

# **F.W. Benteen Elementary School**



## **Parent/Student Handbook**

**Dr. Andrew Lovett, Jr., Principal**

**200 Cassanova Street SE  
Atlanta, GA 30315  
Phone: 404.802.7300  
Fax: 404.802.9210**

# 2023-2024 EVENTS CALENDAR

- School events
- PTO events
- District events

Stay tuned for additional details as they are available!

For questions, contact:

[BenteenPTO@gmail.com](mailto:BenteenPTO@gmail.com)

[tiffany.hill@atlanta.k12.ga.us](mailto:tiffany.hill@atlanta.k12.ga.us)



## SEMESTER 1

- AUG**
- 1 First day of school ●
  - 10 Kleenex & Coffee (K & new parents) ●
  - 21-9/1 MAP testing ●
  - 29 K-1st curriculum night + PTO mtg (5:30-7PM) ●●
  - 30 2nd-3rd curriculum night + PTO mtg (5:30-7PM) ●●
  - 31 4th-5th curriculum night + PTO mtg (5:30-7PM) + Dine out - Naan Stop ●●
- SEP**
- 8/21-1 MAP testing ●
  - 4 NO SCHOOL (Labor Day)
  - 7 Parent & family chat in breezeway ●
  - 11-15 Penny Wars fundraiser ●
  - 14 Dine out - Junior's Pizza ●
  - 22 Jackson Cluster Night ●
  - 29 Hispanic Heritage Assembly ●
  - 25-29 Book Fair ●
- OCT**
- 1-31 Parent-Teacher conferences ●
  - 4 Principal chat (8am) ●
  - 9-13 NO SCHOOL (Fall break)
  - 17 School Spirit Day + PTO Meeting ●
  - 20 Walk to school day ●
  - 23-27 Red Ribbon week ●
  - 27 Trunk-or-Treat/Storybook characters day ●●
- NOV**
- 7 NO SCHOOL (Election Day)
  - 8 Principal chat (8am) ●
  - 10 Fall movie night (dusk) ●
  - 16 Thanksgiving lunch ●
  - 17 School science fair ●
  - 20-24 NO SCHOOL (Thanksgiving)
  - 27-12/8 MAP Testing ●
- DEC**
- 10/27-8 MAP Testing ●
  - 8 Dine out (TBD - indoor) ●
  - 11-15 Krispy Kreme Fundraiser ●
  - 14 Holiday parties ●
  - TBD Holiday concert ●
  - 15 Last day of semester
  - 18-1/3 NO SCHOOL (semester break)

## SEMESTER 2

- JAN**
- 3 First day of semester
  - 10 Principal chat (8am) ●
  - 15 NO SCHOOL (MLK Day)
  - 16 PTO Meeting ●
  - 25 Science & Engineering Fair ●
  - 26 Dine out (TBD) ●
  - 27 Helen Ruffin Reading Bowl ●
  - 30 K-1st curriculum night ●
  - 31 2nd-3rd curriculum night ●
- FEB**
- 1 4th-5th curriculum night ●
  - 7 Principal Chat ●
  - 14 Valentine's Day card exchange ●
  - 19-23 NO SCHOOL (Winter break)
- MAR**
- 1 Black History Assembly ●
  - 2-6 Read Across America ●
  - 4-8 College & career week ●
  - 6 Principal Chat (8am) ●
  - 8 Small/Tall Sneaker Ball ●
  - TBD 5th Exhibition Field Trip ●
  - 11-22 MAP Testing ●
  - 14 Dine out (TBD) ●
  - 16 Kindergarten round up (TBD- prospective families) ●
  - TBD Parent-Teacher-Student conferences ●
  - 19 PTO meeting ●
  - 28-4/14 STAMP testing (DLI) ●
- APR**
- 3/28-14 STAMP testing (DLI) ●
  - 1-5 NO SCHOOL (Spring break)
  - 10 Principal Chat (8am) ●
  - 10 Dine Out (El Tesoro) ●
  - 16 PTO meeting (board elections) ●
  - 19 Parent Night Out (TBD) ●
  - 22 School wide field trip - Tellus Museum ●
  - 22-26 Spirit week ●
  - TBD 3rd-5th GMAS breakfast/exhibition ●
  - 29-5/14 Georgia Milestone testing ●
- MAY**
- 4/29-14 Georgia Milestone testing ●
  - 6-10 Teacher appreciation week ●
  - 14-17 International travelers' week (TBD) ●●
  - 17 Field day ●
  - 20-23 Grade level awards ceremonies ●
  - 23 5th grade graduation ●
  - 24 Last day of school



