

Linking the School, Home and Community

M. AGNES JONES is the **FIRST** and only STEM GADOE certified school in the Atlanta Public Schools System!



Dear Parents,

Welcome to the upcoming 2018-2019 M. Agnes Jones (MAJ) school year! Once again, I am very excited to serve as your principal. It is a very serious matter to hold the academic and social emotional needs of EVERY student in my hands and heart. I promise to ensure that our learning environment is one that helps each child grow to their highest potential.

A GROWTH mindset is one that MAJ embraces as we push the students, parents, community and one another to move beyond where we are and set our sights on greater laurels. Even though we are recognized as a “Beating the Odds” school with the Georgia Department of Education, my personal goal for the school is one that ensures our students are achieving and competing on the highest levels possible.

In order to accomplish this goal for the 2018 -2019 school year, I am appealing to each and every one of you to support the children and the school as we move beyond the ordinary and strive for even higher GREATNESS. This will entail students first understanding that we are a MAJ family that respects and cares for one another. We are happy for others but more importantly we are here to support and encourage one another to be their BEST. This goal also needs the support of parents being involved with their child in the classroom and throughout the school, i.e. ensuring homework is completed, attending the Academic Parent Teacher Team meetings, using the school learning technology learning tools (IXL, Classworks), supporting class projects and having regular discussions with their child about the learning occurring in school.

Our partners (Georgia-Pacific, Georgia State University, Spelman Bonner Scholars, Shiloh and Friendship Baptist Churches, Chick-fil-A, Arthur Blank Foundation, Westside Future Funds) are continuing to support our academic and Social Emotional Learning (SEL) initiatives. They have accepted our challenge and want to help our students achieve at high levels too!

The achievement bar is continuing to increase with the Georgia Department of Education criteria, such as the CCRPI scores. Therefore, WE MUST BE READY to put our best efforts forward in making consistent improvements.

WE CAN DO IT MAJ FAMILY!!!! OUR STUDENTS, SCHOOL AND COMMUNITY ARE DEPENDING ON US!

Love,

Dr. Margul Retha Woolfolk

Please join with me in ensuring your child(ren) receive a safe, engaging and rigorous academic and social experience during the 2018 -2019 school year. The school's leadership, faculty and staff are committed to making a positive difference in the lives of each student.

The administration, faculty and staff are asking **ALL parents** to follow the policies and procedures in the school and district handbooks. We promise if you follow the policies and procedures at **ALL times** our students will be in a much safer and well managed environment where optimum learning is occurring daily. This goal will certainly serve OUR children well!! We are asking your **support** in implementing the arrival/dismissal procedure:

Students morning arrival- ALL students enter the back of the building from 7:30 am to 8:15 am. Tardy slips will be given at the back foyer from 8:01-8:15. After 8:15 students must enter the front of the school building to obtain a tardy slip. Please do not drop students off in the front circular drive at the front of the building.

***Note: Students are tardy after 8:00 am. There is NO grace period!**

Student afternoon dismissal-Students will be escorted by faculty and staff to their designated areas for afternoon departures: * In order for all faculty/staff to prepare for dismissal and escort students to their designated locations, the front door closes to **ALL** visitors at **2:00pm** and reopens at 2:45pm. The main office will be closed during this time in order for office staff to assist with dismissal.

Carpool: Any student being picked up in a **car** at any time during afternoon dismissal **must** be picked up in the carpool line at the front of the building. Students may **not** get in cars on side streets. This is a safety concern for students and may cause unsafe issues with students trying to cross streets where approaching cars may not see them.

Walkers: All students walking home must exit from the **walkers area** located in the back of the building at the door closest to Fair St. We do not want walking students/parents to navigate through cars, vans and buses; therefore we ensure their safety by adhering to this procedure!

Bus riders: Students load the buses in the rear of the building.

Van riders: Students are called for their designated vans from the gymnasium.

If **WE** work together in following these procedures, ALL students will depart safely and the school can function in an orderly and peaceful manner!

