

# **Atlanta Primary School Handbook**



**“Where Lifelong Learning Begins”**



## ATLANTA PRIMARY SCHOOL LETTER TO PARENTS AND STUDENTS

### WELCOME TO THE BEST PRIMARY SCHOOL IN TEXAS

Atlanta Primary School is destined for amazing things this year! We are excited that you have chosen to be a part of our school family! We are looking forward to an exciting year with you and your child. For many of you, this will be the beginning of a journey to life-long learning. We are so happy that you are allowing us to be a part of your life and the life of your family. We have a champion staff that believes in high levels of achievement for all students. We believe that every child can learn and we are committed to helping every student succeed. We are excited to partner with you to establish a foundation for life-long learning. You are now a part of the best school district in Texas and we are anxious to make your learning experience an adventure that you will never forget! In partnership with our families and community, we will strive to create a culture where everyone is a learner, everyone is a teacher and everyone is a leader!

This handbook provides you with valuable information about the policies and practices of the Primary School along with expectations for both parents and students. The primary years are a special time in the life of a child. These years set the foundation for all future learning and are important for the development of basic skills and a love for learning. Our faculty understands that all children learn differently. We seek to provide each child with educational opportunities that fit their learning style. We recognize that in order to be successful, our children need support from both home and school. We know that a strong partnership with you will make a great difference in your child's education. Our staff is always available to assist you with questions. Parents and families are invited and encouraged to call or visit our campus anytime.

**ATLANTA PRIMARY SCHOOL**  
**505 RABBIT BOULEVARD**  
**ATLANTA, TEXAS 75551**  
**903.796.8115**  
[www.atlisd.net](http://www.atlisd.net)

### Personnel

Rae Hammonds, RN  
Nurse  
Kay Griswold  
Secretary

Donna Rice  
Principal

Kristie Alexander  
Counselor  
Nancy Chambliss  
Receptionist

## ATLANTA PRIMARY SCHOOL MISSION STATEMENT

The mission of the Atlanta Primary School is to provide a high quality, innovative, instructional program that challenges all students to reach their full educational potential. The Atlanta Primary School strives to instill academic excellence and real-world skills, thus enabling our students to become effective leaders and citizens of the next generation.

## ATLANTA PRIMARY SCHOOL VISION STATEMENT

It is the vision of the Atlanta Primary School to provide our students with the highest quality education, emphasizing that each student attain optimum academic achievement while acquiring necessary social skills to enable them to become successful, productive citizens.

## MOTTO

“Educating the Future”

## FULL COOPERATION STATEMENT

Full cooperation between home and school is essential. Our concern and your concern for your student is mutual. We encourage you to take an active role in your student’s education by:

1. Developing a relationship with student’s teacher.
2. Instilling in your child the importance of regular and punctual attendance.
3. Providing a detailed note for student absences. Please have approval from the principal for extenuating circumstances.
4. Requiring, reinforcing and encouraging school day learning at home.
5. Reading and becoming familiar with the contents of this handbook; review it with your child. Please sign and return the acknowledgement page.

Report cards will be issued to students following each six-week period. Report cards should be examined, signed and returned to the teacher after each six weeks. Attendance will be indicated on report cards.

All rules and administrative procedures may not be listed in this handbook. Questions of concern not addressed should be directed to the building principal.

## HELPFUL INFORMATION

<b>Attendance:</b>	The first bell rings at 7:55 a.m. The tardy bell rings at 8:00 a.m. Students arriving after 8:00 a.m. will be considered tardy. <b>For the safety of your child, we ask that you not leave them at school before 7:30 a.m. Supervision does not begin until 7:30 a.m. Because instruction begins at 8:00 a.m., parents are not be permitted to escort students to classrooms after the tardy bell has rung.</b>	
<b>Dismissal Time:</b>	3:20 p.m.	
<b>Campus Visitors:</b>	Parents and other visitors are welcome on our campus. All visitors must first report to the office, sign in, provide appropriate identification and receive a pass.	
<b>School Holidays:</b>	Labor Day – Sept 4 Thanksgiving –Nov. 20-24 Christmas –Dec. 22-Jan. 5	MLK Day – Jan. 15 Spring Break – April 9-13 Memorial Day – May 28

## **ADDRESS AND TELEPHONE NUMBER**

Changes of address or telephone number should be reported to the school office and to the student's teacher immediately. A card for each student enrolled is on file in the school office. Cards provide parents' home and work addresses, telephone numbers, name of the student's physician, and the name of a person to be contacted if parents cannot be reached.

