

Sarah Smith Elementary School

2013-2014

Primary Campus
Kindergarten-Grade 2
370 Old Ivy Road
Atlanta, GA 30342
(404) 802-3850

Intermediate Campus
Grades 3-5
4141 Wieuca Road
Atlanta, GA 30342
(404) 802-3880

www.sarahsmithelementary.com



An International Baccalaureate
World School

"The vision of Sarah Smith Elementary School is a community where learning is a passion, excellence is achieved, and dreams are realized."

Our School Pledge

Today I pledge
To do my best
For myself, my school, and my
country. I will listen,
I will learn,
I will work hard,
And I will treat others with respect.

Sarah R. Smith Elementary School opened its doors to students in 1952. It was named for the late Sarah Rawson Smith. Mrs. Smith was a member of a pioneer family long prominent in the educational, civic, and social life of Atlanta. She was born on November 4, 1891, and attended Crew Street School. Her education was completed in New York and she married Marion Smith, a distinguished Atlanta attorney, in 1914. Mrs. Smith was the inspiration of her husband and four children and exerted wide influence for good among her associates and in the community. Mrs. Smith died in 1929. The school was originally known as the Marion Smith Elementary School but was changed to Sarah Rawson Smith Elementary School on July 12, 1954.

Alda W. Cannon was the first principal serving from 1952 until 1974. Charles Pepe served as principal from 1975 until 1989. Dr. Lee Friedman became principal in 1989 and retired in 2000. From 2000-2012, Dr. Sidney Baker served as principal. Meredith Kaltman was interim principal for the 2012-2013 school year. Dr. Ken Proctor is the current principal.

Sarah Smith Elementary's school colors are red, white, and blue with the nickname being Superstars. Our middle school is Sutton Middle School and our high school is North Atlanta High School.

The Atlanta Chamber of Commerce and the Atlanta Public School System sponsor the Partners in Education program. It is a program designed to enhance the learning process by bringing together business and education. Sarah Smith has several partners for which we are truly appreciative. The staff and students have greatly benefited from these partnerships.

We want each of you to feel that you are a vital part of the school and that Sarah Smith is your school. The mission of Sarah Smith is to provide a quality educational program for all students in a supportive and risk-free

environment. Our students will become life-long learners who are confident, responsible, and knowledgeable. Our competent, caring staff will provide a relevant and challenging curriculum that ensures success for all.

Sarah Smith Elementary became an authorized International Baccalaureate World School in July, 2006.

Vision, Mission, and Beliefs

Our vision is a community where learning is a passion, excellence is achieved, and dreams are nurtured.

Our mission is to promote a safe, nurturing environment grounded in a relevant, comprehensive curriculum. With a commitment to excellence, our staff will ensure that students become critical thinkers, life-long learners, and responsible citizens in a global community.

We believe:

- *Students are our focus.*
- *Individuals are unique and valuable and must be treated with dignity and respect.*
- *Every student has the ability to learn and the right to a quality education.*
- *A quality education meets the needs of individual learners.*
- *All members of the school community serve as role models by practicing professional ethics.*
- *Learning is a life-long process.*
- *Children are our greatest resource and the key to our future.*

Website Information

An important means of communication is the internet. The school website is found at www.sarahsmithelementary.com. The site contains a monthly newsletter from the principal, a listing of the staff and PTA officers, email addresses, dates of various events, links to educational resources and teacher websites, and many other items of

information. Please visit the website regularly. All teachers also have a website and email.

International Baccalaureate Primary Years Program

Sarah Smith Elementary is an authorized International Baccalaureate Organization Primary Years Program World school. The mission of IBO is: *The International Baccalaureate Organization aims to develop inquiring, knowledgeable, and caring young people to help create a better, more peaceful world through intercultural understanding and respect. To this end it works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.*

For more information on our IB program, please visit our website or contact the school's IB coordinator.

Curriculum

Georgia has joined 44 other states, the District of Columbia (D.C.), and 2 territories, along with the Department of Defense Education Activity, in formally adopting a set of core standards for kindergarten through high school in English language arts, and mathematics. **The Common Core Georgia Performance Standards (CCGPS)** provide a consistent framework to prepare students for success in college and/or the 21st century workplace. These standards represent a common sense next step from the Georgia Performance Standards (GPS).