Reminder: There are NO early dismissals after 2:00pm!!

Once again, I along with all of the administrative team, faculty and staff look forward to making a positive difference in the lives of your children and we look forward to another great school year at M. Agnes Jones!

Please help us by keeping in mind the following: 

Academic & Social Emotional Learning:

Georgia Standards of Excellence

Georgia Standards of Excellence (GSE) will drive the instructional program at M. Agnes Jones. GES will provide a rigorous curriculum that ensures students are placed on the road to college and career readiness. Furthermore, students mastering the standards will be able to one day access good jobs in the increasingly competitive global economy.

We will continue with our implementation of Social, Emotional, Learning (SEL & SFA Getting Along Together), which builds on shared respect, responsibility and trust among students and school adults. Additionally, it ensures a classroom and school environment where students are orderly and on task. We will also provide counseling, community outreach and family case-management services to students in need of special services.

Parents will be able to view student schedules on the Campus Portal for Parents (CPP).

Georgia Milestones Assessment System (GMAS)

GMAS is aligned to the GSE. The assessment (GMAS) will be used to gauge how well students are mastering the standards and, ultimately how ready students are to succeed in college and careers.

Science, Technology, Engineering, Math (STEM) + Arts (A)

Students will be immersed in hands-on, problem-based and project based learning through S.T.E.A.M. Various S.T.E.A.M. related competitions, such as robotics will be embedded in teaching and learning.

Student Handbook

The 2018-2019 Atlanta Public Schools (district) Student Handbook provides vital information and will help you understand organizational procedures and guidelines for the school as well as the district. The books will be distributed to all students. We will also have additional copies at our PTA meetings. **Please sign and return the parent form.**

Attendance/Tardiness:

Improving attendance will continue to be a focus for us. **We need your help!** If students don't come to school on time and on a regular basis, they miss essential learning skills which can cause them to fall behind or fail. If students are late, they miss valuable instructional time. We need your support in getting students to school and in their classrooms on time. Students who are present and on time every day for the entire year, will receive special recognition awards, and their names in a drawing for one of six laptop computers. So far, we have placed more than fifty computers into our community through this special incentive program. We owe a special thank you to our Georgia-Pacific partners for donating the computers and to you, our parents for helping us improve attendance. Parents will be able to view attendance daily on the Campus Portal for Parents (CPP).

Students between the ages of six and 16 are expected to be present and to arrive to school on time every day in accordance with the provisions of the Georgia Compulsory School Attendance Law (O.C.G.A. 20-2-690.1, et seq.), and the Atlanta Board of Education Policies JB and JBD. Students who are absent or tardy miss valuable instructional time and other important school activities, and are less likely to master those skills, concepts and principles needed for academic success. Students who violate the attendance policy will be disciplined. Unexcused absences and/or truancy may lead to a truancy petition against the student and/or parents/guardian filed in juvenile court. Detailed information can be found in the student handbook.

Note: In order for students to be acknowledged as having perfect attendance for the year, they must be present **AND on time** every day of the school year. No exceptions!!! **No tardies or absences!!!**

DID YOU KNOW?

Georgia Compulsory School Attendance Law and the Atlanta Board of Education Policies

All children enrolled in APS for 20 school days or more are subject to compulsory school attendance, even if they are under 6 years of age. Every parent, guardian or other person who has control of any child between the ages of 6 and 16 must enroll and send their child to school. Any parent, guardian or other person having control of a child that has more than 5 unexcused absences, after being notified by school personnel, will be guilty of a misdemeanor and subject to the following penalties:

- **Fine-not less than \$25.00 and not greater than \$100.00**
 - **Imprisonment-not to exceed 30 days**
 - **Community services-or any combination of such penalties at the discretion of the courts**
- Each day absent after 5 unexcused absences will constitute a separate offense.**

PROGRESS REPORTS & REPORT CARD DATES

Progress Reports

September 5

November 28

February 25

April 30

Report Card Schedule

October 17

January 9

March 27

May 31

Entering the Building

Visitors

Parents are always welcome in the school as we consider you partners in the learning and teaching process. However, we ask that you follow the Atlanta Board of Education Policy of stopping at the front office to electronically sign in and securing a visitor's permit from the office. This rule will be strictly enforced to insure the safety of staff and children. This will identify all visitors in our building. Faculty and staff members are asked to look for proper identification and to refer individuals without a name tag back to the office.