## **ASSEMBLIES**

Students are expected to follow campus rules and guidelines during assemblies.

## **ATTENDANCE**

Compulsory attendance state law requires that a student between the ages of 6 and 18 attend school. Students enrolled in Pre-Kindergarten or Kindergarten are required to attend school.

## **ABSENCES**

Your child's progress in school depends greatly on punctuality and daily attendance. Personal sickness, sickness or death in the family, emergencies or extenuating circumstances (approved by the principal) are the only acceptable reasons for absence. When parents are in doubt, they should contact the Principal before the absence occurs.

### **EXCUSED/UNEXCUSED ABSENCES/PARENT NOTES**

The principal or designee shall determine if an absence is excused. **STUDENTS SHOULD NOT MISS MORE THAN NINE (9) DAYS DURING A SEMESTER.** Any student not in attendance for at least 90% of the instructional days of the semester shall be referred to the local attendance committee to determine whether or not credit for the semester will be granted. Students will turn in their missed work three (3) days after returning to school.

A student who is absent for more than three (3) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness. **PARENT NOTES SHOULD BE TURNED IN TO THE OFFICE IMMEDIATELY UPON RETURN TO SCHOOL OR WITHIN THREE (3) DAYS AFTER THE STUDENT RETURNS TO SCHOOL.** Parent notes will be accepted for only five (5) absences per semester.

### **PERFECT ATTENDANCE**

For a student to receive a perfect attendance award they must be in attendance from bell to bell. If a student is checked out during the day and does not return with an excused absence from the doctor/dentist, this will count as missing part of a day.

## **BUS TRANSPORTATION**

During the course of the school year, most students are passengers on a school bus for field trips, transportation to school athletic contests, etc. Safety is our prime concern when students are passengers on an Atlanta school bus. Therefore, students will be expected to adhere to the posted rules for conduct and safety regulations. A student who exhibits inappropriate behavior will be subjected to disciplinary consequences including loss of bus-riding privileges.

**Any time your child's routine way of getting home is changed, parents should send a signed, written notice to the school office. Please inform your child of the change before school (if at all possible or call the office before 2:00 p.m.** If the office does not have proper notification, the student will follow his/her usual routine.

## **CHEATING**

Cheating shall be defined as giving or receiving information or help on a test, possession of any unauthorized material prior to or during a test, copying another student's assignment submitting duplicate work, or having someone else complete an assignment on behalf of the student.

Plagiarism, the use of another's ideas or products as his own is also defined as cheating. Any student involved in instances of cheating will have his paper taken up immediately, have a zero recorded for their work, and may be sent to the principal for further disciplinary action. If a student is referred to the office, the principal will address disciplinary action.

## **CHILD NUTRITION GUIDELINES**

Student Breakfast	No Charge---All students are eligible for FREE breakfast each day
Lunch	\$2.30

According to Child Nutrition Program guidelines, ALL students will be eligible for FREE breakfast each day. Those qualifying for reduced price meals can expect to pay \$.40 for lunch.

Breakfast will be served each school day starting at 7:30 a.m. Students eating breakfast must go directly to the cafeteria when they arrive at school. Breakfast will not be served to students arriving after 8:00 a.m. unless there is a late bus. Instruction will begin at 8:00 a.m. and the cafeteria must be cleared at that time.

A hot lunch will be served each school day.

Meals may be purchased daily, weekly or monthly. Atlanta ISD is excited to offer MySchoolBucks. This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check. Detailed information on this program is available through the AISD website, APS cafeteria and the office.

Free lunch applications are sent home to all primary school students. Forms are to be filled out and sent back to the primary school office. If the student qualifies, parents will be notified. Payment for cafeteria meals and free lunch applications will be handled in the cafeteria before school or during the lunch periods.

Schools are not required to serve children who receive reduced-price or full-price meals but do not have money to pay. The state recommends districts establish a charge policy, even if it is a no-charge policy and may provide an alternative meal at the district's cost. Parents and students should be informed of the limitations of the established district policy.

In accordance with Atlanta I.S.D. Food Service policy, students are allowed to charge up to 10 days for meals without being in danger of being denied a meal. However, once the 10 day limit for meals only has been reached, the student may be served an alternate meal until the charges have been paid. May 4, 2017 will be the last day for student charges. If a student does not have money available after that date they will be served an alternative meal.