Math: Teachers utilize manipulatives daily so that the students become very involved and learn mathematical concepts at a deeper level. They also incorporate games that are used

for reinforcement of the skills that are taught. Everyday Mathematics and various technology applications are used to supplement the Common Core State Standards in mathematics.

Reading: A basal textbook is available to teachers as a resource. However, guided reading strategies are used primarily. Small group instruction based on reading skill levels and needs. Assessments are used periodically to measure growth in reading. The Junior Great Books program is used in all regular and gifted classes.

Language Arts: Grammar and writing are incorporated throughout the day in various ways and content areas. SMART Phonics is used in every K-2 classroom, as well as Orton Gillingham in some rooms. Mountain Language is used to supplement and enhance our grammar program is K-5.

Science and Social Studies: Units of study are developed based on the Georgia Performance Standards. Many of the standards are incorporated in IB units.

French: French is the foreign language offered in grades 1-5.

Specials: Students receive instruction in PE, art, and music, as well as classroom guidance from certified instructors in those special content areas.

Policies and Procedures

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented in order that the students and parents may know and understand the policies and practices.

Arrival on Campus

School begins at 8:00 a.m. Car-rider students are not to arrive on campus prior to 7:30 a.m. Bus riders will be allow to enter

the campus as the buses arrive beginning at 7:10 a.m.

Children arriving to class after 8:00 a.m. are considered tardy. Parents must come in with the child and sign him/her in through the office. Being prompt and punctual teaches good habits to the children and emphasizes the value of education. Perfect Attendance is defined at Sarah Smith as "students who have no absences and no tardies. Classes with perfect attendance are recognized daily. Recognition and awards are given to students who have maintained perfect attendance.

Children will not be marked tardy when:

1. Students are performing assigned school duties such as safety patrol.
2. There is a late bus arrival.
3. There is a delay in the school breakfast program which is the cause of the tardiness.

Student Dismissal

All students are dismissed at 2:30 p.m. and are in route home by 2:45 p.m. unless:

1. Participating in a scheduled after school program activity or club with a coach/sponsor.
2. Under the prearranged direct supervision of a teacher.

Any child returning to the school grounds after dismissal of the regular school session and without a valid, approved reason is there at his/her own risk. There is no supervision and we cannot be responsible for the safety of children after school hours.

Written notice is required anytime a student's transportation changes. Changes cannot be accepted over the telephone but may be faxed with the appropriate photo identification attached. No changes can be accepted after 2:00 p.m. and no early checkout can occur after 2:15 p.m. These procedures are in place for the safety of the students and smoothness of dismissal.

Early Dismissal

For the safety of our students, parents must sign out a student in the office for early dismissal. **Teachers will not release students from classrooms.** No one other than a parent or guardian may sign out a student for early dismissal unless they are listed on the student's clinic card, or the student brings a note to school signed by the parent or guardian stating the person's name as well as the date and time the student is to leave with the person. All persons signing a student out of school for early dismissal should plan to furnish photo identification.

Bus Transportation

Our goal is to provide each student who is eligible to ride the bus the most safe and sufficient means of transportation to our school. We believe that students are citizens of Atlanta and have a right to a safe and comfortable trip to and from school. Along with these rights are also responsibilities. When rules are broken, the privilege of riding the bus will be interrupted. We encourage our parents to help instill the rules of conduct in order to bring about an atmosphere of respect and safety for one another.

Copies of the bus rules, transportation change procedures, and transportation expectations are available to all students and their parents. If a student violates the bus safety rules, he/she will be reported by the driver to the school administrator. The administrator has the authority to suspend the student from bus transportation.

Written permission is required for your child to get off at any stop other than his/her own, or to ride any other than his/her regular bus. If you are concerned that your child's bus is late, please call the school office.

