

Atlanta Elementary School Handbook



Pride in Effort ~ Reward in Excellence

Vision / Mission / Beliefs

Vision: Where students achieve by being inspired to dream, challenged to think, encouraged to try, and equipped to succeed; where teachers are learners and leaders; where parents and community join the campus in learning and have supportive partnerships; where all stakeholders and learners are celebrated as they work toward their dreams.

Mission: Atlanta Elementary will provide an exceptional education for all students in a quality environment which develops citizens who are Responsible, Ethical, Literate, Competent, and Productive.

Beliefs: We, the members of the Atlanta Elementary community of learners, believe:

- The learning environment will be a place of mutual respect.
- The learning environment will be a safe place in which to take risks.
- Our students are entitled to a learning environment that will be cognitively stimulating and challenging.
- Assessment is an on-going, multi-faceted process.
- Teachers, administrators, and staff have the obligation to stay abreast of the research concerning children and how they learn.
- The materials and methods will be responsive to needs, abilities, interest, and talents of the students.
- Parents, students, and teachers will be involved together in goal setting, implementation, and assessment of the educational program.
- A consistency of expectations between home and school is necessary.



WELCOME TO ATLANTA ELEMENTARY SCHOOL

Welcome to the Atlanta Elementary School family! The teachers and staff of this school view you and your parents as the most important part of our educational family. We are committed to promoting the success and well-being of every student and seek to join you in a partnership aimed at creating a life-long love of learning. We are looking forward to providing many exciting and rewarding experiences for you throughout the school year.

This handbook outlines behaviors expected of students and provides other valuable information. It has been carefully prepared and presented in order that you and your parents may know and understand the policies and practices of Atlanta Elementary School. Please review the contents of this handbook with your child.

Atlanta Elementary School
902 ABC Lane
Atlanta, Texas 75551
903.796.7164
www.atlisd.net

Office Personnel

Dena McCord
Principal

Elizabeth Booth
Assistant Principal

Amy Holland
Counselor

Kathy Long
Secretary

Karen Rushing
Campus LVN

Donna Sartor
Receptionist

Helpful Information

Attendance: First bell rings at 7:50 a.m. Classes begin each day at 7:57 a.m. Students arriving after 8:05 a.m. will be counted tardy. They will need to stop by the office for an admit slip to class. Any student accumulating more than four tardies within a six-week grading period may be subject to disciplinary action. **For the safety of your child, do not leave them at school before 7:25 a.m. Supervision does not begin until 7:25 a.m.**

Absences: All absences must be accompanied by a parent or doctor note explaining the reason. The note must be presented to the office upon returning to school.

Dismissal Time: 3:23 p.m. Parent Pickup 3:30 p.m. Bus Pickup

Cafeteria Prices: Parents are encouraged to pay for school lunches weekly.
 Student Breakfast-- \$1.85 Reduced-- .30
 Student Lunch -- \$2.40 Reduced-- .40

Other fees include: Field Trip T-Shirt- \$ 6.00 due by Oct. 5th
 Parties- \$5.00 due by Nov. 2nd
 These fees may be paid during Meet the Teacher Night or by the dates listed.

Campus Visitors: Parents and other visitors are welcome on our campus. All visitors must first report to the office, sign in and receive a pass.

School Holidays: Labor Day – Sept. 3 President’s Day – Feb. 18
 Thanksgiving – Nov. 19-23 Good Friday – April 19
 Christmas – Dec. 21- Jan. 4 Spring Break – March 11-15
 MLK Day – Jan 21 Memorial Day – May 27

STARR Testing: Writing – Grade 4 April 9, 2019 Math Retest – Grade 5 June 25
 *Subject to change Math – Grade 5 April 9, 2019 Rdg. Retest – Grade 5 June 26
 by TEA Reading – Grade 5 April 10, 2019
 Math – Grades 3 & 4 May 13, 2019
 Math Retest – Grade 5 May 13, 2019
 Reading – Grades 3 & 4 May 14, 2019
 Reading Retest – Grade 5 May 14, 2019
 Science – Grade 5 May 15, 2019

Recess & Lunch	3rd Grade 11:15-12:00	4th Grade 11:45-12:30	5th Grade 12:15-1:00
	11:15-11:35 – Recess	11:45-12:05 – Recess	12:15-12:35 – Recess
	11:35-12:00 – Lunch	12:05-12:30 – Lunch	12:35-1:00 – Lunch

