



ATLANTA
PUBLIC
SCHOOLS

Making A Difference

KIMBERLY STINGERS



2013-2014 STUDENT HANDBOOK

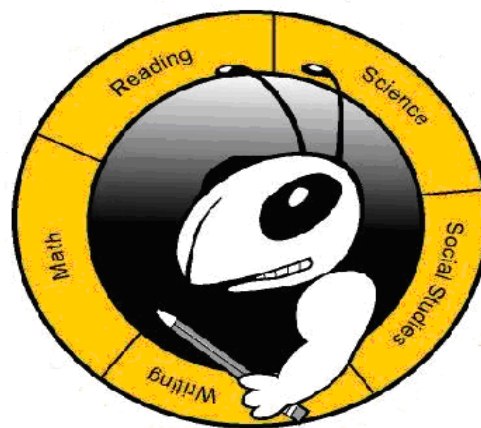
Joseph L Salley
Principal

David Jakana
Assistant Principal

Calesia Grissom
Kimberly Parks
Instructional Coach(es)

Rosaland Harkless-Brown
Counselor

Kedria Sheppard
Office Administrator



A GEORGIA STATE UNIVERSITY
PROFESSIONAL DEVELOPMENT SCHOOL

LUCAS OLIVER KIMBERLY ELEMENTARY SCHOOL
3090 McMURRAY DRIVE, SW, ATLANTA, GA 30311
404.802.7600 OFFICE
404.346-2538 FAX

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 Carroll County 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



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ADMINISTRATION

TITLES	NAME
Principal Assistant Principal Instructional Coach (Literacy) Instructional Coach (Math) Guidance Counselor Media Specialist PEC Lead Teacher	Joseph L Salley David Jakana Calesia Grissom Kimberly Parks Rosaland Harkless-Brown Everett Jolly Delicia Goodman-Lee
Office Administrator Office Associate Parent Liaison	Kedria Sheppard Iris King <i>Pending</i>
Nurse	Kimberly James
Social Worker	Marlene Stevens
After School Director	Gladys Carter
Cafeteria Manager	Lisa Lewis Parker
Facilities/Custodian	Howard Gay



FACULTY

TITLE	NAME
Pre-Kindergarten	Perdelia Maddox (Child Care I) Daphne Floyd (Child Care II)
Kindergarten	Connie Geter (Team Leader) KenCheryl Smalls Alvie Hunter Lorene Ivory
First Grade	Kameca Loyd-Spear (Team Leader) Angeleria Willis Carolyn Rivers Edwina Mosley
Second Grade	Timisha Foster (Team Leader) Tressa Sampson Jarvis (JT) Adams Dennice Kerscher
Third Grade	Theresa Julien (Team Leader) Kiatonya Wormley Vacant Rachna Puthottu
Fourth Grade	Rae Debose-Douglas (Team Leader) Lisa Miller Shylonda Pass-Cameron
Fifth Grade	Quiana Bryant (Team Leader) Felicia Belcher
Special Education Staff	Samantha Bennett (Interrelated) Ernestine Northern (Intermediate Autism) Nicole Tyler (Primary Autism) Vacant (Intermediate EBD) Vacant (Primary EBD) Lois Spencer (Speech)
Music	Richard Harris
ELL	Leslie Taylor
Band	Dennis Gambel
Orchestra	Nicole Miller
Physical Education	Yoofi Dowell
Art	Demetrius Carroll
Spanish	Odalys Whatley
EIP	Jennifer Saunders (Team Leader) Evelyn Britton Vandy Arnold Sherelle Minter
Paraprofessionals	Frederick Jones (Team Leader) (Smalls) Sherri Willis (Geter) Tanga Harris (Hunter) Michael Wiley (EBD) Lauren Allen (Northern) Angela McMillan (Tyler) New Hire (EBD) Hartsfield (Media)



Atlanta Public Schools Traditional Student Calendar 2013-2014

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PLEASE REVIEW YOUR MONTHLY NEWSLETTER AND FLYERS FOR ANY CHANGES AND/OR ADDITIONS TO OUR SCHOOL CALENDAR



SECTION ONE



GENERAL INFORMATION, POLICIES, AND PROCEDURES

I. GENERAL INFORMATION, POLICIES, AND PROCEDURES

A. ADMISSION POLICY

Students entering Pre-Kindergarten (4 years old) must be four on or before September 1. Students entering Kindergarten (5 years old) must be five on or before September 1.