Carpool and Vanpool Riders

Car riders and daycare van riders are dismissed at 2:30 p.m., followed by bus riders. Please remember to call your daycare when your child is absent from school or will not be riding his/her bus for any reason. All children must be picked up by 2:45 p.m. Students who attend the Smith After School Program in grades 3-5 will be transported, by school bus, to the Primary Campus for the program and should be picked up there.

A written notice is required anytime a student's transportation changes. **Changes cannot be accepted over the telephone but may be faxed with proper identification. No change can be made after 2:00 p.m.**

For carpool drop-off and pick-up, please follow the established traffic pattern. At the Primary Campus, the school driveway forks left and right. The carpool line is to the right and the buses go to the left. While waiting on Old Ivy Road, please pull as far right as possible to allow through traffic to pass. At the Intermediate Campus, carpool lanes are located beside the bus lane. Use only the carpool lanes and wait for the signal from the person on duty to unload.

At the Primary Campus, drop-off and pick-up of students take place in the main circle only. In the morning and afternoon, please pull your car around the circle to the farthest point on the turn around. In the morning, please have your child ready to disembark. Your child should unload on the sidewalk-side of the car. The staff members on duty are there to assist. It is not always possible to have them unload the children from the car.

Parents who carpool in the afternoon must have a carpool number displayed and easily readable. These numbers are available for assignment at Celebration of Learning or in the front office. Please abide by the following rules. It is the parent's

responsibility to ensure that all drivers follow these rules. They are enforced for safety and efficiency.

1. **No left turns** into or out of the school driveways between 7:30 and 8:15 a.m. as well as 2:30 until 3:00 p.m.
2. No curb parking on school premises between 7:30 to 8:30 a.m. and 2:10 to 3:00 p.m.
3. No parking near or blocking the dumpsters behind the dining room.
4. No unloading of children on Land O'Lakes, Old Ivy Road, or dining room driveway.
5. Off-school parking is permitted on school-side of Land O'Lakes only.
6. No cell phones should be used while in carpool line.

After School Program

An After School Program is provided for parents of students registered at the school. The program is available every day that school is in session from dismissal time until 6:00 p.m. Enrichment activities, study time, and a snack are provided. Certified and non-certified school personnel provide supervision. If, for any reason, school is not in session, the ASP will not operate. The Program is offered at the Primary Campus. Students participating in the program in grades 3-5 are transported to the Primary Campus by school bus each afternoon. For more information, visit www.smithafterschool.com.

Daily Attendance Criteria

Board Policy JB governs student attendance. Students are expected to be present at school and to arrive and depart on time in accordance with the provisions of the Georgia compulsory attendance law. Students who are absent or tardy miss valuable instructional time and other important school activities. Chronic tardiness and absence from school result in

a student being less likely to master those skills, concepts, and principles needed to be successful in life and to achieve on his/her respective grade level. Also, absenteeism and tardiness are disruptive to the "teaching-learning" process.

Excused absences include:

1. Personal illness of the student and/or when attendance in school would endanger the health of the student or the health of others.
2. Serious illness or death in the immediate family of the student that would reasonably necessitate absence.
3. Special and recognized religious holidays observed by the faith of the student.
4. Weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to health or safety of the student.

Upon return to school from any absence, the student is to bring to the school a note, signed by the parent/legal guardian, stating the reason for the absence.

Please contact the office between 8:00 and 9:00 a.m. if your child is absent in order for us to account for all students.

Unexcused absences are recorded when the reason for absence:

1. Fails to meet the criteria for an excused absence.
2. Is due to disciplinary action enacted by the school.
3. Fails to be documented by the parent or physician in the form of a written note or doctor's excuse.

Partial Day Attendance

In order to be counted present, students must attend the required number of hours each day. Therefore, students who are tardy or leave school before the end of the day must be present one-half of the instructional

day, excluding lunch, in order to be counted present for the day. If a student leaves and returns to school, the number of hours must equal or exceed 3 ½ hours in order to be counted present that day.

Attendance Monitoring

Our mission is to educate all students to their optimum level of academic performance. Regular attendance is necessary to reach this goal. If a child is not at school or frequently arrives late, he/she misses essential learning opportunities necessary for his/her academic growth. After 5 absences and/or 5 tardies occur, parents will be contacted by school authorities to aid in solving the problem.