Grade Reporting Schedule

	1st 6-Wks (6)	2nd 6-Wks (6)	3rd 6-Wks (5)	4th 6-Wks (7)	5th 6-Wks (5)	6th 6-Wks (7)
Six Weeks Begins	8-20-18	10-1-18	11-5-18	1-8-19	2-25-19	4-8-19
End of 3 weeks	9-7-18	10-19-18	11-30-18	1-25-19	3-22-19	4-26-19
Send Progress Report	9-12-18	10-24-18	12-5-18	1-30-19	3-27-19	5-1-19
End of 6 weeks	9-28-18	11-2-18	12-20-18	2-22-19	4-5-19	5-23-19
Send Report Card	10-3-18	11-7-18	1-9-19	2-27-19	4-10-19	5-23-19
YES Assembly	(Th)10-5-18	11-9-18	1-11-19	3-1-19	4-12-19	5-23-19

Address and Telephone Number

For safety and emergency contact purposes changes of address or telephone numbers 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 telephone numbers, and the name of a person to be contacted if parents cannot be reached. The school nurse will have a pink card to fill out with medical information.

Arrival Procedures

Upon arrival students who are eating breakfast report to the cafeteria. Students who are not eating breakfast will report to the gym until the 7:50 a.m. bell rings. Students will be dismissed to their classrooms at that time. **For the safety of your child, do not leave them at school before 7:25 a.m. Supervision does not begin until 7:25 a.m.**

Assemblies

Students are required to conduct themselves during assemblies properly. Each six weeks AES will host the Y.E.S. (Youth Experiencing Success) Academic Assembly.

Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by District rules of conduct during an assembly shall be subject to disciplinary action.

The Four Rules for Audiences:

1. Do not enter the performance area once it has begun.
2. Show respect for the performer/speaker.
3. Applaud according to the dictates of the performance.
4. Remain in attendance during the activity.

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 receive proper notification, the student will follow his/her usual routine.

Care of School Property

Housekeeping at Atlanta Elementary School is everyone's responsibility. Students are expected to assist in keeping our school clean by proper disposal of waste paper, wrappings, and other debris. Through cooperation from all students, our building can be kept free from damage and defacement.

Posters & Signs

Posters, notices, signs, etc. are not to be posted in the building unless they concern Atlanta Elementary School activities or students. Approval must be given by the campus administration.

Vandalism

Vandalism is the defacing or destruction of any public or private property. It may range from minor acts such as writing on desks or walls to more flagrant acts such as defacing school buildings or destroying private property. In cases of vandalism, the campus administration shall review the case and determine the type of disciplinary action to be applied. Involved students (or their parents) must pay the damages assessed. A written report of all action taken involving vandalism cases will be sent to central administration.

Attendance

Attendance will be taken at 9:30 daily. Regular school attendance is essential for the student to make the most of his or her education. To benefit from teacher- led activities, to build each day's learning on that of the previous day, to grow as an individual, and for exposure to the activities that make learning come alive students need to be in class every school day. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. **We agree with this Parent Connection quote: "Children can copy notes or make up an assignment, but they can never get back what's most important; the discussions, the questions, the explanations by the teacher and the thinking that makes learning come alive when they are absent."**

Absences

Your progress in school depends greatly on punctuality and regularity of attendance. Personal sickness, sickness or deaths in the family, emergencies or unusual causes (acceptable to the Principal) are the only acceptable reasons for absence. When parents are in doubt, they should contact the Principal before the absence occurs. If a student is absent for ten or more days or parts of days within a six-month period in the same school year, or if a student is absent on three or more days or parts of days within a four-week period the student's parent is subject to prosecution under the Compulsory Attendance Law. Even if absences are deemed excused, a student must attend school for at least 90% of the days class is offered. 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. **Students arriving late (after 8:05) will not be considered for perfect attendance.**

Excused/Unexcused Absences/Parent Notes

The principal or his/her designee shall determine if an absence is excused. If there is a doubt, the parent should check with the Principal before the absence occurs. **STUDENTS SHOULD NOT MISS MORE THAN 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 attendance committee to determine whether or not credit for the year will be granted. Student may turn in their missed work three (3) days after returning to school. **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 5 absences per semester)

Compulsory Attendance

In Texas, a child between the ages of 6 and 19, depending on when the child's birthday falls, is required to attend school unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law.

