



# ATLANTA PRIMARY SCHOOL STUDENT HANDBOOK

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2023  
2024





# ATLANTA ISD

## STRATEGIC PLAN

### VISION STATEMENT

**ATLANTA BY CHOICE**



### MISSION STATEMENT

Atlanta ISD provides a safe, caring, engaging and innovative environment that encourages high expectations for achievement in all areas. Students will develop skills, character and hometown values necessary to become successful citizens.

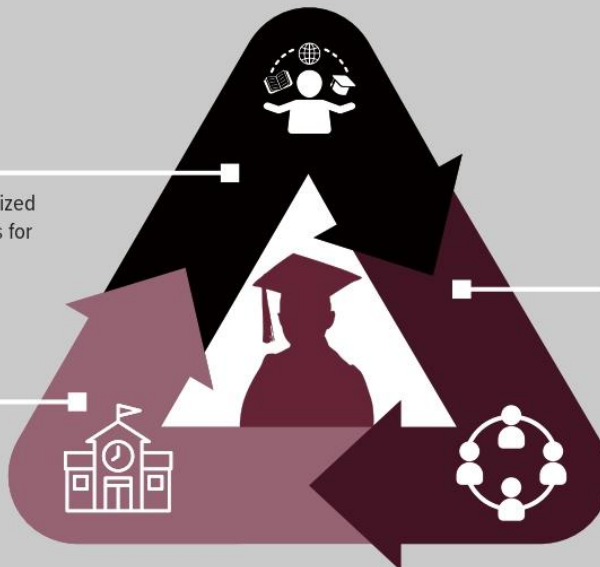
## OUR GOALS

### OPPORTUNITIES

Atlanta ISD will provide personalized choices that create opportunities for students to succeed.

### STAFF

Atlanta ISD will cultivate a passionate and highly qualified staff focused on student achievement.



### PARTNERSHIPS

Atlanta ISD will nurture strong family and community partnerships that value trust and transparency.

## OUR OBJECTIVES

### GOAL 1: OPPORTUNITIES

- Ensure that all students reach their full potential by providing high-quality curriculum and effective instruction.
- Align college and career readiness to postsecondary goals.
- Maintain excellence in extracurricular activities.

### GOAL 2: STAFF

- Develop and empower qualified leaders.
- Provide instructional coaching and personalized professional development.
- Recruit, retain and reward high performing staff.

### GOAL 3: PARTNERSHIPS

- Encourage and provide opportunities for family and community involvement in the learning experience.
- Provide information to families and community members regarding current communications available.
- Facilitate multitiered, two-way communication methods between all stakeholders.

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## **ATLANTA PRIMARY SCHOOL LETTER TO PARENTS AND STUDENTS**

### **WELCOME TO THE BEST PRIMARY SCHOOL IN TEXAS “The Pride Starts Here”**

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 excited 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)**

### **Office Personnel**

Misty Williams  
Principal

Victoria Shirley  
Assistant Principal

Kristie Alexander  
Counselor

Ashley Mirabent  
Secretary

Crimson Tyson, RN  
Nurse

Leah Miller  
Attendance Secretary

Tammy Sprawls  
Receptionist

## **Equal Opportunity Policy Statement**

- No administrative office or employee of the Atlanta ISD acting in his/her official capacity, may discriminate on the basis of a person's sex, race, religion, color, or national origin regarding personnel practices, including assigning, hiring, promoting, awarding contract, and participation in programs.
- No student shall, on the basis of sex, race, religion, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity sponsored by this school district except as specifically provided in the Title IX Implementing Regulations.
- No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity sponsored by this school district except as specifically provided in the Sections 504 Implementing Regulations

**INQUIRIES REGARDING ANY OF THESE POLICIES SHOULD BE DIRECTED TO:**

Lori Cullins  
Director of Instructional Programs  
903-796-4194

## HELPFUL INFORMATION

**Attendance:** The first bell rings at 7:45 a.m. The tardy bell rings at 7:50 a.m. Students arriving after 7:50 a.m. will be considered tardy. They will need to stop by the office for an admit slip to class.  
**Supervision does not begin until 7:25 a.m. Because instruction begins at 7:50 a.m., parents will not be permitted to escort students to classrooms after the tardy bell has rung.** Any student accumulating more than four tardies within a six-week grading period may be subject to disciplinary action.