It is strongly urged for you to consider carefully before making the decision of a vacation trip during the school year. The student is missing instruction, which may leave gaps in needed skills. Absences due to a vacation trip are considered unexcused and will be reflected in the student's permanent record folder. Please help by having your child attend school regularly. Also, attendance data is reported to the system and federal level, so please strive for minimal absences for your child. School goals and annual yearly progress are affected. Make up work will be assigned as follows:

With EXCUSED Absences:

1. Students must complete all work missed in a time frame equal to the number of days absent.
2. The parent and student share the responsibility for the student getting the make-up work completed and turned in on time.
3. When a child is ill, often it is best to wait until he/she is completely well and back at school before attempting to make up work.

4. Failure to make up missed work will be reflected in the student's grades, and in some borderline cases, could have long-range effects on progress.
5. As a consideration to the teacher, we ask that make-up work be obtained at the end of the school day.
6. Some in-class work is not possible to make up.

With UNEXCUSED Absences:

1. Students must complete all work missed in a time frame equal to the number of days absent.
2. The parent and student share the responsibility for the student getting the make-up work completed and turned in on time.
3. Failure to make up missed work will be reflected in the student's grades, and in some borderline cases, could have long-range effects on progress.
4. Make-up work/tests will be expected for unexcused absences due to the need to master/practice skill acquisition. However, grades may not be given for such work.

Make up work is not provided in advance.

Cell Phones, iPods, etc.

To avoid disruption of instruction, the use of electronic devices, including, but not limited to cellular telephones, pagers, and other portable communication devices (PCDs), is allowed with the restrictions outlined in APS board policy JCDAF. If electronics are used without permission, they will be confiscated and held for parent retrieval. Employees of SRS will not investigate the loss or theft of any electronic device.

Withdrawal of a Student

If it is necessary to withdraw your child, there are important steps to follow:

1. Notify the office of your withdrawal date as early as possible.
2. Return all classroom books.
3. Return all books/materials to the media center.
4. Make certain all lunch and after school charges have been paid in full.
5. Provide the office with a forwarding address.

After these steps have been completed, the school will provide you with a withdrawal form to take to your child's new school. Once your child is enrolled in the receiving school that school will request your child's records and Sarah Smith will forward them by mail.

Health Services Program

Do not send your child to school if he/she is ill or has:

- fever
- bad cough
- severe sore throat
- diarrhea
- skin rash
- vomiting
- lice
- pink eye

Usually following an illness, your child may return to school if the above symptoms have not been present for at least 24 hours.

If a child in the clinic cannot return to the classroom within a reasonable length of time, a parent or emergency contact will be called to take the child home.

If a child needs to be sent home during the day, it will be necessary for the parent or emergency contact to come to the school, sign out the child, and take the child home immediately.

Parents wishing school personnel to administer medication must complete the Administration of Medication Form and have it on file in the clinic. These forms may be obtained from the office.

Clinic information must be kept current, especially telephone numbers.

Medication Policy

The parent/legal guardian must bring to the school any medication that the school is expected to administer. No medication, prescribed or non-prescribed, can be dispensed without an Administration of Medication form, which must be signed by the parent, physician, and the school principal. This form must be brought to the school by the parent along with the medicine in its original container. The medicine must be labeled with the student's name, the name of the medication, directions for taking, dosage, time of day to be taken, the physician's name, and the date of the prescription.

A non-prescription medication must be in its original container and labeled with the student's name and directions for giving the dosage. To take the medicine, the student will go to the clinic where the medication is kept in its original container. Under normal circumstances, no medicine is kept in the classrooms. At the end of the year, parents must pick up a child's medication from the clinic or it will be discarded.

School Store

For your convenience, a school store with basic supplies is available. The school store is located in the lobby from 7:30 until 7:55.