ATLANTA  
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**Making A Difference**

F.W. Benteen Elementary School  
200 Casanova Street, S.E.  
Atlanta, Georgia 30315

Andrew Lovett, Jr., Ph.D., Principal  
Phone: 404-802-7300  
FAX: 404-624-2013

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## Right to Know Notification

### Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: August 21, 2023

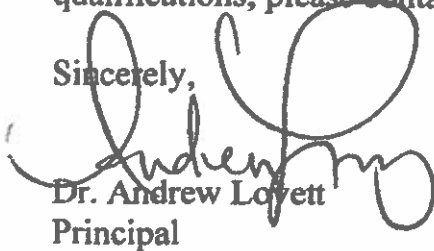
Dear Parents,

In compliance with the requirements of Every Students Succeeds Act, Benteen Elementary School would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
  
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the school, at (404)802-7300.

Sincerely,



Dr. Andrew Lovett  
Principal

ATLANTA PUBLIC SCHOOLS is educating today's students for tomorrow's world. We are committed to ensuring that all students graduate from our schools ready for success in college and life.



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## Notificación de Derecho a la Información

### Derecho a conocer las calificaciones profesionales de los maestros y para profesionales

Fecha: 21 de agosto de 2023

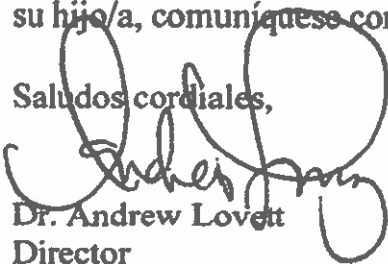
Estimados padres:

Conforme a los requisitos de la Ley para que todos los alumnos tengan éxito, a la Benteen Elementary School le gustaría comunicarle que puede solicitar información sobre las calificaciones profesionales del (de los) maestro(s) y/o para profesional(es) de su hijo/a. Puede solicitarse la siguiente información:

- Si el maestro del alumno:
  - ha cumplido con la calificación y los requisitos para la licencia del Estado para los niveles del grado y las asignaturas en las que el maestro enseña;
  - está enseñando en carácter provisional o de emergencia a través del cual no se exigen los requisitos para la licencia ni la calificación del Estado y
  - está enseñando en el campo de la disciplina de la certificación del maestro.
- Si son para profesionales los que le brindan servicios al alumno y, de ser así, sus calificaciones.

Si desea solicitar información acerca de las calificaciones del maestro y/o para profesional de su hijo/a, comuníquese con Benteen Elementary School, al (404)802-7300.

Saludos cordiales,



Dr. Andrew Lovett  
Director

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**F.W. Benteen Elementary School  
Student Handbook Table of Contents**

