



HHES Handbook



MESSAGE FROM THE ADMINISTRATOR

Welcome to Another Exciting Year at HHES!

Dear Students and Families,

It is my pleasure to welcome you to another exciting year at HHES! As your principal, I am honored to lead a community that values academic excellence, creativity, and character development. Our dedicated staff and I are committed to providing a safe, nurturing, and engaging environment where every student can thrive.

This handbook is a resource designed to help you understand our school's expectations, policies, and procedures. It contains essential information that will guide us throughout the school year and ensure that we are all aligned in fostering an environment of mutual respect and success.

At HHES, we believe in the power of partnerships between school and home. Together, we can help our students reach their full potential. I encourage you to stay involved, communicate openly with our teachers and staff, and actively participate in the HHES community.

Thank you for trusting us with your child's education. We are looking forward to a fantastic year filled with learning, growth, and new opportunities for all!

Warm regards,

Keisha Knight

Principal

HHES HANDBOOK STATEMENT

This Handbook has been written to help you gain the greatest benefit from your school experience. We ask that you read the handbook carefully and refer to it if you have questions about specific protocols at the school. We acknowledge that we may not address all concerns, so please contact your child's teacher or administrator for additional questions.

Our Vision

Empowering all scholars to cultivate a sense of wonder and to investigate how the universe works, while applying experiential solutions to real world problems.

Our Theme

Ignite HOPE and SOAR: Achievement through the lens of growth...ALL staff, ALL students.

Hope-Hill Elementary School Administrative Team

Administrators

Name	Position
Keisha Knight	Principal
Adrienne Booker-McCray	Assistant Principal

APS STUDENT CALENDAR

APS Student Calendar 2024-2025 (approved by the ABOE, 2/7/2022)

<div> <div>25-31 Teacher Preplanning Days</div> <div> <div>JULY 24</div> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> </div> </div>	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				<div> <div>6 Teacher Professional Learning Day</div> <div>7 Begin Semester 2</div> <div>20 M.L. King, Jr. Birthday</div> <div>Instructional days: 18</div> </div> <div> <div>JANUARY 25</div> <table> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> </div>	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	
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Important staff to call		
Name/Position	Phone Number	Email Address
Keisha Knight Principal	404-802-7451	Kgibbons@atlanta.k12.ga.us
Adrienne Booker-McCray Assistant Principal	404-802-7451	abmccrary@atlanta.k12.ga.us
Kenneth Robbins Counselor	404-802-7456	Kenneth.Robbins1@atlanta.k12.ga.us
Emmana Jasmine Secretary	404-802-7450	Emmana.Jasmin@atlanta.k12.ga.us
Laura Miller Office Clerk	404-802-7450	laura.miller@atlanta.k12.ga.us

Support Services

Position	Name	Email Address
Behavior Aide	Courtney Lowe	Clowe@
ESOL	Jessica McLaughlin	Jessica.Mclaughli@
Gifted Coordinator	Stephanie Curtis	Stephanie.Curtis@
Media Specialist	Pricilla Fowler	Pricillia.GoodeFow@
Nurse	Karie Vieira	KarieSnowyOwl.Vie@
Parent Liaison	Ashely Anderson	Ashley.Anderson@
Social Worker	Takara McGee	Takara.McGee@
Psychologist	Anna Valentine	Anna.Valentinemit@
Special Education Lead Teacher	Gina Matias	GMatias@
Multi-Tiered Support Specialist	Felecia Echols	Felecia.Echols@
School Resource Officer	Officer Walton	Jessica.Walton@

ENROLLMENT FOR NEW STUDENTS

A parent/guardian must accompany the student at the time of enrollment. On the first day of registration, the student's school records will be evaluated, and a schedule will be developed for the upcoming academic semester. It is the responsibility of the parent/guardian to bring from his/her previous school the following unofficial documents:

- The student's birth certificate or certified copy thereof;

- Certified hospital-issued birth record or birth certificate;
- A religious record signed by an authorized religious official;
- An official school records; or
- If none of these items can be produced, an affidavit of age sworn to by the parent/guardian, or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
- Proof of residency is required when a student initially enrolls at HHES in the kindergarten, is new to HHES and whenever a change of residence occurs. A parent /guardian must provide the following documents:
 - Home ownership evidence consisting of a mortgage statement, warranty deed, quit-claim deed, or security deed in the name of the parent/guardian for the location of the legal residence; or
 - Lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and/or telephone number of the lessor; and
 - Georgia Power utility monthly statement which evidences the location of the legal residence (current within 30 days of enrollment). Principals may require additional proof of residency if necessary to ensure proper residency verification.
 - If the enrolling person does not meet the above requirements, the Principal or designee shall require the parent/guardian claiming residency to complete an Affidavit of Legal Residence. The Affidavit of Legal Residence must be notarized and signed by the parent/guardian and owner/lessor. The Residence Owner/Lessee shall provide the following:
 - Georgia Power utility monthly statement which evidences the location of the legal residence (current within 30 days of enrollment)
 - Deed, mortgage statement, lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and/or telephone number of the owner/lessee; **and**
 - The enrolling person shall provide one (1) item from at least three (3) of the below listed categories which evidences the address provided above is his/her current residence:
 - Current bank, credit union, or other financial institution documentation (e.g. loan documents, credit card statement, monthly activity statement, voided check) which evidences the location of the legal residence;

- Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident;
- Employer documentation (e.g. application for employment, health insurance, previously issued W-2 or Form 1099, pay stub) which evidences the location of the legal residence;
- Voter registration documentation from Fulton County which evidences the location of the legal residence;
- A current motor vehicle registration (tag receipt) which evidences the location of the legal residence;
- Any other document(s) that will provide evidence of intent to remain at the location of legal residence within the geographic boundaries of the District.
- Certificate of Immunization, which must be on file at the school within 30 days of enrollment. Exceptions:
All students, regardless of grade and including foreign exchange students, must have the Certificate of Immunization on file unless any of the following situations exist:
 - Medical exemption authorized by a medical doctor. This must be indicated on Form 3231, a letter is not sufficient. Medical exemptions must be kept on file, are valid for one year, and may be reissued from year to year until a physician determines immunizations can be completed.
 - Conflict with religious beliefs verified by parent/guardian/guardians/guardians' /legal guardians' sworn affidavit. The affidavit does not expire.
- Per the requirements of the law of the State of Georgia, failure to present the above documents within the required timeframe will result in a student being withdrawn from school.

GRADE LEVEL PLACEMENT

A student entering Hope-Hill Elementary School will be assigned a grade level based on previous school records. IF a student did not attend a school with similar grade levels, placement can be based on age and academic standing.

WITHDRAWAL FROM SCHOOL

If a student is withdrawing from school, the parent/guardian must notify the school immediately. You must contact the school for the withdrawal link. It is necessary that all records be brought up to date before the student leaves school. Please allow at least 48-hours prior to process withdrawal. The custodial parent/guardian or legal guardian must be present to withdraw the student. Each classroom teacher will record

current grade and collect books. No student records will be sent until all financial obligations are met.

ATTENDANCE

Attendance is a critical factor in a student's academic success, as consistent participation in classroom instruction helps to ensure that students are learning, engaging with the material, and benefiting from the school's resources and support systems.

Importance of Attendance:

Academic Success: Regular attendance is directly linked to academic achievement. Students who attend school regularly are more likely to perform better in class, on assessments, understand the material, and develop strong study habits.

Social and Emotional Development: Attending school regularly allows students to build social skills, make friendships, and participate in group activities that contribute to emotional and interpersonal development.

Consistency: Routine attendance provides a sense of structure and consistency, which is important for learning and growth, especially in younger children.

Avoiding Learning Gaps: Absenteeism can create learning gaps, making it difficult for students to keep up with their peers and the curriculum. Regular attendance helps to minimize these gaps.

Common Attendance Definitions:

Excused Absences: These are absences that occur due to valid reasons such as illness, family emergencies, or other situations approved by the school. Excused absences usually require a note from a parent or guardian, and sometimes a medical professional.

Unexcused Absences: These are absences that occur without a valid reason or without proper documentation. Unexcused absences can lead to consequences such as social worker referral, or even legal action in extreme cases.

Tardiness: Being late to school or class can disrupt the learning environment and may be counted as a partial absence. HHES does track tardiness and implements consequences for repeated lateness.

MAKE-UP WORK POLICIES FOR ABSENCES

Students/Parents are encouraged to request make-up work for any excused or unexcused absence. It is the student's/parent's responsibility to make contact with the teacher to initiate all make-up work. A make-up work request can be made once students return back to school.

Students will receive the actual grade earned on make-up work if the absence is for one of the reasons listed as "excused," a written excuse has been submitted in accordance with attendance policy, and if the make-up work has been completed satisfactorily within the time specified by the teacher.

Teachers will enter a grade of “M” for Missing in the grade book until the student makes up the assignment. This code will be calculated as a zero and will negatively impact the student’s grade.

EARLY CHECKOUTS

We understand that things happen, however, as much as possible we need our students in school. In the event there is a need to check a student out early we ask that occur after 12:30 pm.

