



ATLANTA
PUBLIC
SCHOOLS



2016-2017 STUDENT HANDBOOK

Joseph L Salley
Principal

Kristy Reese
Assistant Principal

Kelley Young
Tracee Ragland
Instructional Coach(es)

Ramia Lowe
I.B. Coordinator

Kedria Sheppard
Office Administrator



**HOPE IN ACTION; BELIEF IN ACTION;
SUCCESS IN ACTION**

LUCAS OLIVER KIMBERLY ELEMENTARY SCHOOL
1090 WINDSOR STREET, SW, ATLANTA, GA 30310 (TEMPORARY LOCATION)
404.802.7600 OFFICE
404.802.7649 FAX

Hope In Action; Belief In Action; Success In Action!

Welcome Back to L. O. Kimberly Elementary School



Dear Parents and Students,

I am pleased and honored to be the principal of your child's school and desire to be a shining STAR in your child's life and lives of our faculty staff and stakeholders.

Here is my **STAR** commitment to you:

Service: I will be passionately committed to serving our school system, school faculty, staff, parents, stakeholders and most importantly our students, and will embrace the great traditions of the Atlanta Public Schools and its exceptional leaders.

Teamwork: I will cultivate distributive and shared leadership and a collaborative culture to mobilize the caring power of our school community.

Accountability: I will adhere to the highest standards of professional leadership and responsible stewardship of resources.

Results: I will work tirelessly to obtain the highest level of personal and organizational performance.

Sincerely,

Joseph L. Salley
Principal



APS Student Calendar 2016-2017

3 First Day of School

Instructional Days: 21

AUGUST 16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Semester Break
3 Teacher Professional Learning Day (district)
16 M.L. King, Jr. Birthday

Instructional Days: 19

5 Labor Day

Instructional Days: 21

SEPTEMBER 16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY 17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17 Teacher Professional Learning Day (school)
20-21 Winter Break/Presidents' Day

Instructional Days: 17

7 Teacher Professional Learning Day
10-11 Fall Break/Columbus Day

Instructional Days: 18

OCTOBER 16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Teacher Professional Learning Day (district/school)

Instructional Days: 22

8 Election Day/Teacher Professional Learning Day (school)
21-25 Thanksgiving Break

Instructional Days: 16

NOVEMBER 16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APRIL 17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

3-7 Metro Area Spring Break

Instructional Days: 15

19-31 Semester Break

Instructional Days: 12
Semester 1: 88 days

DECEMBER 16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY 17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

25 Last Day of School

Instructional Days: 19
Semester 2: 92 days

■	First/Last day
■	Teacher professional learning day (Students do not report)
■	Holiday

PLEASE REVIEW YOUR MONTHLY NEWSLETTER AND FLYERS FOR ANY CHANGES AND/OR ADDITIONS TO OUR SCHOOL CALENDAR



ADMINISTRATION / SUPPORT STAFF

TITLES	NAME
Principal Assistant Principal IB Coordinator Instructional Coach (Literacy) Instructional Coach (Math) Guidance Counselor Media Specialist Special Ed Lead Teacher SST / RTI Intervention Specialist	Joseph L Salley Kristy Reese Ramia Lowe Kelley Young Tracee Ragland Crystal Reed Jennifer Saunders Delicia Goodman-Lee Tracy Jones-Salifu
Office Administrator Office Associate Office Associate Parent Liaison	Kedria Sheppard Iris King Aysia Woods-Livingston Elaine McCoy
Nurse	Katrina Haynes
Social Worker Clinical Psychologist Psychologist Engagement Specialist	Crystal Helton Pending Lucy Allen Ria Archibald
After School Director	Gladys Carter
Cafeteria Manager	Mary Thompson
Building Mechanic Custodian Custodian	Eric Scott Howard Gay Brittany Gammage
Security Guard Resource Officer	Eric Taylor <i>New Hire (Pending)</i>