All students must have the following items on file at the school:

- Certificate of Immunization
- Ear, Eye, and Dental Certificate
- Birth Certificate
- Social Security Card
- Emergency Information Card
- Report and/or Withdrawal Form previous school must be presented before a class assignment can be made.

1. Our School Day

- Breakfast 7:30a.m. - 7:45a.m.
- Morning Announcements 7:55a.m. - 8:00a.m.

2. Tardy

Students must be in their classrooms by 8:00 AM. Students who arrive to school after the tardy bell must be signed in at the office by a parent/guardian.

3. Dismissal Order

Walkers, and students picked up by parents/guardians are dismissed at 2:30 PM. Prompt pickup of your child is necessary. Bus and Daycare Van riders will be escorted to the gym for dismissal. Any students not picked up by 3:00 PM will be placed in the After School Program at the parent's expense.

B. ATTENDANCE POLICY

1. 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:

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

2. 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.

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

3. 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 10 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 must meet with the school admin prior to the student being called to the office.**

4. 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.

C. CAFETERIA

1. Staff –Lisa Lewis, Manager
2. Breakfast

A breakfast program is offered for all students. The breakfast program will begin on the first day of school. Our school benefits from the breakfast in a bag program. There is no cost to students for breakfast. Adults may eat breakfast at school for **\$1.50**.

Students who do not come to school by bus should arrive at school at 7:30 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 7:30 – 7:45 AM for kindergarten thru fifth grade students.

3. 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. The cost for lunch is **\$2.00**. Those students who are approved for a reduced-price lunch will pay **40 cents**. Adults are welcome to eat lunch at a cost of **\$3.00**.

A "Notification to Parent" letter will be given to students after three (3) charged meals have been served to a student. After three (3) "documented" charges, the student will not be allowed to have the regular



lunch, but will be given a peanut butter and jelly sandwich with milk. Full payment for all charges is required before the student will be served the regular meal.

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.

4. Cafeteria Rules:

- Leave your area clean; dispose of your tray and other trash.
- No pushing, shoving or horse playing in the line.
- No food or drink carried from the cafeteria
- Students must remain with class until dismissal.
- No running or playing.
- Obey the monitors and stay with your class.
- Speak in a quiet voice.
- Remain silent when the music plays

D. 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.

The use of consistent school-wide management procedures encourages children to make responsible choices for their personal behaviors. All staff members will implement a '3 B's' Code of Conduct procedure in their classroom and use the Choice Card to monitor the process. This code will incorporate and support our school-wide rules and procedures. Communication between school and home is critical to a safe and productive learning environment. Choice cards will be sent home each Wednesday and must be signed and returned on the following school day. Every staff member, through the use of the Choice Card as a pass or monitoring device, will monitor student behavior throughout the school setting.

The purposes of the Choice Card are to:

- Provide accountability for student behavior throughout the building
- Serve as a daily hall pass
- Act as a valuable communication tool between school and home
- Document student behavior

3 B's

- Be Safe
- Be Kind
- Be Responsible

Each student will have a new Choice Card every three weeks. The following codes are used as a key on the card along with a description of the conduct. Both positive and negative conduct will be recorded on the card. Behaviors accumulate on a weekly basis.



