



2017 – 2018

Parent\Student Handbook

SCHOOL ADMINISTRATION

Principal:	Brent McBride	IB Coordinator/Curriculum Specialist:	Bria Pete
Program Administrator:	Patrice Austin	RTI/SST/504:	Kacey Edwards
Assistant Principal:	Allyson Atwell	Special Education Lead Teacher:	Heather Stephenson
School Counselor:	Danette Smith	Social Worker:	Daniel Mathieu
		School Nurses:	Gwendolyn Brown Shanae Jones
Secretary:	Astrid Moyer		
	Lorraine Newcomer	Grade Level Chairs:	K – Ms. Laurent
Office Clerks:	Gayle Huber		1 – Ms. Moore
Building Mechanic:	Andre Fulton		2 – Ms. Moore
			3 – Ms. Grice
			4 – Ms. Kalb
			5 – Ms. Preiss
			Specials – Mr. White

SCHOOL INFORMATION

Main Office:	404.802.8800	Academic Hours:	8:00 a.m.-2:30 p.m.
Primary Office:	404.802.8810	Office Hours:	7:30 a.m.-3:00 p.m.
Transportation:	404.802.5500	Grades:	PK- 5
Mascot:	Jackson Jaguars	Projected Enrollment:	740
School Colors:	Blue, Yellow, White	School Website:	wtjackson.org
Jackson Spirit Wear Day:	Friday	District Website:	atlanta.k12.ga.us

PRINCIPAL'S MESSAGE

It is my belief that as educators and parents we must strive for a clear and focused mission that is designed to prepare all students to be successful, productive adults. As adults they will need to be able to work cooperatively together in an ever-changing world utilizing organizational, problem solving, and communication skills. Successful adults just don't happen. Continuous learning is the key. Learning is not an isolated event, but an interactive, on-going, daily process that involves everyone – parents, staff, and students. Our goal is to help students to be life-long learners and successful adults by modeling the process and providing enriching experiences as well as challenging academics in a safe, creative, and positive environment. For information directly from Mr. McBride, please visit my blog @ <http://wtjacksonprincipal.weebly.com>

MISSION STATEMENT

The mission of Warren T. Jackson Elementary School is to provide a stimulating educational environment for all students based on their individual needs that challenges the intellect and promotes an understanding of both self and the world in which we live.

VISION

The vision of Warren T. Jackson Elementary is to deliver a challenging curriculum that gives all students the tools needed to be successful, contributing members of our nation and the world.

WE BELIEVE

At Warren T. Jackson, we believe:

- All students will achieve in an environment where each child is accepted, supported, valued, and challenged.
- Learning is enhanced through the incorporation of movement, art, music, and PE.
- High expectations and active parental support promote high student achievement.
- Learning is maximized in an accepting and nurturing environment composed of diverse student and faculty populations.
- All students are lifelong learners.
- Good self-esteem is vital for maximum student achievement.

SCHOOL IMPROVEMENT PLAN

1. Improve student performance in the area of Math.
2. Improve student performance in the area of Science\STEAM.
3. Improve student performance in the area of Writing.

SCHOOL WIDE Implementation

1. Foundations (K-2)
2. Eureka Math (K-5)
3. Readers Workshop
4. Social Emotional Learning (SEL)

IMPORTANT INFORMATION FOR PARENTS

Please read the handbook thoroughly and sign and return the sheet provided at the end. It is the expectation that parents and students follow the procedures listed in the Parent\Student Handbook as well as the district student handbook.

- **All** visitors are required to check-in to the office to receive a visitor's sticker **before** visiting classrooms. Visitors who do not display a sticker upon entering a classroom will be asked to return to the front office.
- Jackson's instructional day begins at 8:00 a.m. Students who arrive after 8:00 are considered tardy. (Please read attendance guidelines in APS Handbook)
- All parent\teacher conferences must be pre-scheduled. Teachers cannot meet with parents during the instructional day.
- The classroom teacher is your first point of contact when a classroom concern arises.
- The Campus Parent Portal system should have accurate and updated telephone numbers and email addresses for all points of contact.
- In order to decrease disruption to instructional time, all items delivered for students after the school day has begun will be held in the front office. The front office will notify the classroom teachers who will then deliver the items to the students.
- Warren T. Jackson is a smoke-free campus.

