



**Springdale Park Elementary School  
Student Handbook  
2013-2014**

**Springdale Park Elementary  
1246 Ponce de Leon Avenue  
Atlanta, GA 30306  
404.802.6050**

**[www.springdaleparkelementary.org](http://www.springdaleparkelementary.org)**

<b>Welcome</b>	<b>3</b>
Vision	3
Mission	3
Core Beliefs	3
What Does It Mean To Be Green?	3
What is LEED®?	3
<b>A Note From Our Principal</b>	<b>4</b>
<b>A Note From Our PTO President</b>	<b>5</b>
<b>Attendance &amp; Related Expectations</b>	<b>6</b>
Calendar	6
School Day	6
Late Arrivals	6
Student Absence Procedures	6
Make-Up Work	7
Partial Day Attendance	7
Inclement Weather, Emergency School Closings and Delayed Openings	7
School Dismissal	8
Early Dismissal	8
After School Program	8
Withdrawal/Transfer of Student	8
<b>Health/Medical Information</b>	<b>9</b>
Medication	9
School Nurse	9
<b>Instruction</b>	<b>9</b>
Curriculum Resources/Textbooks	9
Media Center	9
Homework	9
Field Trips	10
Grades and Records	10
<b>Meals &amp; Birthdays</b>	<b>11</b>
Federal Eligibility Application (FEA) Free & Reduced Meal Program	11
Food Allergy Policy	11
Birthdays at SPARK	11
Nutrition Guidelines	12
Changes to Hot Food Lunch Payment	12
<b>Parent-Teacher Organization</b>	<b>12</b>
PTO Board of Directors	12
Committees	13

PTO Calendar	13
Volunteer Policy	13
PTO Communications Policy	<b>13</b>
<b>School Communications</b>	<b>17</b>
Communication Among SPARK Families	17
Communication Between Parents & Teachers	17
Communication Between APS & Parents	18
<b>Student Expectations</b>	<b>19</b>
Student Behavior Expectations	19
Academic Honor Code	20
Dress Code	20
Items Not Allowed In School	20
Fighting	20
Harassment, Intimidation, & Bullying	21
Affirmative Action	21
When Parents Have A Concern	21
<b>Special Programs</b>	<b>21</b>
Gifted and Talented: The Challenge Program	21
Special Education	22
English to Speakers of Other Languages (ESOL) Program	22
Early Intervention Program	22
<b>Transportation Overview</b>	<b>22</b>
Transportation Methods	22
Arrival	22
Late Arrivals	22
Dismissal	23
School Bus	23
Carpool	23
Park/Walk	24
Walkers	24
Bicycle	25
Offsite Aftercare Vans	25
Onsite Aftercare	25
ADA Accessibility	25
Transportation Changes	25
Transportation In Inclement Weather	25
Visiting SPARK During School Hours	26
Teacher Parking	26
Summary	26

## **Welcome**

Welcome to Springdale Park Elementary School! Our teachers, school leaders, parents and community partners are already making a difference in the lives of our students. Springdale Park Elementary School (SPARK) is an exceptional place. From day one, we have had energy from our high quality staff (Principal, teachers and administration), the commitment of involved parents, and the benefits of a “green” facility.

### **Vision**

To be a high-performing community of learners where teaching and learning is connected to real world experiences and every child is nurtured and challenged to reach their highest potential.

### **Mission**

We are cultivating a community of innovative thinkers with a commitment to personal, environmental, and social responsibility where a love for learning is inspired by passionate student-focused teaching, based on the highest standards for academic excellence and creativity.

### **Core Beliefs**

All children can learn and must be provided with high-quality instruction that is differentiated to meet their individual needs. Students’ educational experiences are enhanced when the community and school collaborate. Students will become productive citizens when provided with experiences that foster an awareness and understanding of diversity and social responsibility. Students will become more successful learners when teachers work collaboratively to engage and inspire them by implementing innovative and research-based teaching methods. Students will become “environmental leaders” when they engage in eco-friendly practices that protect and sustain the environment for themselves and future generations. Learning is a life-long process.

### **What Does It Mean To Be Green?**

Green School: a school building or facility that creates a healthy environment that is conducive to learning while saving energy, resources and money.

The proven benefits of green schools include:

- A healthy, productive learning environment
- Improved teacher retention
- Financial savings
- Hands-on learning
- Environmentally friendly

Besides being “green,” Atlanta Public Schools (APS) is proud to boast SPARK as its first LEED® (Leadership in Energy and Environmental Design) elementary school in all of APS. SPARK achieved LEED® Gold Certification on November 10, 2011. For additional information, please see About Us on the SPARK website.

## A Note from Our Principal

Dear Springdale Park Parents and Students,

Welcome to the 2013-14 school year! As we continue to collaboratively build a “Legacy of Excellence” at Spark, we have developed this parent/student handbook to provide you with an outline of the Springdale Park Elementary School policies and procedures.

At SPARK, we believe a strong home and school partnership, on-going communication, a rigorous and creative curriculum and an outstanding faculty and staff will help our students to achieve and succeed at the highest levels in a safe, challenging and nurturing environment. As we continue this exciting journey, please know that we value you as partners in your child's educational career.

We hope that throughout the school year, this parent/student handbook will serve as a valuable tool and an easy reference. We look forward to our continued partnership to make SPARK a great place for all of our students. If you have any additional questions or concerns, please contact the SPARK Main Office at (404) 802-6050

Sincerely,

*Yolonda C. Brown*

Yolonda C. Brown  
Principal

## A Note from Our PTO President

Dear SPARK Community:

Greetings from the Springdale Park Elementary School (SPARK) Parent Teacher Organization (PTO)! Welcome to the new 2013-2014 school year. I hope everyone has had a great summer. It is with great pleasure and honor that I and the PTO Board members serve as your representatives to the SPARK Administration and the Atlanta Public School (APS) district.

As the PTO Board, the purpose of our organization is to aid the students and staff by providing support for educational and recreational needs; to promote open communication between administration, teachers, and parents and to encourage SPARK school spirit and pride. This is all accomplished by raising funds, working with the APS district and advocating on your behalf. The PTO uses its resources, both manpower and monetary, to support all the efforts of the administration, teachers, students and staff of our school. So with that said, please feel free to donate your resources, talents and time to make SPARK even more special than it already is!

We look forward to serving you and working with you for the school year!

Best Regards,

*Morna Francis Gailor*

Morna Francis Gailor  
2013-2014 PTO President

## **Attendance & Related Expectations**

Attendance policy is set by APS. Students are expected to be present at school and arrive and depart on time according to the provisions of the Georgia Compulsory Attendance Law. Students who are absent or tardy will miss valuable instruction time and other important school activities. Chronic tardiness and absence from school will result in a student being less likely to master skills, concepts, and principles needed to achieve on his or her respective grade level. Also, absenteeism and tardiness are disruptive to the “teaching-learning” process. After five (5) absences or tardies, parents will be contacted by school officials to provide assistance with resolving student absenteeism or tardiness.