Principal Lovett's Welcome Back Letter .....	3
Vision Statement .....	4
Mission Statement.....	4
School Philosophy .....	4
Benteen Elementary School Pledge .....	5
Benteen School Song.....	5
Creating a Positive & Supportive Learning Environment.....	5
Entrance Requirements .....	6
Visitor School Dress Code.....	6
Student School Dress Code .....	7
Student Cell Phones & Devices.....	8
Student Lunchroom Expectations .....	8
School-Wide Rules.....	8
Consequences for Misconduct.....	9
School Level Consequences.....	9
Arrival.....	9
Dismissal .....	10
Early Dismissal .....	10
Attendance .....	10
Withdrawal Procedures.....	11
Student Concerns.....	11
Counseling Services.....	11
Visitors .....	12
Volunteering at Benteen .....	12
Medication at School.....	13
Change of address or Phone Numbers.....	13
Conferences .....	13
Communicator Folders.....	13
Benteen Lost & Found .....	13
Emergency Drills.....	14
School Closures .....	14
Remind101 .....	14
Governing Arms of Support.....	15
PTO Board.....	15
GO Team Members .....	15
Infinite Campus Portal.....	16
Clubs and Organizations.....	16
Parent Center/Parent Liaison .....	16
Student Handbook Acknowledgement Form.....	17

## Principal Lovett's Welcome Back Letter

Greetings Parents, Students, and Stakeholders!

It is with great pleasure that I welcome you to the 2023 - 2024 school year at Frederick Wilson Benteen Elementary School! We are thrilled to be an IB World School offering the PYP Curriculum! Additionally, we are moving forward with our 6<sup>th</sup> year as a Dual Language Immersion School and to expand our growing program from PreK and up to 5<sup>th</sup> grade! We look forward to another amazing year of teaching, learning, and service to this phenomenal community. I am excited to continue this journey as your principal and look forward to continuing our work together to make Benteen a School of Choice! I feel extremely privileged to be working alongside such a passionate group of parents, staff, and faculty who believe in the infinite possibilities of our children!

As partners, we share the responsibility for our children's success. I want you to know that we will do our very best to provide a safe and productive learning environment so that all students can reach their highest potential. We want you to partner with us by becoming an active part of your child's school experience by volunteering, joining our PTA, or serving on one of our school committees.

In an effort to work together for our students' success, we encourage you to support your child's learning by assisting us with and remembering the following:

- Please send your child to school daily on time, ready to learn.
- Remember the instructional day begins at 7:45 a.m. and ends at 2:45 p.m. Students may enter the building as early as 7:15 a.m.
- Support academic growth by ensuring students complete all classroom and homework assignments given by teachers
- Encourage students to read at least 30-45 minutes daily to develop a love for reading and to improve literacy skills
- Encourage students to share their school experiences with you so that you are aware of his/her school life
- Encourage students to exhibit appropriate behavior
- Encourage students to wear their uniforms Monday – Thursday.

We are committed to providing a high quality education to our children. We look forward to working with you to impact student outcomes! Please know that we cannot wait to see your faces at the building as we start this school year back at our permanent home on Cassanova Street. Please continue to Believe in Benteen's Brilliance!

Sincerely,

Dr. Andrew Lovett, Jr.

Principal

## **Vision Statement**

Frederick W. Benteen Elementary School is a school that provides a world class education that prepares students of today to be leaders of tomorrow.

## **Mission Statement**

Our mission is to provide a comprehensive and rigorous curriculum that will prepare all students to be life-long learners and globally minded citizens, who are growing in academics, character, and leadership.

## **School Philosophy**

At Benteen, we believe that all students can learn and achieve mastery of grade-level standards and skills if given the proper tools. We also believe that students can become critical thinkers if we set high expectations and provide them with rigorous instruction and support. We are committed to helping each student develop into productive citizens regardless of his/her previous school performance, background, socioeconomic status, race, or gender. We accept the responsibility to teach all students so that they can attain the maximum educational potential.

