

QUICK FACTS

School Hours	8:00 a.m. – 2:30 p.m.
Office Hours	7:00 a.m. – 3:30 p.m.
School Phone	404-802-7450
School Fax	404-802-7499
Transportation	404-802-5500
	www.atlantapublicschools.us/transportation
APS Website	www.atlanta.k12.ga.us
Hope-Hill Website	http://www.atlanta.k12.ga.us/Domain/1504

Concern	1 st Contact	2 nd Contact	3 rd Contact
Curriculum	Teacher	Instructional Coach	Principal
Discipline	Teacher	Counselor	Assistant Principal
Bullying	Teacher	Counselor	Assistant Principal or Principal
Volunteering	Teacher	Parent Liaison	Principal
Bus	Bus Driver	Transportation Dept	Assistant Principal
Cafeteria	Cafeteria Manager	Assistant Principal	Principal
Records	Secretary	Counselor	Assistant Principal or Principal
Medical	Teacher	Nurse	Assistant Principal
Homework	Teacher	Counselor	Instructional Coach
Transportation Changes	Front Office	Teacher	
Classroom Concerns	Teacher	Assistant Principal	Principal
Academic Support	Teacher	RTI Chairperson	Instructional Coach
Standardized Testing	Teacher	Assistant Principal	Principal
Attendance	Teacher	Office Clerk	Social Worker
Grades	Teacher	Assistant Principal	Principal
Textbooks/Agendas	Teacher	Media Para	Assistant Principal

Maureen Wheeler, Principal
Adrienne McCrary, Assistant Principal
Kenneth Robbins, Counselor
Alicia Cole, SST / 504s
Nicole Fluker, Instructional Coach
Latrice Green, Instructional Coach
Emmana Jasmin, Secretary
Tia Matthews, Office Clerk
Tish Smith, Office Clerk

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APS Mission Statement

With a caring culture of trust and collaboration all students will graduate ready for college and career

HHES Eagle Expectations

Be Respectful

Be Prepared

Be Safe

Be Proud

Academic Policies

Promotion Policy

A student shall be promoted when, in the professional judgment of the teacher, the principal and other school staff, he/she has successfully met instructional- level standards based on the following:

- a. Georgia Standards of Excellence
- b. Atlanta Public Schools Curriculum Frameworks
- c. Standardized test data, as appropriate.

Assignment Completion

Classwork and homework completion is an important part of academic growth in the elementary school. Students are expected to remain on-task during class in order to accomplish their learning goals. Timely, successful completion of classwork is a part of each student's evaluation process. Homework assignments will not be graded, and are used for extra practice only. Students should not have an abundance of worksheets or repetitive copying from a text for homework. Homework should only consist of independent reading and journaling, studying for tests/quizzes and class projects. Family Engagement Packets are available through the teacher and the Parent Liaison if parents would like additional practice at home. If parents have any questions regarding homework they should contact the teacher immediately.

Parents are expected to review the home/school connection journal not only to view assignments given, but as a means of notification for incomplete/missing assignments. Students are provided with a free home/school connection journal at the beginning of the school year. Additional home/school connection journals are available for purchase in the front office for a cost of \$5.00.

Grading System

Grading Scale

90 and above	A
80-89	B
70-79	C
69-0	F

No grade is required on a progress report or report card if the student has been enrolled in the school fewer than 20 school days of the grading period and/or there have been no grades received from the previous school for that time period.

Plagiarism

Plagiarism is an act of academic dishonesty. A zero will be given for the assignment, the teacher will contact the parent(s), and a record of the incident will be placed in the student's disciplinary file. Hope-Hill Elementary School will define plagiarism as a student taking credit for work that is not his/her own work or idea.

Conduct Evaluations

Students receive a conduct grade as well as a grade for the work done in every class. These grades are determined by the teacher(s) of each class.

Students who are selected for participation in special trips, for awards, or to represent Hope-Hill Elementary in special events or competitions must have conduct evaluations, which indicate that they are responsible students.

Arrival

School begins at 8:00 a.m. and ends at 2:30 p.m. The building will open for students at 7:30 a.m. Please do not drop your child off before 7:30 a.m. as supervision will not be available.

Parents are welcome to walk their children to class until 7:45 a.m. At 7:45 a.m., parents will be redirected to the front office for any questions, so teachers may begin their instructional day.

Students who arrive after 8:00 a.m. will be marked tardy. Students who are tardy more than three times per month, will be referred to the school social worker.