Additionally, absenteeism is factored into our school’s overall College and Career Readiness Performance Index (CCRPI) score released by the Georgia Department of Education. Please help us to continue our reputation as a high-performing school and keep absenteeism to an absolute minimum.

## **Calendar**

The APS 2013-2014 traditional calendar may be found at:

<http://www.atlantapublicschools.us/site/default.aspx?PageID=34392>

## **School Day**

The instructional school day begins at 8:00 AM and ends at 3:00 PM. We work to make each school day full of learning. We need your help in promoting a learning environment free of distractions. Please observe the following procedures to minimize classroom interruptions:

- Students should be in their classrooms by 7:55 AM so that instruction may begin promptly at 8:00 AM. Parent should plan to arrive no later than 7:50 AM.
- Parents or other persons who wish to visit classrooms or volunteer should arrange this with the classroom teacher at least 24 hours in advance.
- Parents and other persons who visit the building during school hours must sign in at the Rutland House/Administrative Building and secure a visitor’s pass. Any person who does not have a visitor pass will be asked to report back to the main office for sign in procedures.

When visiting the building, please refrain from disrupting classroom instructional time.

## **Late Arrivals**

APS requires students who are late arrivals (arriving after 8:00 AM) be escorted into the Rutland House/Administrative Building to receive a tardy slip. Please enter on the west side of the building closest to the Gymnasium to obtain a tardy slip. After receiving the tardy slip, students may then walk to class on his/her own after ensuring that they have entered the building.

## **Student Absence Procedures**

If students are absent from school, they must bring a written note signed by the legal parent or guardian explaining the absence. Upon return to school, the student should deliver the note to his or her teacher. Failure to submit such notes within three (3) days after returning to school will result in an unexcused absence being recorded in Infinite Campus.

Parents/Guardians are asked to call the school office immediately when extended, unanticipated absences are to occur.

#### *Excused Absences*

- Illness when attendance would endanger the health of the student or the health of others
- Quarantine
- Death in immediate family
- Medical/dental appointments
- Court proceedings
- Religious proceedings and/or holidays observed by the faith of the student

#### *Unexcused Tardy*

An unexcused tardy is defined as arrival at school at any time after the official start time of the school day for that school site without a valid excuse.

#### *Excused Tardy*

An excused tardy is defined as a tardy that occurs as a result of extenuating circumstances such as inclement weather, documented transportation delays, health-related emergencies, etc.

### **Make-Up Work**

Students are responsible for completing all work missed when absent from school. Immediately upon returning to school, the student or parent must arrange with the classroom teacher to secure the student make-up work. Students must complete all work missed in a timeframe that is equal to the number of days absent from school. Make-up work may include, but is not limited to, assignments, tasks, tests, and projects. Some in-class work is impossible to make up. To ensure that daily instruction is not interrupted, we respectfully ask that make-up work be obtained at the end of the school day.

### **Partial Day Attendance**

To be counted present, students must attend the required number of hours each day. Therefore, students who leave before the end of the day must be present until 11:30AM each day.

### **Inclement Weather, Emergency School Closings and Delayed Openings**

While very infrequent, there may be times when our schools may have to close to protect our students and be reopened as emergency shelters for the community. The Superintendent, in consultation with his staff, makes decisions regarding the closing of public schools. APS works closely with our local televisions and radio media outlets to inform the public when school closings occur.

The following media outlets will provide up-to-date information to the public if there is a school closing or if the student day must be shortened due to emergency conditions: WSB radio and local television WSB (ABC), WGCL (CBS), WAGA (Fox), and WXIA (NBC) are the official stations for APS announcements of school closure. Should school close during the day when students are already in attendance, information will be provided through our local media outlets to parents, website and phone calls and bus transportation will be provided in the same manner as during the regular close of the school day.

Sign up to follow APS on Twitter for emergency announcements and other breaking information. Create an account at [www.twitter.com](http://www.twitter.com), search for "APSupdate," and click on "Follow." Also, visit the district website at [www.atlantapublicschools.us](http://www.atlantapublicschools.us) for updated information.

## **School Dismissal**

All students are dismissed at 3:00 PM. The only students allowed to remain on the school campus after dismissal are those who are participating in after school programs, school-sponsored clubs and activities, tutorial sessions or other activities under the pre-arranged direct supervision of a teacher. Please avoid early dismissal, especially from 2:30 PM to 3:00 PM. If your child must leave school early, please send a note written or by email to your child's teacher and Monty Waites, [mwaites@atlanta.k12.ga.us](mailto:mwaites@atlanta.k12.ga.us) requesting early dismissal.

Any student not picked up by 3:30 PM each day will be placed in the After School Classé program. A drop-in fee will be assessed. Please note if a parent/guardian cannot be contacted by 4:00 PM to arrange pickup at that time, the APS After School Social Worker will be called. This will happen after all efforts are made by the school to contact the parent/guardian.

***See the Transportation Overview section for additional school dismissal information.***

## **Early Dismissal**

To ensure the safety of all students, APS requires that all students who receive an early dismissal be signed out in the Rutland House/Administrative Building main office by a parent, guardian, or other authorized persons. Again, please avoid early dismissal, especially from 2:30 PM to 3:00 PM. If your child must leave school early, please send a note written or by email to your child's teacher and Monty Waites, [mwaites@atlanta.k12.ga.us](mailto:mwaites@atlanta.k12.ga.us) requesting early dismissal. The school clerk will call the student to the main office. Please do not go to the classroom to pick up your child as this causes a disruption to instructional time.

Parents are required to submit a student information form and clinic/emergency card for each student. The clinic card and student information form contain valuable information including name, address, phone number, parent or guardian information, medical information, etc. The clinic card is kept on file for the entire school year. All changes must be submitted to the office. No one other than the parent, guardian, or authorized person may sign out a student unless they are listed on the clinic card/student information form.

## **After School Program**

SPARK has adopted a district approved after school program. The After School Classé program is available every day that school is in session to all students registered at the school. Homework, study time, enrichment activities and snacks are provided. Students in the program are supervised by approved personnel. After School Classé follows the APS calendar and is closed any day that school does not meet. For more information regarding the After School Classé program, please contact Jan Maycock-Cooks, Executive Director of After School Classé, at [classe4u@aol.com](mailto:classe4u@aol.com).

## **Withdrawal/Transfer of Student**

If it becomes necessary to withdraw or transfer your child, please contact the school office for information on the process.



## **Health/Medical Information**

### **Medication**

Parents or guardians may bring medicines to school for dispensing to their children. However, no medicine, prescription or non-prescription, will be dispensed without an official Administration of Medication Form. This form is available in the clinic and must be signed by the parent, physician, and Principal. All medicines must be submitted to the school clinic in their original containers and be completely labeled with the student's name, the name of the medication and directions for administering the medicine. Under no circumstances are medicines kept in classrooms.