In order to fulfill our mission, we will focus on the following goals:

- Develop abilities, ideas, values, and interest that contribute to a positive self-image and to a tolerance and understanding of others
- Ensure that each child acquires the necessary and basic skills that will enable him/her to live productively in a changing modern and complex society
- Nurture each child's creative ability and provide acceptable means for self-expression
- Develop good traits of citizenship and character so that each child will become a productive citizen in our democratic society
- Provide an environment whereby each child will have successful experiences
- Provide a flexible instructional program that allows for individual differences
- Encourage each child to work independently, to use time wisely, to follow directions, and develop a sense of responsibility and respect for self, others, and property
- Develop each child's social, emotional, physical, and intellectual characteristics
- Develop intellectual curiosity and love of knowledge

## **Benteen Elementary School Pledge**

I'm healthy, smart and looking fine  
With a lot of hard work the world is mine.  
I'll study hard, I'll beat the test  
I'll show the world that I'm the best.  
I'll come to school each and every day,  
Because it's not the same when I'm away.

I'll show respect and get good grades  
I'll love myself and I'll have it made  
So today's a new day and I'm ready to start  
At Benteen Elementary School we're all so smart!

## **Benteen School Song**

**By Gregory S. Nash**

Benteen, oh Benteen  
It is you that we hail.  
Without you we would fail.

It is you who teaches us right from wrong.  
Before we leave your shore;  
And as we sail along life's sea  
Benteen will be our core.

Benteen, oh Benteen  
Thank you for your light;  
In darkness and in shadows  
You will make our future bright!

## **Creating a Positive & Supportive Learning Environment**

### *Personal Development: Self-Discipline*

One of our goals is to provide a safe environment that is conducive to teaching and learning. The responsibility for achieving this goal belongs to everyone! Teachers, Parents, and Students must work cooperatively to ensure success. Students are expected to exhibit appropriate behavior at all times. Each teacher utilizes a structured classroom management plan that complements our school-wide behavior/discipline plan. The classroom management plan includes behavior and learning expectations, rewards and consequences. Your child's teacher can provide detailed information concerning classroom discipline and strategies at your request.



## Entrance Requirements

Children who are four years of age on or before September 1 are eligible for Pre-K. A child that is five years of age on or before September 1 is eligible for Kindergarten. A child that is six years of age on or before September 1 is eligible for first grade.

Children entering school for the first time must have:

- Immunization certificate (showing current immunization) on State of Georgia form.
- Certificate-official certificate or form with state seal and certificate number.
- Certificate of Eye, Ear, and Dental Examination of State of Georgia forms.
- Social Security Card or waiver
- Custody papers (if applicable)
- Proof of residency in school's attendance zone

A special permission form is required for out of zone Atlanta students. This form can be obtained from the Atlanta Public Schools Student Placement Office located at 130 Trinity Avenue, Atlanta, Ga. 30303.

Tuition is charged for out of district students. For more information, please contact Atlanta Public Schools Student Placement Office at (404) 802- 2233.

Parents must provide the school with an accurate address and telephone number. Please update contact information as soon as possible after a change in address or phone number is made. The school must also have the name and telephone number of the child's physician in case of an emergency. Please ensure that the emergency contact information is accurate and up to date.

## Visitor School Dress Code

Bentzen also enforces a dress code for parents and visitors who may enter into the building. The following are **not allowed**:

- Tank tops, shorts/dresses/ skirts more than two inches above the knee
- midriff tops that expose the stomach
- Sheer/See through tops and/or dresses
- "spaghetti" strap tops
- t-shirts with profanity
- baggy pants that fall at the hip
- Pajamas
- house shoes
- do-rags
- Parents/ visitors who violate this policy will be asked to leave the building.

The following regulations regarding dress code apply to all visitors while on school grounds, while participating in school programs or events, or while participating in parent conferences or

meetings sponsored by the school/ district. It is our intent to promote excellence for our students at all times. By ensuring, that we are appropriately dressed models the expectation of professionalism and appropriate attire for a school setting.

Remember we are our students' best example for appropriate dress and we must model appropriate and professional dress. We are planting a seed in their future.

