUESTIONS OR CONCERNS -Who to Contact

Teacher- The teacher is the first point of contact for anything related to classwork, homework, assignments, grades, something that took place during class time, or recess.

CST (curriculum support teacher) – Contact our CST for anything that relates to the curriculum or instructional program, if the teacher was not able to answer or clarify for you. This could relate to any assessments given, class placement, or a student’s academic level.

Counselor- The counselor can answer anything that relates to classroom guidance, small group sessions, individual crisis intervention, or a 504 plan.

Assistant Principal- Contact the assistant principal for anything that relates to discipline, buses, standardized testing and state testing.

Principal- Contact the principal for anything that has not been answered to your satisfaction by someone else on the chain of communication

PARKING

Parking is available in the front and back of the school; however, during the school day, all visitors should enter through the front office and sign in. Handicapped and Reserved parking spaces should only be used by those with the proper tags.

PARTIES

The administration supports two classroom parties during the year. Both are planned by the teacher and a room parent together and are paid for by parent donations. The parties are usually scheduled prior to the end of both semesters. Please remember that all other days are normal instructional days.

PICTURES

School pictures are taken twice during the year. The Fall picture will go in the yearbook and the class picture is taken in the Spring. Picture makeups are also scheduled. You have the option to purchase individual and class pictures.

PLACEMENT

When classes are formed we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups keeping the following in mind:

- An even male\female ratio
- A full range of aptitudes in each class
- Even proportion of abilities and learning styles across the classes
- Teacher input for placement
- Equal number of students in each class

Once all of these factors have been considered, the placement committee begins to build classes of students who show promise of working well together. At this point, attempts are made to match student and teacher personality and style.

These decisions are based on observations made by the teachers during the course of the year. While we welcome your input about your student's individual needs, we remind you that your comments are one of many factors and are not the basis of placement. When forming classes, the final decision on class placement will reside with the school.

Ten Day Count: Please note that classroom assignments are not final until after the first 10 days of school. During this time Fulton County district personnel closely monitor our enrollment and determine whether we have the appropriate allotment of teachers. Please keep in mind that class changes are possible during this time period each year. Class assignment changes made outside of the first 10 days are based on data, direct observations, as well as consideration of what is in the best interest of each child.

SPECIAL AREA CLASSES

New Prospect is fortunate to be able offer Special Area classes every day. Each homeroom will have 1 period each week of Music, STEM, and Art. Additionally, each homeroom will have two PE classes per week. All Special Area classes are 45 min.

A NOTE ABOUT PHYSICAL EDUCATION

One hundred minutes per week of physical activity is required by the state of Georgia. Students are scheduled for 90 minutes per week with the PE teacher, and the classroom teachers plan for the other ten minutes. Your child's teacher will give you his/her PE schedule so that children can dress appropriately on that day. Tennis shoes are required on PE days. Sandals, high heeled tennis shoes, or "backless" tennis shoes are discouraged on PE days. These are unsafe. If your child cannot participate in PE, a note should be sent to the classroom teacher to give to the PE teacher. If a child cannot participate for more than one day, a doctor's note is required.

TAG (Talented and Gifted Program)

Special classes one day a week are arranged for students who meet state guidelines for academic enrichment beyond the normal classroom environment. For more information regarding TAG testing and qualifications, please visit our district website at <https://www.fultonschools.org/Page/5099>.

READ TO SUCCEED

This program is sponsored by Six Flags. It is a six-week recreational reading program, designed to encourage students to read beyond their required schoolwork. Those students completing 600 extra reading minutes within the six weeks will receive one summer admission ticket to Six Flags.

SAFETY PATROL

Our 5th graders serve as safety patrol monitors during each morning arrival and afternoon dismissal. These students are excellent role models and help ensure a safe and quick transition time for all of our students. Students complete an application and must be recommended by their teachers in order to be selected. Christina McLeod McLeodCR@fultonschools.org

SCIENCE OLYMPIAD

Students practice and learn about science and STEM related topics. A team of 20 students will be selected from the whole, to participate in the Fulton County Science Olympiad competition in the Spring. Our STEM teacher, Mrs. Davis, organizes our Science Olympiad team and volunteers.

SPELLING BEE

Students in grades 3-5 must qualify to compete in the yearly Spelling Bee held in December. Our CST, Diana Zarzour, organizes our school wide Spelling Bee.

SWAT TEAM

This morning club is open to 4th and 5th grade students by application. Members of the SWAT team help support the technology needs of the school, educate teachers about how to incorporate technology into their classrooms, support others in the use of our Maker Space and much more. Mrs. Davis and Mrs. Searcy lead this group.

TECHNOLOGY COMPETITION

Details about this competition are sent home each year. Ms. Searcy and Mrs. Davis organize and manage this event.

TRANSLATIONS

Parents needing help in translating information should contact the school office.

PTA AT NEW PROSPECT

Our PTA is made up of hard-working parents and teachers who pool their talents to provide practical support for our school. Our PTA is responsible for initiatives that benefit the whole NPE community through classroom educational resources, campus improvements, teacher appreciation activities, events to support academic enrichment and free family events.

Parents are encouraged to join the PTA by donating at whatever membership level best fits their family. **Please visit their website for more details, newprospectpta.org.** Joining the PTA has no obligations, but it does allow you to receive newsletters and communications about upcoming events, have access to the online school directory, and know your donation helps the PTA to achieve their ongoing goals to support the school and community.

For those New Prospect parents who are looking to get more involved, the PTA welcomes participation to assist with many of their popular events and ongoing activities. Please visit the volunteer opportunities section on the PTA website for more details, <https://newprospectpta.membershiptoolkit.com/volunteer-opportunities>.

SCHOOL GOVERNANCE COUNCIL

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school including:

- Approve the school strategic plan and updates
- Approve the annual budget and annual resource allocations
- Manage the Request for Flexibility process
- Participate in hiring the principal (in the case of a vacancy)
- Provide annual feedback on principal performance