Choice Card for:

Codes



★ = Above and Beyond Expected

Behavior

D = Disrespect toward Staff or others

I = Interfering with instruction

M = misconduct

O = Office referral

Staff Comments:

Parent Comments

Return on Thursday

Teacher:

Area	5/2 – 5/8	5/9 – 5/15	5/16 – 5/22
Class			
Exploratory Computer & Media			
Hallways			
Cafeteria			
Other			
Weekly Summary			

Week 1

Comments (optional)

Parent's

Signature

Week 2

Comments (optional)

Parent's

Signature

Week 3

Comments (optional)

Parent's

Signature

Weekly Summary



😊 = Perfect (no offenses)

S = Satisfactory (1 offense)

N = Needs Improvement (2 offenses)

U = Unsatisfactory (3+ offenses)

****Students who demonstrate consistent inability to act according to school-wide expectations will be supported through the Response to Intervention Process.**

Bus Procedures:

- Obey all bus rules
- Remain seated and use inside voice
- Be at the bus stop on time and wait safely without horseplay
- Keep hands, feet and objects to self
- Pick up trash/keep area clean
- Wait your turn

Hallway Procedures:

- Stop, look & listen when you hear an adult
- Go directly to your destination
- Always walk on the right side (2nd Square) facing forward
- Respect others space and work
- Keep feet, hands, and other objects to ones self
- Silent halls

Cafeteria Procedures:

- Remain quiet during music
- Obey all adults and respond appropriately
- Keep your area clean by depositing trash neatly into cans
- Remain silent while at the silent table
- Use good manners
- Use quiet voice
- Wait your turn

Restroom Procedures:

- Use facilities and return to class immediately
 - Wash your hands always
 - Report vandalism
 - Keep water in sink and use facilities correctly
 - Respect the privacy of others
 - Keep hands, feet, and objects to self
 - Put trash in trash cans

Classroom Procedures:

- Respond appropriately
- Remain seated unless you have permission to do otherwise
- Pick up trash/keep area clean
- Respect the belongings of others and of the school
- Raise your hand and wait for permission to speak
- Complete assignments on time
- Keep hands, feet and objects to self
- Listen while others are speaking

Playground Procedures:

- Listen and respond to teacher signals and directions
- Report injuries and misconduct to an adult immediately
- Play fairly/take turns on equipment
- Use equipment correctly
- Use polite language
- Keep hands, feet and objects to self

(☆) - MAXIMUM behavior: Any actions, words, or gestures that reflect something that a student has done that goes above and beyond what is expected on the normal day to day basis.

(D) - Disrespect: Any actions, words, or gestures that make people feel less valuable than another person. It can include refusal to follow instructions, direction and procedures as well as defiance to authority.

(I) - Interfering: Interfering such as, but not limited to, sounds or movement that distract or prohibit other from concentrating on a task.

(M) – Misconduct: This may include, but is not limited to, physical offenses, being untruthful, stealing, imposing on others, bullying, harassing, and damaging or destroying property.

(O) – Office Referral: Some behaviors will result in immediate administrative discipline referrals. These offenses may include, but are not limited to, fighting, weapons, drugs, and endangerment to others.

***A staff member will notify a parent when a child has received three or more marks on his/her Choice Card in one week.**

Consequences

U's accumulate on a 3-week basis. If a student receives:

N – Classroom consequence - Loss of privilege(s)

U (1st Time) – In-Team Isolation (2 hours)

U (2nd Time) / N (3rd Time) – 2 Days (60 minutes) Detention / Teacher will call parent

U (3rd Time) – Office Referral (Administrative Consequence)



E. 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)

F. 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 secretary 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 2:30 – 3:30 PM. Additionally, there will be a conference day scheduled for each semester.

G. EDUCATIONAL FIELD TRIPS

School personnel will always supervise these trips. The parent or guardian is required to sign the field trip permission statement on the registration form before a child is allowed to go on a trip. Each student will be given a note to carry home prior to each trip. If volunteer chaperones are needed for a trip, the teacher will make the selection.

H. TRANSPORTATION POLICY

Telephone Number: 404.802.5500

Behavior of students on school buses is considered an extension of classroom behavior. Students who fail to respond to the directives of the bus drivers shall be reported to a school administrator for disciplinary action. Improper bus conduct may result in suspension or expulsion from school.