### **School Nurse**

The SPARK nurse serves as the health professional for the school community. Some of the services provided include: illness and injury assessments and interventions; health assessments and participation in development of Individualized Education Plans (IEPs) and 504 medical plans for students with special needs; and serving as a health care provider liaison between the school and the community.

## **Instruction**

### **Curriculum Resources/Textbooks**

Students are responsible for proper care of books and must pay for lost or damaged books. Each student shall return all textbooks and library books issued to them when leaving the school or at the end of the school year. If textbooks or library books are lost or stolen, parents are responsible for their replacement.

As required by the State of Georgia and APS, curriculum lessons are focused on the Common Core Standards for Reading, English/Language Arts and Mathematics and on Georgia Performance Standards for Science and Social Studies.

### **Media Center**

The Media Center is located on the second floor of the Rutland House/Administrative Building. The Media Center is available for all students, staff and parents. Students are responsible for all books or materials that are checked out. Media Center hours will be posted and distributed at the beginning of the school year.

### **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 allows for an increase in self-direction. Homework is differentiated based on the needs of the students.

Please ensure that your child completes the assigned homework each day. If you have any questions regarding homework, please speak directly with your child's teacher.

#### *Homework Hotline*

Certified teachers are ready to help students in grades K-12 by calling the Homework Hotline available on the APS website.

## **Field Trips**

Throughout the school year, all SPARK Students will have the opportunity to participate in field trips and other educational experiences. Many field trips may require specific admission and/or other fees. While no child is denied these experiences, failure to receive sufficient funding may result in cancellation of the trip. Official field trip permission forms must be completed, signed, and returned to the child's teacher before the date of the trip. Written notes and/or phone calls cannot be accepted as a form of permission to attend an off-campus activity. In many instances, parents may be asked to chaperone field trips; however, due to space limitations, this must be arranged before the field trip.

Some field trips will occur during a class's regularly scheduled lunchtime. Depending on the venue, teachers may opt to take an early lunch in the classroom or to eat off-site. In instances where lunch is to be eaten off-site, parents are encouraged to pack a brown-bag lunch whose packaging may be discarded or recycled. Parents will also have the option to order a brown-bag lunch from the cafeteria, but this must be done well in advance of the field trip.

## **Grades & Records**

### *Grading*

According to the APS policies, all classroom teachers will issue student grades as follows:

### *Kindergarten*

S – Satisfactory: Student is applying concept or skill independently

G – Growth: Student is in process of developing skill and concept

P – Problem: Student is experiencing difficulties

### *Grades 1-5*

A – 90-100

B – 80-89

C – 70-79

F – 0-69

NE – Not Examined

### *Report Cards*

All students will receive the APS Infinite Campus student report cards at the completion of each of four nine-week periods. Report Cards inform parents of students' progress and mastery of the Common Core Standards and the Georgia Performance Standards for each grade level. Along with report cards, progress reports will be sent home indicating student progress and specifically how parents may assist at home.

### *Infinite Campus*

Infinite Campus, the student enrollment and recordkeeping system employed by APS, offers a web-enabled "parent portal." You may access this portal to access your child's grades and attendance records. Please contact the school counselor to receive your login information. The login information is typically available after the second week of school.

## Meals & Birthdays

The primary goal of the School Nutrition Department is to provide all students, regardless of income level, healthy school meals that meet their nutritional needs and support optimal academic performance at school.

### Federal Eligibility Application (FEA) Free & Reduced Meal Program

Families within APS may be eligible for the Free and Reduced Lunch Meal Program and other benefits. Eligible students are able to receive:

- Free or reduced meals with snacks

During the first week of school, all students are given an application for free or reduced price meals. You will need to complete one application for your entire household, listing all children attending APS on one application. All students should return the lunch form to their classroom teacher regardless of whether the student will eat a cafeteria meal.

### Food Allergy Policy

With the increase in the number of students with food allergies, it is necessary that we have a food allergy policy at SPARK. APS is currently working on a district-wide policy; however, we are putting our policy in place until there is a district-wide policy. Our new food allergy policy ensures we have processes and procedures to provide a safe environment for students with food allergies and that staff is prepared to respond accordingly in the event of an allergic reaction. Since we have a policy in place, SPARK qualifies for free EpiPens, which will be kept in the gymnasium and the Hirsch House. Nurse Carr also keeps EpiPens in the clinic. All SPARK staff members have been trained on recognizing the signs of an allergic reaction and how and when to use an EpiPen.

If your child has a food allergy, please notify your child's classroom teacher and Nurse Carr by the first day of school. The SPARK policy is located here: <http://www.atlantapublicschools.us/page/8740>

### Birthdays at SPARK

We are introducing a new way to celebrate our students' birthdays at SPARK. Over the summer we collected a large supply of gently used story, chapter, and comic books. On your child's birthday (or half-birthday for summer birthdays), they will receive a book. There are special bookcases dedicated to these books and students can select the book of their choice. We are very excited to be able to give all of our children a gift on their birthday. If you would like to contribute books to the birthday bookshelves, please drop them off in the cafeteria for Ms. McCloskey. The more books we have, the better selection we can offer students and the more books we keep from going in landfills.

We cannot accommodate full birthday celebrations at school. We know many parents enjoy celebrating their child's birthday, and this may still be accomplished by:

- Sending/bringing something special for your child to eat during lunch
- Having lunch\* or spending time at recess with your child (please do not distribute treats during these times) \*Please review the most current policy on eating lunch due to cafeteria capacity issues on the SPARK Website under Headlines:

<http://www.atlantapublicschools.us/site/default.aspx?PageType=3&DomainID=1812&ModuleInstanceId=8648&ViewID=047E6BE3-6D87-4130-8424->

[D8E4E9ED6C2A&RenderLoc=0&FlexDataID=37860&PageID=8674](http://www.atlanta.k12.ga.us/cms/lib/GA01000924/Centricity/Domain/1851/SPARK%20Food%20and%20Nutrition%20Guidelines.pdf)

· Sending individually wrapped treats for the class that will be distributed, by the teacher, at the end of the day. Please make these treats small and easy to distribute (no cupcakes please – they are extremely messy)

## **Nutrition Guidelines**

Please refer to the Nutrition Guidelines section on the SPARK website:

<http://www.atlanta.k12.ga.us/cms/lib/GA01000924/Centricity/Domain/1851/SPARK%20Food%20and%20Nutrition%20Guidelines.pdf>

## **Changes to Hot Food Lunch Payment**

If your child purchases a lunch, your child must have the appropriate amount of money with them or on their account. Please note that if you add money to your account by credit card via the APS website, it takes three days to process before your account shows a positive balance. Students can always pay in cash (or bring in a check) and parents can add money to their account by stopping by the cafeteria and speaking with Ms. Jackson, our food service manager.