Conferences with teachers may **not** be held during instructional time.

Parents are not allowed to have conversations with students other their own. This policy is in place to ensure the safety of ALL students.

***Note: Birthday parties are not allowed during instructional time. However, during lunchtime students may eat store bought cupcakes to acknowledge peers' birthdays. THERE ARE NO EXCEPTIONS!!!!**

Volunteers

All level 1 and Level 2 volunteers must complete a Volunteer Release Form!!!

In support of student safety, the superintendent requires that all schools and administrative offices identify and screen all volunteers in accordance with the following guidelines. Security clearances for volunteers must be renewed every five years.

Level 1

Level 1 volunteers are non-district personnel who have no direct 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.

Level2

Level 2 volunteers are non-district personnel who will have direct interaction with students with other adults present at all times. When level 2 volunteers interact with students, an APS employee or no fewer than two other adult volunteers must be present at all times. Level 2 volunteers do not require fingerprinting or GBI/FBI criminal background checks. School staff shall check the volunteer's names in the Georgia and federal sex offender registries. Registered sex offenders may not volunteer. The site administrator or designee must approve or deny the request. Example of Level 2 volunteers include parents/guardians volunteering for a field day or school fair, classroom helpers, in-class tutors, performers and speakers from external agencies.

Level 3

Level 3 volunteers are non-district personnel who will have direct, unsupervised interaction with students. Level 3 volunteers shall be fingerprinted by the district and have a GBI/FBI criminal background checks on file prior to service. Payment for the record check must be provided by the volunteer or a sponsoring organization, such as a business partner, Parent-Teacher Association or the school. 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 fieldtrips who will have any unsupervised interaction with students and mentors who will have unsupervised interaction with students. Additionally, organizations such as the Boys and Girls Club are Level 2 volunteers.

PTA/Parental Involvement

Parents are vital to the success of our school. We consider you our "partners in learning" and seek your input in our on-going efforts of educating children. You will also receive periodic parenting tips on ways you can assist your children at home and a monthly newsletter with activities you can do with your child to enhance learning. We hope you will find this information helpful. Quarterly newsletters will also be used to keep you abreast of our school and district's activities. Monthly parent meetings will be held

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based on your expressed needs and desires. Additionally, we will have curriculum night activities to engage and inform parents of the Georgia Standards of Excellence curriculum at M. Agnes Jones Elementary.

During the 2018-2019 school year, there will be four PTA meetings (6:00pm). Membership is \$ 5.00.

Tentative PTA Dates:

Open House Evening/PTA #1 - September 15th (Mandatory)

Winter Program/PTA #2 – December 18th *Mandatory for all faculty/staff

Testing/PTA #3 – March 3rd

Academic Parent Teacher Team (APTT)

In addition to PTA meeting, parents will be asked to attend quarterly **Academic Parent Teacher Team (APTT)** meetings. **Academic Parent Teacher Team (APTT)** is a model of family engagement that's focused on school and parents coming together to analyze individual student data in order to ensure parents know the strategies and skills to support students at home. Please look for more information regarding these meetings.

Fall Festival -11/03/18

MAJ GO TEAM

Stakeholders (parents, faculty, and partners) work alongside the principal to give input on and approve the key improvement priorities for the school. The GO Team members provide input about budget, resources and operations to raise student achievement.

Breakfast and Lunch

We serve nutritious meals every day for breakfast and lunch. During the 2018-2019 school year, M. Agnes Jones is participating in the Community Eligibility Option (CEO) federal meal program. All students will receive a free breakfast and lunch daily. Parents will **not** have to complete an application.