ACADEMICS/CURRICULUM

HES is a STEAM school. A STEAM school is an educational institution that focuses on integrating five key disciplines: Science, Technology, Engineering, Arts, and Mathematics. The goal of a STEAM school is to provide students with a well-rounded education that encourages creative thinking, problem-solving, and collaboration across these subjects.

Here’s a breakdown of the STEAM components:

- **Science:** Encourages exploration of the natural world and understanding of scientific principles.
- **Technology:** Teaches students how to use and create technology to solve problems and innovate.
- **Engineering:** Focuses on design, building, and analysis, teaching students how to construct solutions to real-world challenges.
- **Arts:** Adds creativity, design thinking, and self-expression, emphasizing that innovation often comes from artistic and creative processes.
- **Mathematics:** Develops critical thinking and problem-solving skills through mathematical concepts and reasoning.

At HES, these disciplines are integrated into project-based learning, where students apply concepts from multiple areas to explore complex, real-world problems. The arts component distinguishes STEAM from STEM, encouraging creativity and design as part of the learning process.

EXTRA CURRICULAR CLASSES

We offer the following specials/curriculum support classes that meet academic requirements.

STEAM Lab
Media/Technology
Social Emotional Learning (SEL)
Health/Physical Education

World Language: Spanish
Fine and Performing Arts (Dance, Drama, & Art)

FIELD TRIPS

The regular instructional programs of the school are enriched by occasional field trips during the regularly scheduled school day. Other field trips may be after school hours and on weekends (class field trips, athletic teams, band groups, and clubs traveling to and from competitions, etc.). Parent permission is required for participation. All field trips are approved by HHES and the district. If parent volunteers are requested, parents must complete and submit the APS volunteer form at least two weeks before the trip.

GIFTED PROGRAM

The Gifted and Talented Program at HHES provides differentiated instruction for intellectually advanced and creatively gifted students. Gifted services are available for all eligible students in grades kindergarten through grade 5.

According to [Georgia Board Rule 160-4-2-.38](#), a gifted and talented student is defined as one who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels which commensurate with his or her ability(ies).

Please visit the following website for more details about testing and timelines.

<https://www.atlantapublicschools.us/Page/21037>

EARLY INTERVENTION PROGRAM

An Early Intervention Program (EIP) is designed to provide additional instructional support to students who are at risk of not reaching or maintaining academic grade-level performance. The program aims to help these students by intervening early with targeted strategies that address their specific needs before they fall significantly behind their peers.

Key features of EIP include:

- **Identification of Students:** EIP identifies students who need extra academic support based on assessments, teacher recommendations, and performance data.
- **Tailored Instruction:** The program offers small-group or one-on-one instruction that is tailored to the specific learning needs of each student. This can include reading, math, or other core subjects.
- **Goal-Oriented Support:** The focus is on helping students achieve grade-level standards by addressing skill gaps and building foundational knowledge.

- **Collaboration:** EIP involves collaboration between classroom teachers, EIP teachers, and sometimes other specialists, to ensure the student's needs are met across all learning environments.
- **Progress Monitoring:** Regular assessments and monitoring are conducted to track the student's progress and adjust the intervention strategies as needed.

EIP is typically aimed at students in elementary grades, but similar early intervention programs can also be applied to older students in some settings. The goal is to provide early and effective support to prevent long-term academic struggles.

ENGLISH LANGUAGE LEARNERS

English Language Learners (ELLs) are students whose first language is not English and who are in the process of learning English. These students may have varying levels of proficiency in English and often require specialized instruction and support to help them succeed academically while they build their English language skills.

Key Aspects of ELL Programs:

Language Instruction: ELL programs provide targeted instruction to help students improve their English proficiency in reading, writing, speaking, and listening. This can include vocabulary development, grammar, and pronunciation.

Content Support: In addition to language instruction, ELL programs help students access academic content in subjects like math, science, and social studies. Teachers often adapt lessons to make them more understandable while still maintaining high academic expectations.

Cultural Integration: ELL programs also focus on helping students adjust to a new cultural environment and school system, fostering a sense of belonging and community.

Goals of ELL Programs:

English Proficiency: The primary goal is for students to become proficient in English, enabling them to fully participate in regular academic classes.

Academic Success: ELL programs aim to ensure that students succeed in their academic subjects while learning English.

Cultural Competence: Helping students navigate and adapt to a new culture while maintaining respect for their own cultural identity.

Our ELL program at HHES is crucial for helping non-native English speakers thrive in school and beyond.

SPECIAL EDUCATION PROGRAM

The Special Education Program is designed to meet the unique learning needs of students with disabilities. These programs provide individualized instruction, support services, and accommodations to help students succeed academically, socially, and emotionally. Special education services are provided in accordance with the Individuals with Disabilities Education Act (IDEA), a federal law that ensures students

with disabilities receive a free and appropriate public education (FAPE) tailored to their specific needs.