Attendance/Absences

School hours for students are 8:00 a.m. – 2:30 p.m. Students who are not in their classroom by 8:00 a.m. are considered tardy and must get a tardy slip from the office. When your child arrives after 8:00 a.m. you must **park your car in the visitor's parking space and accompany your child into the building**, sign in at the front office, and get a tardy slip from the secretary. Please DO NOT send your child into school without an adult if he/she is late. Please do not park on Irwin Street to drop off your child if he/she is late. Vehicles on Irwin Street are subject to being towed by the City of Atlanta.

Students may be checked out early by a parent or legal guardian when necessary. I.D. is required when checking students out. Students being checked out will be called to the office to meet their parent. Students may not be dismissed with their parents directly from the classroom. **If you need to check out a student at the end of the day, we ask that you do so before 2:00 p.m. After 2:00 p.m., the office cannot call classrooms for students to be checked out or change transportation.**

Students are required to provide a **written excuse** from their parents/legal guardians when absent. Excessive absences and/or tardies will be referred to the administration and social worker for follow-up. Please notify the clinic and your child's teacher if your child has a contagious disease or an extended illness. The Georgia Board of Education lawfully excuses students for the following reasons: personal illness, death in the immediate family, and special recognized holidays observed by their faith. Students with contagious diseases or illnesses should be kept at home.

Behavior Expectations

At HHES, the learning environment must be established and maintained by the entire Hope-Hill family: students, faculty, parents, and community members.

We expect all HHES family members to **Be Respectful, Be Prepared, Be Safe, and Be Proud.**

Be Respectful

- Do not let your words or actions interfere with the learning environment.
- Do not use profanity.
- Respect yourself, adults, and peers.
- **NO BULLYING! (Refer to APS Board Policy)**
- Respect school and personal property.

Be Prepared

- Be on time to class.
- Come to class with a positive attitude.
- Complete and submit all assignments.

Be Safe

- Come to school on time every day.
- Complete all assignments in a timely manner.
- Accept the responsibility and consequence for your action.
- Dress appropriately. Follow the dress code.
- Display appropriate behavior at all times.

Be Proud

- Help others.
- Follow directions and procedures.
- Participate in all class activities.

Cellular Devices

A student shall not use, display, or turn on a cellular telephone or other personal electronic communication device on school property. Students who are found with such devices in the "on" position, in use, or displayed shall have the device confiscated by the school administrator. **The school will not accept responsibility for lost or damaged cell phones.**

HHES Conduct Rules and Regulations

1. Students shall not be absent from class or required school functions without permission of a teacher, principal, or other school official. Students shall not enter off-limit areas (including teachers' lounge and workroom).
2. Students may not leave the school grounds during the instructional day for any reason unless accompanied by an appropriate adult. Students who do leave must be signed out through the office.
3. Cell phones, toys, iPods, MP3 players, or any other electronic devices are not allowed during the instructional day. Students are not permitted to keep these items on them at any time during the school day. These items will be confiscated and only retrieved by a parent or guardian. **Administration will not investigate the loss or theft of these items.**

4. Students shall not cause or attempt to cause damage to school or private property. Students shall not steal or attempt to steal, or possess or distribute school or private property without appropriate authorization. Failure to attempt to return found personal or school property shall be considered theft.
5. Students shall not alter school forms/documents or forge signatures on papers, forms or documents.
6. Students shall not disrupt or obstruct any activity of the school or school officials through their actions
7. Gambling in any form is prohibited (flipping quarters, rolling dice, etc.)
8. Profanity, obscene gestures, and obscene acts are prohibited. Inappropriate materials are not allowed.
9. Fighting and generally disruptive behaviors including making harmful/deadly threats (regardless of intent) are prohibited on the campus, on the bus, en route to and from school, and at school-sponsored activities.
10. A student shall not carry, possess, or have under his/her control an explosive compound, weapon of any variety, or look alike object which takes on the appearance of a weapon, including, but not to limited to, starter pistols, water guns, and toy pistols. This rule is in effect on school property, at school functions and en route to and from school or school-sponsored activities. Criminal charges will be filed against any student found in possession of a weapon, tool, or instrument that is included in the state's definition of prohibited weapons (O.C.G.A. 16-11-127.1).
11. Harassment in any form (written, verbal, or physical) of any nature (sexual, racial, religious, etc.) is prohibited. Students shall not engage in intimidation or extortion.
12. Students shall not possess, sell, or attempt to sell, use, or transmit any substance under the pretense that it is alcohol, drug, any psychoactive substance, or drug paraphernalia of any kind. This policy is in effect on school ground, during school sponsored activities and while en route to and from school.
13. Students shall not possess, sell, attempt to sell, use, or transmit tobacco in any form or tobacco related products such as rolling papers, matches, or lighters. This policy is in effect on school grounds, during school sponsored activities, and while utilizing transportation provided by Atlanta Public Schools.
14. There will be no inappropriate displays of affection or inappropriate touching towards another student. This includes, but is not limited to, hugging, kissing, or sexual misconduct.
15. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.
16. Students may not sell or distribute products of any kind on the school campus or on school transportation unless duly authorized by the principal (examples are gum, candy, drinks, etc.).
17. Special rules or standards of conduct will be set up for extended field work and special events. Parents will always be notified of these rules and regulations.
18. Students who are suspended in or out-of-school are suspended from all school activities during the date(s) of the suspension.