If your child does not have a lunch, such as they left it at home or they don't have enough money, we will make sure your child has a lunch. Children without lunch will be given a cheese sandwich, a piece of fruit, and a carton of milk so their nutritional needs will be met. When a child doesn't have a lunch or money to purchase one, it is very upsetting to them. By having prepared sack lunches on hand, the staff can handle the situation quickly and sensitively, and the child can take the lunch with them for later, if need be. A familiar and portable lunch has a greater chance of being eaten, which is what our goal is – to make sure our children have something to eat. If you are having difficulty paying for your child's lunch, please see Mr. Holley, our school counselor. If your child consistently comes to school without a lunch or lunch money, your child will be referred to the school's social worker.

Meal cost and other information is available on the APS website.

### *Paying for Meals*

There are two convenient payment methods for meals:

1. School Payment Solutions: Log onto <http://www.schoolpaymentsolutions.com> and register your child. You will need your child's student ID number, which may be obtained from the main office at your child's school. Log on and use a credit card or check to fund your child's meal account.
2. Cash or Money Order: Send cash or money order to the cafeteria manager at SPARK.

## **Parent-Teacher Organization**

The SPARK Parent-Teacher Organization exists to support the Principal, administration and school while helping to create an enriching experience for students through a variety of programs and activities. The PTO consists of an elected volunteer board of directors, volunteer committee heads and committee members. The positions and roles for the 2013-14 school year are as follows:

### **PTO Board of Directors**

Principal	Yolanda Brown	<a href="mailto:ycbrown@atlanta.k12.ga.us">ycbrown@atlanta.k12.ga.us</a>
President	Morna Gailor	<a href="mailto:president@springdaleparkelementary.org">president@springdaleparkelementary.org</a>
Vice President	Irma Seabrook	<a href="mailto:vicepresident@springdaleparkelementary.org">vicepresident@springdaleparkelementary.org</a>
Treasurer	Holly Painter	<a href="mailto:treasurer@springdaleparkelementary.org">treasurer@springdaleparkelementary.org</a>

Secretary	Karri Hobson-Pape	<a href="mailto:secretary@springdaleparkelementary.org">secretary@springdaleparkelementary.org</a>
Director – Campus Operations/Physical Resources	Doug Strohl	<a href="mailto:operations@springdaleparkelementary.org">operations@springdaleparkelementary.org</a>
Director – Public Relations	Tahmida Shamsuddin	<a href="mailto:enrichment@springdaleparkelementary.org">enrichment@springdaleparkelementary.org</a>
Director – Communications	Meredith Smith	<a href="mailto:communications@springdaleparkelementary.org">communications@springdaleparkelementary.org</a>
Director - Fundraising	Laura Rebillot	<a href="mailto:fundraising@springdaleparkelementary.org">fundraising@springdaleparkelementary.org</a>
Teacher Representative	Jenny Lockwood	<a href="mailto:jlockwood@atlanta.k12.ga.us">jlockwood@atlanta.k12.ga.us</a>

## Committees

For additional information on the PTO and committees, please see the SPARK website under PTO, then PTO Board.

## Volunteer Policy

Starting in 2012, APS initiated a new policy for parent volunteers in their schools. Please see policy on the SPARK website here:

<http://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/1834/Volunteer%20Policy.pdf>

## PTO Calendar

In conjunction with the SPARK administration, the PTO maintains a calendar of events, after-school clubs and meetings. The SPARK PTO Board of Directors meets monthly and holds general meetings that members are encouraged to attend on a regular basis. The best place to retrieve a calendar of planned activities is by visiting the website at <http://www.springdaleparkelementary.org>.

## PTO Communications Policy

### Communications Goals

- Provide timely and relevant content to SPARK parents, teachers, and the SPARK community.
- Perform communications duties in a responsible and ethical manner consistent with SPARK and APS guidelines.
- Employ technology when possible to reduce paper usage and support SPARK's green efforts.
- Manage the following sources of information:
  - SPARK calendar of events
  - SPARK-e newsletter
  - SPARK Website
  - Room-parent tree communications
  - School Marquee
  - Afternoon PA announcements
  - Hallway Posters
  - Parking Lot Signs

### *SPARK Calendar of Events*

The SPARK calendar of events is maintained by the SPARK Webmaster and a representative of the SPARK administration. Items to be placed on the calendar should be sent directly to the SPARK Webmaster. The Webmaster has the discretion not to list events that in his/her opinion are not related to the school community. The SPARK administrative representative loads official APS events onto the calendar.

### *SPARK-e Newsletter*

The SPARK-e is a weekly, opt-out email newsletter sent to current SPARK parents, teachers, staff and other interested members of the community each Tuesday. The primary purpose of the SPARK-e is to inform the SPARK community of specific events and activities taking place at the school or that directly affect the school. The SPARK-e may also be used for emergency or urgent bulletins on topics midweek.

#### Submission Procedures

1. Submissions may be made via the online form (on the website under News → Newsletters → Submit Newsletter Articles).
2. Submissions are solicited from PTO Board members, committee chairs, and the School Administrative Manager via email on Thursday.
3. New Submissions are due by the end of the day Friday.
4. Rough submissions are compiled for the editor on Saturday.
5. Final edits are due to the editor by noon on Sunday.
6. SPARK-e is emailed on Sunday PM.

#### SPARK-e Policies

- Content in the SPARK-e appears at the discretion of the PTO Director of Communications.
- The PTO Director of Communications and the newsletter editor are both empowered to edit submissions for length, grammar, or content; to prioritize location of submissions within SPARK-e; and to decline to run any submitted content.
- All submissions pertaining to redistricting, capacity, human resources/staffing, legal issues, or school policies will be sent to the PTO Director of Communications per the standard process. However, the Director of Communications will be required to obtain approval from the PTO presidents and the LSC chair, with final approval from the Principal, before these submissions are disseminated to the SPARK community.
- In general, except for extremely important events, events may only appear in the SPARK-e for two weeks.
- Submitters are requested to limit their content to 100 words or less, including contact name and email address of the poster.
- Special/emergency editions of the SPARK-e will require the approval of the PTO Director of Communications.

### *Website*

#### Submission Procedures

1. Submissions are made using the same [online form](#) as the SPARK-e newsletter, (on the website under News → Newsletters → Submit Newsletter Articles).
2. Submissions may be of any length.
3. Submissions will be evaluated by the SPARK Webmaster for appropriateness. In general, simple information such as the announcement of dates that are already on the SPARK calendar may be approved and loaded without further review. Substantive submissions will be reviewed and edited by the PTO Director of Communications.
4. Items submitted to the website should be related to the school and the PTO Director of Communications or the SPARK Webmaster are empowered to ask for revisions or to decline to post items that are unrelated or only tangentially related to the school and its mission.
5. The PTO Director of Communications and the SPARK Webmaster are both empowered to edit submissions for length, grammar, and content.

## Website Policies

1. Photo release
  - a. Photos on the website must have an associated release form on file at the school for all children included in the photo.
  - b. The person submitting the photo has the responsibility to provide documentation or confirm that a release is available.
  - c. Submitters should include the names and classrooms of all children in the photo and then check with the School Administrator to ensure photo releases are on file.
2. Graphics for Right Navigation
  - a. Preferred format is .jpg.
  - b. Preferred shape is horizontal rectangle.
3. General Best Practices - If document or information is owned by another entity (i.e. APS), then web site will link to information on other site rather than repost.
4. Adding External Links
  - a. Must be approved by either PTO Director of Communications or SPARK Staff.
  - b. Links to personal web sites or business web sites that are not a school sponsor are strongly discouraged. Only the PTO Director of Communications may make exceptions.

