

Atha Road Elementary School

STUDENT HANDBOOK 2019-2020



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This Handbook belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student No. _____

What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is a student support framework proven to improve school climates, increase academic achievement and reduce disciplinary incidents.

Expectations at Atha Road Elementary School are:

Always be prepared. We come prepared to class. We use our materials appropriately. We do our best!

Respect yourself and others. We listen effectively, we keep our hands, feet, and materials to ourselves. We use kind words. We use our inside voice, stay in our seat and raise our hands to speak. We make good choices. We accept consequences and we report problems to the teacher.

Encourage others. We treat others the way we want to be treated. We encourage our friends to make good choices. We celebrate our accomplishments as well as those of our classmates.

Safety first. We follow directions. We make good choices to stay safe in school. We walk quietly and calmly in line. _

What are PBIS rewards?

PBIS Rewards is an online tool that we will use this year to replace Beep-Beep Bucks and Class Dojo. Students will have a QR code that teachers will scan when they are showing positive behavior. ANY staff member in the building will have the ability to scan a student's code awarding them points when appropriate behavior is displayed. There will be a quarterly behavior party that students who earn the expected points will be invited to attend as well as classroom incentives and a PBIS rewards store.

Quarterly Point Expectations

Quarter 1: 75 points

Quarter 2: 90 points

Quarter 3: 105 points

Quarter 4: 120 points

Attendance Matters

Daily Schedule:

7:45 a.m. – 1st Bell (Homeroom Activities)
8:40 a.m. – Classes Begin
3:20 p.m. – Car Riders/Daycare/Walkers
3:35 p.m. – Buses

School Hours:

Children should NOT arrive earlier than 7:45 a.m. if they are riding to school with their parents or walking. SCHOOL DOORS WILL NOT OPEN UNTIL 7:45 a.m. EACH SCHOOL DAY.

Bicycles:

Bicycles may be ridden to school. They are expected to be locked and parked beside the cafeteria. Bicycles must be walked onto the campus.

Absences:

The following are considered excused absences:

1. Personal illness when attendance would endanger the student's health or the health of others.
2. Death or serious illness in the immediate family, which necessitates absence from school.
3. Recognized religious holidays observed by family.
4. Mandates issued by governmental agencies.
5. Conditions render attendance impossible or hazardous to health or safety.

Upon returning to school from an absence, students should provide their homeroom teacher with a written excuse from a parent/guardian, doctor, or agency. Students will have **three (3) days** after returning to school to provide the school with a written excuse for the absence.

All absences without proper documentation will be considered unexcused. Excessive unexcused absences will be referred to the Truancy Officer and parents will be held accountable.

Tardiness:

Students will be tardy after 8:40 a.m. Any student arriving late must check in at the front office for a tardy slip.

Make Up Work:

Students are expected to make up missed assignments due to absences. If you know your child will be absent for an extended period of time, please contact the office before 9:00 a.m. and make arrangements to pick up your child's assignments after 3:00 p.m.

Early Dismissal & Transportation:

The school day ends at 3:20 p.m. except in the case of an emergency or scheduled appointment. Students should not be checked out prior to this time. Students must remain at school until 11:56 a.m. to be counted present. Please notify your child's teacher by a signed note if you plan on checking him/her out for an appointment that day. You must sign your child out in the office. If someone other than the parent/guardian signs the child out, that person must have written permission from the parent/guardian and a photo I.D.

If your child is going home a different way from his/her normal method (as in a bus change, going home with a friend, etc.) you must put the request in writing to the teacher. If it is a bus change the note is also given to the bus driver.

If notification is not received, your child will follow his/her regular method of going home.

Visitors:

All visitors must enter the school at the front entrance and sign in at the front office.

Office Matters

Entrance & Withdrawal Requirements:

All students entering a Georgia School for the first time must have a birth certificate, a Georgia Certificate of Immunization, proof of residency, and a Social Security Number.

If you are moving and withdrawing your child from school, please come by the school a few days prior to the withdrawal date and sign the withdrawal form.