Code of bus conduct:

- 1) Students must show proper respect to the driver.
- 2) Objectionable or dangerous objects are not permitted.
- 3) Tobacco, illegal drugs, alcohol, and weapons are prohibited.
- 4) A student must keep his arms and head inside the bus at all times.
- 5) Nothing is to be thrown in, out, or from the bus.
- 6) The use of obscene language or gestures is prohibited.
- 7) Destruction or defacing school property is prohibited.
- 8) Fighting or physical play is prohibited
- 9) Unnecessary noise is prohibited.
- 10) Food or drinks must not be consumed.
- 11) Drivers may assign seats to elementary and middle school students.
- 12) Students must be seated at all times unless directed by the driver.
- 13) Students must be quiet at railroad crossings.
- 14) When crossing a street, students will immediately cross in front of the bus in full view of the driver.
- 15) The emergency door and windows are to be used only at the direction of the driver.
- 16) Students may be allowed to ride a bus and to disembark at a bus stop other than that assigned for their residence provided the parent/guardian places the request in writing and submits it to the principal or his/her designee for approval.
- 17) Students are to be at the bus stop five minutes prior to the scheduled time and are to wait in an orderly manner.
- 18) Any other disruptive behavior will be referred as deemed necessary to insure safe transportation of students.



I. DRESS CODE

All students are required to wear school uniforms to promote and enhance Kimberly's goals and objectives. Boys are to wear navy blue slacks, white shirts and navy blue neckties/bowties. All boys' shirts must be tucked inside their shorts or slacks. Girls are to wear navy blue skirts, pants or jumpers and white 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 gold, 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.

J. VISITORS & VOLUNTEERS

We always welcome visitors and volunteers to Kimberly ES. In order to maintain a proper environment for instruction, 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.

K. 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, will be held in the cafeteria 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.



SECTION TWO



ACADEMIC POLICIES, AND PROCEDURES

II. ACADEMIC POLICIES AND PROCEDURES

A. LITERACY BLOCK

At Lucas Oliver Kimberly Elementary School we believe that every child has the ability to become a successful reader and writer. It is our responsibility as a school staff to provide reading instruction to meet each individual child's needs. To help support our students in building their reading skills, Kimberly allocates and designates a 90 minute block of instructional time specific to reading.

1. Treasures is a research based comprehensive Reading Language Arts program for grades K-5 that gives teachers the resources they need to help all students succeed. High quality literature coupled with explicit instruction and ample practice ensures that students grow as life-long readers and writers.
2. Balanced Literacy Program incorporates all reading approaches realizing students need to use multiple strategies to become proficient readers. The program provides and cultivates the skills of reading, writing, thinking, speaking, and listening for all students. Kimberly's Balanced Literacy Program includes five (5) foundational components, **Modeled Reading (Reading Aloud), Guided Reading, Shared Reading, Independent Reading, and Word Study**
 - During Modeled Reading (Read Aloud) the teacher reads out loud to the classroom. This way the teacher can model the correct strategies and behaviors. It's important that teachers read with enthusiasm, rhythm, and the proper intonation. With the read aloud strategy students can experience the joys of reading long before they can read on their own.
 - During Guided Reading teachers are able to work with students who are on the same level. Students are put into small groups, given their own book, and the teacher works with each student to help develop the skills they need.
 - During Shared Reading students and teacher read together. This is an opportunity for students to discover new words and their meanings. The teacher may compose a variety of texts with the students while often models thinking as he or she writes. The students participate by listening to the teacher's thought process and then trying some strategies in order to help compose the text.
 - During Independent Reading students may be allowed to choose the books they want to read. This is an important aspect of the student's ability to grow and develop in reading skills. Independent Reading is also where student may develop a joyful experience for reading. Parents are encouraged to promote Independent Reading at home to allow practice time beyond the classroom.
 - During Word Study, students work with words through fun and engaging activities. Through Word Study students learn letters and the sounds they make. They then move on to root words, suffixes and prefixes, and how to derive meaning of words.



