



ATLANTA
PUBLIC
SCHOOLS



2023-2024 STUDENT HANDBOOK

Joseph L Salley
Principal

Kristy Reese
Assistant Principal

Donesha Bolden
Tamieka Grizzle
Wanda Boatwright
Instructional Coach(es)

Brandolyn Bradley
SELT

Shellie Grant-Roundtree
MTSS Coordinator



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

LUCAS OLIVER KIMBERLY ELEMENTARY SCHOOL
3090 McMURRAY DR, SW, ATLANTA, GA 30311
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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 2023-2024 *(approved by the ABOE, 2/7/2022)*

25-31 Teacher Preplanning Days

JULY 23

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	24/31	25	26	27	28	29

1 First Day of School

Instructional days: 23

AUGUST 23

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		

9 Indigenous Peoples' Day/Teacher Professional Learning Day

10 Teacher Professional Learning Day

11-13 Fall Break (students and teachers)

Instructional days: 17

SEPTEMBER 23

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

4 Labor Day

Instructional days: 20

OCTOBER 23

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				

15 Semester Break

Instructional days: 11

Semester 1: 88

NOVEMBER 23

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		

20-24 Thanksgiving Break

Instructional days: 17

DECEMBER 23

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
24/31	25	26	27	28	29	30

15 Semester Break

Instructional days: 11

Semester 1: 88

JANUARY 24

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 Teacher Professional Learning Day

3 Begin Semester 2

15 M.L. King, Jr. Birthday

Instructional days: 20

FEBRUARY 24

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		

19 Presidents' Day*/Teacher Professional Learning Day

20-23 Winter Break (students and teachers)

Instructional days: 16

MARCH 24

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
24/31	25	26	27	28	29	30

Instructional days: 21

APRIL 24

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				

1-5 Metro Area Spring Break

Instructional days: 17

MAY 24

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	

24 Last day of school

27 Memorial Day

28-29 Teacher Postplanning Days

Instructional days: 18

Semester 2: 92

JUNE 24

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

School Year: 180 instructional days

*Note: Depending on the number of instructional days lost to inclement weather, instructional time may be made up by any combination of make-up days, virtual learning days or extension of the school day.

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



ADMINISTRATION

TITLES	NAME
Principal Assistant Principal Instructional Coach (Math) Instructional Coach (Literacy) Instructional Coach (IB) Guidance Counselor MTSS Coordinator DSE Lead Teacher (SELT) Media Specialist	Joseph L Salley Kristy Reese Tamieka Grizzle Donesha Bolden Wanda Boatwright Crystal Reed Shellie Grant Roundtree Brandolyn Bradley Sarah Hinton
Bookkeeper Office Clerk Parent Liaison Communities in Schools	April Key-Williams Iris King Denise Turner-Mills Katherine Carter-Smith
Nurse	Lakeisha Coates
Social Worker	Shayla Snipes
Clinical Therapist	Cheryl Williams
Psychologist	Abigail DeSino
Speech Pathologist	Jill Barton
Cafeteria Manager	Lakesha Smith
Facilities/Custodian	Richard Hardeman (Mechanic) Howard Gay Tangee McLeroy

INSTRUCTIONAL SUPPORT

TITLES	NAME
Early Intervention Program	Lockett Amey (Interventionist) Danna Dixon-Martin Brittnei Hardwick Winnie DuRant
Turnaround Specialists	Katrina Kendrick (Math) Jimi Rogers (Math) Haydonnis Smith-Drew (Reading) Khara Hunter (Reading)
Success Center Assistants	Michael Wiley

FACULTY

TITLE	NAME
Pre-Kindergarten	Angela Sykes Tonya Myers
Kindergarten	Taylor Morgan Alyssa McGregor Markia Pankey (Team Leader)
First Grade	Shanterus Rose Breanna Williams Candra Shotwell (Team Leader)
Second Grade	Dejia Freeman Kiatonya Williams Barrington Davis-Rogers (Team Leader)
Third Grade	Maya Mahone Janice Irvin Shamaudie McClendon (Team Leader)
Fourth Grade	Angel Anderson (MTH/SCI) Stephanie Causey (ELA/MTH)
Fifth Grade	Jamila Jones (MTH/SCI) Kara Ware (ELA/SS) – Team Leader
Special Education Staff	Kristy Green (IRR) Lanette Cole (IRR) Anita Ferguson (AUT) Dennice Burroughs (IRR) – Team Leader
Music	Cedric Hester
ELL	Lesley Taylor
Band	Tamika Freeman
World Language	Victoria Karki
Physical Education	Sharon Heckstall – Team Leader
Art	Demetrius Carroll
Gifted & Talented	Nikia Blake
Paraprofessionals	Dominique Mackey Felita Stringfellow Tanga Harris Tiffany McLeroy Judy Morning Jenee Tuggle Brittanie Brown-Bell Kiarah Mallory Joniecia Spann Talia Hollis
Building Sub	Ghandi Hamilton Kayla Robinson