## *Room Parent Communication*

The Room Parent (RP) e-mail is intended primarily for classroom related communications. Use of the RP tree for school-wide communication should be the exception. It is permissible when a response is needed from parents (such as when the PTO conducts a parent survey), subject to approval by the PTO Director of Communications. The RP tree may also be used in emergency or urgent situations (such as early dismissal due to inclement weather) at the request of the Principal or Assistant Principal.

With the exception of the following five types of routine communications, all communications via the RP e-mail must be approved by the PTO Director of Communications:

1. Classroom volunteer opportunities/requests
2. Teacher communications/requests
3. Teacher Gift Fund communications
4. Classroom and grade-level party information
5. Classroom specific information/updates

Submission Procedure for Items not in these 5 Categories:

1. Requests must first be approved by the PTO Director of Communications.
2. After approval by the Director of Communications, the submission should be emailed to the RP Coordinator.

All communication pertaining to redistricting, capacity, human resources/staffing, legal issues, or school policies will be sent to the PTO Director of Communications per the standard process. However, the Director of Communications will be required to obtain approval from the PTO president and the LSC chair, with final approval from the Principal, before these submissions are published to room parents.

## *School Marquee*

Requests to place information on the School Marquee should be submitted via email to the PTO Director of Communications. The Director of Communications will organize requests and present them to the Principal for approval and action.

### *Backpack Information*

In keeping with the “green” mission of the school, backpack communication is discouraged. However, in some instances, including where the parent(s) must complete a form, backpack fliers will be allowed.

#### Submission Procedure

1. Include the following mandatory statement on the flyer:

##### English

Interpretation, translation and other related services are available upon request. Please contact 404-802-7580 or the English for Speakers of Other Languages (ESOL) teacher Brooke Richardson, 404-802-6050, for assistance.

##### Spanish

Si usted necesita una copia de este documento en un idioma otro que el inglés, por favor llame al número siguiente: 404-802-7580. Interpretaciones/traducción y otros servicios relacionados están disponibles bajo petición. También usted puede contactar [Brooke Richardson, 404-802-6050].

2. Submissions must first be approved by the PTO Director of Communications.
3. After approval by the Director of Communications, the submission should be emailed to the Principal and the Administrative Assistant should be copied.
4. Obtain Spanish translation (contact Director of Communications for assistance, if needed).
5. Obtain number of students and number of Spanish flyers needed from Administrative Assistant and have appropriate number of flyers printed (contact Director of Communications for assistance).
6. Pre-sort flyers, then give to Administrative Assistant for distribution or parent may place flyers directly in teachers’ mailboxes.

### *Afternoon PA Announcements*

To encourage wider student and parent participation, school-wide events may be included in the afternoon PA announcements.

#### Submission Procedure

1. Requests must first be approved by the PTO Director of Communications.
2. After approval by the PTO Director of Communications, the submission should be emailed to the Counselor and the Assistant Principal.

### *Hallway Posters*

To encourage wider student and parent participation, hallway posters may be posted in hallways for school-wide events.

#### Guidelines

1. No more than four (4) posters may be placed in the hallway on the first floor. No more than three (3) posters may be placed in the hallways on the second and third floor. No more than one (1) poster may be placed on the ground floor.
2. Posters should be no larger than 27” x 41”.
3. Posters should be attached to the wall with low adhesive products such as “fun tack” to minimize damage to the walls.

#### Submission Procedure

1. Requests must first be approved by the PTO Director of Communications.



2. After approval by the PTO Director of Communications, the request must be approved by the Principal.

## **School Communications**

### **Communication among SPARK Elementary School Families**

A directory of family phone numbers, addresses and e-mail addresses is compiled after the start of the school year. It is created from the list of registered families. You may also choose to “opt-out” of the directory by completing the related form.

### **Communication between Parents, Teachers, Counselor & SPARK Administrative Staff**

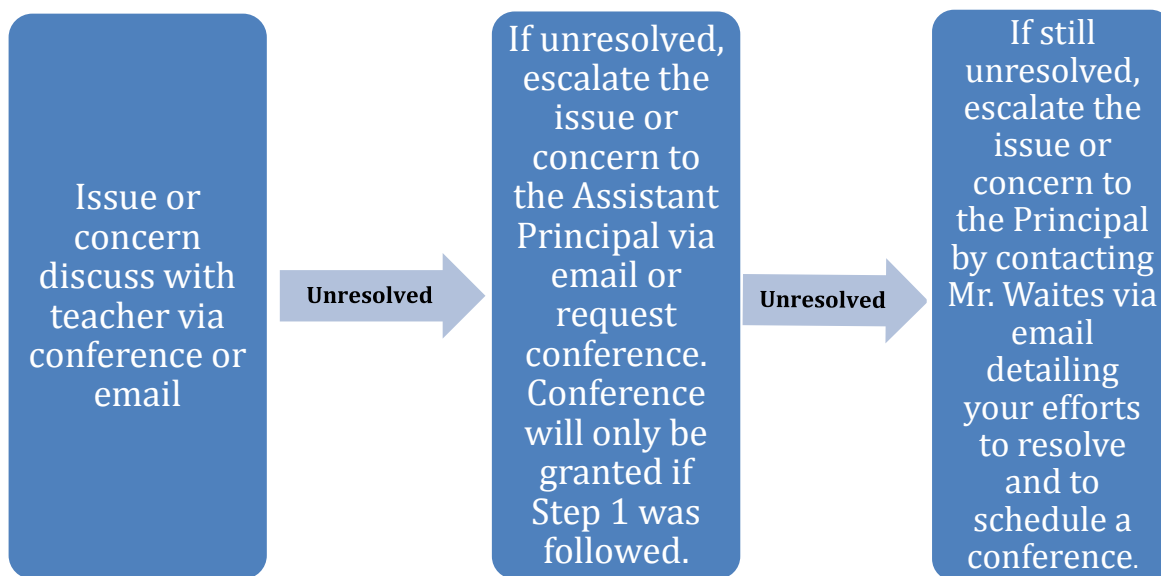
Parents are welcome to request a conference whenever needed. Conference requests by parents, teachers and/or the SPARK Administration may be made by note, email, or by telephone. To minimize disruption of the instructional day, we ask that you arrange all parent teacher conferences in accordance with the teachers’ planning time and/or before or after school. Additionally, parents are asked to make every effort to resolve any classroom issues or concerns with the teacher first before escalating the issue or concern to the SPARK Administration.

Parents are asked to maintain respectful communication (i.e. refrain from yelling, aggressive tone in email or verbal conversations). If you are unsuccessful in resolving your issue(s) or concern(s) with the teacher, please contact Ms. Chante’ Blackwell, Assistant Principal at [cblackwell@atlanta.k12.ga.us](mailto:cblackwell@atlanta.k12.ga.us).