According to USDA guidelines sharing food is prohibited. This includes students sharing food with each other and parents providing food for anyone other than their own children.

## **CAMPUS INTERVENTION TEAM (C.I.T.) PROCESS**

It is the goal of Atlanta Primary School to provide the best educational experience possible in order for your child to reach his full potential. We also strive to provide more immediate help to struggling students in order to reduce inappropriate identification of disabilities. We want to provide high quality instruction designed specifically to student needs.

- This process includes the principal, teachers, parents, and specialists in order to define the problem/establish base-line data
- Develop the intervention plan
- Implement the intervention plan
- Multi-tiered models of instruction/intervention
- Evaluate the intervention plan

## **COMMUNICATING WITH STUDENTS DURING THE DAY**

School telephones may be used by students only in case of emergency as determined by the principal or secretary. Except

in case of emergencies, classes will not be interrupted to deliver messages to students or to call them to the telephone. **Any time your child's routine way of getting home is changed, please inform him/her before school if at all possible or call the office before 2:00 p.m.**

## **COMPLAINTS / CONCERNS**

Students or parents who have a complaint/concern should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, the student and/or parents who have a complaint should contact the principal of the campus. If the outcome of that conference is not satisfactory, the students and/or parents may follow the district's complaint procedure which is available from the school administration office.

## **CONFERENCES**

Students and parents may expect teachers to request a conference if:

- 1) the student is not maintaining passing grades or achieving the expected level of performance
- 2) the student presents any other problem to the teacher
- 3) the teacher believes that a parent conference is necessary for any other concerns

A student or parent who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or principal. A parent who wishes to schedule a conference may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

## **CORPORAL PUNISHMENT**

Corporal punishment is limited to spanking or paddling the student, and is governed by the following guidelines:

- 1) The student is told the reason for the corporal punishment.
- 2) Corporal punishment may be administered only by the principal or designee.
- 3) The instrument to be used will be approved by the principal.
- 4) Corporal punishment will be administered in the principal's office with a certified staff member present.

A record will be maintained each time corporal punishment is administered. Corporal punishment is used only after steps in the discipline plan have been exhausted. Signed documentation by the parent must be on file regarding administration of corporal punishment.

## **COUNSELING**

The school counselor is able to help students with a wide range of personal concerns. The counselor is familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should make arrangements to see the counselor. In case of custody disputes, please make sure the school receives appropriate court documentation.

## **DISCIPLINE PLAN**

Atlanta Primary School students are always treated respectfully, fairly and equitably. Discipline will be based on the careful assessment of the circumstances of each case, reviewing factors such as:

- 1) the seriousness of the offense
- 2) the student's age
- 3) the frequency of the misconduct
- 4) the student's attitude
- 5) the potential effect of the misconduct on the school environment

When the student is sent to the office the following discipline management techniques may be used, alone or in combination, for misbehavior that violates the Student Code of Conduct or campus or classroom rules:

- 1) Oral correction
- 2) Cooling-off time
- 3) Counseling by teachers, counselor, or administrator

- 4) Parent phone call
- 5) Temporary alternative placement
- 6) Behavioral contracts
- 7) Temporary confiscation of items that disrupt the educational process
- 8) Denial of recess or any fun activity for a specific amount of time
- 9) Other discipline as determined based on the communication by the administrator and parent

### **DRESS CODE**

Dress Code—See District Policy.

If students have sagging pants, a zip tie will be used in place of a belt.

### **FEES**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pens, pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits.

### **FIELD TRIPS**

Educational field trips are arranged by the teacher in accordance with their areas of instruction for the purpose of perpetuating interest and understanding for the students. In some instances, parents may be requested to assist in supervision during field trips. If a student is assigned two or more placements of ISS or one placement of DAEP during a six-weeks grading period, the student will not be eligible to participate in a field trip during that six weeks.

### **FLOWERS/GIFT DELIVERIES**

There will be no deliveries allowed for Valentine’s Day or Homecoming. There will be a charge of \$1.00 for any other delivery for your child.