INSTRUCTIONAL STAFF

TITLES	NAME
Kindergarten	Lisa Miller (Team Leader) Ayanna Parker Jelisa Miller Lorene Ivory*
First Grade	Kameca Loyd-Spear (Team Leader) Carolyn Rivers Dajuana Erskine Alexandria Cooper*
Second Grade	Kristin Scott (Team Leader) Edwina Mosley Miracle Wingate Jasmine Robinson Evelyn Britton*
Third Grade	Najla Abdul-Khaliq (Team Leader) Whitney Langley Rae Deboise-Douglas <i>New Hire (Pending)</i>
Fourth Grade	Geovanti Steward (Team Leader) Theresa Cojoe-Julien Shylonda Pass-Cameron
Fifth Grade	Donnell Wilkins (Team Leader) Damian Hibbert <i>New Hire (Pending)</i>
Special Education Staff	Madelyn Fieldman (EBD) Dorcas Noland (AUT) Anita Williams (IRR) Stephanie Fowler (IRR) Dennice Kerscher (IRR) Lois Spencer (Speech)
Music	Richard Harris
ELL	Leslie Taylor
Gifted	Sharon Chatham
Band	Robert Jeffrey
Physical Education	Yoofi Dowell
Art	Demetrius Carroll
Spanish	Odalys Whatley
EIP Lead Teacher Reading Specialist Math Specialist	Kimberly Parks Belton Mickle Byron Morrison
Paraprofessionals	Juanita Partridge (L. Miller) Frederick Jones (Parker) Tanga Harris (J. Miller) Michael Wiley (Noland) James Brown (Fieldman) Daphne Floyd Cassandra Hale Kevin Young (Williams)



GENERAL INFORMATION, POLICIES, AND PROCEDURES

1. Our School Day

▪ Bus Drop-Off	7:25am – 7:30am
▪ Breakfast	7:30am - 8:00am
▪ Morning Announcements	7:55am - 8:00am
▪ Class Meetings	8:00am – 8:30am
▪ Instructional Day	8:30am – 2:25pm
▪ Afternoon Announcements	2:25pm – 2:30pm

2. Tardy

Students must be in their classrooms by 8:00 AM. Students who arrive to school after the tardy bell must be signed in at the office by a parent/guardian.

3. Dismissal Order

Walkers and students picked up by parents/guardians are dismissed at 2:30 PM. Prompt pickup of your child is necessary. Bus riders will be called after walkers and car riders have been dismissed. Any students not picked up by 3:00 PM will be placed in the After School Program at the parent's expense.

ATTENDANCE POLICY

1. Attendance

Good attendance is important for a student to perform well in school. Georgia law identified the following reasons for which a child may be absent from school:

- a. Personal illness;
- b. Serious illness or death within the child's immediate family;
- c. Recognized religious holidays observed by the child's faith;
- d. Governmental agency order, i.e., court order, etc.; and
- e. Conditions that render school attendance impossible or hazardous to the child's health or safety.

For a child to receive the maximum benefit from the instructional program, it is important that he/she comes to school every day. However, if a child is sick, he/she should remain at home. Parents must pick up children who become ill or have other contagious viruses.

In order to be counted present, a student must remain at school until 11:15 a.m. or a student must arrive before 11:00 a.m. and be in attendance the remainder of the day.

2. Absence

After an absence, a child should present a written statement dated and signed by the parent or guardian within three days, which indicates the reason for the absence. When a student is taken to a doctor, a physician's statement that documents the absence(s) should be given to the homeroom teacher. The teacher will keep these notes until the end of the school year.

A student who is absent more than twenty (20) days will be considered for retention in his present grade unless there are unusual circumstances such as an extended illness.

When children are absent, we must receive a written excuse within three days of the absence. This is a state regulation. Repeated absences will be investigated by the social worker. A maximum of 3 sick notes from parents will be accepted; all other absences must have a doctor's excuse to be considered excused/authorized.



3. Early Dismissal

A parent or guardian whose name is on file in the office must pick up students leaving school early. Proper picture identification is required, such as a driver's license, passport or a Georgia State identification card. A student leaving within 30 minutes early can cause a disruption in instruction. **Students will not be called after 2:00 PM.** Your full cooperation in helping to control this problem is appreciated.

Medical or other appointments should be scheduled after school hours, on Saturdays, or during student holidays whenever possible. If a child must leave early, he/she should give their teacher a note that states the time and reason. Parents must sign the child out in the school office; office personnel will call the child from the classroom. Children returning to school from appointments should come to the office and sign back in. **After 3 Early Check-Outs a parent must meet with the school admin prior to the student being called to the office.**

4. Withdrawal

The parents of a child withdrawing should notify the school at least three (3) days before the child's last day. When all school materials and textbooks have been returned and all financial obligations cleared, the child will be given a withdrawal form and their report card to present to the school.

CAFETERIA

1. Breakfast

A breakfast program is offered for all students. The breakfast program will begin on the first day of school. There is no cost to students for breakfast. Adults may eat breakfast at school for **\$1.50**.