Change of Contact Information

The school must have correct, active telephone numbers and addresses of parents/legal guardians and emergency contacts on file in the school office. It is vitally important for the school to be able to contact parents/legal guardians immediately in the case of emergency. Notify the office and teacher immediately if your address, any telephone numbers, or email addresses. A change of address must be accompanied by written documentation of new address.

Proof of Residency

Every family must provide proof of residency **annually**. Notification of the required documentation will be provided early second semester. Please keep a close watch on expiration dates of leases as new leases will be required upon the expiration of current ones. Failure to provide appropriate proof of residency may result in your child's withdrawal from school and the expectation to enroll him/her in the home school.

Breakfast Program

A nutritious breakfast is served daily from 7:30 until 7:50 a.m. Students who arrive by car, daycare bus, or walk must arrive by 7:40 a.m. to be served. Students who ride APS buses will be served upon arrival.

Lunch Program

A nutritious lunch is served daily. Students may purchase a school lunch or bring a lunch from home. Menus will be sent home monthly. Lunches can be prepaid by using www.schoolpaymentsolution.com. Please arrange for your child to have lunch/lunch money each day. If a student does not have lunch/lunch money, he/she will be served an alternate meal. Milk and juice are available with lunch.

Carbonated beverages such as Coca-Cola, Sprite, and Pepsi are not allowed.

Food from "fast-food" restaurants such as McDonald's, Chick-fil-A, Burger King, or Wendy's is discouraged.

Parents are invited to eat lunch with their children. Reservations are necessary for accurate food preparation. Please let your child's teacher know the day you plan to attend lunch so that you may be included in the day's lunch count. Also, parents are asked to register in the office and obtain a visitor's badge before coming to the dining room. Please meet your child outside the

dining room door at his/her scheduled time. Kindergarten parents are asked to wait until October to join their children for lunch.

Appropriate dining room manners and behavior are expected while at lunch and breakfast.

Lost and Found

It is suggested that parents write with permanent ink or sew the child's name in articles of clothing (coats, sweaters, raincoats, sweatshirts, etc.) and personal belongings (bookbags, umbrellas, lunchboxes, etc.). At the end of each quarter, "found" articles and clothing will be donated to a charitable organization. You may check the Lost and Found collection during school hours.

Dress Code

It is firmly believed that there is a direct relationship between dress, grooming, conduct, and success. Every child is encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation. The following dress code is enforced.

PANTS, SLACKS TROUSERS, & SHORTS:

1. Must be worn on the waistline.
2. Shorts may be worn. Soffet shorts are not allowed. Administration reserves the right to determine appropriate length.

RULE: Closer to the knee than the waist.

SHIRTS, BLOUSES, TOPS, JERSEYS:

1. Should be tucked in properly.
2. No see-through tops, spaghetti-strap tops, or tank tops.

PROHIBITED GARMENTS - inclusive but not limited to the following:

1. Garments that portray/advocate physical aggression, violence, or any illegal/immoral activities. This

includes WWF T-shirts, etc.

RULE: If you have to think about its appropriateness, don't wear it to school.

2. Hats, caps, and bandanas of any kind.
3. Administration reserves the right to designate a "Cap Day" for appropriate school activity.
4. Sunglasses inside the building.
5. Shirts, blouses, or tops that show a bare waist or stomach while arms are at side or extended.
6. Leotard-type leggings as outer garments.
7. Garments with unpatched holes/tears.
8. Garments that are considered disruptive or distracting to the learning process such as clothing worn backwards, inside-out, or not worn as intended (i.e., suspenders dangling), writing on the back of pants, etc.

Revisions of the dress code will be distributed as they are made.

A warning will be given on the first violation. Any violation following, phone calls to parents to bring a change of clothing will be made.

Items Not Allowed On Campus

To best promote the school's safe and orderly school environment, any item that causes an interruption to the academic atmosphere or proves to be a safety hazard will not be allowed on campus. If students bring such items to school, the item will be taken and returned only after a parent meeting is held with the administrator or teacher. Disciplinary action may be necessary. Examples of these items include:

1. Electronic games (i.e., Game Boy)
2. Radios, tape players, CD players, head phones
3. Aerosol sprays (i.e., hairspray, perfume)

4. Skateboards, roller skates, roller blades
5. Imitation or real knives or weapons
6. Electronic paging devices (beepers) (real or toy versions)
7. Tobacco products, alcohol, drugs, etc.
8. Make-up (i.e., lipstick, nail polish)
9. Trading cards
10. Toys
11. Footballs
12. Yo-yos
13. Balls
14. Chewing gum

This list is not intended to be all-inclusive.