Prior to discussing and/or meeting with any member of the SPARK Administration, parents will be asked to verify and provide details outlining your efforts to resolve your concerns with the teacher. If your efforts to resolve your issue and/or concern are unsuccessful, please schedule a conference with Ms. Brown, the Principal.

If you would like to schedule a conference with Ms. Brown, please contact Monty Waites, School Clerk, at [mwaites@atlanta.k12.ga.us](mailto:mwaites@atlanta.k12.ga.us) or at (404) 802-6050. In order to assist Ms. Brown with maintaining a consistent focus on monitoring and supporting the SPARK instructional program, email correspondences should focus on issues that involve student and school safety, school-wide curriculum programming, organizational questions, staffing, budget, community, ethics, expansion, and issues not resolved through the process outlined above. Below is a SPARK Communications Process flow chart. Please

review along with the SPARK School Contact chart posted on the school's website.



### Communication between APS and Parents

Here are a few ways to stay abreast of developments at APS:

*APS Website:* <http://www.atlanta.k12.ga.us/>

The site includes:

- School events and photo galleries
- The latest news
- A video channel
- Athletic schedules
- Meal pay options
- Digital copies of APS publications
- Bus route locations
- Employment information
- Board of Education news

#### *Talk Up APS*

Talk Up APS is the district's bimonthly digital newsletter that highlights news about APS. You can also find this under the "Keeping You Informed" section on the district website's homepage.

#### *Facebook*

Become a friend of APS. Visit <http://www.facebook.com> to create your own account and stay connected with the APS community.

#### *Twitter*

Get the latest APS news and tips by following APS on Twitter. Visit <http://www.twitter.com>, create your account, then search for "APSupdate" and click "Follow."

#### *Cable Channel 22*

APS broadcasts educational and informational programs daily, around the clock. During school hours, the programs specifically target pre-K to 12th grade students and educators. After school, the programs target parents and other members of the general public.

#### *WABE 90.1 FM*

Georgia's first public radio station is funded by the Atlanta Board of Education (ABE) and the Fulton County Board of Education. The ABE holds the license for the station; hence the station's call letters—WABE. As Atlanta's NPR affiliate, it offers 24 hours of news, music, and community affairs. Weekday programming includes NPR's "Morning Edition," "All Things Considered," "Youth Radio," "Boombox Classroom," and "Focus on Education."

#### *Board of Education Meetings*

The Atlanta Board of Education holds Community Board Meetings on the first Monday of each month at 6:00 p.m., unless otherwise noted. The Atlanta Board of Education welcomes input from students, staff, parents and members of the community at its Community Meetings, immediately following the Committee of the Whole meeting. Required sign-in begins at 5:00 p.m. and concludes at 5:50 p.m. Comments are limited to three minutes. The maximum time allotted for deferred minutes is six minutes.

Legislative Board Meetings are generally held the second Monday of the month at the APS Center for Learning and Leadership Building (CLL) located at 130 Trinity Avenue, SW, Atlanta, Georgia. These monthly business meetings of the Board are open to the public. They are also televised and air immediately following the meeting on PBA 30.

## **Student Expectations**

Maintaining a positive learning environment is essential to student success. Appropriate student behavior is required by Policy JCDA-E of the Board of Education Policy for Student Conduct. This policy is included in the APS Discipline Handbook and is given out at the beginning of the school year. A school-wide discipline plan will be shared with parents and students.

### **Student Behavior Expectations**

A student must not behave in a way that may adversely affect the educational environment, cause disruption of the educational process, or threaten the safety and security of the other students or school personnel. Such conduct may result in discipline, up to and including, long-term suspension or expulsion.

SPARK students are expected to adhere to all school rules and regulations, follow directions, and interact respectfully with fellow students and school personnel. All teachers, administrators, and other support personnel are responsible for ensuring compliance with the APS Student Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school-district sponsored activity, function or event, and while traveling to and from such events; and
- On transportation provided by the school district.

## **Academic Honor Code**

SPARK recognizes that academic integrity is the foundation of academic excellence and student success. It is the responsibility of every student and employee to always exhibit honesty, trust, fairness, respect, and responsibility in academic work to support a positive learning environment in the school.

Academic dishonesty is the failure to maintain academic integrity. Academic dishonesty includes but is not limited to: cheating (using or attempting to use unauthorized materials, information, or study aids in any academic exercise); fabrication (falsification or invention of any information or citation in an academic exercise); bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student, presenting another student's work as one's own; and plagiarism. More details are available at <http://www.atlantapublicschools.us>.

## **Dress Code**

The dress guidelines for students are based on safety and respect. Students should wear clothing that is safe and appropriate for school and weather. Provocative clothing (excessively short shorts, revealing tank tops, tops that reveal midriffs) or clothing that depicts violence or profane language is not appropriate for school. In addition, hats, caps, bandanas, and sunglasses should not be worn in the building(s). However, administration reserves the right to designate days to wear these items as part of a spirit day. Revisions to the dress code will be distributed as they are made.

## **Items Not Allowed In School**

To best promote the school's safe and orderly school environment, any item that causes the interruption to the instructional environment or is a safety hazard are not allowed on the SPARK campus. If students bring these items to school, the item will be taken and returned only after a parent conference is held with the administrator and/or teacher. If a student continues to bring prohibited items to school, disciplinary action may be necessary.

Examples of these items include, but are not limited to:

- Electronic games (i.e., handheld games, etc.)
- Aerosol sprays (i.e., hair sprays, perfume, etc.)
- Tobacco products, alcohol, drugs, etc.
- Cell phones – see 2013 policy here: [https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JCDAF-R\(0\)&Sch=4004&S=4004&RevNo=1.55&C=J&Z=R](https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JCDAF-R(0)&Sch=4004&S=4004&RevNo=1.55&C=J&Z=R)
- Skateboards, roller skates, roller blades
- Nail polish
- Radios, CD players, headphones, etc.
- Toy or imitation or real knives or weapons
- Toys, chewing gum/candy

**Please click this link for an APS Policy Overview:**

<https://eboard.eboardsolutions.com/ePolicy/PolicyOverview.aspx?S=4004&Sch=4004>

## **Fighting**

To maintain a safe and positive school environment, fighting will not be tolerated. Parents can assist the school by advising students to report all incidents of bullying and/or harassment to a teacher, counselor or school administrator.

## **Harassment, Intimidation, & Bullying**

APS policy 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 (i.e., name calling, threatening, etc.) are included in the APS Student Code of Conduct for students. The school counselor, classroom teachers and administration will discuss bullying and harassment with students throughout the school year, as well as implement prevention programs and/or strategies.

## **Affirmative Action**

According to the provisions of applicable law, neither students nor staff shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, sex, religion, national origin, marital status, sexual orientation, age, or disability in any educational programs, activities, or employment policies under the jurisdiction of SPARK.