VOLUNTEERS

We encourage parents, community members, students, and business partners to assist teachers and other staff by becoming volunteers. Your talents and skills are needed to enrich the lives of students. Please contact your child's teacher or consult the PTA website.

IMPORTANT INFORMATION FOR STUDENT **PARENTAL INVOLVEMENT**

PARENT\TEACHER COMMUNICATION

We believe the educational success of your child is a joint venture between the school and home. It is the expectation of WTJ that communication between teachers and parents be consistent. Home\school communication addresses areas of parental interest such as academic, social, behavioral, or emotional. Parents may request a conference at any time during the school year to address questions or concerns regarding their child's academic wellbeing. This request may be made by sending a note to or emailing your child's teacher.

In an effort to minimize instructional interruptions, please do not make visits to the classroom for a conference without an appointment. All conferences should be pre-scheduled. Teachers are expected to check email before and after school each day. It is the expectation for teachers to respond to all emails within 48 hours of receipt of the email. This time allows for teachers to receive and properly respond to the email. In the event of an emergency, please contact the front office. Conferences are not held during teacher planning or lunch times unless indicated by the teacher.

Report Cards are sent home every 9 weeks; Progress Reports go home each 4 ½ week period throughout the year. Parents may keep the reports, but report envelopes should be signed by parents and returned promptly. ***report cards do not go home for the first 4 ½ weeks*

CAMPUS PARENT PORTAL (CPP)

Atlanta Public Schools has adopted the Campus Portal for Parents to have access to class schedules, attendance records, and grades. Please visit the school's front office to get information about registering for the portal. Due to FERPA regulations, information can only be provided to parents who have appropriate identification.

POLICIES AND PROCEDURES

Please visit the APS (Atlanta Public Schools) for a full listing of policies.

ATTENDANCE

Students are expected to be present and arrive on time to school. Students who are absent or tardy miss valuable instructional time and other important school activities and are less likely to master those skills, concepts, and principles needed for success. Students who violate the attendance policy will be disciplined. Unexcused absences and/or truancy may also lead to legal action against the student and/or parents/guardians. (APS Student Handbook)

The following guidelines in regard to absences/tardies must be observed:

1. Excused Absences: In accordance with the provisions of state board on student attendance, the Atlanta Board of Education defines acceptable excuses for being absent from school as: Personal illness of the student, serious illnesses or death in the immediate family, special and recognized religious holidays observed by faith, mandated by governmental agency, conditions rendering school attendance impossible, voting, and child of a military parent who is called to duty
2. Unexcused Absences: An unexcused absence is any absence not covered in the definition above. A student accompanying a family member on a business trip, private school Spring Break, or vacation during the regular school calendar is unexcused.
3. Make-up Work Due to Absences: It is the student's and parent's responsibility to make arrangements for make-up work. Students should ask their teachers for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his designee. Failure to comply with this procedure will result in a grade of zero being given.
4. Late Arrivals: The student is responsible for being at school on time, unless the tardy is due to a late bus. When a student is late, the student misses important classroom instruction and creates a distraction to other students when entering the classroom. **Parents must accompany tardy students to the office and sign them in.** Excessive absences and tardies may result in a school social worker referral.

DISMISSALS/CHECK-IN & CHECK-OUT

Our school day is from 8:00 a.m.-2:30 p.m. All children are expected to leave the grounds promptly unless they are participating in JAS (Jackson After School), working with the teacher, or attending a club. The school bus cannot be used for playdates. Excessive late pick-ups may result in a referral to the school social worker and/or the Department of Family and Children Services.