19. Students may not bring computer software to be used on school computers without prior approval of school administration.
20. Students shall not engage in any behaviors that may be associated with gangs or similar organizations.
21. Students are to refrain from bringing any can or plastic drinking container to school.
22. Students are expected to behave in an appropriate and courteous manner when in the common areas of the school, i.e., hallways, cafeteria. When inappropriate behavior occurs students will be assigned a consequence and parents may be notified. Listed below are examples of inappropriate behaviors:
 - Shouting, running and general “horseplay”.
 - Showing disrespect to a staff member: inappropriate response when addressed by any adult in the building, which is to include ignoring, disrespectful tone, or profanity.
 - Being in undesignated area: time periods include before, during, and after school.
 - Behaving inappropriately in an assembly
 - Displaying physical or verbal abuse to another student
 - Using inappropriate language (profanity and vulgarity)

Code of Conduct

Hope-Hill Elementary School supports the State Superintendent in efforts to reduce school violence. It is our belief that good discipline is one of the cornerstones of a good education, and to ensure good discipline a cohesive and cooperative relationship must exist between the home and school. The policies we have developed provide close communication with parents at the onset of discipline problems. Our tenet is that together we can experience success in relationships at home and school.

Certain forms of misconduct or disobedience of classroom, school, or bus rules and Board policy by a student makes it necessary for disciplinary action to be taken. This misbehavior may occur at school, on the way to or from school, or at school-sponsored activities. Students are expected to follow all rules of conduct passed by the Atlanta Public Schools Board of Education as well as all local school conduct policies.

Book Bags

Rolling book bags or large handbags are not permitted at HHES. Book bags should be a standard size and should easily fit in classrooms. **The school will not assume responsibility for lost or stolen student book bags, purses or personal items.**

Bus Conduct

All students are expected to follow the rules and procedures as outlined in the Atlanta Public Schools’ Student Handbook. Consequences include, but are not limited to:

- Warning/Parent Notification
- Bus suspension (short-term or permanent)
- Additional consequences determined by Atlanta Public Schools’ Discipline Cycle

Cafeteria

The school cafeteria offers several choices of nutritional lunches each day. Students may choose the regular hot food lunch or a luncheon salad. Parents are welcome to eat lunch with their child at their regularly scheduled lunchtime. **Students are not allowed to eat fast food, sodas, large bags of chips, or candy in the lunchroom.**

Cafeteria Conduct

1. Students should enter the cafeteria in an orderly fashion and either proceed to a serving line or go directly to their designated table.
2. Students must get all food, drinks, and other items as they go through the line.
3. After being seated, students may not get up unless given permission to do so by the cafeteria monitor.
4. Students should use good manners and speak in a moderate volume.
5. Students will be dismissed by one of the cafeteria monitors. Students will check their area to see that it is clean before taking trash and trays to the trash cans.
6. Students will line up in the designated area and wait quietly for the teacher.
7. Soft drinks, candy and large bags of chips are not allowed in the cafeteria for any reason. (Individual size chips/snacks are allowed)
8. Due to food allergies, **sharing food is not permitted.**

Change of Address/Phone Number

Please inform the school of any changes in names, addresses, phone numbers, or parental status during the school year. Please contact the front office to complete address changes. Changes cannot be done via telephone. **It is a parent's responsibility to notify the school of any information changes. If mail is returned and an updated address has not been provided, the school will not assume responsibility for the parent not receiving the information. It is critical that telephone numbers are updated throughout the year in order to maintain accurate and consistent communication.** If the school is not able to locate a parent due to inaccurate address and/or phone number, a referral will be made to the school's social worker.

Classroom Parties

We recognize every students' birthday on the morning announcements and give each birthday student a birthday pencil. **Classroom birthday parties are not permitted during the school day. Due to food allergies and safety reasons, parents and/or students are not permitted to bring cakes, cupcakes, cookies, balloons etc. to school. If these items are brought to school, they will be held in the front office and the parent will be contacted to retrieve them.**

Clinic/ Medication/ Emergencies

The clinic is staffed daily by a clinic worker. First Aid will be administered in the clinic as needed. Parents should complete clinic information at Open House and should notify the nurse of any changes during the school year. This information is used during emergency situations.