504 PLANS

A student is eligible for a 504 Plan if they have a physical or mental impairment that substantially limits one or more major life activities, such as learning, walking, seeing, hearing, or concentrating. Common conditions that might warrant a 504 Plan include ADHD, diabetes, asthma, epilepsy, anxiety disorders, and temporary disabilities such as a broken leg.

HOSPITAL/HOMEBOUND:

A student who has a medically diagnosed physical condition restricting him or her to home or hospital confinement for a minimum of ten (10) consecutive school days may be eligible for homebound instruction. Parent/guardian would need to contact the student support team for information.

GRADING POLICY

Communications to Parents/Guardians regarding Student Performance Progress reports and report cards are used to communicate with parents concerning student's grades. Communications in addition to written progress reports or report cards by teachers and other school personnel are encouraged. Teachers should notify a student's parent/guardian by personal contact or in writing if a student is in danger of receiving a grade of F on a report card. This formal contact should occur as early as possible during the grading period so that a parent/guardian is aware and has time to assist his/her student with improving his/her grade. Documentation of parent/guardian notification will be kept by the school. Teachers are also encouraged to notify a parent/guardian if a student is experiencing a significant decline in achievement.

GRADING SCALE

The grading scale is as follows:

<u>Letter Grade</u>	<u>Numerical Grade</u>
A	90-100
B	80-89
C	70-79
F	Below 70
W	Withdrew
NG	No grade(on roll less than 20 school days in the grading period)

SEMESTER SYSTEM WITH YEARLONG SCHEDULING

HHES operates on the semester system. The school year is divided into two (2) semesters of eighteen weeks.

Some courses, such as reading, English, mathematics, social studies, and science cover an entire year but are divided into 2 separate semesters of work. Students receive a cumulative grade for each content area at the end of 2nd semester.

PROGRESS REPORTS AND REPORT CARDS

Progress reports will be distributed to students and will also be mailed to parents/guardians at 6 and 12 weeks of each semester. Semester report cards are issued to each student during the first 10-day period following each semester and a copy is also mailed home to the parent/guardian.

HOMEWORK POLICY

As a school, we encourage students to read at least 15-30 minutes per day, and write a reflection on what they read. Also, teachers may use homework as a chance to complete missing assignments.

A/B HONOR ROLL

Students who achieve a semester cumulative average grade of 90-95(A's and B's) in all classes and have no more than 5 absences for the semester, will have A/BHonor Roll.

PRINCIPAL'S LIST

Students who achieve a semester cumulative average grade of 96 and above (A's), in all classes and have no more than 5 absences for the semester, will have principal's list.

MEDIA CENTER

THE HHES Media Center is an active learning environment where students may check out books, study, research, and browse the shelves for materials. Formal and informal instruction occurs simultaneously so students must show respect for others when using the Media Center. Students are expected to follow Media Center rules at all times. Media Specialists are available during school hours to assist students and staff in media center use. All library materials must remain in the Media Center until checked out through proper procedures at the circulation desk. Between the hours of 7:30AM and 2:30PM, students who visit the Media Center without their teacher must have a Media Center pass from the classroom teacher.

Books are checked out for a period of 2 weeks. They may be renewed. Some reference books may be checked out for a class period or overnight.

Computers are available only for academic research. Teachers who have scheduled collaboratively planned lessons with the media staff are given first priority. The Media Center adheres to the Atlanta Public Schools computer usage policies.

The Media Center is open school days, Monday through Friday from 7:30AM until 2:30PM.

BEHAVIOR/POLICIES

BEHAVIOR ESSENTIAL AGREEMENTS

At HHES, we are committed to creating a respectful, inclusive, and safe environment for all students. We believe that clear behavior expectations help students succeed both academically and socially. Our school community values kindness, responsibility, and integrity, and we expect our students to model these values in their daily interactions. Below are the behavior expectations for all HHES students:

Be Respectful

Be Proud

Be Prepared

Be Safe

REWARDS FOR MEETING BEHAVIOR EXPECTATIONS

As a school, we practice positive behavior incentives by giving Dojo points or Eagle Bucks. Teachers have various reward systems in which students can redeem points or bucks daily/weekly.

CONSEQUENCES FOR NOT MEETING BEHAVIOR EXPECTATIONS

If a student does not meet behavior expectations, the following steps may be taken:

1. **Warning:** A verbal reminder of the expected behavior.
2. **Reflection:** Time to reflect on the behavior and discuss better choices.
3. **Parent/Guardian Notification:** Teachers may contact parents/guardians to discuss the behavior.
4. **Loss of Privileges:** Temporary loss of classroom privileges or participation in activities.
5. **Referral to Administration:** If the behavior continues or is severe, the student may be referred to the principal or assistant principal for further action.