If a student arrives late to school (after 8:00):

- A parent/guardian is required to escort the student to the front office.
- The parent must sign the check-in sheet and a tardy pass will be issued to the student.

If a student needs to depart early from school:

Whenever a student is released from school prior to the end of the regular school day, the student should bring a written note from his/her legal guardian stating the reason for the early dismissal. The student should only be released to the his/her legal guardian or to a person designated by the parent/legal guardian, as documents by school records (Infinite Campus), and upon presentation of proper identification or confirmation by telephone or fax. Students may be released to child welfare authorities as allowed by law. Because instructional time is important, medical appointments should be scheduled, if possible, at times when the student will not miss instructional time. Parents should not check out students for the purpose of avoiding carpool traffic.

POSITIVE BEHAVIOR PLAN (PBIS)

The Warren T. Jackson Elementary faculty and staff will implement a school-wide positive behavior plan. Research shows that the benefits of implementing a plan designed to highlight appropriate behaviors in children far outweigh the results of a plan designed to punish poor choices. The foundation of the WTJ positive behavior plan is our school's behavior matrix. The matrix displays appropriate student behavior in a variety of settings. A copy of the matrix can be found on the school website. Also, each classroom will have a system in place that rewards desired and appropriate behavior.

The following general discipline cycle will be followed and documented by the classroom teacher for minor offenses. Listed below are steps that may be taken by a staff member prior to an office referral. Steps may be skipped at the discretion of the local administration.

First Incident: student\teacher conference and classroom intervention

Second Incident: student\teacher conference and classroom intervention

Third Incident: student\teacher conference and intervention AND parent contact via phone or conference

Fourth Incident: office referral\parent contact via phone or conference

A detailed copy of the APS Student Code of Conduct & Discipline Handbook will be distributed to each student and household.

Our students are placed into 4 houses: Blue, Black, Silver, and Yellow. Every staff member and student have chosen (at random) a house that they will belong to throughout their time at Jackson. The house system fosters sense of belonging and identity, as well as school spirit and friendly competition.

BULLYING

Jackson Elementary School is committed to creating a safe, caring, respectful learning environment for all students. The Jackson "ROAR" Essential Agreements state that students will RESPECT OTHERS, OWN THEIR COMMITMENTS, ACT WITH EMPATHY, and RADIATE INTEGRITY. The bullying of students at Jackson Elementary does not follow our Essential Agreements, is strictly prohibited, and will not be tolerated. Members of the Jackson Elementary School community have the right to be members of a bully-free school. For the purposes of our anti-bullying policy, "school" includes school buildings, school grounds, coming to and going home from school, any school-sponsored social event, fieldtrips, sporting events, and bus trips. Reported incidents of bullying will be investigated promptly and thoroughly by school staff.

Definition of Bullying

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by

an imbalance of power. Bullying may involve, but is not limited to:

- | | | |
|---------------------|--|--|
| 1. unwanted teasing | 7. physical violence | 11. destruction of school or personal property |
| 2. threatening | 8. theft | 12. social exclusion, including incitement and/or coercion |
| 3. intimidating | 9. sexual, religious, or racial harassment | 13. rumor or spreading of falsehoods |
| 4. stalking | 10. public humiliation | |
| 5. cyberstalking | | |
| 6. cyberbullying | | |

Clarifying Information:

Bullying is a purposeful action that is intended to injure, involves physical (hitting, pushing, shoving, kicking, etc.) and/or mental components (e.g. verbal humiliation, hurtful, threatening behaviors, gossip, exclusion), and ALWAYS involves an imbalance of power.

An easy way to remember the components that comprise bullying is through the use of the acronym RIP. It is **Repeated**, there is an **Imbalance of Power**, and the behavior is **Purposeful**. **All three components (R.I.P.) must be present for bullying to meet the criteria.**

R: Bullying actions are carried out **repeatedly**. This means simply that the targeting has occurred more than once. Note: Sometimes a single incident can have precisely the same impact as persistent behavior over time, because it is experienced as part of a continuous pattern and can be extremely threatening and intimidating.