Any student who believes they have been subjected to any form of discrimination and/or harassment should immediately report the act to the Assistant Principal, Ms. Chanté Blackwell.

## **When Parents Have a Concern**

At SPARK, we welcome the opportunity to assist you and your child if there is a problem or concern at school. Contacting the right person and discussing your concerns generally leads to a quick solution. If your concern is a classroom issue, please contact the teacher first to discuss and work toward a resolution. If this is unsuccessful, please contact Principal Brown or Chanté Blackwell, Assistant Principal.

Additionally, the school counselor can serve as a resource. Please call the school to set up an appointment with your child's teacher and/or send an email to set up a meeting time. Teachers are not able to conference with parents during instructional time.

## **Special Programs**

### **Gifted and Talented: The Challenge Program**

The Georgia Department of Education defines a gifted student as a one who demonstrates a high degree of intellectual or creative abilities, 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.

APS provide services for identified gifted students. The APS Program for the Gifted and Talented (the Challenge Program) is designed to satisfy and extend competencies in the areas of cognitive skills, learning skills, research, communicative skills, etc., beyond the experience of the regular classroom.

Students will participate in high-level units of study and projects to extend and challenge their learning. Eligibility requirements and the recommendation process for the Challenge Program will be shared at the beginning of the school year. For additional information, please contact the school.

For additional information, contact the SPARK Challenge teachers or the Office of Gifted and Talented Education (404) 802-7585

## **Special Education**

Students with diverse learning needs, including students with disabilities, deserve and are entitled to receive appropriate educational services that are provided by highly qualified professionals who use evidence-based programs and practices to meet students' unique needs. For all students there needs to be a variety of services within a continuum of placement options that offers opportunities to learn with age-appropriate peers. For additional information, please contact Gina Matias, Special Education Lead Teacher at [gmatias@atlanta.k12.ga.us](mailto:gmatias@atlanta.k12.ga.us)

## **English to Speakers of Other Languages (ESOL) Program**

In APS, students are provided language assistance services based on eligibility and English proficiency level. Once students are identified as eligible to receive language assistance services (ESOL), they are provided 1-5 segments of instruction based on need (language proficiency) and grade level requirements. Generally, students who are more proficient in English receive less instructional time. Maximum segments of instruction are in accordance with state mandates. Segment delivery is captured in Infinite Campus.

## **Early Intervention Program**

Children start school at a designated chronological age, but differ greatly in their intellectual development and experience base. The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level. The purpose of the EIP is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.

## **Transportation Overview**

### **Transportation Methods**

There are five (5) ways to transport your child to/from school:

- School bus
- Carpool
- Park & Walk
- Walk
- Bicycle

### **Arrival**

Students may arrive as early as 7:35 AM, depending on their mode of transportation. Students who enter the school building prior to 7:45 AM will go directly to the Cafeteria and should not wait in the hallways, entrances, or stairwells. At 7:45 AM, students will be dismissed from the Cafeteria to their classrooms. Students arriving between 7:45 AM – 8:00 AM will report directly to their classroom. At 8:00 AM, the announcements will request that parents, guardians and friends exit the school building so that the school day can begin.

### **Late Arrivals**

APS requires students who are late arrivals (arriving after 8:00 AM) be escorted by a parent or guardian into the Rutland Administrative Building to receive a tardy slip. Please park in the driveway in front of

the Rutland building, and go to the main office on the west side of the building closest to the gymnasium to obtain a tardy slip. After receiving the tardy slip, students may then walk to class on his/her own.

### **Dismissal**

All students are dismissed at 3:00 PM. Students who are left at the school and are not participating in approved after-school clubs/activities or onsite aftercare will be escorted to the After School Classé program thereafter, and parents will be charged a drop-in fee. Students who are consistently left at school after 3:30 PM will be referred to the school social worker. Please avoid early dismissal, especially from 2:30 PM to 3:00 PM. If your child must leave school early, please send a note requesting early dismissal. Parents/guardians should report to the office to checkout a student. Students leaving early must be signed out in the office by a parent/guardian or official designee indicated in the student PR folders. Be prepared to show a driver's license for positive identification each time. Student traffic in the hallways is heavy at 3:00 PM each day due to dismissal. Parents are asked not to enter the building during dismissal time. After 3:20 PM, when students have exited for bus, carpool, walker and aftercare pickup, parents are welcome to enter the building for reasons other than pickup.

### **School Bus**

School buses will start pickup in the attendance zone between 7:00 AM and 7:15 AM and will arrive at school between 7:35 AM and 7:45 AM. If the bus is late, your child will not be marked tardy. School buses will unload/load in the driveway in front of the Rutland House/Administrative Building. This driveway will be limited to buses every school day starting at 7:30 AM until 8:00 AM and then again from 2:30 PM until 3:30 PM. SPARK staff (2) will be on duty at the bus lane to greet and monitor students walking into the building. School bus routes and times are available via a link on the SPARK website (<http://www.springdaleparkelementary.org>).

During dismissal, an off-duty police officer will be posted at the entrance and exit to assist the school buses on Ponce de Leon Avenue.

### **Carpool**

Carpool starts at 7:35 AM to allow teachers time to arrive at school by 7:30 AM and then report to their posts. Carpool ends at 7:55 AM. Carpool will be unloaded in the driveway on the west side of the Hirsch Building. Taking a right from Springdale Road into the driveway is not advised. Parents should have their children prepared to quickly exit the vehicle upon stopping. An Atlanta police officer may be posted at both the entrance and the exit of the carpool lanes to ensure smooth flow of traffic. Cars will not be allowed to block traffic on Springdale Road or Ponce de Leon Avenue while waiting for carpool to start. Please plan your drop off time accordingly. If the carpool line is backed up, please keep moving and be prepared to wait in an area where you will not be blocking traffic or parking illegally.

Dismissal is at 3:00 PM. If students are not picked up by 3:15 PM from carpool, they will be escorted to the main office in the Rutland Building. Students will remain in the Main Office until 3:30 PM. After 3:30 PM, the student(s) will be escorted to the After School Classé program in the cafeteria. There will be a drop-in fee charged to the parent per incident/day.

All carpool parents are asked to adhere to the following for the safety of SPARK children:

- Please do not drop off your child before 7:35 AM or after 7:55 AM.
- There will be no SPARK staff present to manage the safety and wellbeing of your child prior to 7:35 AM or after 7:55 AM.

- Please do not drop off your child anywhere on the campus, neighboring streets or DHUMC without SPARK staff supervision.
- Do not drop off on Springdale Road. SPARK staff will only be posted in the carpool drop off area to the west of the Hirsch Building.
- Do not park in the carpool lane at any time.

**Carpool parents/guardians will be handed detailed procedures at Sneak Peek or in carpool at the start of school.**

### **Park/Walk**

In July 2011, APS completed construction on a new parking/pedestrian lot for SPARK. The parking lot is located at 803 Briarcliff Road. This parking lot will not be accessible to parents or students during the period of construction which will start August or September 2013.