Weapons Policy

Because of its commitment to a safe learning environment for our students and staff, the Atlanta Board of Education has enacted a very strict policy prohibiting weapons on campuses and at school-sponsored events. Serious consequences for violation of this policy have been developed and will be strictly enforced. A copy of this policy and the penalties for violation of it are available through the office.

Money at School

Children should not bring any more money to school than is required for lunch and/or breakfast, school store purchases, or certain approved fund-raising activities. There will be no buying or selling of any items among children at school.

Media Center

The media center is for all students, parents, and staff members. Students are responsible for all materials they check out from the media center. We expect students to treat all books and magazines carefully and responsibly. They are responsible for all lost or damaged books and are expected to pay for replacement.

Field Trips

There is a definite place for the educational experiences provided by field trips. Donations are sometimes solicited to cover expenses of such trips. While no child is denied these experiences, failure to receive sufficient funding may result in the cancellation of the trip. Official field trip permission forms must be completed, signed, and returned to the student's teacher before the date of the planned trip. Notes and phone calls from parents cannot be accepted as a form of permission to attend an off-campus activity. Due to space limitations, chaperones for field trips are limited and arranged in advance.

Homework

Homework is assigned to benefit the student through skills practice, review, reference work, and special projects or reports. It also trains a child in good work habits, promotes responsibility, and affords the opportunity for an increase in self-direction. The amount and type of homework assigned is determined by the needs of the individual student. Please notify the teacher if your child's assignments do not appear appropriate.

To help your child, please do the following:

1. Try to schedule a regular place and time for your child to complete homework.
2. Avoid distractions, TV, radio, etc.
3. Check to see that assignments are neatly completed.
4. Communicate with the teacher any questions or difficulties your child experienced while completing homework.
5. Check Agendas nightly (Grades 2-5).

Student Progress Reporting

Student progress updates are issued to all parents four times during the school year at the mid-grading period point. Report cards are issued at the end of the nine-week

grading period. You may retain the copy sent home for your own records. Sign and return the signature card indicating you have received the reports. If you have any questions about your child's progress, contact his/her teacher and arrange for a conference. Report cards and progress reports may be held for outstanding lunch charges, picture money, library books, proof of residency, etc.

Student Visitors

Children from other schools are not allowed to visit our campus during regular school hours without prior office approval. Requests for such visits must be done in writing. Students who are not enrolled at our school are not allowed to attend field trips with the school.

Visits and Conferences

A warm welcome is extended to parents and interested persons to visit the school. For the protection of the students, all visitors must register in the front office on our Visitors Log and receive a badge. Staff members have been advised to stop people without a visible visitor's badge.

If you wish to visit a classroom, please arrange the visit with the teacher beforehand. On the day of the visit, first report to the office, sign the Visitors Log, obtain a visitor's badge, and then report to the classroom. Please realize that the teacher is a very busy person responsible for the activities of many children.

We encourage parents to ask for a conference with the teacher whenever needed. Make arrangements by note or by telephone. It is best to set a time before school, after school, or during a teacher's planning period. A good way of communication with the teacher is through email. You are encouraged to exchange email addresses with your child's teacher and utilize this means of communication whenever possible. Conference weeks are

held twice a year.

Student Support Team

The school's Student Support Team (SST) will assist teachers with students experiencing academic or behavioral concerns. Parents will be notified prior to this process and will be asked to be involved in it. A variety of testing programs are used to gain further insight into a child's academic and/or behavioral needs. Please talk with your child's teacher if you have questions or would like more information about the SST process.