I: There is an **imbalance of power**. Bullying occurs when one student and/or group is more powerful than the other. For instance, when one student and/or group is older, larger, or perceived to be smarter, and/or perceived to be more popular than the other—there is an imbalance of power. The playing field is not level, and one student and/or group unfairly takes advantage of this imbalance of power. The targeted student feels victimized and defenseless.

P: Bullying is a “Purposeful” action. The goal or the intent is deliberate. The actions were on purpose. They were not an accident.

Preventative Measures

1. Student Instruction/Awareness

Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the Second Step Social Skills Program that Jackson Elementary teachers utilize throughout the year. The school counselor also provides six anti-bullying lessons for each class to include the following topics:

- | | |
|-------------------------|----------------------|
| 1. Class rules | 4. Refusing bullying |
| 2. Recognizing bullying | 5. Bystander power |
| 3. Reporting bullying | |

With the support of staff and parents, students at Jackson Elementary will do the following things to help prevent bullying:

- Follow the Jackson ROAR Essential Agreements
- Take the “No Place for Hate” Pledge and refuse to bully others
- Refuse to let others be bullied and speak up if they see bullying
- REPORT BULLYING TO AN ADULT

TEACHER-PARENT COMMUNICATION

Below are the expectations for WTJ teachers in regard to parent communication:

1. A parent must be called or emailed when a student:
 - Receives a failing grade on a summative assessment. In the conversation, the teacher should make reference to remediation
 - Will be receiving a N or U in behavior in their report card
 - When an inappropriate behavior is repetitive in class or an office referral is made
2. Teachers must give 1 week’s notice prior to all end of unit or summative assessment administrations (on teacher webpage)

and in agenda).

****Quizzes and formative checkups do not require advanced notice.**

3. Teachers must send home students work with grades every 2 weeks.
4. Weekly folders will be sent home school wide on Tuesday of each week.
5. Teachers must send take home folders within 5 days of a class work assignment, formative, or summative assessment grade taken.
6. Websites must remain up to date with classroom information such as current topics of study with standards and classroom news.

RETAKE POLICY:

All students will have the opportunity to retake any SUMMATIVE ASSESSMENT to achieve a better score if desired.

- Board policy states that all students who do not show mastery (above a 70%) on a summative assessment must be reassessed for mastery after re-teaching of the concept has occurred.
- Students who would like to improve their grade are also eligible for reassessment following set guidelines:
 - The request for reassessment must be initiated by the student via the contract provided by the teacher.
 - The student may have **one** opportunity to reassess
 - The student must display to the teacher that additional effort has been placed into improving their assessment score (the teacher will outline this process)
 - All requests for reassessments must occur within 3 days of the assessment grade being posted to Infinite Campus or returned to the student.
(all grades are posted within 5 days of the assessment date)
 - A student must complete the reassessment within two weeks of the request to reassess.
 - All reassessments will take place during non-instructional times (recess, lunch, before or after school)
 - Both grades will be recorded in Infinite Campus with the lower of the two grades not averaged into the final score.

***If a reassessment is taken at the end of a grading period, the grade may not immediately be reflected on the grading report. The reassessment will be reflected in the next grading reporting cycle.*

Rational for our retest policy: <http://math.arizona.edu/~vbohme/Redos%20and%20Retakes%20Done%20Right.pdf>

PLACEMENT

When classes are formed we follow a clear set of guidelines. Classes are formed into deliberate heterogeneous groups keeping the following in mind:

- An even male\female ratio
- A full range of aptitudes in each class
- Even proportion of abilities and learning styles across the classes
- Teacher input for placement
- Equal number of students in each class

Once all of these factors have been considered, the placement committee begins to build classes of students who show promise of working well together. At this point, attempts are made to match student and teacher personality and style.