Students who do not come to school by bus should arrive at school at 7:30 AM if they wish to eat breakfast at school. Students who arrive to school on a late school bus will be allowed to eat at that time. Breakfast is a matter of choice. Breakfast is served from 7:30 – 8:00 AM for kindergarten thru fifth grade students. 1st – 5th Grade students eat in their classroom; Kindergarten students eat in the cafeteria.

2. Lunch

A nutritionally adequate lunch is provided each day. It is permissible to bring lunch from home; however, all who do so must eat in the cafeteria. Students are not allowed to bring canned or bottle drinks for lunch or fast food. All students are expected to eat in the cafeteria or bring a lunch from home. Students are not allowed to use the microwave. There is no cost to students for lunch. Adults are welcome to eat lunch at a cost of **\$3.00**.

A student who has a medical excuse from a doctor stating he/she is unable to drink milk may receive water or juice in its place. Students not wishing to drink milk may bring non-carbonated beverages from home (bottles and cans are not permitted). Chocolate or any other type of mix should not be brought to school to be placed in the milk carton.

SCHOOL DISCIPLINE PLAN

The faculty and staff strive to establish a positive school climate. L.O. Kimberly Elementary School is a place where students are taught guidelines to live successfully with others, where students are encouraged and recognized, and where natural or logical consequences for misbehavior are consistent and fair. The Atlanta Public Schools Student Code of Conduct will be issued to all students/parents. Parents should read the *Code of Conduct* with their child(ren) in order to help them to understand the document.

The use of consistent school-wide management procedures encourages children to make responsible choices for their personal behaviors. All staff members will implement a '4 B's' Code of Conduct procedure in their classroom and use the Choice Card to monitor the process. This code will incorporate and support our school-wide rules and procedures. Communication between school and home is critical



to a safe and productive learning environment. Choice cards will be sent home each Wednesday and must be signed and returned on the following school day. Every staff member, through the use of the Choice Card as a pass or monitoring device, will monitor student behavior throughout the school setting. Along with the choice cards, we are a Class Dojo school. Please monitor your child's Dojo points weekly.

The purposes of the Choice Card are to:

- Provide accountability for student behavior throughout the building
 - Serve as a daily hall pass
 - Act as a valuable communication tool between school and home
 - Document student behavior
- 4 B's
- Be Responsible
 - Be Respectful
 - Be Ready
 - Be Safe

Each student will have a new Choice Card every three weeks. The following codes are used as a key on the card along with a description of the conduct. Both positive and negative conduct will be recorded on the card. Behaviors accumulate on a weekly basis.

Choice Card for: _____

Teacher: _____

Parent Comments

Return on Thursday

Area	5/2 - 5/8	5/9 - 5/15	5/16 - 5/22	Week 1 Comments (optional)	Week 2 Comments (optional)	Week 3 Comments (optional)
Class				Parent's Signature _____	Parent's Signature _____	Parent's Signature _____
Exploratory Computer & Media						
Hallways						
Cafeteria						
Other						
Weekly Summary						

Codes

★ = Above and Beyond Expected Behavior

D = Disrespect toward Staff or others

I = Interfering with instruction

M = misconduct

O = Office referral

Staff Comments: _____

Weekly Summary

😊 = Perfect (no offenses)

S = Satisfactory (1 offense)

N = Needs Improvement (2 offenses)

U = Unsatisfactory (3+ offenses)

****Students who demonstrate consistent inability to act according to school-wide expectations will be supported through the Response to Intervention Process.**

Bus Procedures:

- Obey all bus rules
- Remain seated and use inside voice
- Be at the bus stop on time and wait safely without horseplay
- Keep hands, feet and objects to self
- Pick up trash/keep area clean
- Wait your turn

Hallway Procedures:

- Stop, look & listen when you hear an adult
- Go directly to your destination
- Always walk on the right side (2nd Square) facing forward
- Respect others space and work
- Keep feet, hands, and other objects to ones self
- Silent halls

Cafeteria Procedures:

- Remain quiet during music
- Obey all adults and respond appropriately
- Keep your area clean by depositing trash neatly into cans
- Remain silent while at the silent table
- Use good manners
- Use quiet voice
- Wait your turn

Restroom Procedures:

- Use facilities and return to class immediately
 - Wash your hands always
 - Report vandalism
 - Keep water in sink and use facilities correctly
 - Respect the privacy of others
 - Keep hands, feet, and objects to self
 - Put trash in trash cans