A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances.

The District accepts the following as extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, any other unusual cause acceptable to the Superintendent or Principal.
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student's late enrollment or early withdrawal.
5. Days missed as a runaway.
6. Completion of a competency-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.

8. Teen parent absences to care for his or her child.
9. Participation in a substance abuse rehabilitation program.
10. Homelessness, as defined in federal law. If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Board of Trustees by completing a written request to the Superintendent. A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements.

Tardies

Prompt attendance is essential for academic success. All students are expected to be in class and ready for the day by 8:00 a.m. Arrival to class after 8:05 will be counted tardy. Students accumulating more than four tardies during a six-week grading period will be subject to disciplinary action. (After School Character Education Class/ISS) **Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Please reference the compulsory attendance law notice. Four (4) tardies allowed per six-week grading period.**

Child Nutrition Guidelines

In accordance with Atlanta I.S.D. Food Service policy, as outlined in campus, students are allowed to charge up to 10 days to their lunch account without being in danger of being denied a meal. However, once the 10 day limit has been reached, the student may be served an alternate meal or denied a meal altogether until the charges have been paid.

Texas Public School Nutrition Policy at a Glance

An elementary school campus may not serve any competitive food (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the school day until the end of the last scheduled class. All food, beverages and snack items must comply with the nutrition standards and portion size restrictions in this policy.

Foods otherwise restricted by the policy are permitted in classroom student birthday parties. TDA recommends that parties be held after the class's lunch period so celebration does not replace the nutritious lunch

Foods of minimal nutritional value are not allowed to be provided to students at any time on school premises by anyone (including guest speakers) except for the three exempt days established by Atlanta Elementary – Christmas, Valentine's Day and End-of-Year STAAR Strategy Celebration

The policy does not restrict what parents may provide for their own child's lunch or snacks. Parents may bring FMNV or candy items for their child's consumption, but they may not provide restricted items to other children at school.

Classroom Interruptions

The school day should not be interrupted needlessly. Parents and students are asked to observe the following guidelines:

1. If a student must leave school during school hours, a note from his/her parent or legal guardian must be sent to the office. The note should state the time that the student will be picked up. Approval from the office is necessary before a teacher may allow a student to leave. Anyone who picks up a student during the day may be asked for identification. The student must come to the office to meet the adult who is signing him/her out.
Note: Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. Please reference the compulsory attendance law notice.
2. For protection of all students, anyone who wishes to contact the children or teachers must come to the office.
3. Forgotten lunches, money, or supplies are to be left in the office and will be delivered to the appropriate student by office personnel.
4. Because of the tremendous amount of essential business which must be transacted over the office telephones, students are asked not to use the telephone except in extreme emergencies. All calls should go through the front office. Office personnel will only deliver EMERGENCY telephone messages. **After school plans should be made ahead of time.** If parents change after school arrangements, they should send a signed, written notice to the school office. If the office does not have a written notice, the student will follow his/her usual routine.
5. If parents wish to speak to their child's teacher during the day, they should call the school office. The teacher will return the call as soon as possible. Parents are encouraged to make appointments to meet with teachers so the instructional day, which begins promptly at 8 a.m., is not interrupted.

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, available from the school administration office, to carry the complaint to the superintendent and ultimately to the board.

Conferences

Parents should make a sincere effort to meet with the teacher upon teacher's request for a conference. Parents wishing to have a conference with the teacher should call the school office to make an appointment.

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 counselor and school receives appropriate court documentation.

Discipline

The purpose of our disciplinary policy is to insure the rights of each student to attend school in a safe, positive and productive learning environment. All students shall be treated fairly and equitably. Consequences shall be based on a careful assessment of the circumstances of each case, the seriousness of the offense, the student's age, the frequency of misconduct, the student's attitude, and the potential effect of the misconduct upon the school environment. See District Handbook for discipline grid.

Incentives for Appropriate Rabbit PRIDE Conduct

*Responsible Rabbit Reward recognition * classroom incentives * pencils, erasers * certificates * special privileges * verbal praise * positive notes to students and parents

Consequences for Inappropriate Conduct

*Verbal warnings * parent contacts * loss of privileges * time out * parent/teacher conferences * conference with counselor * lunch detention * referral to principal * after school character education class * corporal punishment * In School Suspension (ISS) * District Alternative Educational Placement (DAEP) * Behavioral Adjustment Class (BAC) * suspension * expulsion

AES Rabbit PRIDE Conduct Guidelines (Found on behavior sheet that is sent home daily.)