Internal medication (prescription or over-the-counter) may not be given without the necessary forms on file in the clinic. Prescription medication requires that the prescribing physician sign the form; over-the-counter medication requires that a parent sign the form. Medication should be clearly labeled and sent to the clinic, where it will be administered under the direct supervision of school employees. Students may NOT carry medication while at school unless it is an inhaler. Students who have asthma may carry his or her inhaler with the appropriate documentation from the doctor.

Communication

Open communication and mutual support are key elements in the education of elementary school students. We are always seeking to expand and improve this aspect of our school.

Every effort is made to ensure good communication between the home and the school. **Home/School Communication Journals**, email, and telephone will be the primary source of parent communication with teachers. Parents should expect a response from a telephone message, voicemail or email within 24 hours.

Thursday Folders will come home every Thursday with important information and class updates. If you do not receive your child's Thursday Folder, please contact the teacher immediately.

Please check the HHES website for frequent updates. (<https://www.atlantapublicschools.us/Domain/1504>)

Counseling and Guidance

The counseling and guidance program is designed to help students understand themselves as individuals who have personal worth, potential, and unique abilities but who also share social responsibilities. It is developmental in nature and attempts to provide a continuous sequence of activities to foster growth in the areas of personal development including interpersonal skills, decision-making skills, citizenship skills, study skills, self-management, self-concept, and communication skills. Counseling and guidance programs are proactive and preventive, seeking to meet needs and to avert crisis situations.

The HHES Guidance Counselor is Mr. Kenneth Robbins. He is available for conferences concerning issues at home or at school. They are also available to review test scores and student placement. Please contact Mr. Robbins for assistance at 404-802-7456.

Deliveries for Students to School

Parents are not permitted to deliver or have a service deliver flowers or balloons to students at school. Such items are a disruption to the learning process and will not be accepted by delivery companies. In an effort to help students develop responsibility and to enable the school secretaries to accomplish their assigned duties during the school day, items (such as lunches, instruments, P.E. uniforms, homework, etc.) delivered to school by parents will be kept in the office until the student reports to the office to claim them. Students will not be called to the office for deliveries, nor will parents be allowed to deliver items to the classroom.

Dress Code

The HHES Dress Code Policy is aligned with the APS Dress Code Policy and includes:

- The school administration reserves the right to determine whether the student's attire is within the limits of decency and modesty, and it interferes with or distracts from the learning environment or the operation of school.
- Clothing must fit correctly. Pants, shorts, and skirts must be worn at the waist.
- Sagging pants will not be permitted.
- Halter, see-through blouses or pants, low cut blouses, sun dresses, blouses made to show the bare midriff (stomach), tank tops, or muscle shirts will not be permitted.
- Pants with holes or frayed edges are not acceptable during school. Pants may not drag the floor.
- Undergarments must be covered by another appropriate article of clothing at all times.
- Earrings larger than the size of a pencil eraser are not permitted for young men. Ladies shall not wear heavy, dangling, and/or distracting jewelry.
- T-shirts and pants must be in good taste (no suggestive wording or illustrations or advertisements for items which are illegal for elementary school students- i.e. alcohol and tobacco products, weapons, violence or of such a nature to cause disruption in the school).
- Hats, curlers, hoodies, head scarves, combs, hair picks, bandannas, sweat bands, sunglasses, and gloves may not be worn during school.
- Head apparel, except for religious or medical purposes, shall not be worn inside the school building.
- Shoes must be worn at all times. Flip-flops, open toe shoes, or house shoes are not permitted for safety reasons.
- Clothing should not be worn backwards or inside out.

- Heavy/over-sized jackets are not permitted to be worn in the classroom; however, sweaters and light-weight jackets are permitted.

Early Check Outs/Change in Transportation

Students may not be checked out of school, nor transportation changed after 2:00 p.m. School dismissal will begin at 2:30 p.m. All parents waiting for walkers must remain outside of the building during dismissal. Students will not be pulled from the bus to dismiss with a parent once dismissal has begun.

Emergency School Closings

Once a decision has been made from the central office to close school due to inclement weather, local TV and radio stations will broadcast this information. Please avoid calling the school. Each Atlanta Public School has detailed disaster plans and evacuation plans that are reviewed and updated each year. In the event of these plans being used, the media will notify parents.