## Student School Dress Code



### Uniforms & Dress Code

Monday- Thursday\*

TOPS



Navy Blue



Light Blue



White



Yellow

BOTTOMS



Khaki

Navy Blue

\*Monday- Thursday |Uniforms strongly encouraged and expected Friday| Uniforms are optional| Spirit Wear/ Dress down day

Students are expected to dress in a manner that is consistent with the basic educational mission of the Atlanta Public Schools and to avoid disruption of the instructional process, violation of health and safety standards, and offence of common standards of decency. Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety.

Benteen Elementary advocates a uniform policy for all students, which **includes navy blue pants with a white or light blue-collared shirt for boys and navy blue jumpers, skirts, or pants, with a white or light blue shirt for girls.** If a student is in need of uniforms, our school Social Worker can assist.

## Student Cell Phones & Devices

APS Board Policy allows for students to carry cell phones. It also encourages local schools to set up guidelines for their use at school. As such, BENTEEN permits students to bring their personal phones to school as directed by their parents for their personal use before or after school. Student cell phones and devices at Benteen must be turned off and located in the “bottom of their book bag” while students are on school property unless explicitly directed by their teacher to do otherwise.

## Student Lunchroom Expectations

1. Use manners by saying “thank you”, “please” and “excuse me”.
2. Stay in your place in line.
3. Talk in a reasonable tone.
4. Clean your area when done eating.
5. Know your lunch number.
6. Gather your materials while you are in line.
7. Eat only off your own plate.
8. Use the restroom before you enter the line.
9. No sharing of food between students.

## School-Wide Rules

Students are required to follow the school- wide rules to ensure that we maintain a safe and secure learning environment at all times. Students must.....

- Read and become familiar with the Student Handbook
- Attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
- Know and follow school rules and instructions given by the school principal, teachers, and other staff
- Walk quietly on the right side of the hallway
- Use a hall pass when leaving the classroom unless supervised by an adult
- Tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the community
- Treat everyone in the school community with respect
- Respect school property, community property, and the property of other
- Show your Brilliance

## **Consequences for Misconduct**

When students choose to misbehave or exhibit inappropriate behavior in the classroom or anytime during the instructional day, teachers will use a progressive approach. Ultimately, all major misconduct and consequences regarding major misconduct will be handled by the Assistant Principal or Principal.

## **School Level Consequences**

Students are expected to follow all rules at all times. Teachers will reinforce SEL competencies and apply consequences when students do not follow rules. Staff will refer students who repeatedly break classroom rules to the assistant principal.

Consequences for fighting, use of profanity, possession of weapons or illegal substances, and blatant disrespect for teachers and staff will follow the recommended strategies as outlined in the Atlanta Public School Student Code of Conduct.

It is against Board policy for staff to hit, shake, paddle, tap, pinch, or touch students inappropriately as a form of punishment.

## **Arrival**

The building is open for students at 7:15am, please do not send students to school before 7:15am. Breakfast is available from 7:15 am until 7:55 am. Breakfast is free to all students and is served in the cafeteria as part of our breakfast program.

The school day begins promptly at 7:45am. Students arriving after 7:50 a.m. are considered late and will receive a tardy slip.

## Dismissal

The school day ends at 2:45 pm. Departure information should be on record with the student's homeroom teacher. Students may walk, be picked up, or ride the bus/ van for surrounding after-care programs. Please notify the office, **in writing**, if there are changes in your child's method of departure for a specific school day. No child will be dismissed outside of their normal dismissal method without written notification. **(Notification must be provided to the teacher and the front office staff prior to 2:00 pm on the day of the change)**. If there is an emergency, please notify the principal and/or assistant principal.

## Early Dismissal

**There are no early dismissals after 2:15 p.m.** If a student is to leave the building before 2:45 pm, a parent or guardian must sign the child out from the front office. Please do not go to your child's classroom for early dismissal. Office staff will call to the classroom and request the student to report to the office.