### **GIFTED AND TALENTED**

The gifted and talented program is available for students in grades K-1. The selection is based on teacher nomination, cognitive skills, test scores, parent nominations, achievement scores and end of year grades from the previous year. The gifted and talented program will be offered four (4) days a week. (Monday-Thursday)

### **GRADING SYSTEM – K-1**

#### **Kindergarten**

Excellent  
Satisfactory  
Needs Improvement  
Unsatisfactory  
Mastered  
Introduced

#### **1<sup>st</sup> Grade**

Reading	Numerical grades
Language	Numerical grades
Mathematics	Numerical grades
Science	Letter grades
Social Studies	Letter grades
Health	Letter grades
Music	Letter grades
Physical Education	Letter grades
Handwriting	Letter grades

Citizenship grades will be indicated with S- satisfactory; N- needs improvement; or U- unsatisfactory.

## GRADE REPORTING SCHEDULE

September 8, 2017	End of 3 weeks	January 26, 2018	End of 3 weeks
September 13, 2017	Send home progress reports	January 31, 2018	Send home progress reports
September 29, 2017	End of 6 weeks	February 23, 2018	End of 6 weeks
October 4, 2017	Send home report cards	February 28, 2018	Send home report cards

### Second Six Weeks:

October 20, 2017	End of 3 weeks
October 25, 2017	Send home progress reports
November 3, 2017	End of 6 weeks
November 8, 2017	Send home report cards

### Fifth Six Weeks:

March 16, 2018	End of 3 weeks
March 21, 2018	Send home progress reports
April 6, 2018	End of 6 weeks
April 18, 2018	Send home report cards

### Third Six Weeks

December 1, 2017	End of 3 weeks
December 6, 2017	Send home progress reports
December 20, 2017	End of 6 weeks
January 10, 2018	Send home report cards

### Sixth Six Weeks:

May 4, 2018	End of 3 weeks
May 9, 2018	Send home progress reports
May 25, 2018	End of 6 weeks
May 25, 2018	Send report cards home

Teachers will take a minimum of two grades per week. There will be a minimum of three major grades per six weeks. Grades should be updated weekly by Monday mornings at 8:00 a.m.

Daily grades may consist of the following:

- Daily work
- Homework assignments
- Quizzes
- Participation
- Performance assessments

Major grades may consist of the following:

- Formal assessments
- Projects
- Term papers
- Extended assessments
- Performance assessments

## HONOR ROLL

Each six weeks and each semester, students making the "A" Honor Roll or the "A-B" Honor Roll will be recognized. In order for a student to qualify for the "A" Honor Roll, he/she must make all "A's" and satisfactory in conduct. In order for a student to qualify for the "A-B" Honor Roll, he/she must make only "A's" and "B's" and have at least one "A". An "N" or "U" in conduct in any class will disqualify a student for Honor Roll.



## **INCLEMENT WEATHER**

Ordinarily, inclement weather will not require an early dismissal of school. Parents are urged to let their child remain at school unless otherwise instructed through the local radio and television media or the automated phone K-12 Alert System. Please keep school updated on phone numbers so that alert system can be updated. Please check the district website at [www.atlisd.net](http://www.atlisd.net) and district Facebook page for information. In inclement weather, school may be the safest place for the children.

## **LEAVING THE SCHOOL CAMPUS**

When it is necessary for a student to be taken from school during the school day by his/her parents, one parent should come to the school office and check the student out. School officials will then call the student from the classroom. Office clearance is necessary to provide the maximum possible safety for each student.

## **LOST AND FOUND**

The school is not responsible for the loss of personal property. Labeling of such property with the student's name will help avoid misplacing personal items and in returning them to their owners. Significant sums of money should not be brought to school. Students should take personal property which they find to the school office or to a teacher. Students may claim lost or misplaced personal items in the office. Any lost and found items left at the end of the school year will be removed from the campus.

## **PARTIES**

Parties are allowed at Fall Festival, Christmas, Valentine's Day and Easter. Parents are asked to contribute \$5.00 to cover the cost of the parties. Birthday treats can be shared with your child's class after 2:30 p.m.

## **PESTICIDES**

Pesticides are applied periodically at this campus. Please contact District IPM Coordinator at 903-796-4194.

## **PICTURES**

Individual and group pictures will be made during the school year. Please watch for notices and advertisements in your child's folder.

## **PLAYGROUND RULES**

### **EXPECTATIONS:**

Follow directions the first time given.

Keep hands and feet to yourself at all times.

Use equipment properly.

No teasing, bullying, foul language, harassment, or physical abuse (i.e. shoving, pinching, hitting, or kicking).

No tackle games, play fighting, dog piling, wrestling, or scuffling.