Classroom Procedures:

- Respond appropriately
- Remain seated unless you have permission to do otherwise
- Pick up trash/keep area clean
- Respect the belongings of others and of the school
- Raise your hand and wait for permission to speak
- Complete assignments on time
- Keep hands, feet and objects to self
- Listen while others are speaking

Playground Procedures:

- Listen and respond to teacher signals and directions
- Report injuries and misconduct to an adult immediately
- Play fairly/take turns on equipment
- Use equipment correctly
- Use polite language
- Keep hands, feet and objects to self

(★) - MAXIMUM behavior: Any actions, words, or gestures that reflect something that a student has done that goes above and beyond what is expected on the normal day to day basis.

(D) - Disrespect: Any actions, words, or gestures that make people feel less valuable than another person. It can include refusal to follow instructions, direction and procedures as well as defiance to authority.

(I) - Interfering: Interfering such as, but not limited to, sounds or movement that distract or prohibit other from concentrating on a task.

(M) – Misconduct: This may include, but is not limited to, physical offenses, being untruthful, stealing, imposing on others, bullying, harassing, and damaging or destroying property.

(O) – Office Referral: Some behaviors will result in immediate administrative discipline referrals. These offenses may include, but are not limited to, fighting, weapons, drugs, and endangerment to others.

***A staff member will notify a parent when a child has received three or more marks on his/her Choice Card in one week.**

Consequences

U's accumulate on a 3-week basis. If a student receives:

N – Classroom consequence - Loss of privilege(s)

U (1st Time) – Silent Lunch / No Recess

U (2nd Time) / N (3rd Time) – In-Team Isolation (2 hours) / Teacher will call parent

U (3rd Time) – Office Referral (Administrative Consequence)



REQUIRED NOTES FROM PARENTS

When a student will not follow the normal dismissal routine after school, a note granting permission for a change is required from parents. Some examples: (1) Riding a different bus (2) Riding home in a car when he/she normally rides a bus (3) Attending an after school club or activity, etc. After an absence, a student must bring a note from home explaining the reason for the absence (See Attendance)

PARENT-TEACHER CONFERENCES

A cooperative relationship between the parent and the teacher is important for a child to make satisfactory progress. Conferences must be arranged ahead of time with the teacher. Parents are encouraged to send a note to their child's teacher or call the school's secretary to set up a conference. The best time for a conference is after all children have been dismissed. Kimberly's official conference day is Wednesday from 2:30 – 3:30 PM. Additionally, there will be a conference day scheduled for each semester.

DRESS CODE

All students are required to wear school uniforms to promote and enhance the goals and objectives of the Therrell Cluster Schools (Kimberly Elementary School). Boys are to wear black or khaki slacks and white, black or red shirts. All boys' shirts must be tucked inside their shorts or slacks. Girls are to wear khaki or black skirts, pants or jumpers and white, black or red blouses. Students are asked to wear uniforms Monday through Thursday. Friday is School Spirit Day and students are asked to wear our school colors, black and red, or college related spirit wear. Sneakers are required for all students to participate in physical education classes.

- **Girls are not to wear flip-flops** to ensure safety while moving throughout the school building. Sneakers are required for all students to participate in physical education classes.
- **Boys must not wear sagging pants or flip-flops.** Belts should be worn to keep pants fitted in an appropriate manner. Shirts should be neatly tucked into pants.

VISITORS & VOLUNTEERS

We always welcome visitors and volunteers to Kimberly ES. In order to maintain a proper environment for instruction, please note a few reminders:

- Call ahead to arrange a visiting time with the teacher
- Sign in and out at the front office
- Receive visitor or volunteer pass
- **turn off cell phones while in the school**
- **refrain from using profanity or harsh language**

We truly appreciate the time you donate to LOK, but we must request that you not bring children that are not enrolled in Kimberly Elementary while volunteering, visiting or attending celebrations in the classroom.

SPECIAL OCCASIONS / BIRTHDAYS

Please remember that our classroom time is very valuable. We respect this critical time of instruction and learning. Any celebrations, where treats are distributed, must be held during recess only. They must be approved by the teachers in advance. No student may receive deliveries of flowers, balloons, or gifts at school. Cakes, cupcakes and/or baked goods must be store bought. NO home baked items are permitted. No pets may be brought to school except on designated pet days.



ACCELERATED READER BOOKS AND TESTS

Students may earn Accelerated Reader points by reading books and taking tests on those books. Each AR book has a grade level and point value assigned. At the end of the school year, the top point earners for each grade level will earn a Reward Party.