GENERAL INFORMATION, POLICIES, AND PROCEDURES

Our School Day

- Bus Drop-Off 7:15am – 7:45am
- Breakfast in the Classroom 7:15am – 7:30am
- Class Meetings 7:45am – 8:00am
- Morning Announcements 7:40am – 7:45am
- Instructional Day 7:45am – 2:45pm
- Afternoon Announcements 2:45pm – 2:50pm

Tardy

Students must be in their classrooms by 7:45 AM. Students who arrive to school after the tardy bell must be signed in at the office by a parent/guardian.

Dismissal Order

Walkers and students picked up by parents/guardians are dismissed at 3:15 PM. Prompt pickup of your child is necessary. Bus riders will be called before walkers and car riders have been dismissed. Any students not picked up by 3:15 PM will be referred to the school Social Worker & DFACS.

ATTENDANCE POLICY

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:

- Personal illness;
- Serious illness or death within the child's immediate family;
- Recognized religious holidays observed by the child's faith;
- Governmental agency order, i.e., court order, etc.; and
- 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.

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. Parents receive an email/text with the option of sending in an electronic note/excuse.

A student who is absent/tardy more than twenty (20) days will be considered for retention in their 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.

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 may be required to meet with the school admin prior to the student being called to the office.**

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

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.

Students who do not come to school by bus should arrive at school at 7:15 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 7:15 – 7:30 AM for pre-kindergarten thru fifth grade students. All students eat in their classroom except the grade level that has extended teacher planning.

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 personal cost. Should a parent opt to eat with their child, this will occur outside of the cafeteria in the courtyard or playground tables.

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. All food allergies should be reported to the school nurse and cafeteria manager. A signed doctor's form must accompany the notification.

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.

School Wide Essential Agreements:

R- Respect Others

O- Own Responsibility

A- Always Be Safe

R- Ready at All Times

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 Parent Liaison 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 2:45 – 3:45 PM. Additionally, there may be a conference day scheduled for each semester. All conferences must be scheduled in advance, even those that take place on Wednesday.

DRESS CODE

All students are encouraged 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.

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 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 = 10 points / 15 points (25 points for year)
- Grade 2 = 15 points / 20 points (35 points for year)
- Grade 3 = 20 points / 25 points (45 points for year)
- Grade 4 = 25 points / 30 points (55 points for year)
- Grade 5 = 30 points / 35 points (65 points for year)

AR Rules:

- Students must read books on their grade level based on testing conducted by MAP Growth/Fluency Lexile Scores
- 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 K & 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

"GO Teams" Local School Governance Team

The GO Team meets at least six times a year 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 according to the policy below. Parents also need prior approval from the principal and teacher before visiting the classroom during the instructional day (7:45am – 2:45pm). Parents must sign in at the front office with a State ID/Driver's License or Passport 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 1

Level 1 volunteers are non-district personnel who will have no interaction with students, such as volunteers working on playground construction or assisting with facilities maintenance when school is not in session. Level 1 volunteers do not require criminal background checks. Prior to service, Level 1 volunteers will be required to sign a Volunteer Release Form, which will be kept on file at the school. Principals may use their discretion to order a criminal history name search of a Level 1 volunteer. Volunteers will be notified by the school principal if a criminal history name search will be performed by the Office of Safety & Security, at no cost to the volunteer.

If it becomes known that Level 1 volunteers have one or more prohibited offenses in their criminal history that would exclude them from Level 2 volunteer service, they will not be allowed to volunteer.

Level 2

Level 2 volunteers are non-district personnel who will have supervised interaction with students. Prior to service, Level 2 volunteers are required to submit a Volunteer Release Form and Criminal History Release Form, allowing the scan of their full names and driver's license through the appropriate criminal databases by the Office of Safety & Security. Registered sex offenders will not be allowed to volunteer.

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

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

Level 3

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 or any other volunteers who will have any unsupervised interaction with students. Level 3 volunteers shall be fingerprinted by the district and have GBI/FBI criminal background checks on file prior to volunteer services. 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. Registered sex offenders will not be allowed to volunteer. School administrators shall have the discretion to pursue any additional screening methods, including, but not limited to, personal interviews and reference checks.

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.

Atlanta Public School System

L.O. Kimberly Elementary School

School Year 2023 - 2024

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: _____