All adults must pay \$4.00 for lunch.

Homework

Students will receive homework on Monday - Thursday. * Please call the principal or assistant principal if your child is not receiving homework on a consistent basis. Please provide a quiet place for your child to study and provide assistance as needed. Homework is an extension of our daily course of study and helps to ensure skill mastery and improved achievement. We ask that you sign your child's homework, indicating you have reviewed the work with him/her. In addition, students are required to read for 20 minutes each night. Students are also required to work on projects as assigned by their teachers.

Dress Code

M. Agnes Jones is a uniform school. Uniform dress calls for white shirts and navy blue pants for boys and white blouses, navy blue skirts, jumpers and pants for girls. We ask that as you shop for school clothing; please consider purchasing this uniform wear for your children. Each child will need at least three sets of uniforms. Research has shown that students behave better and develop strong, healthy self-concepts when they wear uniform dress. We are working to enforce this policy and solicit your cooperation. Students are required to wear shirts and sweaters tucked in and belts with trousers that have belt loops. Tee shirts with offensive writing should not be worn to school. Girls are to refrain from wearing short – shorts or skirts that are inappropriate (they must be knee length). Girls may not wear leggings unless they are covered by a skirt, dress, jumper or pants. Friday is “school spirit” day. Students may wish to wear school tee shirts. If your child does not have a school tee shirt, please see Mrs. Hendricks (Secretary). **No Flip Flops and No Hillies.**

Behavior Code

In order to be successful in school, students must learn self-control, responsibility, how to follow directions and show respect for self and others. This includes exhibiting behavior that allows teachers to teach and children to learn. It is a must that all students obey school rules. Please help us by letting your child know that you understand the rules and support them. General rules are as follows: Listen carefully, follow directions and stay on tasks at all times. Students must respect staff, other students and personal property as well as work and play safely. **Fighting and bullying will not be tolerated.** You will be receiving specific classroom rules from your child’s teacher later this week.

Good cafeteria and hall behavior will be enforced. We require students to talk softly while they are eating so that they and others may enjoy their meals. We also require all children to walk and not run in the building. These are simple rules, and we expect all students to follow them. Our goal is to keep every child in school - no suspensions from school or the bus. However, we can only accomplish this goal with your help. Please reinforce these rules at home by letting students know your expectations are the same as those above.

Our school’s Social Emotional Learning (SEL) motto:

- Be safe
- Be respectful
- Be responsible

Cell Phones

Student Cell Phone Usage *See district policy on-line regarding cell phones and other electronic devices

Students are allowed to possess cellular telephones. Students are not allowed to have cell phones out of their book bags during the school day and must ask permission from the teacher to make phone calls. Cell phones may **not** be used on the school bus (Georgia law). Parents must complete a Parental Permission Form. Phones are to be used for emergencies only!! The school is **not** responsible for a student’s lost or stolen phone. Students shall be personally and solely responsible for the security of their cellular telephones and other PCDs. The Atlanta Board of Education and/or M. Agnes Jones Elementary School shall not assume responsibility or liability for the theft, loss or damage to a cellular telephone or other PCD, nor does it assume responsibility for the unauthorized use of any device.

Toys at School

Due to instructional, safety, and security issues, no toys, radios, games, etc. will be permitted at school. Any toys brought to school, except as specified by the teacher for special projects, will be confiscated and brought to the principal's office and released to the parent. Toy guns will be treated the same as a real gun due to the seriousness of the item.

Clinic Cards/Medical Records

In the next few days, we will be sending home clinic/medical cards for you to fill out. It's important that you complete the cards and send them back in case of an emergency. These forms are used for the welfare of your children and need to be filled out completely. Information is for school use only.

Morning Arrival

Students must enter from the back of the building. Students should arrive to school at **7:30 am**. Students will be marked tardy if they arrive after 8:00 am. There is no grace period.