CELL PHONE AND SMART DEVICES USE

1. Usage Restrictions:

- **During School Hours:** Students are not allowed to use their cell phones or smart devices during school hours, including class time, lunch, and recess.

Phones must be turned off or placed in silent mode and stored in backpacks or lockers.

- **After School:** Limited usage may be permitted after school while students are waiting for pickup.

2. Emergencies:

- If a student needs to contact a parent, they should ask permission to use a school phone.

3. Consequences for Violations:

- If a student is caught using their devices during school hours, it will be confiscated and returned at the end of the day. Repeated offenses could result in further disciplinary actions, such as fines or requiring a parent to pick up the phone from the office.

4. Parental Communication:

- We encourage parents to contact the front office if they need to communicate with their children during the school day, rather than calling or texting them directly.

CONFISCATED ITEMS

When students bring items to school that violate school rules, those items will be confiscated and kept in the office until picked up by the parent or guardian. Confiscated items must be claimed not later than two (2) weeks after confiscation. Unclaimed items will be discarded. Neither the school nor the school system are responsible for the security of confiscated items.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care of all technology, books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and/or receive additional disciplinary action.

CODE OF ETHICS FOR EDUCATORS

The General Assembly of Georgia has charged the Professional Practices Commission, the body responsible for enforcing the Professional Teaching Practices Act, with the duty of adopting a code of professional ethics for educators, which represents the standards of conduct generally accepted by the education profession in this state. This code is established by the Professional Practices Commission to discharge that duty. This Code is intended to set forth the conduct that is related to the educator's performance of professional responsibilities that is considered to be proper ethical behavior, as well as defining that conduct which is considered by the education profession to be unethical and justifying disciplinary sanction. It is the intent of this Code: (1) to protect the health, safety and general welfare of students and educators

within the State of Georgia; (2) to assure the citizens of the state that the education profession is accountable for acts of unprofessional conduct of its members; and (3) to define and provide notice to educators within the State of Georgia of acts of unprofessional conduct for which they are accountable. A copy of this code is available in the administrative office and may be reviewed upon request.

MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN AND YOUTH ACT

HHES will make available to eligible student services through the McKinney-Vento Education for Homeless Children and Youth Act. Students who are living in any of the following situations may qualify for these services:

- living in a shelter
- living with more than one family in a dwelling
- living in a motel, car or campsite
- living with friends or family (other than parent)
- displaced by natural disasters

Anyone who thinks that their child may be eligible for services should contact the school social worker at 404-802-7463.

FAMILY EDUCATIONAL AND PRIVACY RIGHTS

It is the policy of the Atlanta Public Schools that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the schools of this school district. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, guardians, and eligible students (eligible students are defined as those 18 years of age or older, those enrolled in postsecondary educational institutions, or those younger than 18 who are emancipated), to professional educators with legitimate educational interests, to those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported education programs or with the enforcement of or compliance with federal legal requirements related to those programs, and to courts and others pursuant to subpoenas or similar documents.

Any person whose parental rights have not been revoked by court order and any guardian, or any individual acting as a parent/guardian in the absence of a parent/guardian, may inspect the education record of his/her child during the regular business hours, Monday through Friday, while school is in session. Generally, a parent/guardian will be permitted to obtain a copy of education records of his/her child upon reasonable notice. Education records are maintained at HHES and are in the custody of the principal or his/her designee.

STUDENT RECORDS

It is the policy of HHES to protect the confidentiality of personally identifiable information in student records from all persons except those with a need to know in the normal operation of the school or school system, or when a specifically authorized release is

granted in writing by the parent/guardian according to subpoena, a judicial order, or as otherwise specified by federal or state laws.

Further, the parent/guardian shall have the right of access and right of hearing to challenge the contents of records believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records.

OBSERVATIONS/VISITATIONS

We value the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program.

Parents and community members have opportunities to observe students in the educational setting through several established activities and events. Special events are scheduled to showcase student endeavors. Examples are: Academic bowls, spelling bee, musical and dramatic presentations, art displays, Open House Back to School Bash, and awards ceremonies. Parents participate directly in the instructional program through PTA, volunteer work, field trips, school advisory committees, and individual parent/teacher conferences.

If parents wish to arrange individual classroom or school visitation, they will be provided the opportunity. Visitations should be limited to two class periods during the school day and must be approved and scheduled at least 48 hours prior to the date.