**Dismissal Time:** 3:30 p.m. Parent Pickup/ Bus Pickup

**Campus Visitors:** 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>Student Holidays:</b>	First Day: Aug. 14	Staff Workday: Jan. 8
	Labor Day: Sept. 4	MLK Day: Jan. 15
	Staff Workday: Sept. 25	Winter Break: Feb. 19-23
	Staff Workday: Oct.30	Staff Workday: Mar. 15
	Thanksgiving Break: Nov. 20- 24	Spring Break: Mar. 25-29
	Staff Workday: Dec. 22	Last Day: May 24
	Christmas Break: Dec. 25- Jan 5	Staff Workday: May 28-29

**Early Release:** December 20-21 & May 24

### Grade Reporting Schedule:

	1 <sup>st</sup> 6-Wks	2 <sup>nd</sup> 6-Wks	3 <sup>rd</sup> 6-Wks	4 <sup>th</sup> 6-Wks	5 <sup>th</sup> 6-Wks	6 <sup>th</sup> 6-Wks
<b>Six Weeks Begins</b>	8-14-23	9-26-23	10-31-23	1-9-24	2-26-24	4-15-24
<b>Send Progress Reports</b>	9-6-23	10-11-23	11-29-23	1-31-24	3-20-24	5-8-24
<b>End of 6 Weeks</b>	9-22-23	10-27-23	12-21-23	2-16-24	4-12-24	5-24-24
<b>Send Report Card</b>	9-27-23	11-1-23	1-10-24	2-28-24	4-17-24	5-24-24



## ADDRESS AND TELEPHONE NUMBER

For safety and emergency contact purposes, 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. The school nurse will have a pink information 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 7:45 a.m. bell rings. Students will be dismissed to their classrooms at that time. **For the safety of your child, do not leave him/her at school before 7:25 a.m. Supervision does not begin until 7:25 a.m.**

## ASSEMBLIES

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

Students are required to conduct themselves during 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.

## 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.

## 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 7:50 a.m. will not be considered for perfect attendance.**

## COMPULSORY ATTENDANCE

Prekindergarten and Kindergarten

Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled.

Ages 6-19

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.



## ATTENDANCE (CONT.)

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.

## 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 five (5) absences per semester.

## TARDIES

Prompt attendance is essential for academic success. All students are expected to be in class and ready for the day by 7:50 a.m. Arrival to class after 7:50 a.m. will be counted tardy. If your child arrives to school after the tardy bell has rung (which is 7:50 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. Students accumulating more than four tardies during a six-week grading period may be subject to disciplinary action. **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 are allowed per six-week grading period.**

## 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**

## **BUS TRANSPORTATION (CONT.)**

**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.

## **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 baseline data
- Develop the intervention plan
- Implement the intervention plan
- Multi-tiered models of instruction/intervention
- Evaluate the intervention plan

## **CARE OF SCHOOL PROPERTY**

*Housekeeping at Atlanta Primary 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 AND SIGNS**

Posters, notices, signs, etc. are not to be posted in the building unless they concern Atlanta Primary 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 building 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 damage assessed. A written report of all action taken involving vandalism cases will be sent to central administration.

## **CELL PHONES/SMART WATCHES**

Although we respect the need for some students to have cell phones/smart watches, their use during school hours is prohibited. All phones/smart watches must remain turned off and in the student's backpack during school hours. The consequences for not following the cell phone/smart watch policy are as follows:

- 1<sup>st</sup> offense—Parent or guardian will be required to pick up the phone/smart watch from the school office.
- Each subsequent offense—There will be a \$15 charge for the confiscated phone. The fee will be collected before releasing the phone to the parent or guardian.

## **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**

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 and the parent will be contacted. If a student is referred to the office, the principal will address disciplinary action.

## CHILD NUTRITION GUIDELINES

For school year 2023-2024, Atlanta ISD meets the requirements for the USDA's Community Eligibility Provision, and all students will be served breakfast and lunch at no cost. This eliminates the need for applications to be completed to qualify for free or reduced-price meals.

However, the socioeconomic forms in the registration packet must be filled out. This information is needed for other income-based programs and benefits for AISD students

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 7:50 a.m. and the cafeteria must be cleared at that time.

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.

## 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 7:50 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 send a note to school indicating the change 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**

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.

**DRINKS/FOOD IN CLASSROOMS AND HALLWAYS**

Water or products that meet federal nutritional guidelines will be allowed in classrooms or hallways only in non-glass containers that do not have straws. Containers must be able to be closed completely unless a special event is designated by the teacher or principal. Food will only be allowed in hallways and classrooms during special events designated by the teacher or principal.