All parents who use the parking lot for Park and Walk (or neighboring streets on the Briarcliff side) are asked to adhere to the following for the safety of SPARK children:

- Do not park within 20 feet of crosswalks at intersections or 30 feet from stop signs. This is Georgia law, as parking inside those parameters makes it difficult for drivers to see oncoming pedestrians or cars. It is unsafe and slows everyone down.
- Parents may park in legal parking spaces on neighboring streets and then walk children directly to school. The following are suggestions on where to park in Virginia-Highland: St. Augustine Place, St. Charles Place, St. Louis Place, and Briarcliff Place. Please be aware that St. Louis Place is one-way (no right or left turn from Briarcliff Road).
- Please do not park on Springdale Road. Springdale Road is “No Parking Any Time” on the east and west sides.
- Please do not use private driveways to turn around.
- Please do not park in the driveways in front of the school, bus lane or carpool lane (except after 8:00 AM in front of the Rutland building for late arrivals – this exception is made during the period of construction starting in August 2013).

**PARKING IS NOT ALLOWED AT THE DRUID HILLS UNITED METHODIST CHURCH (DHUMC) UNLESS THE SCHOOL HAS RECEIVED PRIOR APPROVAL SPECIFICALLY FOR AN EVENT AT THE SCHOOL WHERE OVERFLOW PARKING IS NEEDED – VIOLATORS MAY BE TOWED. WHEN PARKING IS ALLOWED, THE SCHOOL WILL COMMUNICATE THIS TO ALL PARENTS.**

### **Walkers**

For dismissal, walkers will be dismissed to the Cafeteria at 3:00 PM. Two (2) SPARK staff members will be assigned to monitor walkers. Parents should wait for students in the Courtyard. Parents will meet the students in the Cafeteria. Upon the parent’s arrival, the student’s bag tag will be compared to the parent’s pick up number (or a driver’s license will be checked) until teachers get to know parents. Parents will then escort the students through the school property and the school zone to either their car or their home.

Please adhere to the following for the safety of SPARK children:

- Always be alert and aware of traffic when walking your child to or from school.
- Please stay on the pedestrian paths on school property and sidewalks in the school zone.
- Please cross only at crosswalks when the traffic is stopped for the light and the crossing guard indicates it is safe.



- There will be crossing guards at the following intersections:
  - Springdale Road & Ponce de Leon Avenue
  - Ponce de Leon Avenue/Moreland Avenue/Briarcliff Road (east side of intersection)
  - St. Charles Place & Briarcliff Road

## **Bicycle**

Using a bicycle to get to or from school is encouraged when the student is safe and is riding under parental supervision. Once a cyclist crosses onto the school zone (Briarcliff Road or Ponce de Leon Avenue on the school side), please walk the bicycle to the bicycle racks on the SPARK property. Riding on a state route is dangerous, as is riding on the sidewalk with pedestrian traffic.

## **Offsite Aftercare Vans**

Vans picking up for offsite aftercare are allowed to enter the bus lane starting at 3:15 PM when all the APS buses have exited. Van riders will be dismissed from the classrooms based upon the order of van arrival.

## **Onsite Aftercare**

Students who remain at SPARK for onsite aftercare will be dismissed to the appropriate location at 3:05 PM after walkers, carpoolers and bus riders. Parents will be allowed to park in front of the school (Ponce de Leon Avenue side) to pick up onsite aftercare students at the end of the workday starting at 4:00 PM

*Pets—Please be advised that pets of any kind are not permitted on school property.*

## **ADA Accessibility**

Handicapped parking is located in the SPARK main/teacher and staff parking lot west of the Rutland building accessible from Ponce de Leon Avenue. Parents requiring an ADA accessible area to drop off their child in the morning should contact Principal Brown or Assistant Principal Chanté Blackwell for alternative drop off procedures.

## **Transportation Changes**

Parents must inform the school *in writing* of any deviation from a student's regular mode of transportation home. Please send a note to your child's teacher the morning of the change (*or email to [transportation@springdaleparkelementary.org](mailto:transportation@springdaleparkelementary.org) copying your child's teacher prior to 1:30 PM*) detailing all information regarding the transportation change and include your signature. Your child will then present this note to their teacher and the teacher will make the change in their files and submit it to the main office to be recorded in the transportation changes log. The child's name, teacher's name, and change of plans (bus route number, carpool, and walker) are recorded in this log and maintained at the main office. Your child will then receive a temporary slip for the bag tag noting the change. For the safety of our children, no changes in transportation may be made over the telephone and no changes in transportation will be accepted after 1:30 PM except in the case of an extreme emergency. It is important that you and your child discuss how s/he is going home and that the teacher is aware of your plans. Please remember that this written notification is required to ensure that staff is aware of any changes. This is an important security issue and requires the cooperation of all parents.

## **Transportation-Inclement Weather**

Remember to dress your child appropriately for inclement weather. The start of school is very warm so dress your children in cool clothes and have them bring a water bottle. For rain, have your child wear a

raincoat with hood and rain boots. Appropriate shoes can be placed in backpack to change into later. In winter, children should be dressed in layers to accommodate indoor and outdoor conditions.

### **Visiting SPARK During School Hours**

Visitors to the school during school hours (8:00 AM – 3:00 PM) should enter the building through the side entrance only. The side entrance is located on the west side of the Rutland House/Administrative Building near the Gymnasium. Press the button for entry and then proceed to the receptionist desk, where you will be asked to sign in (please include your vehicle tag number). You will receive a visitor nametag to wear while you are in the building. For safety reasons, all other doors will be locked and off limits to visitors. Doors should not be left propped open during school hours.

Visitors should not park in either driveway in front of the school, the bus lane or the carpool lane, as these are reserved for buses and emergency vehicles only. Please see instructions for parking under **Park/Walk** described under the **Arrival** section.

### **Teacher Parking**

APS teachers and staff will park in the main parking lot beside the Rutland House/Administrative Building. APS teachers and staff arrive at work at 7:30 AM. During the morning arrival and afternoon dismissal, there will be no cars entering or exiting the main parking lot until after all APS buses and offsite aftercare vans have picked up students and exited the driveway. Traffic barricades will be positioned in front of the main parking lot entrance to prevent car traffic during arrival and dismissal.

**PLEASE NOTE: SPARK WILL BE STARTING CONSTRUCTION AFTER THE FIRST FEW WEEKS OF SCHOOL. CONSTRUCTION TRANSPORTATION PROCEDURES WILL BE DISTRIBUTED TO ALL PARENTS.**

### **Summary**

Arrival and dismissal can be a fun, welcoming, stress-free and safe experience for students, parents and staff and the community. Everyone is asked to cooperate with the school to ensure that all of the students are safe.

Remember that your child is constantly learning. The example you set is part of that learning. Please be respectful of all students, parent volunteers, the SPARK staff and administration, our neighbors at DHUMC and residents of the community. The SPARK staff and administration will ask you to refrain from doing things that will endanger the students. Please be respectful and follow these instructions.