Exemptions from Physical Education

All students are expected to participate in physical education class. If a medical excuse is provided from a student's physician, the physical education teacher will modify or adapt the class requirements based on the recommendations of the physician. This will allow students with medical difficulties or disabilities to succeed.

Field Trip Experiences

A field trip is a valuable part of the middle school educational process, and may be taken at various times throughout the school year. Signed official permission slips must be returned to the school at least one day prior to the day of the trip. Telephone permission will not be accepted. **Students who receive a discipline referral within 2 weeks of the field trip may not be permitted to attend.**

Lost or Damaged Instructional and Library Materials

Students are responsible for the care and protection of textbooks, library books, musical instruments, and other instructional materials assigned to them or checked out by them. Written notice will be sent to parents/guardians when a student needs to make restitution for lost or damaged books or materials. If restitution is not made within ten days, the following actions may be initiated.

1. Exclusion from ceremonies, dances, parties, field trips and/or participation on teams and clubs.
2. Non-issuance of a replacement text, with the student allowed to use a loaned textbook at school only.
3. Appropriate restitution for a lost book is the cost of a new copy. For damaged books, an assessment and appropriate charge will be determined at the local school level.
4. K & 1st grade students may checkout one book at a time. 2nd – 5th grade students may check out two books at a time. Books are always due in two weeks (exception: school holiday). Books may be renewed on or before the due date.
5. Students' records and end of the year report cards will be held until any/all damaged/lost book obligations have been settled.

Textbooks

All basic texts are loaned to students for their use during the school year. These books are the property of the Atlanta Public Schools Board of Education. Textbooks are expected to be kept clean and handled carefully. Students should write their name in the space provided in each of their textbooks. It is the responsibility of the student to keep up with and to protect all books. **Failure to return books at the end of the school year will result in the collection of a lost or damaged book fee. Report cards, transcripts, and other records may be held until the book is returned or the fee has been paid.**

Lost & Found Items

The school makes every effort to help students safeguard their valuables. However, the ultimate responsibility for this lies with the student. Name labels should be placed on personal articles and clothing. All lost articles will be placed in the lost and found. **The school is not responsible for lost, damaged, or stolen articles.** Unclaimed items will be donated to Goodwill at the end of each semester. Clothing marked with a students' name will be returned to the owner. Please see Mr. Tyler for any Lost and Found questions.

Parent Visitation to the Classroom

Hope-Hill ES values parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parent and community members are especially welcome to observe students in the academic setting through special activities and events taking place in the schools. Instructional programs are further showcased through musical and dramatic presentations, art displays, and academic bowls. Parents may also participate directly in the instructional program through volunteer work, field work experiences, school advisory committees, and individual teacher/parent conferences.

Parents of currently enrolled students or prospective students may wish to set up individual classroom or school visitations. The following guidelines shall be observed relevant to parent visitations:

1. Make the request to the Principal at least twenty-four (24) hours prior to the proposed visit.
2. State the purpose of the visit.
3. Sign in at the office and be escorted to the classroom.
4. Stay no longer than 45 minutes.
5. Refrain from engaging the attention of the teacher, your child, or other students through conversation or other means.

Unauthorized persons will not be allowed in the building without administrative permission. Students may not bring other students to visit in classrooms. This regulation is for the protection of all students and to preserve the instructional program. Classroom interruptions can be detrimental to the learning process.

Parking

For safety and security reasons, we ask that all parents and visitors park in a legal parking space in our parking lot, or across the street at the MLK center. **Parking IS NOT permitted on the curb– this is a fire hazard. Parking is also not permitted on Irwin Street for ANY reason. Your assistance with this is greatly appreciated.**

Transportation

Students should recognize that riding the bus is a privilege contingent upon proper and courteous conduct. Students are expected to follow the instructions of the driver and the local school. Any student failing to do so may be denied the privilege of riding the bus. The length of time of suspension from the bus is left to the discretion of the administrative staff.

Students may not ride buses other than the one to which they are assigned, and they must get on and off the bus at their regularly scheduled stop. For a short-term emergency, the parent may write a note requesting a change in bus assignment or drop off location. A change in bus assignment will be made only for emergency child-care purposes. The note must be approved/signed by the administrative staff. Transportation changes will not be approved over the phone.

Students who arrive by car should be **dropped off in the back parking lot** no earlier than **7:30 a.m.** In the afternoon, students must be **picked up on across the street at the MLK parking lot no later than 2:45 p.m.** Parent cooperation with this arrangement promotes student safety and more efficient traffic flow. Students will NOT be dismissed from the bus directly to a parent. For safety purposes, any parent wishing to change transportation must do so in the front office, before 2:00 p.m., and provide proper identification.