Dismissal

School dismissal is at 2:30 p.m. In order for us to provide a safe and orderly dismissal and allow teachers to distribute homework and home communication pieces, **there will be no early dismissals permitted after 2:00 p.m.** **NO EXCEPTIONS!** Please adhere to the afternoon dismissal procedures. We ask that you refrain from getting students out early as they miss homework guidance and other closing activities. We also ask that you pick students up on time. **There is no supervision for students after 2:45 p.m.**

In order to provide a safe dismissal for ALL children, students being picked up in a car, must be picked up from the car pool line. The line will move expeditiously if all parties follow procedures. You may not park on the street and walk to pick up your child. Failure to follow this safety rule will be viewed as a disruption in the school environment and the Atlanta Police Department may be called to enforce the school safety procedures. Please explain this very important procedure to anyone picking up your child on your behalf. There are NO EXCEPTIONS to this rule!!!!!!

Students being picked up in the Walkers area will be dismissed in an orderly manner. Only parents and individuals who are listed on the student release forms on file in the main office will be allowed to pick up the student. No exceptions!!!! You must list the names of any individuals authorized to pick up your child on the student release forms on file in the main office. No exceptions!!!! In order for the school to ensure that your child is being picked up by a person you have deemed safe to your child, no exceptions to this rule will be made!

You must provide in writing ANY changes made to your child's dismissal. No child will be allowed to go with ANY person who is not listed on the registration and/or student release forms on file in the main office. No exceptions!!!!

Bus Conduct

Riding the bus is a privilege afforded to students who live more than a mile from the school. In order to be afforded this privilege, students must behave properly to ensure the safety of other children and themselves. Rules that must be followed include: remaining in assigned seat, no loud talking, no fighting, refraining from the use of profanity and obeying the bus driver and/or bus monitor. From time to time, cameras will be placed on the bus to observe behavior. Misbehavior reported by the driver,

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monitor or from viewing cameras may result in your child being suspended from school and from riding the bus. Please help us keep your child and others safe by stressing that the above rules must be followed.

Cell phones may **not** be used on the school bus (Georgia law).

After School Program

M. Agnes Jones offers several after-school for those parents needing after-school care. The program runs from 2:30 – 6:00pm and is managed by an outside provider. The programs provide homework assistance, health and wellness activities, academic support and enrichment. Snacks are also provided each day. School conduct rules apply. Please contact the main office if you are interested in after school care for your child.

Please know when strict enforcement of rules are implemented it is due to ensuring the wellbeing of ALL students. It is not the administrations' intent to cause hardship to students and parents but to make every day a safe, happy and academically rigorous environment for ALL students!!!!

Again, I welcome you to a new school year and look forward to working with each of you on behalf of our students. **The telephone number for the school is (404) 802-3900.**

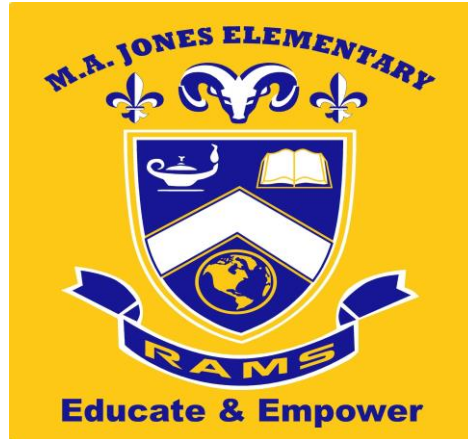
Sincerely,

Margul Retha Woolfolk

Dr. Margul Retha Woolfolk, Ph.D.

Principal

2018-2019



M. Agnes Jones Elementary is **Focusing on...**

- **Student Achievement**
- **Student Success**
- **Georgia Standards of Excellence/Georgia Performance Standards Implementation**
- **Effective Teaching and Leadership**
- **Commitment to S.T.E.A.M. integration**
- **Strong Relationships Between the School, Parents, Partners and the Community**
- **Health and Wellness**
- **Ethical Behavior**

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