Each student will be given one conduct grade on his/her report card. The conduct grade is determined by your child's behavior in all classes as recorded in the class Conduct Book. Verbal warnings are not recorded. The first rule broken after the verbal warning is recorded in the class Conduct Book. The second rule broken is also recorded and results in a D-Hall. The conduct grade is based on the following scale each six weeks:

E- Excellent Conduct

0-1 conduct marks recorded

S- Satisfactory Conduct

2-5 conduct marks recorded

N- Needs Improvement in Conduct

6-8 conduct marks recorded

U- Unsatisfactory Conduct

9+ conduct marks recorded

- If a student accumulates 4 D-Halls, he/she will attend **1** day of after school detention.
- If a student accumulates 8 D-Halls, he/she will attend **2** days of after school detention.
- Any student that receives an N or U in conduct **will not** be eligible for the A or A/B Honor Roll.
- Any student that is sent to I.S.S. (In School Suspension) or receives more than one corporal punishment will receive a U in conduct for that six week period.
- An office referral equals 2 conduct marks in the Conduct Book.

Corporal Punishment Guidelines

Corporal punishment may be administered by certified personnel according to the policies of the Board of Education. If a parent chooses not to allow administrators to utilize Corporal Punishment, they must supply the Administration with a written statement stating their wishes.

Insubordination

Student language or action that expresses willful disobedience and defiance of authority and is directed toward any school employee will lead to disciplinary action. Examples of insubordination include: running from or refusing to accompany teachers or administrators to office; speaking, writing, or signaling obscenities or vulgarities to a member of the faculty or staff, giving false names or otherwise refusing to provide proper identification; refusing to follow instruction of teachers or administrators; failing to report to the office after receiving an Office Request or after being sent by a teacher; or leaving a classroom without permission from the teacher.

Right to Confiscate

Stolen items, contraband, items which are specifically forbidden by the school district policy or law, and other dangerous material may be impounded. These items may be used as evidence in school disciplinary proceedings against the students.

Search and Seizure

The administration has a right to search students' property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school. Officials may ask students to reveal the contents of their pockets or to reveal items carried elsewhere on their person where there is reasonable cause to believe that the student has on his person items that are prohibited by law or Board policy.

Cars parked on school premises may be inspected by school personnel if there is "reasonable cause" to believe they contain items prohibited by policy or law. Students found to be in violation of this policy shall be subject to disciplinary action (Board Policies FNCG and FNCG-L).

Stealing

Stealing may result in possible legal action as well as disciplinary action. Students who steal must make restitution and are considered to be involved in misconduct. Having possession of another student's property without permission is suspicious behavior; therefore, lost articles should be taken to teachers, administrators or front office.

After School Character Education Class/ In School Suspension (ISS)

For infractions of the student code of conduct or class rules, students may attend After School Character Education/ ISS. Twenty-four hours' notice shall first be given to the student's parents to inform them of the reason for the After School Character Education Class and make arrangements for the necessary transportation of the student. Parents will be required to provide transportation when their child has been assigned to After School Character Education which will be offered on Thursdays. An accumulation of 4 D-Halls will result in 1 day After School Character Education/ISS. Should a student accumulate 8 D-Halls they will be assigned 2 days of After School/ ISS. Excluding tardies, any ISS or After School Character Education due to behavior equals a "U" in conduct for the 6 weeks.

After School Character Education/ISS/ Instruction Conduct Expectations

(Note: All students will be required to write the rules upon entering)

1. Students will enter the room on time and in a quiet and orderly manner.
2. Students will bring all necessary materials to class.
3. Students will remain seated, quiet and working for the entire period.
4. Students will raise their hand for permission to speak.
5. Students will treat others with respect and dignity.
6. Students will comply with rules of conduct or it may result in additional days of detention being assigned.

Dress Code – See District Policy
If students have sagging pants, a zip tie will be used in place of a belt.

End of the Year Certificates and the Criteria for Earning Them

Academic Awards based on 5th 6 weeks results and final Benchmark.

President’s Award of Educational Excellence

For 5th grade students to be eligible for the President’s Award for Educational Excellence they are to earn a grade point average of 90 and above in every subject for their 5th grade school years, and they must be Advanced on at least one of their STAAR test from their 4th grade years. They will receive a certificate and a letter signed by the President of the United States.