All students must depart by 3:00 pm, unless they are involved in after school care, tutoring, or extra-curricular activities. It is the parent's responsibility to ensure that students are picked up by 3:00 pm or students will be placed in the after-school program. The parent will be charged a drop-in fee for each student placed in the after-school program due to non or late pick-up. If the parent has a balance with the after school program, then the school may contact the school Social Worker for assistance.

## Attendance

Good attendance is directly related to performance. Students with perfect attendance will be recognized monthly and at the end of the school year.

Please adhere to the following rules:

- Students arriving after 7:45 am must report to the office
- Students who are absent must bring a note to the school signed by a parent or doctor; otherwise the absence will be considered unexcused
- Students with a pattern of absences (more than 5 unexcused absences or excessive absences) will be referred to a social worker
- Whenever possible, please schedule doctor's appointments after school, or near the end of the school day; school ends at 2:45 pm
- Remember attendance at school is a critical part of ensuring student success.

## **Withdrawal Procedures**

Please complete one withdrawal form per student. Withdrawal is not required for students transferring from one APS school to another APS school. If you have moved to another attendance zone, please begin the enrollment process at the new APS school. An Official Withdrawal Request form must be completed for each student to withdraw from the Atlanta Public Schools District. This process can take longer if the student has outstanding fees or school equipment. Upon submitting the request, the student is to return all of his/her textbooks, library books, uniforms, and/or any equipment.

- Only the parent/legal guardian who enrolled the student(s) may withdraw the student(s).
- APS must have a copy of your driver's license or other state-issued ID to begin the withdrawal.
- Parents /Legal Guardian should provide your new address.
- APS needs to know the name of the school to which your student will be transferring. If the school is outside Georgia, APS needs the name of the state.

Withdrawals are completed online.

All APS devices assigned to a student must be returned to the child's school. If no one is at the school, devices can be returned to the APS Central Office (130 Trinity Avenue, Atlanta, GA 30303).

## **Student Concerns**

Students or parents who have a concern should first discuss the matter with the teacher. It is expected that the teacher will return phone calls within 48 hours. If the outcome of that discussion is not satisfactory, parents should contact Mrs. Tiffany Hill, Parent Liaison at 404-802-7318 or by email at [Tiffany.Hill@apsk12.org](mailto:Tiffany.Hill@apsk12.org) for further assistance.

## **Counseling Services**

The purpose of the school counseling program is to help students develop and enhance their academic, behavioral, career, and personal/social strengths in order to ensure that all students graduate ready for college and career. Our Counselor, Mrs. Free, will meet frequently with classes throughout the year to deliver Career Awareness lessons and lessons to support student social and emotional development. Mrs. Free will also provide individual and small group counseling for students who need additional support through referral (ie. teacher, discipline, parent, SST/RTI). Individual and small group counseling can cover the following: behavior management, coping skills, grief, family transitions, peer relationships and academic concerns. Mrs. Free is available by phone 404-802-7310 or email [chanel.free@apsk12.org](mailto:chanel.free@apsk12.org) to discuss concerns or arrange meetings when needed. (Please note that response time is 24-48 hours for phone and email messages) Parent office hours for non-emergency concerns are Monday –

Friday 8:45 am – 9:15. Emergency Support can be requested by phone or in person. If Mrs. Free is unavailable, parents should go directly to Dr. Lovett or Mrs. Johnson.

## Visitors

All persons visiting the campus **must** sign in at the front office and obtain a “**Visitors Pass**”. If the “Visitor’s Pass” is not worn and easily visible, the visitor will be asked to leave the building. Visitors are permitted to go where their badge states. No visitor has permission to roam the building. Failure to adhere to policy could result in being asked to leave or privileges revoked.