B. HOMEWORK

Teachers give homework on a regular basis and in reasonable amounts. Students need a quiet place at home to complete these assignments. As a general rule, homework will not be assigned on weekends. Incentives and recognition will be given to encourage students to complete and return homework on a daily basis.

C. REPORT CARDS/DEFICIENCY NOTICES

Progress reports and deficiency notices if necessary, should be sent at the mid-point of each eight-week session.

Regular report cards will be sent home twice a semester. If a student is having difficulty with schoolwork or behavior, the parents will receive a deficiency Notice during the fifth week of that grading period.

It is recommended that all parents establish an Infinite Campus Parent Portal login. Information regarding the Parent Portal can be received from the main office or the media specialist.

D. TEXTBOOKS

The textbooks used in our school are the property of the Atlanta Public Schools and the state of Georgia. When a textbook is issued to a student, they are on loan for the purpose of studying. Each student is responsible for caring for the books issued to him/her and all issued textbooks must be returned in good condition at the end of the school year.

If a book is lost or carelessly damaged, the parent must pay for the book. Lost books will be paid for on the following basis; a new book, or first year of use price as a new book; a book older than first year of use is half price of a new book. Damaged books will be paid for in proportion to the damage as determined by the school.



SECTION THREE



GRADES, LIBRARY, AND AWARDS

III. GRADES, LIBRARY, AWARDS

A. GRADES

The minimum passing score for all courses taught is 70. Students in grades 1-5 in elementary schools will receive letter grades.

1. Kindergarten

Student performance in kindergarten will be graded as specified below:

S–Satisfactory Student is applying concepts or skills at the kindergarten level.

G–Growth Student is in process of developing skills or concepts at the Kindergarten level.

P – Problems Student is experiencing some problems; conference is requested

NE–Not Evaluated Student not evaluated at this time-insufficient time for evaluation, teacher preparing child for evaluation.

2. Grades 1st ~ 5th

Student performance in grades 1-5 will be graded as specified below:

A 90-100 Excellent achievement at the assigned performance level

B 80-89 Above average achievement at the assigned performance level

C 70-79 Average achievement at the assigned performance level

F 0-69 Failure to achieve at the assigned performance level.

NE No evaluation at this time.

B. HOMEWORK POLICY

We think learning is important and that learning should continue after school hours. Students will receive a reasonable amount of homework. The following is the minimum requirement:

Grades 1-3 5-30 minutes per night 4 nights per week

Grades 4-5 5-45 minutes per night 4 nights per week

Ideas for Helping Your Child: Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your child with suitable study conditions (desk/table, books, and supplies).
3. Reserve a time for homework and turn off the television.
4. Assist your child with their homework and check the homework with the child to ensure their understanding.



5. Show interest in what your child is doing and assist only.
6. The school expects homework to be neatly completed and returned the next day.

Improving Study Practices: Children will improve their study habits by doing the following:

1. Being sure that they understand each assignment.
2. Using the required amount of time and having a quiet place for study.
3. Studying conditions should include good lighting and proper ventilation.
4. Having the necessary materials at hand.
5. Trying to develop the skill of working independently.
6. Spending enough time, but not too much time on each subject.

C. HONOR ROLL INFORMATION

We have determined, for our grading purposes, that the following point system best represents each letter grade:

LETTER GRADE	NUMERICAL VALUE	SCHOLASTIC VALUE	GRADE POINT VALUE
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Average	2
F	0-69	Failed	0

***PRINCIPAL'S LIST**- students receiving all A's during a grading period.

***HONOR ROLL**- students receiving only A's and B's during a grading period.

*** NO GRADES** will be given to students who have been in our school for 15 days or less.

D. TIPS FOR TESTING

1. Relax and think pleasant thoughts.
2. Read the directions carefully.
3. Read each question twice before answering.
4. Think before you select or construct an answer.
5. Answer questions completely with only the information requested.
6. Check your paper for spelling and grammar before turning it in.

E. LIBRARY PRACTICES AND POLICIES

The library materials are the property of the State of Georgia and the Atlanta Board of Education. When checked out by the students, they are on loan for the purpose of reading and studying. The student receiving any library material is responsible for the material and is expected to return it in good condition at the scheduled time.