Principal’s Award

To be eligible for the Principal’s Award students are to earn a 90 or above in every subject for each six weeks of the current year. These students must also maintain an S or E in conduct all year long. All grade level students may be eligible for this award.

Other awards will be given to celebrate success throughout the year.

Perfect Attendance Award

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. Students arriving late (after 8:05) will not be considered for perfect attendance. Each six weeks we reward the grade level class with the highest amount of students with perfect attendance and draw the name of one boy and girl in each grade level to reward. Those students with perfect attendance all year long will be recognized with a medal at the end of the year ceremony and names will be drawn for one boy and girl per grade level to receive a bicycle.

Fees

Materials that are part of the basic educational program are provided without charge to students. Student ID’s will be replaced for a fee of \$2.00. Please purchase the required grade level supplies. Other fees include: Field Trip T-Shirt- \$6.00; due by Oct. 5th, Parties- \$5.00 due by Nov. 2nd. There **may** be additional fees for a field trip. This will not exceed \$5.00 and will be due at the time of the field trip.

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. Persistent misbehavior **may** result in loss of all field trips for that semester.

Flower/Gift Deliveries

There will be no Homecoming or Valentine’s Day flower or gift deliveries. There is a \$1.00 charge from the florist for any other deliveries.

Gifted and Talented (3-5)

The Gifted and Talented Program is available for students in grades 3-5. Selection is based on teacher nomination, mental ability test scores, parent nominations, achievement test scores and creativity test scores. Additional information about the G/T Program is available from the counselor.

Grading System- Grades 3-5

The following grading system has been approved by the Atlanta School Board. The lowest numerical passing grade is 70.

Reading	Numerical Scores
Spelling	Numerical Scores
Language	Numerical Scores
Mathematics	Numerical Scores
Science	Numerical Scores
Social Studies	Numerical Scores
Fine Arts	Letter Grades
Physical Education	Letter Grades
Handwriting	Letter Grades
Citizenship	Letter Grades

E - Excellent
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

A = 90-100
B = 80-89
C = 70-79
D = 69 and below

3rd Grade
 Teachers will have 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

*1 composition every 3 weeks in English.

4th Grade
 Teachers will have 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

*1 composition every 2 weeks in English.

5th Grade
 Teachers will have 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

*1 composition every 6 weeks After 1st 6 weeks in English.

Report card grades are determined as follows:

Independent practice	50%
Tests (weekly, unit)	50%

To ensure that grading reflects a student’s relative mastery of an assignment, in accordance with grading guidelines, a student **may** be permitted a reasonable opportunity to redo an assignment or retake a test for which the student receives a failing grade. (refer to policy EIA(LOCAL))

Students will receive the actual grades they make and it will be recorded in the grade book. The actual average may be on the report card at the end of the six weeks. Should a student fail a test or an assignment, teachers may give the students an opportunity to retest or redo the assignment. The student will be assigned the higher of the two grades but that grade may not exceed a 70.

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 may have his paper taken up immediately, have a zero recorded for their work, and parent will be contacted. If a student is referred to the office, the principal will address disciplinary action.

Homework

Homework by design should be for reinforcement of concepts previously taught as well as teaching the student responsibility. **Homework not turned in will result in a consequence.**

Honor Roll

Each six weeks and each semester, students making the "A" Honor Roll or the "A-B" Honor Roll will be recognized at the Y.E.S. Assembly. In order for a student to qualify for the "A" Honor Roll, he/she must make a 90 or above in all subjects issuing numerical grades and a "E" or "S" in Fine Arts, and P.E. Students must make at least one "A" and average 80 or above in all subjects issuing numerical grades to qualify for the "A-B" Honor Roll. Note: An "N" or "U" in conduct in any class will disqualify a student from the Honor Roll.

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, social studies and science/health.)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in reading
- In attendance 90% of the school year (compulsory attendance law)
- Met SSI requirements for all state assessments

In Texas, a child between the ages of 6 and 18, depending on when the child's birthday falls, is required to attend school unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances. See Compulsory Attendance Section.

