



The BEST of NORTHWOOD Elementary



August 24, 2007

Please mark your calendars

Monday, August 27th

Curriculum Night

Grades K, 2 & 4 6:30-7:45 Parents Only

Tuesday, August 28th

Curriculum Night

Grades 1,3, & 5 6:30-7:45 Parents Only

All Curriculum night presentations begin in
the classroom

Thursday, August 30th

Domino's Pizza Night

Monday, September 3rd

Labor Day Holiday—School Closed

Tuesday, September 4th

NORTHWOOD SPIRIT DAY

Wednesday, September 5th

Fall Picture Day



CHECK OUT OUR SCHOOL WEBSITE AT www.northwoodelementary.com

CURRICULUM NIGHTS

Mark your calendar:

Monday, August 27th, K, 2,4 6:30-7:45 Parents Only

Tuesday, August 28th 1,3,5 6:30-7:45 Parents Only

Important information will be given by your child's teacher.

All presentations will begin in the classroom.

A Notary will be present from 6:00 – 6:30 for the Affidavit of Resi-

INTRODUCING...

We would like to take this opportunity to introduce our new Assistant Principal:

Dear Northwood Parents and Students,

It has been my pleasure to meet the Northwood community during the first two weeks. I know I am home because our students have begun to share their stories with me and have begun to ask me about "my stories." I have lived in Atlanta for the last 17 years and would call myself a "native." I completed my masters and doctorate in special education from Georgia State University (GSU). A few years into teaching I went back to GSU to get a degree in Leadership. I have worked in elementary as well as middle schools and I can tell you that I absolutely love working in elementary schools. I have worked in both Cobb and Fulton counties as a special education teacher. During the past five years I have had the good fortune to work in various capacities (i.e. special education teacher, CST, assistant principal) at Hembree Springs and Manning Oaks Elementary.

I have two children—Avi and Avni. My son Avi goes to Webb Bridge Middle and my daughter Avni comes to school with me at Northwood Elementary. My husband Satya is a Clemson and GSU alumnus and is a business owner. On weekends we enjoy going to the Greenway Trail and during vacations we travel to various destinations around the globe.

In closing I will request you to take the opportunity to read the procedures given on the back. Please feel free to contact me at school- you can leave me a voice mail or email me.

Regards,
Ritu Ahuja

Can We Help?

Please call us at 770-552-6390

- Curriculum: Ms. Evangelista, ext 141
- Guidance Counselors
Ms. Allen, ext 133
Ms. Roberts, ext 131
- Media Center:
Ms. Corrigan, ext 149
- IST: Ms. Thompson, ext 132
- Cafeteria: Lisa Sutton,
ext 156 or 770-552-6396



Sheila Michael, Principal
Ritu Ahuja, Asst. Principal
Northwood Elementary School
www.northwoodelementary.com
10200 Wooten Road
Roswell, GA 30076
Ph: 770-552-6390

WHO'S NEW AT NORTHWOOD

We are very lucky to have the following join
the Northwood Team

Jill McCabe : Kindergarten Teacher
Laura Morrison: Kindergarten Teacher
Valerie Hinkle: 3rd Grade Teacher
Gretchen Thamann: 3rd Grade Teacher
Kris McConnell: PE Teacher
Lori Ros: Tag Teacher
Francis Geiger: Assistant

Abby Scholer: Kindergarten Teacher
Amy Finkelman: 1st Grade Teacher
Lance Schnaus: 4th Grade Teacher
Ivelisse Echaz: ESOL Teacher
Diane Gustafson: TAG Teacher
Silveria Robles: Clinic Assistant

POLICIES AND PROCEDURES

Attendance: Regular and punctual attendance is essential for school success. Students who are absent from school are deprived of a variety of valuable educational experiences. Students attend school 180 days per year. A student must be present for at least half of the instructional day (3 hours) to be counted present.

Early Dismissal Days: The 2007-08 school calendar includes five early release days that dismiss students three hours early. Lunch will be served. Students will be dismissed at 11:15 on the following dates:

Wednesday, September 19, 2007
Wednesday, October 24, 2007
Wednesday, November 28, 2007
Wednesday, February 27, 2008
Wednesday, March 26, 2008

On these days, teachers and school staff will use the remainder of the day to participate in school wide trainings and professional development workshops. Prime Time will be open as usual. Please check with your daycare provider and make appropriate arrangements.

Tardiness: Students are considered tardy if they arrive in the building after 7:45 a.m. In order to start the day smoothly and minimize interruptions caused by late arriving students, please see that your child is on time. Late arriving students must be checked in by a parent. Excessive tardiness of five or more per month in grades K-5 will result in a letter of **Notification of Excessive Tardiness** from the school. Continued tardiness will result in a referral to the school social worker.

Front Office Sign In: For the protection of our children, all visitors to the school sign must in at the office and wear a "VISITOR" badge at all times while in the building. No visitors are to enter the building except through the main office door. In order to avoid unnecessary interruption of instructional time, the office staff will deliver articles and messages and will assist in setting up a conference time with the teacher. When attending meetings or activities during the school day, you must sign in at the front office and not enter through the cafeteria doors.

Changes in Dismissal: To ensure student safety, please keep changes to a minimum. Send a signed note when your child is to go home a different way. We need this in writing. Please do not email this information to the teacher as she/he may not have the opportunity to read e-mail before dismissal or may be absent that day. For child safety purposes, the school cannot accept phone calls, email notes, or faxes for transportation changes, unless it is an extreme emergency (before 2:00 pm).

Car Pool: Do not drop your children off at the back learning cottages. All car riders must enter through the front of the building.

Early Dismissal: If it is necessary for a student to leave school early, please send a note to the student's teacher. Any student leaving before the regular dismissal time must be signed out through the office by the custodial parent. Do not go directly to your child's room—teachers are instructed not to dismiss students to adults at their door. Be prepared to show your driver's license when checking out students. If the custodial parent would like to authorize someone other than themselves to check their child out early, please contact the front office for the necessary paperwork.

Home to School Deliveries

We will not call down to the room and interrupt instruction. If your child forgets his lunch and you bring it to school, we will keep it at the front desk. When the class comes for lunch, teachers will check the messages. Band instruments will be kept at the front desk. Late arriving home work will be put in the teacher's mailbox. Teachers will pick it up when they check their boxes at lunch or at specials. Students should remember to take all necessary items home for homework. We will not allow them to go back to their classrooms to pick up forgotten books after 3:00 p.m.

Classroom Observation: As a courtesy to the teacher, appointments should be made at least 24 hours in advance. If it is not possible to contact the teacher before or after school hours, please contact the office by telephone to deliver a message for you. Classroom observations or visits are limited to a maximum of one class period and are not intended to be a time for teacher-parent conferences. The regular school program will continue during the visit.

Medication: If possible, all medication should be taken at home rather than at school. However, if medications must be taken at school, an authorization and instruction form entitled "Authorization To Give Medication At School" must be completed. The medicine, in the original container, along with the instruction and authorization form must be brought to the school office for central storage.

Cell Phone: Per Fulton County Board Policy, cell phones are **not** permitted at the elementary school level. Any phones brought to school will be held for parent pick-up.

We thank you for your cooperation.

Board Member Julia Bernath
Community Meeting

Wednesday, September 12, 2007
at 9:30 am at Esther Jackson
Elementary School

Visitors are welcome to eat with
their children beginning
Monday, August 27th.