Students are responsible for all library books and materials they check out. The charge for lost and severely damaged items will be the replacement cost of the item plus 80 cents for processing.

If a student returns the book that he/she has paid for (in good condition), he/she will receive a full refund.

If the "found" item is returned in damaged but usable condition, a charge for damages will be subtracted from the refund.

No refund will be made for items that are severely damaged. Severe damages include:



- Books that have been soaking wet, dried and the cover is wrinkled, pages crumpled, and/or pages stuck together.
- Books on which paint, ink or other things have been spilled so that portions of the text are unreadable.
- Extensive crayon, ink marks, or food stains on several pages.
- Pages missing or chewed.
- Cover torn off book.

1. 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 = 15 points / 20 points (35 points for year)
- Grade 2 = 20 points / 25 points (45 points for year)
- Grade 3 = 25 points / 30 points (55 points for year)
- Grade 4 = 30 points / 35 points (65 points for year)
- Grade 5 = 35 points / 40 points (75 points for year)

AR Rules:

- Students must read books on their grade level based on testing conducted by STAR Reader/STAR Early Literacy.
- Student must maintain an 85% average to be considered for AR celebrations.
- Kindergarten will earn points cumulatively by semester.
- 1st through 5th grades will earn points on a nine-week basis.

F. AWARDS

At the end of the school year, an awards day is held for 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



SECTION FOUR



K-5 COLLEGE AND CAREER READINESS

At Lucas O. Kimberly Elementary School, we are preparing our students for the 21st century via standards based instructional practices aligned to common core content standards and anchored in a research based K-5 College and Career Readiness (CCR) framework. The focus is to plant early seeds and promote a culture of college readiness and career focus in our students while helping them to discover their career interests and the related requirements. Kimberly's K-5 CCR framework directly supports the Atlanta Public Schools (APS) district goal of ensuring that APS graduates are ready for college and post-secondary opportunities and is aligned to the new national and state instructional standard measures for AYP under the College and Career Ready Performance Index (CCRPI).

A. The Research

The shift from an industrial economy to a global economic society based on service, information, and technology demands post-secondary advanced skills training and credentials beyond a simple high school diploma. Almost all careers today demand that workers have some post-secondary training (**Moss & Tilly, 2001; Wilson, 1996**). The research is overwhelmingly clear and indicates the work of cultivating a college going-culture among students should begin at the elementary school level (**Bangser, 2008; Cunningham et al., 2007; Dounay, 2006; Hill & Tyson, 2009; Jehl, 2007a; McDonough, 2004; Wimberly & Noeth, 2004; Wimberly & Noeth, 2005**). According to the *National Center for Educational Achievement* (NCEA) and *American College Testing* (ACT), students must be on the college and career readiness ramp starting in elementary school if they are expected to graduate with meaningful options.

In support of the APS goals and in alignment with the data from educational research organizations like ACT, NCEA, and others, Kimberly Elementary School has developed and implemented a standard framework for College and Career Readiness. At Kimberly we want our students to achieve their goals and dreams in this ever increasingly global economic society and that work begins with us planting the seeds for their success.

B. K-5 CCR Elements



- **Bulletin Boards and Displays:** Prominently displayed artifacts, bulletin boards, posters, and other materials promoting colleges, post-secondary institutions (local focus), and careers throughout the school building and the classrooms.
- **Classroom Lessons and Activities:** Instructional focus on College & Career Readiness lessons and activities connected to core academic classes and reinforcing the relevance of college and career to students.
- **Career Awareness Week:** Promotion of the various career paths through hosting presenters and speakers from the local career and business world to engage and interact with students (Fall Semester).
- **College Awareness Week:** Promotion of post-secondary education options through hosting presenters and speakers from the local education fields to engage and interact with students (Spring Semester).
- **GACollege411:** Students establishing user accounts and routinely utilizing GACollege411 in alignment with the College and Career Ready Performance Index (CCRPI).
- **Professional Development:** As part of the continuous program improvement process, professional development opportunities focused on building knowledge of CCR best practices and capacity among Kimberly teachers will be offered throughout the school year and the summer.
- **Assessment Process:** Semester CCR Progress reports (Grade Level Standards Check List Form), student surveys, and a process for Continuous Program Improvement)
- **Monthly College and Career Focused Themes:** Student, staff, and parent dress up days that include activities aimed at reinforcing a school-wide college and career readiness culture.