Safe and Orderly School

At our school, we have high expectations for student behavior and student commitment to learning. Teachers and staff members employ a number of techniques to encourage all students to show responsible behavior, and then they CHOOSE to accept consequences. The consequences may include notes home, time-out periods, parent conferences, in-school suspension, out-of-school suspension, restriction of privileges, withdrawal from certain school-sponsored activities, etc. A student who is suspended from school will be excluded from all school activities and is prohibited from being on the school grounds during the dates of suspension.

Discipline

Developing a positive school climate involves the use of natural, logical, and realistic consequences; a simple structure; reasonable rules; as well as the involvement of the student in his/her own educational programming. In such an atmosphere, the class is neither teacher-dominated nor student-controlled; rather, it is a joint effort to learn, relate, and experience. A positive learning environment is necessary in order for students to be successful. Good behavior is essential to a positive environment. At Sarah Smith, we believe

that parental support and involvement are vital to good behavior and student success. Policy JBD is the Board Policy for Student Conduct. Please review the nine important points listed in this policy with your child. The Atlanta Board of Education provides for and expects student conduct to be consistent with these nine points. A schoolwide discipline plan will be shared with the parents and reviewed with every student during the first month of school.

Fighting

"If someone hits me, my mom and dad told me to hit 'em back." This is a response students sometimes offer and, though it may be good advice for someone who is attacked in a dark alley, it simply does not work in our school. When a child hits back, the conflict escalates and increases the likelihood that someone will be injured. In our ongoing efforts to provide a safe school and fight-free environment, parents can help by advising their child to **seek an adult for help** if someone is hurting or threatening him/her. School staff members can take a potentially explosive situation and turn it into a problem-solving opportunity; one where students can work out a positive solution to the problem. Please keep in mind that fighting at our school is not allowed and that we continue to desire a fight-free, safe learning environment for students.

Bullying

Policy JCD states, "Bullying and other forms of intimidations will not be tolerated in any form and are strictly prohibited. This prohibition against bullying and other forms of intimidation shall be included in the Student Code of Conduct for all students." Classroom teachers and the guidance counselor will discuss bullying with students throughout the year. Actions of intimidation will not be tolerated. Bullying will warrant an out-of-school suspension.

Safety Procedures

Throughout the year, students and staff members participate in safety drills. Drills will include procedures for bus evacuation, severe weather, tornado, fire, and immediate danger including bomb threats or an intruder situation.

Safety Patrol

The function of the School Safety Patrol is to assist with safe practices at all times. Students are expected to follow safety rules and the directions of our Safety Patrol. Respect should be shown by all staff members and students toward the safety patrol.

Parties

School social functions are limited to two per school year during school time. These parties are traditionally held during the last hour of the last school day preceding winter holidays and the End-of-the-Year. Individual student birthdays may be recognized by providing the class with simple refreshments (i.e. cupcakes, cookies). No candles are allowed. Coordination of this activity must be made with the approval of the classroom teacher prior to the day of the event. Invitations to private parties or other personal correspondence should not be distributed at school.

School Closing

When the Atlanta Public School System is going to be closed because of inclement weather, the decision for closing schools is usually made and given to local radio and television stations by 6:00 a.m. Please watch or listen. If a decision to close school is made during the school day, the statement will be given to the media. The school will not be able to call parents in this situation. Please discuss emergency weather plans with your child.

Teacher Request Policy

It is the policy of Sarah Smith that classroom assignments will be made by the administration and the teachers. Establishing a class roster entails many variables, such as sex, age, race, ability level, matching of teaching style with a student's learning style, dynamics with peers, etc. It is the goal to make each class reflect a demographically democratic array of students. At all grade levels, the teachers, supporting faculty and administration will attempt to distribute students so that every class is as comparable as possible. This is a process that is quite involved and each is carefully assessed based on needs. Requesting certain teachers creates an extremely difficult situation and equity is hard to maintain, therefore teacher requests are not accepted or considered.

Telephone Messages

Be sure your child has all the instructions and necessary materials for the day prior to leaving for school. Out-going calls by students must be approved. Teachers and students are unavailable to take phone calls during instructional time; however, the office personnel will relay any messages to the teachers and students. Students should not use cell phones to call home during school .