### **Enforcement:**

First Violation: Verbal Reminder

Second Violation: Student sits in time-out area for 5 minutes

Third Violation: Student sits in time-out area for 10 minutes

Fourth Violation: Student sits in time-out area for the remainder of recess

Fifth Violation: Administrative action

The child will be taken to the principal if he/she misbehaves in a severe manner such as:

1. Causes bodily harm to another person
2. Destroys property

3. Acts disrespectfully towards the supervisor
4. Involved in fighting
5. Is a continuous discipline problem on the playground

### **Severe Clause**

Immediate referral to the administration will occur for the following infractions:  
Fighting, overt defiance, leaving school grounds, weapons

## **PLEDGE OF ALLEGIANCE**

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a **written request** to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

## **PROMOTION STANDARDS**

A student may be promoted from one grade level to the next by meeting the following standards:

- An overall average of 70 or above in all subjects (computed by averaging yearly grades for reading, language arts, mathematics)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in reading
- In attendance 90% of school year (Compulsory Attendance Law)

### **ALTERNATIVE PROMOTIONS FOR STANDARDS**

- **ARD Placement:** Placement of students receiving special education services to the next grade level will be determined by the ARD committee.
- **Grade Placement Committee:** In accordance with TEC28.0211, the district shall establish a Grade Placement Committee for each student who fails to demonstrate proficiency required for grade advancement. Decisions by the GPC shall be made on an individual student basis to ensure the most effective way to support the student's academic achievement on grade level.

Students who do not meet criterion for promotion to the next grade level may be retained. The parent, guardian or designee can appeal that decision. The committee will make the final decision.

### **SUMMER SCHOOL**

Summer school may be recommended for students who need additional reinforcement and/or small group remediation. The Campus Improvement Team (CIT) will review all data to determine whether a child should be recommended for summer school. A student may be placed at the next grade level by a grade placement committee made up of the principal, teacher and counselor. This conditional agreement must specify the terms and conditions of the student placement.

## **TARDIES**

Prompt attendance is essential for academic success. All students are expected to arrive at school by 7:55 a.m. A student is tardy when they are not in the classroom at 8:00 a.m. when the tardy bell rings. Students accumulating five tardies in a six week grading period will be subject to disciplinary action which includes:

- Verbal or written warning
- ISS
- Lunch detention
- Parent reported to truancy office

If your child arrives to school after the tardy bell has rung (which is 8:00 a.m.), the parent **MUST** escort their child to the office and sign them in. For the safety of your child, please do not drop off your child without notifying the office after the school day has begun.

### **SPIRIT DAY**

Every Friday is Spirit Day at Atlanta Primary School. Children and staff are encouraged to wear their Rabbit shirts.

### **RESPONSE TO INTERVENTION (RTI)**

Atlanta Primary School utilizes a three-tiered teaching plan in order to assist students who are struggling academically. Each tier consists of targeted approaches/programs in order to assist the student. They consist of the following:

<b><u>Tier 1</u></b>	<b><u>Tier 2</u></b>	<b><u>Tier 3</u></b>
Primary Classroom Intervention (PCI)  (Screening tests, whole class instructional techniques, school wide systems for all students, whole-classroom systems for all students)	Secondary Intervention  (Targeted short-term interventions, Specialized Group Systems for students at Risk, small group techniques, methodologies, targeted strategies)	Tertiary Intervention  (Intensive instruction, specialized individual systems for students with intense needs)
-TPRI - PEARLIZED MATH -Benchmarks -Differentiated Instruction -Campus Improvement Plan -District Improvement Plan -Accelerated Reader -IStation	-CIT -Literacy Support: Small group accelerated instruction -Math Support: Small group accelerated instruction -Content Mastery -504 Interventions -ESL -One-on-one reading with volunteers	-Behavior Intervention Plans -504 Interventions -Literacy Support: one-on-one accelerated instruction -Math Support: one-on-one accelerated instruction -Content Mastery -One-on-one oral reading with certified teacher -ESL -Accelerated Reader -IStation -Computer assistance for instructional needs

**A student’s performance on the Texas Primary Reading Inventory (TPRI) will determine if the student is in need of literacy support. A letter will be sent home notifying the parent of the child’s participation in the literacy support program or RTI program.**

### **VOLUNTEERS**

**Applications are available in the APS office for parents who wish to volunteer on our campus.**