For the safety of our students, no unauthorized persons are allowed in the building without administrative approval. Students who are not enrolled in the school are not allowed to visit during the school day due to unnecessary classroom interruptions, which are detrimental to the learning process.

Additionally, an administrator will accompany the parent/person while the observation is being conducted.

PARENT/GUARDIAN-TEACHER CONFERENCES

We encourage regular parent/guardian-teacher communication. Parents/guardians may contact the teacher via phone, email or Dojo. Parents/guardians should allow two (2) school days for return communication. Parents/guardians may set up an appointment for a conference or have a telephone conference with a teacher.

SCHEDULING STAFF APPOINTMENTS

Parents/guardians are strongly encouraged to schedule an appointment if they need a conference with their child's teachers/counselor/school staff. Appointments are necessary to ensure their availability. You may email or class Dojo the staff to schedule this appointment.

SCHOOL FEES/FUNDRAISING

School Fees

Our school is committed to providing quality education to all students. While public education is free, there may be some additional costs throughout the school year for specific activities, supplies, or events. These fees support enhanced learning opportunities and extracurricular experiences. We use School Cash Online for electronic payments and accept cash as well.

- **Supplies:** While basic supplies are provided, some grade levels may have a supply list for additional items (e.g., binders, notebooks, or art materials). These lists are shared at the beginning of the school year.
- **Field Trips:** Families may be asked to contribute to the cost of field trips. Scholarships or fee waivers may be available for those in need.
- **Special Programs/Events:** Fees may apply for participation in after-school clubs, sports teams, or enrichment programs. These fees cover materials, instructors, or transportation costs.

Fundraising Initiatives

Fundraising is vital to enriching the educational experience at our school. Funds raised contribute to resources such as school equipment, extracurricular activities, and educational field trips. Participation in fundraising is entirely voluntary but is greatly appreciated.

- **School-Sponsored Fundraisers:** Our school organizes various fundraisers throughout the year. These may include events such as bake sales, fun runs, auctions, or product sales (e.g., candy, wrapping paper). Information regarding these events will be sent home with students in advance.
- **Fundraising Etiquette:** We ask that families participate in fundraising efforts within their comfort level and avoid pressuring others. There are many ways to support these efforts, such as volunteering your time or sharing fundraising events with friends and family.
- **Donations:** If you prefer not to participate in fundraisers but would still like to contribute, direct donations are welcome. Families can contribute to specific initiatives or general funds to support school needs.

Thank you for your ongoing support in helping to enrich the educational experience of our students.

Financial Transparency

We are committed to transparency regarding how funds are utilized. Annual reports detailing the distribution of school fees and fundraising contributions will be shared with parents and guardians.

For questions or concerns about school fees or fundraising, please contact the front office.

SAFETY/SECURITY/HEALTH

EMERGENCY CONTACT INFORMATION

In order for the school to know and comply with the wishes of parents, emergency contact information must be filled out for each student and returned to the office for use in emergency situations. This information must be updated annually and whenever changes in contact information occur. When you receive a Student Contact Form, please update it and return it to the school within five (5) days. Current, accurate information will enable the school to contact you in the event of an emergency.

It is the parent's responsibility to keep the emergency card current. At least one local phone contact in addition to the parent/guardian must be listed to insure the safety of your child. If any information changes during the school year, contact the school immediately.

EMERGENCY DRILLS

FIRE DRILLS are necessary for the safety of the students and faculty. One drill per month will be held. The specific directions for reaching a point of safety from all areas of the building are posted in each room.

TORNADO DRILLS will be conducted in order to be prepared to seek shelter during severe weather.

LOCK DOWN DRILLS will be conducted in order to be prepared for situations which would warrant a lockdown. To prevent unnecessary fear of anxiety for students, staff, or the community, we will post when a lockdown drill occurs via Dojo.

ILLNESS/INJURY TREATMENT INFORMATION

In case of illness/injury, the designated School Health Team or other appropriate school personnel will render care as directed by the APS Health department while attempting to contact the parent. If neither the parent/guardian nor the emergency designee can be reached and the situation is very serious, the school shall telephone the Emergency Medical Services (911) for immediate transportation to the nearest Emergency Treatment Facility.

Whenever possible, the parent's hospital preference will be observed. Fees for transportation and medical services will be the responsibility of the parent/guardian.

In the event a student's illness is not deemed an emergency, but signs/symptoms of an illness and/or fever are present. The parent/guardian will be contacted and requested to pick up the student from school. If the parent cannot be reached, the emergency designee will be contacted. In the event no designated adult can be reached, or the parent refuses to pick up the student, the principal retains the right to contact appropriate law enforcement and/or Department of Family and Children's Services (DFACS) personnel to assume responsibility for the student.