## Volunteering at Benteen

We always need an extra pair of hands here at school! Your time can help us a lot. Homeroom teachers can always use adult help. You can provide your assistance by:

- Coming to PTO (Parent Teacher Organization) meetings
- Visiting your child’s classroom regularly
- Chaperoning on field trips
- Supporting school celebrations and festivals
- Working in the School Garden
- Assisting around the school by making copies, reading with children, displaying bulletin boards, and helping out with classroom activities, etc.

Parents are encouraged to volunteer in the school before, during and after the school day. All volunteers are required to complete a Volunteer form (located in the main office) prior to providing services. Once completed, the form will remain on file at the school for the remainder of the school year. All parent volunteers will be assigned a volunteer assignment by the school’s parent liaison.

Please be aware that Georgia law places restrictions on certain behaviors on school campus and gives principals the right to determine who is on campus. Failure to remove one’s self after being asked by the principal is a misdemeanor of high and aggravated nature.

Parents are encouraged to be an active part of the child’s class, however, parents are not allowed to visit or interrupt the classroom during the instructional block. Parents who wish to speak with their child’s teacher must schedule a conference before or after the school day. For parents who wish to observe the class must receive special permission and must adhere to the following guidelines:

1. Prior to visiting your child’s classroom, the parent must contact the teacher to determine a time that works for both parties.
2. The teacher should identify a designated area for the parent to sit and observe the classroom activities. Parents are not allowed to participate in classroom activities or facilitate conversations with students or teachers during the instructional block.

3. Classroom visits may occur only when the child is assigned to be in that particular class.
4. Parents who desire to speak with their child's teacher must schedule an appointment to do so. Parents are not allowed to interrupt classroom instruction during the instructional block. Please conference with your child's teacher before or after school. The school day ends at 2:45 pm.

### **Medication at School**

If your child needs access to, or administration of, special medicine such as inhalers during the school day, you must have written orders from a medical doctor on file. All medications must be in their original container with prescription label. The school nurse must administer medicine or through the front office; students are not allowed to self-medicate or carry drugs of any kind. Do not ask teachers to be responsible for medicating your child. Please obtain the proper forms and more information from the school nurse and/or secretary.

### **Change of address or Phone Numbers**

In case of an emergency, we must have current information. Please notify the student's homeroom teacher and front office staff of the any changes in address and phone numbers as soon as possible. The front office number is 404-802-7300.

### **Conferences**

Parent-Teacher conferences are scheduled by Parent/teacher request. Parents should make every effort to check their child's report card and meet with the teacher for ideas on how to support their child's learning. Please make an appointment to talk with your child's homeroom teacher anytime before school, after school, or during teacher independent planning.

### **Communicator Folders**

The Benteen Communicator folders come home every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday, unless there is no school, with very valuable information. Please make sure that your students' folder is returned the following day.

### **Benteen Lost & Found**

Lost items at Benteen are located in the Parent Center. Please check it frequently. We donate items left longer than one month to the local Goodwill. Please write your child's name on their jackets, sweaters, lunchboxes, etc... so we can return them if lost.



## Emergency Drills

Benteen participates in several practice drills in order to keep our students and staff safe in the event of an emergency. These include monthly fire evacuation drills, and less-frequent tornado drills, intruder drills, mysterious package (ie; bomb) drills and security “lock down” drills. We make it a point to use approved language when describing and prepping for our drills. However, our practice drills are serious business. Please discuss with your child the importance of listening carefully and following directions immediately during drills.

## School Closures

Benteen’s REMIND101, the Benteen Parents Group on Facebook, WSB TV, WABE Radio, and @APSUPDATE (on twitter) are your best sources for up to the minute information regarding school cancelations due to inclement weather. Atlanta Public Schools also uses the “robo-call” feature in Infinite Campus in the event of changes to our operating schedule.

## Remind101



### Join Remind101 / Únete Remind101

1. Send a text message to 81010 /Envie un mensaje de texto al 81010
2. Message body/text should be the join code (i.e. @Benteen...)/ El texto del mensaje debe ser el código de unión (es decir, @ Benteen...)