Student Information Forms:

During the first week of school you will receive an information sheet to complete. This information will be kept in the school office to reference as needed. Please make sure all names, telephone-numbers, and addresses are printed clearly and accurately. Please remember to put an emergency number and person to be contacted if you cannot be reached. Please notify the school of any changes during the year.

Lost & Found

Please label all of your child's property. If an item is found unlabelled, it is sent to the lost and found, which is located in the gym.

Dress Code

Walton Co. Board of Education Policy JCDB states:

Students are to dress in a manner that is reasonable and not distracting to other students and teachers.

Any dress of an extreme nature will not be tolerated. Each school principal will make the final decision regarding student dress in his or her school.

Elementary School Principals developed additional guidelines listed below. The purpose of these guidelines is to give more descriptive information to parents and students about the dress expectations in our schools. The administration will make the final decision regarding the appropriateness of student dress.

1. Clothing must fit appropriately with regard to size and length, not oversized or undersized.
2. Shorts and skirts must be longer than the length of the end of the middle finger. All long pants must not drag the ground.
 - ❖ Shirts/tops must not be long enough to cover the garments worn on the lower part of the body nor too short to reveal any midsection of the body.
 - ❖ The outer clothing must cover undergarments.
3. Clothing must be free of messages or pictures that relate to drugs, alcohol, and/or violence.
4. Hats are not to be worn inside the school building.
5. Jewelry or ornamental articles worn shall not pose a safety hazard. No displaying body piercing other than the ear lobes.
6. Flip-flops shall not be worn as shoes. Backless shoes (slides, clogs) shall not be permitted.

Food Services

Breakfast and lunch are both served at ARES. The following explains payment procedures and cost.

Payment:

Students prepay for meals by putting money in their account. Cash or check is put in the student's personal envelope in his/her homeroom. Any number of days can be prepaid.

- ❖ Students are given a PIN (Personal Identification Number) on the first day of school. This number is keyed into a computer in the lunch line and the cost of the meal is subtracted from their account.
- ❖ Applications for free or reduced-priced meals are given on the first day of school. Only those who wish to apply need to return this form.
- ❖ Charges are discouraged and must be repaid the next day.

Meal Charges:

Up to three charges are allowed for a reimbursable lunch in an emergency. Repayment is expected the next week. No charges are allowed for breakfast. Charge slips are sent weekly to the students' homeroom. Any questions should be addressed to the cafeteria manager at (770) 266-5995.

Meal Prices per Day:

	<u>Paid</u>	<u>Reduced</u>
<u>Breakfast:</u>		
Students	\$1.50	\$.30
Adults	\$2.00	

Lunch:

Students	\$2.25	\$.40
Adults	\$3.75	
Milk Only	\$.50	

Safety Matters

Health & Medicine:

When sending prescription and non-prescription medicine to school, written permission from the parent/guardian must be sent with it. The note must include the following:

- Child's first and last name
- Doctor's name
- Dates to be given at school
- Name of the medicine
- Date the note was written
- All medicine must come in the original containers (no loose pills in baggies, tin, foil, etc.).

You must get the Official School Form from your child's teacher or the schools nurse for all prescription medicine and return it with the medicine. The nurse or the principal's designee will be the only individual allowed to give medicine. If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided.

Insurance

Student accident insurance is available at the beginning of the school year.

Parent Involvement

Conferences:

Through conferences, parents and teachers gain a better insight into the child's needs, interests, potential, and growth, as well as any particular difficulties he/she may be experiencing.

If a parent/guardian is in need of a conference, please contact the school in advance to schedule an appointment.

Fall and spring conferences will be scheduled with your student's homeroom teacher.

Please make every effort to meet with your child's teacher during these scheduled times.

Parent-Teacher Organization:

The Parent-Teacher Organization provides an excellent opportunity for building positive communications between parents and teachers. PTO meetings are held on a regular basis.

Parents, grandparents, and guardians are encouraged to be volunteers at the school. Please contact the office if you are interested.