Alternative Requirements for Promotion

If a student does not meet promotion standards, these alternative standards will apply:

- **Placement:**
 - Summer School attendance is mandatory for possible promotion. 90% attendance is required during summer school.
 - If the student is not successful academically in summer school, the student will be retained. Assessments will be given in required subject areas for individual students.
 - A student may be placed at the next grade level by a committee made up of the principal, teacher and counselor. This conditional agreement must specify the terms and conditions of the student's placement.
- **ARD Placement:** Placement of students receiving special education services to the next grade level will be determined by the ARD committee.

Summer School

Students /parents will be notified of the need for their child to attend summer school.

Inclement Weather/Extenuating Circumstances

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 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/Celebration Guidelines

Parties are allowed at Christmas and Valentine's Day. Each student needs to contribute \$5.00 to cover the cost of the parties. Six exemption days, three party and three other, are permitted each year. Candy and foods of minimal nutritional value are allowed on these days only, but meals may not be planned to take the place of school lunches. The United States Department of Agriculture (USDA) requires that all students have access to school meals daily. Atlanta Elementary has designated the following exemption dates for campus celebrations:

- Christmas
- Valentine's Day
- The Strategy Stars Celebration
- End of Year Grade Level Field Days (3)

Individual Student Birthdays

- **In accordance with the Texas Department of Agriculture's Public School Nutrition Policy** effective August 1, 2004, parents may only offer cupcakes or cookies to be distributed for student birthdays after lunch period has ended.
- **Please make arrangements with homeroom teachers before bringing store bought or catered cupcakes/snacks for birthday celebrations.** Birthday treats can be shared with the class after 2:45 pm.
- Birthday invitations may **NOT** be passed out during school hours.

Pesticides

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

Physical Fitness Assessment

Annually, school districts will conduct a physical fitness assessment on students in grades 3-12. At the end of the school year, a parent may submit a written request to the school district to obtain results of his or her child's physical fitness assessment conducted during the year.

Pictures

Individual and group pictures are made during the school year.

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.

Positive Behavior Interventions and Supports (PBIS)

PBIS is the system of procedures and expectations followed by our students.

AES Rabbit Pride Campus Expectations

1. **P**REPARE for learning.
2. **R**ESPECT others and their possessions.
3. **I**NTEGRITY is my character. "I" have a choice.
4. **D**EDICATE my time wisely.
5. **E**XCELLENCE is my goal.

AES Rabbit Pride Restroom Expectations

1. Students will not be allowed to take pencils, pens or other sharp objects into the restrooms.
2. Students will not be allowed to mark or write on the walls in the restroom.
3. Students will not be allowed to swing on the doors or stand on the commodes in the restroom.
4. Students will not be allowed to play with commodes or hand driers in the restrooms.
5. Students will not be allowed to play with soap and water or throw paper water balls on the wall and/or ceiling.

AES Rabbit Pride Playground Expectations

Be respectful, responsible, and safe.

1. Students are expected to not throw rocks, sticks, dirt, pinecones, etc.
2. Students are expected to remain in a sitting position while sliding and swinging.
3. Students are expected to not bounce object off building walls.
4. Students are expected to remain in the open playground area at all times.
5. Students are expected to not bring sharp objects such as pencils and pens to the playground.
6. Students are expected to share equipment with others.
7. Students are expected to not play tackle football.
8. Students are expected to treat others with respect and dignity.

AES Rabbit Pride Hallway Expectations

1. Students are to walk quietly on the right side one behind the other going up or down the hallways.
2. If a student is not carrying books, they are to walk with their hands "saddled up" behind their backs.
3. Should a teacher have to say, "Hallway Position," students will correct any improper hallway position.

AES Rabbit Pride Bus Expectations

(See district section of the handbook)

AES Rabbit Pride Cafeteria Expectations

For the school year 2018-2019 all elementary students who enter the cafeteria will follow the procedures as outlined below for breakfast and lunch.

At breakfast:

- Students will enter the cafeteria as they arrive from 7:30-7:50 and put belongings on the stage area.
- Breakfast duty supervisors will instruct students which line to get in.
- Students are to sit in grade level designated area.

At lunch:

- The playground aides are to walk their students in to the cafeteria.
- Students will enter the cafeteria in hallway position.
- Lunch duty supervisors will instruct students which line to get in.
- After students receive their tray they will proceed to find a seat where they choose.
- There will be only 1 to a seat until tables are filled and then lunch duty supervisor can seat 2 students to a seat.
- Students will need to be aware of the “Give Me Five Rule”. (1. Eyes on the speaker 2. Quiet 3. Be still 4. Hands free 5. Listen)
- Students who choose to not meet expectations will be seated at individual tables.
- Lunch duty supervisors will dismiss students one table or one class at a time.
- Students will put their tray away when called by the teacher to line up.
- Students will exit the cafeteria in hall position by class.