The following will be the AR Goals for the school year. The goals are by semester:

- Grade 1 = 15 points / 20 points (35 points for year)
- Grade 2 = 20 points / 25 points (45 points for year)
- Grade 3 = 25 points / 30 points (55 points for year)
- Grade 4 = 30 points / 35 points (65 points for year)
- Grade 5 = 35 points / 40 points (75 points for year)

AR Rules:

- Students must read books on their grade level based on testing conducted by STAR Reader/STAR Early Literacy.
- Student must maintain an 85% average to be considered for AR celebrations.

AWARDS

At the end of the school year, an awards day is held for 5th grade students. Other grade levels will give out award certificates during their End of the Year party. At this time, various awards are presented to students who excel in various areas such as academics, art, physical education, etc...

- Principal's List – Students with all "A's". Students must be on grade level and meet standards in: Reading/Language Arts, and Math.
- Honor Roll-Students with all "A's" and "B's". Students must be on grade level and meet standards in Reading/ Language Arts, and Math.
- Content Area Awards
- Character Awards

PTA DUES

Membership dues are \$7.00 per person - \$15.00 per family. A portion of those funds will remain at Kimberly for use by the PTA for parent programs and student incentives.

"GO Teams" Local School Governance Team

The GO Team meets at least six times a year on the 2nd Thursday of the following months (August - June). This elected group of parents, teachers, and community members work with school leadership to determine the long-term direction of the school, design innovative solutions to increase student achievement, and serve as school ambassadors to the local community.

PARENT VOLUNTEERS

Parents are encouraged to volunteer in classrooms and actively participate in school programs and activities. All parents must have a completed Parent Volunteer Form on file with a district background check. Parents also need prior approval from the principal and teacher before visiting the classroom during the instructional program. Parents must sign in at the front office and wear a visitor's tag. Teachers may select the time and activity that they would like the parent to assist with. Parents must receive prior approval from the principal and teacher before volunteering in any classroom on a regular basis. The administration has the authority to ask a parent to leave a classroom if their presence becomes a distraction during the instructional program.



The following information states the Atlanta Public Schools (APS) policy on Criminal Background Checks – School Volunteers:

Level 2

Non-district personnel who will have direct interaction with students with other adults present at all times. When Level 2 volunteers interact with students, an APS employee or no fewer than two other adult volunteers must be present at all times. Level 2 volunteers do not require fingerprinting or GBI/FBI criminal background checks. School staff shall check the volunteers' names in the Georgia and federal sex offender registries. Registered sex offenders may not volunteer. School administrators shall have the discretion to pursue any other screening methods including, but not limited to, personal interviews and reference checks. Examples of Level 2 volunteers include parents/guardians volunteering for a field day or school fair, classroom helpers, in-class-tutors, performers and speakers from external agencies.

Georgia Sex Offender Registry: <http://services.georgia.gov/gbi/gbisor/>

Federal Sex Offender Registry: <http://www.nsopw.gov>

Level 3

Level 3 volunteers are non-district personnel who will have direct, unsupervised interaction with students. Level 3 volunteers shall be fingerprinted by the district and have GBI/FBI criminal background checks on file prior to service. Payment for the record check must be provided by the volunteer or a sponsoring organization, such as a business partner, Parent-Teacher Association or the school. School administrators shall have the discretion to pursue any additional screening methods, including, but not limited to, personal interviews and reference checks. Level 3 volunteers must be approved by the Human Resources Division and the principal of the school prior to participating in activities involving direct, unsupervised interaction with students. Examples of Level 3 volunteers include chaperones on overnight field trips who will have any unsupervised interaction with students and mentors who will have unsupervised interaction with students.



Atlanta Public School System

L.O. Kimberly Elementary School

School Year 2016 - 2017

I have received a L.O. Kimberly Elementary School handbook and an Atlanta Public Schools Student Handbook. The handbook contains rules and regulations for all Atlanta Public Schools and included the Code of Conduct. I understand that is my responsibility to read the Code of Conduct, handbook and all other information contained within, and I am bound by those regulations.

I have read the L.O. Kimberly Elementary School Handbook and the Atlanta Public Schools agenda. I understand that it is my responsibility to abide by the policies and procedures as written herein.

Date: _____

Student Name (Please Print): _____

Student Signature: _____

Parent Name (Please Print): _____

Parent/Guardian Signature: _____