ARES Parent Involvement/Council

The Atha Road Elementary School Parent Involvement/School Council is composed of parents, teachers, administrators, and business partners. We meet four times a year. Your input and participation is encouraged. All parents are invited to attend meetings.

Academic Matters

Grading System:

The following grading system has been adopted by the Walton County Board of Education:

Academic Conduct

A	90-100	M	Meets Standards
B	80-89	N	Not Meeting Standards
C	70-79		
F	Below 70		

Honor Roll – Students must maintain a 90 average or above.

Merit List – Students must maintain averages of 85.0 to 89.9.

Testing

Georgia Milestones will be given to the 3rd, 4th and 5th graders in the spring.

Homework:

Homework is an important extension of the learning that takes place in class.

Homework provides practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Homework plays a major role in building responsible students.

Parents can help their children develop good homework habits by arranging a quiet, comfortable place for the student to work. Please check your child's agenda book daily and review all homework with your child for accuracy.

ARES School-Wide Behavioral Expectations

Atha Road Elementary School's mission is to provide for the academic, physical, social and emotional needs of all learners through quality and diverse instruction. This is accomplished through the combined efforts of our school, parents, and community.

We believe our mission will help create an optimal learning environment for the students at Atha Road Elementary School.

The guiding principles are as follows:

- Clear expectations for student behavior

- Clear and consistent strategies for teaching appropriate behavior
- Appropriate behavior is encouraged through clear and consistent strategies
- Clear and consistent consequences that discourage inappropriate behavior
- A support system and individual behavioral programs for students with unique or exceptional needs.
- Clearly designed methods for evaluating and revising “Roadrunner Pride,” approach.
- Clear plans and strategies for communicating the characteristics and philosophy of the behavior plan to students and parents.
- Trade or give away food only with teacher’s permission
- Use all eating utensils properly
- Never throw or toss food or any other object to another person
- Clean up area for next class
- Do not take any unsealed food out of the cafeteria

Books

Textbooks:

Students should take care of their textbooks and materials. Books must be covered and not left where they can be damaged.

Books will be inspected periodically through out the year, and students will pay for any unnecessary damages.

Rules & Expectations

School-Wide Rules:

- Always be prepared
- Respect yourself and others
- Encourage others
- Safety first

Playground Expectations:

- Safety first
- Listen to any adult present
- Use the equipment as it is intended
- Walk quietly to and from the building
- Report concerns to a teacher
- Use appropriate school language
- Stay off the hill and play away from the trailer classrooms

Cafeteria Expectations:

- Enter & exit quietly in a straight line
- Speak quietly to the students at their table

Library Books:

Notice the following procedures for Media Center use:

Students need their Agenda to check books out. Students may check out two books at a time. Books are due 2 weeks from checkout. Students are responsible for all books checked out. Students will pay for any lost or damaged books (all money collected is used for books replacement). No late fines are charged, but the media center will not let a student check out further books until previous ones are returned.

Agendas:

This Agenda book is issued to students as a textbook.

Care of Agenda:

- Place inside a 3 ring binder for protection.
- Do not fold or tear out pages.
- Replacement agendas are to be purchased for \$5.00 (for lost or destroyed ones)

- Use of Agendas:
- Your Agenda is your hall pass throughout the building (to clinic, office, media center, restroom, etc.).
- You must have it with you at all times.
- It is to be signed by a parent/guardian each night (homeroom teacher will monitor for parents' signature).
- Homework assignments are to be written daily in your agenda.

School Supplies:

The school store is located in the Media Center and is open in the morning on designated days before homeroom. The school store sells erasers, pencils, paper, and other school supplies.

VIOLENCE, WEAPONS, DRUGS, HOTLINE

The Hotline, sponsored by the Georgia Department of Education, provides a 24-hour reporting system for students to report weapons, violence, or drugs anonymously by calling **1-877-SAY-STOP**. Information is recorded and shared with local school systems and law enforcement.