Prohibited Items

In an effort to ensure safety in the school, the following items are prohibited in addition to the items listed in the AISD Student Code of Conduct:

- Knives of any size, including pocket knives
 - Fireworks of any kind
 - Razors
 - Chains / laser pointers
 - Guns / BB guns / pellet / or air guns of any size or shape and/or ammunition
 - Any other object used in a way that threatens or inflicts bodily injury to another person
 - Any toy resembling a weapon, i.e. toy gun, sword, etc.
 - Glass items
 - Toys
 - Electronic toys (games)
 - Collectibles of any kind
 - Any other items that cause an academic disruption to the class.
 - Sharp objects – syringes/needles/etc.
 - Oversized or large purses
 - Cell phones and pagers
- *1st offense – Parent or guardian will be required to come to the school to pick up the item.
 *2nd offense – There will be a \$15.00 charge for a confiscated cell phone on the second offense.
 The fee will be collected before releasing the phone to the parent or guardian.

The school is not responsible for personal items lost, stolen or broken.

Response to Intervention Plan (RTI)

Process for Campus Intervention Team (CIT)

The Campus Intervention Team (CIT) is a collaborative effort designed to ensure that students with specific needs will receive support in the general education classroom. The purpose of the Campus Intervention Team is to explore reasons why a student is experiencing difficulty in academic or behavioral skills and then to develop an intervention plan of strategies for success. Students performing on or above grade level are targeted for academic acceleration through pull out program.

The Response to Intervention plan (RtI) is implemented over a period of time. This process is carefully monitored through a documentation process. Following this initial intervention phase, the student intervention team reviews the student’s response to the strategies and determines if further support services are necessary. Such supports may include, but are not limited to, additional campus programs and/or a referral for dyslexia, 504, or special education.

Response to Intervention (RTI)

Atlanta Elementary School utilizes a 3 Tiered Teaching plan in order to assist students who are struggling in the classroom. Each tier consists of targeted approaches/ programs in order to assist the student. They consist of the following.

Current Services/ Interventions offered by Atlanta Elementary School

Tier 1 Primary Classroom Intervention(PCI) (Screening test, whole class instructional techniques, school wide systems for all students, whole-classroom systems for all students.)	Tier 2 Secondary Intervention (Targeted short-term interventions, specialized group systems for students at risk, small group techniques, methodologies, targeted strategies)	Tier 3 Tertiary Intervention (Intensive instruction, specialized individual systems for students with intense needs.)
Intervention Tools & Options: - Dibels/TPRI - Benchmarks - STAR Math & Reading - Differentiated Instruction - Accelerated Reader - Success Maker - Study Island - Sci-tech Lab - ESL - Education City - ThinkThroughMath/ImagineMath - I-Station - IXL	Intervention Tools & Options: - CIT - Dibels/TPRI - Small group accelerated instruction - Math/Reading Support: small group accelerated instruction - Content Mastery - 504 Interventions - ESL - Accelerated Reader - Success Maker - Tutoring - Study Island - Morning computer lab remediation - IXL Program - SumDog Computer Prac. - ThinkThroughMath/ImagineMath - I-Station - Mobi Max	Intervention Tools & Options: - Behavior Intervention Plan - Dibels/TPRI - 504 Interventions - Small group accelerated instruction - Math/Reading Support: low ratio accelerated instruction - Content Mastery - ESL - Accelerated Reader - Success Maker - Computer Assistance for instructional needs - Corrective Reading - Dyslexia - Before/After school tutoring - Morning computer lab remediation - Study Island - IXL Program - SumDog Computer Prac - ThinkThroughMath/ImagineMath - I-Station - Mobi Max

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent is encouraged to contact the school to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a notice that explains why the child will not be evaluated. This notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy the *Notice of Procedural Safeguards Rights of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the counselor at 903-796-7164.

Safety

Student safety on campus and at school-related events is a high priority of the District. Our campus has a trained *Crisis Response Team* which will coordinate any emergency procedures. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. Telephones will not be available for student use during school emergency situations.