C. K-5 CCR Goals

- Ensure students are exposed to a standard of CCR lessons and meaningful activities
- Ensure students complete at least ten career awareness lessons by the end of grade five
- Ensure fifth grade students have created a Career Portfolio in GaCollege411 or GCIS
- Ensure students have a clear knowledge and understanding of their career interests

D. College Week and Career Week

College Awareness Week is designed to help expose students to the possibilities and options of post-secondary education. College week's activities present a unique opportunity for students to learn beyond the classroom experience and to engage directly with personnel from the local post-secondary education community including teachers, parents, former students, organizations, and other appropriate stakeholders who are experienced with or connected to post-secondary education. The goal is to raise students' awareness and interest in colleges and universities and to acquaint students with the many possible pathways to post-secondary education.

Career Awareness Week is designed to help expose students to the real world aspect of career exploration. Career week's activities present a unique opportunity for students to learn beyond the classroom experience and to engage directly with career professionals who are connected to the students' career fields of interest. The goal is to raise students' awareness in global careers and to acquaint students with the countless possible pathways associated with their careers interest.



SECTION FIVE



PARENT TEACHER ASSOCIATION (PTA)

PARENT AND TEACHER ASSOCIATION

President - Ms. Nicola Lyon-Gragg
Vice President - Ms. Kalima Robertson
Treasurer – Ms. Kimberly Thomas
Secretary – Ms. Tracy Hubert



A. MISSION STATEMENTS

- To bring into closer relationship the home and the school so that parents and teachers may cooperate intelligently in the education of children and youth;
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education;
- To provide for the welfare of children and youth in home, school and community;
- To secure adequate laws for the care and protection of children and youth.

B. PTA DUES

Membership dues are \$7.00 per person - \$15.00 per family. A portion of those funds will remain at Kimberly for use by the PTA for parent programs and student incentives.

C. 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. Parents also need prior approval from the principal and teacher before visiting the classroom during the instructional program. Parents must sign in at the front office 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.

D. ATLANTA PUBLIC SCHOOLS' WEB ADDRESS

Please visit our website for additional information regarding Student Code of Conduct, Curriculum, School Calendar, and Atlanta Board of Education Policies at www.atlanta.k12.ga.us.



Lucas Oliver Kimberly Elementary School

Parent Involvement Interest Survey 2013 - 2014

We are inviting parents and community members to become a part of our Leadership Team and PTA. We will ask members to attend committee meetings approximately four (4) times a year. PTA Board meets about 6 times a year. The PTA Executive Board has additional planning meetings with the officers, principal and teachers.

Members will have the opportunity to share their input on curriculum, budget, and many important operational decisions that will be made this year. Our goal is to ensure that every child is reading on grade level by third grade. As a member of the L.O. Kimberly Leadership Team or the PTA Board you can participate in increasing communication throughout the community by sharing ideas between parents and staff members.

PTA Choices:

- PTA Officers
- PTA Committee Members

L.O. Kimberly Committee Choices:

- Leadership Team
- Technology Committee
- Parent Advisory Council

Please indicate your preferences and return to your child's teacher.

Name: _____

Home Phone: _____

Work Phone: _____

Yes, I would like to serve on the PTA, Leadership Team, Parent Advisory Council or Technology Committee for the current school year.

First Choice: _____

Second Choice: _____

I would like more information. Please call me. _____

Thanks for your input!

Lucas O. Kimberly PTA and Leadership Team



Lucas Oliver Kimberly Elementary School

HELP WANTED

Dear Parents/Guardians:

We will be involved in a variety of projects during this school year and would appreciate your help. Please take time to fill out the attached form and have your child return it to the PTA mailbox as soon as possible.