Textbooks

Textbooks for the students are provided through district and state funds as well as Foundation donations. Students are responsible to the school for the proper care of books and must pay for lost or damaged books. In cases where the damage is so extensive as to render the book unusable, the full price will be collected since the book will no longer be in use. Each student shall return all textbooks and library books issued to him/her when leaving the school or at the end of the school year.

Tutoring Policy

APS Board Policy GBRGB states that "teachers employed by APS shall not teach or coach for pay any student in the Atlanta Public Schools during the regular school year." This includes tutoring, sports camps, etc. Please do not offer payment for these services to any employee of APS because it is a direct violation of Board policy and could result in disciplinary action toward the teacher.

Gifted Education Services

The Georgia State Board of Education defines a gifted students as "...a student who demonstrates a high degree of intellectual, and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities."

Atlanta Public Schools provide services for identified gifted students at all levels. The gifted program is designed to meet the very specific needs of these students and extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and metacognitive skills beyond the experience of the regular classroom.

The Georgia State Department of Education governs the procedures for identifying and placing students in the gifted program. Eligibility criteria are available in the office.

School Property

Respect should be shown to all school property at all times. Costs for any damage to school property may become the responsibility of the student. This includes textbooks, furniture, computers, and other school-owned items.

Parent-Teacher Association (PTA)

The Sarah Smith PTA is a support organization consisting of all the stakeholders in your child's education. We work together to secure, for all children, the highest quality advantages in physical, mental, and social education. This involves participation in school fund raising, committee input, and social communication. The PTA Executive Board meets monthly. General membership meetings are held during the school year. All PTA meetings are open to the public. Dates are found on the school calendar.

In order to become a voting member, you must register at one of our meetings or functions and pay your annual dues. If you have any further questions, contact the school and leave a message for the PTA President.

Volunteer programs are offered at Sarah Smith Elementary School. Participants in this program perform a very important role. Areas in which help is needed include: working with teachers, assisting in the media center, etc.

By volunteering to be a part of our school programs, you become a part of children's futures. Even one hour per week would help strengthen our school. For more information, contact the school office.

Sarah Smith Education Foundation

The Sarah Smith Education Foundation, Inc. believes in the relationship between strong schools and a strong community. To this end, the foundation is committed to supporting our school's pursuit of excellence in education. The Foundation is dedicated to actively enhancing public education by stimulating academic achievement and enriching the learning environment. The Foundation is a not-for-profit organization, relying on individual and corporate donation and community fundraising events for support of its mission.

An annual report of the Sarah Smith Education Foundation will be shared.

Newsletters

Sarah Smith Elementary PTA provides weekly e-mail communication, *Super Star News*, containing important reminders and information. Also, much communication is found on the school website at www.sarahsmithelementary.com.

Individual classes also send home class newsletters. Also, updates of news will be distributed via email.

Sarah Smith Local School Council

Parent and community support are critical to the success of our school and students. The Sarah Smith School Council is comprised of two parent representatives, two business representatives, two teacher representatives, and the school principal. School councils are advisory bodies and provide advice and recommendations to the school principal and, where appropriate, the board of education.

Important Phone Numbers

Atlanta Public Schools (404) 802-3500
Superintendent (404) 802-2820
Board of Education (404) 802-2200
Chief of Staff (404) 802-2826
Human Resources (404) 802-2300
Communications (404) 802-2829
Executive Director (404) 802-6537
School Detectives (404) 802-2000
Student Placement (404) 802-2233
Transportation (404) 802-5500
Smith Primary Campus
(404) 802-3850
Smith Intermediate Campus
(404) 802-3880
Smith Primary Campus Fax
(404) 842-3046
Smith Intermediate Campus Fax
(404) 802-3842

Smith Primary Dining Room
(404) 802-3867

Smith Intermediate Dining Room
(404) 802-3879

Sarah Smith PTA

Co-President Toni Gleeson (770)309-1520
Co-President Julie Lee (678)662-3391

Sarah Smith Education Foundation

Chairman Jeff Cunningham (404)948-1209
President Katherine Reed (404)966-0400