**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-2. The selection is based on teacher nomination, cognitive skills, test scores, parent nominations, achievement scores, and end of year grades from the previous year. Additional information about the G/T Program is available from the counselor.

**GRADING SYSTEM – K-2**

<u>Kindergarten</u>	<u>1<sup>st</sup> Grade</u>		<u>2<sup>nd</sup> Grade</u>	
Excellent	Reading	Numerical grades	Reading	Numerical grades
Satisfactory	Language	Numerical grades	Language	Numerical grades
Needs Improvement	Mathematics	Numerical grades	Mathematics	Numerical grades
Unsatisfactory	Science	Letter grades	Science	Letter grades
Mastered	Social Studies	Letter grades	Social Studies	Letter grades
Introduced	Health	Letter grades	Health	Letter grades
	Music	Letter grades	Music	Letter grades
	Physical Education	Letter grades	Physical Education	Letter grades
	Handwriting	Letter grades	Handwriting	Letter grades

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

**Report card grades are determined as follows:**  
Independent practice 50%

## GRADING SYSTEM – K-2 (CONT.)

Tests (weekly, unit) 50%

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

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))

A student who earns below a 70 on two graded assignments will be given the opportunity to redo after re-teaching has occurred. The student will be assigned the higher of the two grades, but that grade may not exceed a 70.

## 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 at least a 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 the school updated on phone numbers so that the 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.

### INDIVIDUAL STUDENT BIRTHDAYS

- **In accordance with the Texas Department of Agriculture's Public School's 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 2:30 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.

## 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.

## 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> Primary Classroom Intervention (PCI)	<b><u>Tier 2</u></b> Secondary Intervention	<b><u>Tier 3</u></b> Tertiary Intervention
(Screening tests, whole class instructional techniques, school wide systems for all students, whole-classroom systems for all students)	(Targeted short-term interventions, Specialized Group Systems for students at Risk, small group techniques, methodologies, targeted strategies)	(Intensive instruction, specialized individual systems for students with intense needs)
<ul style="list-style-type: none"> <li>● MCLASS</li> <li>● Reagan Tuntzell</li> <li>● Benchmarks</li> <li>● Differentiated Instruction</li> <li>● Campus Improvement Plan</li> <li>● District Improvement Plan</li> <li>● Accelerated Reader</li> <li>● IStation</li> <li>● Blended Learning</li> <li>● Checkpoints</li> <li>● ESL</li> <li>● MAPS Testing</li> </ul>	<ul style="list-style-type: none"> <li>● CIT (Campus Intervention Team)</li> <li>● Literacy Support: Small group accelerated instruction</li> <li>● Math Support: Small group accelerated instruction</li> <li>● Content Mastery</li> <li>● 504 Interventions</li> <li>● ESL</li> <li>● One-on-one reading</li> <li>● Checkpoints</li> </ul>	<ul style="list-style-type: none"> <li>● Behavior Intervention Plans</li> <li>● 504 Interventions</li> <li>● Literacy Support: one-on-one accelerated instruction</li> <li>● Math Support: one-on-one accelerated instruction</li> <li>● Content Mastery</li> <li>● One-on-one oral reading with certified teacher</li> <li>● ESL</li> <li>● Accelerated Reader</li> <li>● IStation</li> <li>● Computer assistance for instructional needs</li> </ul>

A student's performance on the MCLASS 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.

## OPTIONS AND REQUIREMENTS FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO MAY NEED SPECIAL EDUCATION:

## RESPONSE TO INTERVENTION (RTI) (CONT.)

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 903-796-8115.

## 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.

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.

## **SAFETY (CONT.)**

### **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.

## **SPIRIT DAY**

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

## **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. If a student accumulates more than 18 unexcused absences, they will be required to attend summer school.

## **TITLE 1 PARENT AND FAMILY ENGAGEMENT POLICY**

### **Atlanta Primary School**

**2023-2024**

At Atlanta Primary School, we believe that strong collaboration between parents/guardians and the school community is crucial for the academic and overall development of our students. We recognize that parents are essential partners in their children's education. Therefore, we have developed the following Parent Involvement Policy to foster meaningful involvement and establish a framework for collaboration:

1. **Purpose:** The purpose of this policy is to promote effective communication, engagement, and collaboration between the school and parents/guardians, ensuring that parents have the opportunity to actively participate in their child's education.
2. **Communication:** a. The school will maintain open and regular communication channels with parents/guardians. These may include newsletters, emails, websites, and social media platforms. b. Parents/guardians will receive timely and accurate information about school programs, policies, events, and opportunities for involvement.
3. **Parent-Teacher Collaboration:** a. Parent-teacher conferences will be scheduled at least twice a year to discuss student progress, strengths, areas for improvement, and to set goals collaboratively. b. Teachers will provide regular updates on students' academic performance, behavior, and engagement. Parents/guardians are encouraged to reach out to teachers to discuss concerns or ask questions. c. Parents/guardians will be invited to participate in classroom activities, presentations, and workshops to enhance their understanding of the curriculum and teaching strategies.
4. **Volunteering and Support:** a. Atlanta Primary School welcomes and encourages parents/guardians to volunteer in various capacities, such as classroom helpers, field trip chaperones, library assistants, or event organizers. b. The school will provide information and resources to assist parents/guardians in supporting their child's learning at home, including suggestions for educational activities and access to relevant materials. c. Parent volunteer opportunities will be communicated through newsletters, the school website, and other appropriate channels.

## **TITLE 1 PARENT AND FAMILY ENGAGEMENT POLICY (CONT.)**

5. Accessible Information: a. All school-related information, including policies, guidelines, and announcements, will be provided in a language and format accessible to parents/guardians with diverse cultural backgrounds or special needs. b. Adequate translation services and accommodations will be made available to ensure effective communication and equal access to information for all parents/guardians.
6. Evaluation and Review: a. The school will periodically review the effectiveness of this Parent Involvement Policy and make necessary revisions in consultation with parents/guardians and relevant stakeholders. b. Feedback from parents/guardians regarding the implementation and impact of this policy will be actively sought and considered in the review process.

By implementing this Parent Involvement Policy, Atlanta Primary School aims to create a supportive and inclusive educational environment that values and harnesses the strengths and contributions of parents/guardians. Together, we can provide our students with the best possible educational experience and help them thrive academically, socially, and emotionally.

### **Objectives:**

1. To promote open communication and positive relationships between parents, teachers, and the school.
2. To encourage parents to actively participate in their child's education and school activities.
3. To provide opportunities for parents to contribute their skills, knowledge, and expertise to enhance the educational experience.
4. To involve parents in decision-making processes regarding school policies and programs.
5. To support parents in understanding and supporting their child's academic and social development.

### **Communication and Collaboration:**

- a. The school will maintain open lines of communication with parents through regular newsletters, emails, and announcements.
- b. Parent-teacher conferences will be scheduled at least twice a year to discuss student progress, set goals, and address any concerns.
- c. Teachers will provide parents with timely updates on their child's academic performance, behavior, and any special events or projects.

### **Volunteering and Parent Engagement:**

- a. Parents are encouraged to volunteer their time and talents to support school activities such as field trips, classroom assistance, and extracurricular events.
- b. The school will provide a range of volunteer opportunities to accommodate different schedules and interests.
- c. Parents who are unable to physically volunteer can contribute by providing resources, sharing expertise, or participating in virtual activities.

### **Parent Education and Workshops:**

- a. The school will organize workshops and seminars to educate parents on topics such as child development, effective parenting strategies, and supporting academic success.
- b. Parent education programs may be conducted in partnership with community organizations, experts, or school staff members.

## **TITLE 1 PARENT AND FAMILY ENGAGEMENT POLICY (CONT.)**

c. The school will provide resources and materials for parents to enhance their understanding of the curriculum, assessments, and other educational processes.

### **Parent Involvement in Decision Making:**

- a. The school will seek parental input and involvement in decision-making processes related to school policies, programs, and initiatives.
- b. Parents will be invited to participate in advisory committees, surveys, and focus groups to provide feedback and suggestions.
- c. The school administration will actively consider and incorporate parental perspectives while making important decisions.

### **Home-School Partnerships:**

- a. The school will promote a collaborative relationship between parents and teachers, encouraging shared responsibility for student learning and well-being.
- b. Teachers will provide parents with resources and strategies to support learning at home and reinforce classroom instruction.
- c. The school will organize family engagement events, such as parent workshops, literacy nights, and cultural celebrations, to foster a sense of community and involvement.

### **Evaluation and Review:**

This policy will be reviewed annually to assess its effectiveness and identify areas for improvement. Feedback from parents, teachers, and staff will be considered in the evaluation process. Modifications or updates to the policy will be made as necessary to ensure ongoing parent involvement.

By implementing this Parent Involvement Policy, Atlanta Primary School aims to strengthen the partnership between parents and the school, creating a collaborative and supportive environment that maximizes student success.

## **VOLUNTEERS**

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