Name: _____

Address: _____

Phone: _____

1. I am willing to help in the following areas:

- ☐ Room Parent
- ☐ PTA Board Member
- ☐ Fundraising Committee
- ☐ Tutoring during the school day
- ☐ Media Center/Library Assistance
- ☐ Chorus/Piano Lab/Band/Orchestra
- ☐ P.E.
- ☐ Chaperone Field Trips
- ☐ Other _____

2. I would enjoy:

- ☐ Working with individual students
- ☐ Working with small groups
- ☐ Preparing instructional materials
- ☐ Typing
- ☐ Answering phones
- ☐ Performing other clerical tasks

3. I have the following special interest, talent, hobby, or occupation I would be willing to share with students:

4. The best time for me to help in the class is on:

- ☐ Monday
 - ☐ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday
- at _____ o'clock.



LUCAS OLIVER KIMBERLY ELEMENTARY SCHOOL

PARTNERS IN LEARNING Student ▪ Teacher ▪ Parent ▪ Compacts

Student		Teacher	
PARENT/GUARDIAN AGREEMENT <i>I want my child to achieve. Together we can improve teaching and learning. Therefore, I will encourage him/her by doing the following:</i>	STUDENT AGREEMENT <i>It is important that I work to the best of my ability. Therefore, I shall strive to do the following:</i>	TEACHER AGREEMENT <i>It is important that students achieve. Therefore, I shall strive to do the following.</i>	PRINCIPAL AGREEMENT <i>I support this form of parent involvement. Therefore, I shall strive to do the following:</i>
<ul style="list-style-type: none"> ▪ See that my child is punctual and attends school regularly ▪ Support the school in its effort to maintain proper discipline. ▪ Establish a time and place for study. ▪ Encourage my child's efforts and be available for questions. ▪ Stay aware of what my child is learning and seek information when needed. ▪ Read with my child and let my child see me read, or let my child read to me. ▪ Be a role model by solving conflicts in a positive way. ▪ Respect the school and staff and the diversity of others. ▪ Attend PTA meetings and all other school functions that parents are asked to attend. ▪ Limit or monitor my child's TV viewing, help select worthwhile programs, and watch some TV with him/her. 	<ul style="list-style-type: none"> ▪ Attend school regularly and on time. ▪ Come to school each day with pens, pencils, paper, and other necessary tools for learning ▪ Complete and return homework assignments on time. ▪ Observe regular study hours. ▪ Respect others and cooperate with adults and students. ▪ Conform to rules of student conduct and seek conflict resolution rather than fights. ▪ Cut down on TV and increase reading. 	<ul style="list-style-type: none"> ▪ Explain expectations, goals, and grading to students and parents. ▪ Provide assistance or direction needed by parents so they can help their child. ▪ Improve communication between parents and school. ▪ Assess and provide homework that is understood, meaningful, and evaluated. ▪ Use special activities in the classroom to make learning enjoyable. ▪ Communicate with parents regularly and on a positive note. ▪ Find the techniques and materials that best help each child and provide extra assistance when needed. ▪ Be caring to all students and respect diversity. ▪ Be a role model and maintain a positive attitude. 	<ul style="list-style-type: none"> ▪ Promote high expectations and standards. ▪ Make our mission and goals known to all. ▪ Believe in and care for all students. ▪ Provide a safe, welcoming environment for students, parents, staff, and community. ▪ Provide an environment that allows for positive communication among teachers, parents, and students. ▪ Be an instructional leader for staff. ▪ Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction. ▪ Provide in-service opportunities for staff and parents. ▪ Be a role model and maintain a positive attitude.
Signature _____ Date: _____	Signature _____ Date: _____	Signature _____ Date: _____	Signature: <i>Joseph Salley, Principal</i> Date: <u>8/7/13</u>



Atlanta Public School System

L.O. Kimberly Elementary School

School Year 2013 - 2014

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: _____