A student should:

1. Avoid conduct that is likely to put the student or other students at risk.
2. Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principals, teachers, or bus drivers.
3. Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
4. Know emergency evacuation routes and signals.
5. Follow immediately the instruction of teachers, bus drivers, and other District employees who are overseeing the welfare of the students.

Raptor Identity

Our school has a system to help protect our students- it's called V-soft. V-soft helps track visitors, students, faculty, contractors and volunteers at our school, thus providing a safer more monitored environment for our students.

When visitors, volunteers or contractors check-in, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide the alerts on people who may jeopardize the safety of the campus. A person's ID will only be required one time.

Our alert signals use voice/alarm to designate the type of alert.

Disaster Drill (Fire)

Designated Fire alarm – The signal indicates that staff should lead all students-out of the building in an orderly manner without pushing or crowding-(Only continuous alarm with no words.)

Designated Signal - Return to the classrooms

Disaster Drill (Tornado, Hurricane) Signal – “Severe weather move to assigned area and take cover”. The signal indicates that staff should lead all students to the designated area where they are to assume the proper position for a tornado, which is on the floor facing the wall with a book covering their head or under a desk. Students who are already in their designated areas will get under desks; students coming into the classroom will get by the walls.

Emergency Lockdown

In the case that students would need to be involved in a lockdown, there will be an announcement over the intercom system stating, “Lockdown.” At that point teachers would instruct their students to move away from the doors and windows. The teacher will lock his/her door and turn off the lights in the classroom. Teachers will follow emergency lockdown procedures.

Building Evacuation Drill (Fire, Gas, Electrical Problems)

There will be an announcement over the intercom system stating evacuation drill. Quickly evacuate the building to load on buses to be transported to the Atlanta High School football field. A bus evacuation drill is also practiced.

Intruder Alert signal will be used to indicate an active shooter on campus. Teachers will decide the best course to keep students safe in the classroom or move to an alternate location at Atlanta Primary School.

Sexual Harassment

The District believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person’s feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal, designee, or counselor. A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or principal designee. The first conference with the student ordinarily will be held as soon as possible within five days of the request. The principal will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the superintendent or designee by following the procedure set out in Board policy FNCJ (Local). If the resolution by the superintendent or designee is unsatisfactory, the student or parent may present the complaint to the Board as provided by policy.

Spirit Day

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

Textbooks

Textbooks are furnished free by the State of Texas. Charges are made for damaged or lost books.

Title I Parent – School Compact

The Atlanta Independent School District and the parents of the student in this school wide Title I school district recognize the importance of cooperation between the school environment and the home environment for the successful education of our youth. In an effort to build and develop a strong and responsible partnership that will help our students achieve the state's high academic standard, a compact has been developed. The school compact will be distributed on Meet the Teacher Night at the beginning of the year.

Responsibilities of Students

Atlanta Elementary School shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers and direct staff. Students shall exercise their rights responsibly, and in compliance with established rules of conduct. Students' responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed and groomed.
4. Treating others with dignity and respect.
5. Behave in a responsible manner and obey all school rules.
6. Cooperate with school staff in investigation of disciplinary cases and volunteer information, should he/she have knowledge relating to an offense.
7. Pursue and master the essential elements of the curriculum of study.

Responsibilities of Parents

Parents have the responsibility to:

1. Provide for the physical, emotional and social needs of the child.
2. Teach the student to listen to teachers and other school personnel and obey rules.
3. Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardiness to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in positive parent-teacher conferences to discuss their child's school progress and welfare.
6. Be sure their child is appropriately dressed at school and school-related activities.
7. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at school.
8. Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.

Tutorials

Tutorial sessions are offered. Check with child's teacher for dates and times.

Visitors

Parents and other visitors are welcome to visit Atlanta Elementary. In order to protect the privacy of all students, classroom visits must be approved by the principal. All visitors must first report to the school office, sign in and receive a pass. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Volunteers

Parents wishing to volunteer can pick up an application for our STAR Volunteers in the front office at any time. STAR volunteer applications will also be available at meet the teacher night.

Withdrawal

As much advance notice as possible of withdrawal of a student from school will enable the office staff and teacher to make adequate preparation of records and credentials necessary for the student to enroll in another school. Two days' notice will greatly facilitate this procedure.

Parents + AES staff working together = **SUCCESS**