SEARCHES AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student or lockers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and gender and the nature of the infraction.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or contraband. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present.

LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

SEIZURE OF ILLEGAL MATERIALS

In the event search of a student's person, his/her personal possession or locker reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, such findings shall be turned over to the proper legal authorities so that they may take appropriate action, in addition to any action taken by the school or school district.

SCHOOL PROPERTY

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

MEDICATION

Whenever possible medication should be given outside school hours. This will help reduce time out of classroom instruction and also ensures compliance. If it becomes necessary for a student to take any form of medication at school, the following procedures must be followed:

1. An Authorization for Assistance with Medication form must be filled out for each over-the-counter (OTC) and prescribed medication annually.
2. ALL medication, including OTC drugs and emergency medications, must be provided by the parent/guardian and brought to the office upon arrival at school.
3. All prescription medication must be in an appropriately labeled container and OTC medication must be in the original container.
4. All medications will be administered in the presence of an adult.
5. The Authorization to Carry Medication Form must be completed annually and signed by all parties before a student will be allowed to carry any medication with them at school.
6. Any medication (labeled or unlabeled) found in the possession of a student without the appropriate form will result in a call to parent to determine next steps.

SCHOOL HEALTH RECORDS

Parents/guardians should complete a health information form at the beginning of the school year or upon registration. This form includes:

- All emergency contact information (including cell phones and pagers)
- Pertinent health history
- Primary care providers and insurance information
- Medications taken at home and school
- Allergies
- To whom child may be released

When completing the health information form, please remember this form provides us with valuable information should your student become ill and/or injured at school. This form is NOT intended to be a substitute for directly communicating school day medical needs with school personnel. If your child has a medical condition that may possibly require modifications or staff training (diabetes, seizures, asthma, etc.), please contact the school to arrange an appointment with the appropriate school staff. Please remember a Registered Nurse is not always immediately available in the school.

SEVERE WEATHER / EMERGENCY CLOSING OF SCHOOLS

The Superintendent is authorized to close schools in cases of emergencies or severe weather. WSB Radio and TV are the stations first notified of emergency announcements for Atlanta Public Schools. Note Atlanta Public Schools (APS) and

Fulton County are different districts, and often we do not have the same practices regarding closures.

EMERGENCY SUSPENSION OF AFTER-SCHOOL ACTIVITIES

Abnormal conditions sometimes occur which require temporary suspension of after-school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply, and breakdown of heating system. Some situations affect only one school while in other cases several or all APS may be involved. In all instances, the safety, welfare, and health of students and employees are the basic factors considered in deciding whether to suspend temporarily the normal activities of a school day.

TRANSPORTATION

TRANSPORTATION CHANGE REQUEST

Please complete any change of transportation no later than 1:00p. Please do this by contacting the school directly at 404-802-7450. If you communicate with the teacher oftentimes they are teaching and may not get your email or Dojo communication.

LATE PICK UPS

Students must be picked up by 2:15p, if a child is still at school after 3:00p the school social worker will be contacted.

CARPOOL

AM carpool starts at 7:15a and ends at 7:45p and PM carpool starts at 2:15p and ends at 2:30p. Carpool is located in the school's rear parking lot.

WALKERS

Due to the busy intersections, an adult must be present to pick up students from the Boulevard side door at 2:15p

BUS TRANSPORTATION

- An adult must be at the bus stop for all students in Pk-1st grade. The bus will return the student to the school. If an adult is not present.
- Bus Loading Zones are restricted to school buses only during the 30 minutes immediately before and after school. Cars in the bus lanes present a serious safety hazard for students. To protect students, unauthorized vehicles in bus loading zones are subject to ticketing.
- Bus service is provided to and from a student's home and school. Service to other locations, such as after-school daycare/babysitter, is provided only if the destination is located within the student's assigned school district. Bus service is not provided to or from business locations (other than daycare). No exceptions.

- Students may not be released from the bus to any person at any location other than their designated stop without approval from an administrator or supervisor.
- Bus conduct rules must be obeyed. Failure to do so may result in suspension of bus privileges.
- Parents are responsible for their children going to and from the bus stop and while waiting at the bus stop.
- Written permission from a parent, signed by the assistant principal, is required for a child to ride a bus on which he/she is not assigned or to leave the bus at a stop other than his/her assigned stop
- Pupils must be at their designated bus stop 5 minutes before their scheduled pick-up time located at <https://www.atlantapublicschools.us/Page/62897> .
- The time posted is an anticipated time. Please be aware that the bus is considered on time if it is within 5 minutes, early or late, of the anticipated time. To determine if your child's bus is running late or is a no show, please call the transportation department at 404-802-5500.
- Buses cannot wait for latecomers.
- Only authorized persons may board or ride a school bus.
- Drivers are not permitted to deviate from their route without permission from a route supervisor.