Grade Level	Join Code
PreK	@BESPreK24
Kindergarten	@BESKind24
1st	@BES1st24
2nd	@BES2nd24
3rd	@BES3rd24
4th	@BES4th24
5th	@BES5th24

## Governing Arms of Support

- The mission of the F.W. Benteen is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. We support our school in advocating for its students, teachers, and staff. Our mission is to provide a comprehensive and rigorous curriculum that will prepare all students to be life-long learners and globally minded citizens, who are growing in academics, character, and leadership.

### PTO Board

- President ..... Amberly Toole
- Vice President of Social & Community ..... Stephanie Diaz
  - Vice President of Operations ..... Katie Acosta
  - Communications Chair ..... Jenny Geib
    - Treasurer ..... Amara Lynch
    - Secretary ..... Jori O'Hanley
  - Advocacy Chair ..... Qiana Cryer
  - Member-at-Large .... Anel Kovitz,

### GO Team Members

Name	Officer	Role	Email Address
Dr. Andrew Lovett		Principal	ajlovett@atlanta.k12.ga.us
Jonathan Bolton	Cluster Rep	Parent/Guardian	jonathan_ray_bolton@yahoo.com
Amanda Harwood	Vice Chair	Parent/Guardian	cometgirl63@gmail.com
Caroline Philson	Chair	Parent/Guardian	carolinep@gmail.com
Dr. Annette Lyons		Instructional Staff	annette.lyons@atlanta.k12.ga.us
Princess Smith		Instructional Staff	pgause@atlanta.k12.ga.us
Dr. Lorraine McFadden	Secretary	Instructional Staff	lcmfadden@atlanta.k12.ga.us
Saba Loghman		Community Member	sloghman@empirecommunities.com
Milt Thomas		Community Member	milt.thomas@erafb.com
Corey Ruff		Swing Seat	corey.ruff@passioncitychurch.com

## **Infinite Campus Portal**

The Infinite Campus Parent Portal allows you to monitor your child's grades and attendance online. Our teachers update their grades in the portal every week. To access the portal, you must get your personalized credentials from Mrs. Hill, our Parent Liaison. (Tiffany.Hill@apsk12.org)

The portal can be accessed by a computer and/or parents can download the portal app on their phone. The web address is <https://ic.apsk12.org/portal.com>

## **Clubs and Organizations**

Our teachers may sponsor additional after school clubs or activities on a volunteer basis. These offerings may change from year to year as teachers' time and personal obligations permit. Clubs, organizations, and special events will be announced via Benteen Communicator as they become available.

## **Parent Center/Parent Liaison**

We welcome Benteen students and parents to visit the Parent Center. The Parent Center is a great asset to our families. Inside the Parent Center, parents will have access to computers, a Lending Library, and additional educational resources. Mrs. Hill, our Parent Liaison is housed in the Parent Center. Mrs. Hill will serve as a bridge between school and home. She also offers informational support and community resources. Mrs. Hill is committed to work as a part of the team to ensure student success.

As your Parent Liaison, she will offer continuous help and support. The hours of the Parent Center are Monday – Friday 9:00 am – 3:30 pm. School tours are available on every Thursday between 9:00 am and 1:30 pm. Mrs. Hill will also offer Parents' various classes through the year. Should you have any questions or need further assistance, please contact Mrs. Hill at 404-802-7318 or via email at Tiffany.Hill@apsk12.org



## Student Handbook Acknowledgement Form

### BENTEN ELEMENTARY SCHOOL

2023-2024

By signing below, I acknowledge that I have received a copy of the Benteen Elementary School Student Handbook and that I understand the policies and expectations outlined within the book. My signature also indicates my pledge to comply with the set rules and policies in an effort to support the school and ensure a safe, orderly and conducive place of teaching and learning for all.

\_\_\_\_\_  
(Parent/Guardian Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
(Date)