Parents can help us by:

- Making sure your child is at the bus stop five minutes early before your scheduled pick-up time, please download the "Here Comes the Bus" app found on our website.
- Reviewing bus safety rules with your child and stress the necessity of observing them.
- Teaching your child to obey the bus driver.
- Cooperating with school officials and school bus drivers regarding the appropriate conduct of your child at the bus stop and on the bus.
- Helping your student understand that student behavior on school buses is considered an extension of classroom behavior.
- Educating your children on the rules of school bus safety.
- Reminding your child to walk on the sidewalk, or the shoulder of the road, on the way to the bus stop and not on the traveled portion of the road.
- Reminding your child to wait in a safe place, well off the road, until the bus comes to a stop.
- Students should not move toward the bus until the bus and all traffic have stopped. Students should wait for driver instruction/signal before crossing the road when preparing to board or depart the bus. It is very important to look and wait for instruction/signal – do not expect approaching traffic to stop.
- Periodically remind your child of the importance of mannerly and orderly behavior at the bus stop. Periodically check on students at the bus stop.

BUS CONDUCT RULES: STUDENT DISCIPLINE PROCEDURES

To protect the safety and well-being of all riders, students must follow bus conduct rules.

Students who insist on violating the Bus Conduct Rules will be disciplined as follows:

- General or Minor Offenses Behavior such as chewing gum, talking loudly, bringing food or beverages on the bus, cell phone use, etc. is considered a general or minor offense.
- Serious or Major Offenses More serious or major offenses and repeated offenses may require immediate attention by the assistant principal/principal and/or Law Enforcement, or Resource Officer. Examples of 1 offenses include (but are not limited to) weapons, illegal substances, assault, blatant insubordination, threats, or intimidating behavior towards another student, bus driver, or bus monitor.

TRANSPORTATION DEPARTMENT

The Transportation Office is open Monday – Friday from 7:00 AM – 5:00 PM.

Please direct any questions or concerns regarding school bus stop locations or school bus routes to the Atlanta Public School Transportation Department at (404) 802-5500. Their office hours are Monday-Friday, 7:00 AM – 5:00 PM. If you are looking for a late bus or have questions about buses, please contact this department.

FREQUENTLY ASKED QUESTIONS

WHAT DO I DO WHEN I...

HAVE BEEN ABSENT? Students absent from school must submit to the attendance clerk a note from a doctor or the parent/guardian explaining the nature of the absence. This should be done prior to 8:30AM on the day of return. The attendance clerk will validate the absence and enter the appropriate code in the Student Information System. The note should include

- Student's first and last name, printed
- Parent's/Guardian's first and last name, printed
- Parent's/Guardian's telephone number
- Teacher's name

ARRIVE TARDY TO SCHOOL? Students are expected to be on time for school. Parents and students who arrive late to school must report directly to the front office. If the parent/guardian provides a note describing circumstances outlined as "excused tardies" then the student will be given an excused tardy pass to class. Students arriving at school between classes must check in at the front office. After five (5) excused tardies to school per semester, a doctor's note will be required for future tardies to be excused.

NEED TO LEAVE SCHOOL EARLY? To ensure we maximize the instructional day we ask that early check-outs are used for emergencies. In the event a student needs to leave early, the parent/guardian must come to the front office to sign out students. We

want students to stay in class as long as possible so student will be called when parent/guardian arrives. Transportation change and early dismissals before 1:30 pm

NEED FIRST AID OR OTHER MEDICAL ATTENTION? Students needing minor attention must have a pass from a teacher in order to report to the clinic. If a student become ill after arriving for the school day, the teacher will provide them with a pass to the clinic. The nurse will contact the parent/guardian if there is a medical concern.

HAVE LOST SOMETHING? Lost and found items should be turned in to the front office. Students may check with the resource officer for lost or missing items. Missing items should be reported to the School Resource Officer immediately. Students are encouraged to leave all valuables at home.

NEED HELP? If you need to talk to someone, about school supplies, food/snacks, or uniforms, don't hesitate to get in touch with the school's social worker or counselor. Parents can send an email to Takara McGee or Mr. Robbins

WHAT IS THE DRESS CODE POLICY? The student dress code requires the following:

1. A top (shirt/sweater/blouse) of opaque (non-see-through) fabric
2. A bottom (pant, skirt, shorts, dress) of opaque (non-see-through) fabric
3. Shoes
4. Appropriate undergarments that are not visible