These decisions are based on observations made by the teachers during the course of the year. While we welcome your input about your student's individual needs, we remind you that your comments are one of many factors and are not the basis of placement. When forming classes the final decision on class placement will reside with the school. Please note that classroom assignment changes are only made when it serves the best interest of the student. All assignment changes are based on data and direct observations.

For additional information regarding placement, please see the WTJ website.

CHANGE OF ADDRESS/PHONE NUMBERS

One of the greatest problems schools have during the day is locating parents in the event of an emergency. Please notify the school office immediately and update your information in the Campus Parent Portal if there is a change in phone numbers, work place, and authorized pick-up individuals. The importance of maintaining updated information cannot be overemphasized.

Doctors/emergency rooms will not treat children without their parents' consent. In the event of an emergency we must be able to reach parents.

CLINIC

On the days and times that the school nurse is scheduled to be at Warren T. Jackson, the nurse will assist with student scrapes, bumps, and illnesses. If the nurse is not scheduled to be at the school, the classroom teacher or office staff will assist with student

minor injuries. The nurse or office staff will administer all medication to students who take it with the proper documentation on file. If a student has a fever, is vomiting, or has an injury (other than ordinary first-aid injury), parents will be called to pick up the student from school. If 911 has to be called and a student goes to the hospital, school personnel will accompany the student and stay at the hospital until the parent arrives. The school nurses are not medical doctors so they cannot make diagnosis. Please consult your physician if you have questions concerning your child's health.

MEDICATION

Students who need to take medication during the school day must follow these guidelines:

1. **Atlanta Public Schools policy states that no student is allowed to hand-carry medications to or from school; parents are required to deliver medications to the office in person.**
2. **Prescribed medication in the original container and the *Authorization for Prescription Medication* form signed by both the prescribing doctor and the parent must be taken to the office immediately upon the student's arrival at school.** An authorized employee will assist in the administration of all medications. Students may not keep any medications in the classroom with the exception of an inhaler and the appropriate form signed by the doctor and the parent. Teachers are not permitted to dispense medications to students. A copy of the required form is sent home at the beginning of the school year. Additional copies are available in the clinic. **The completed form must accompany the medication, so be sure to take this form to the physician whenever your child is ill.**
3. **Non-prescription medicines** are to be given to the school nurse or office staff along with an *Authorization for Non-Prescription Medication* form completed by the parent. Again, no medications are to be kept in the classroom. A copy of the required form is sent home at the beginning of the school year. Additional copies are available in the clinic.

ENTRIES AND WITHDRAWALS

All students entering an Atlanta Public School for the first time should present the following:

- A certified copy of the Birth Certificate from the state in which they were born.
- A current immunization record on Georgia Form #3231.
- An eye, ear, dental screening form #3300.
- Two (2) proofs of residency (ex: current utility bill, copy of apartment lease, or home purchase contract)
- Social Security Card
- Parent Photo ID
- Notarized affidavit or residency
- Mortgage/lease/deed statement

If you need to withdraw your child from school, contact the school office. Students are expected to return all textbooks, library books, and other school owned items. Also, the student is expected to pay for any items not returned and any other school related expense for which the student is responsible (i.e. lunch charges).

ELECTRONIC DEVICES (Per APS Handbook)

1. Unless otherwise directed by school staff or teacher, cellular telephones and other personal electronic devices must be out of sight and turned off during the school day and during the lunch break.
2. Students are prohibited from placing or receiving texts/phone calls/emails during the school day. In the event a parent needs to make contact with his/her child during the school day, parents are encouraged to contact the school office.
3. All staff members have the right to confiscate mobile phones when used in violation of the Code of Conduct.
4. The school nor the school system assumes no responsibility or liability for the theft, loss, or damage to a cellular telephone or device.

FIDGET TOYS

Fidget toys will only be out during class if it is written in an official learning plan. If there is no formal plan, all fidget toys will remain in the student's book bag unless permission is given by the classroom teacher.

FIRE DRILL AND EMERGENCY PROCEDURES

Maps showing fire, tornado, and evacuation drill procedures are posted in each room of the school. Fire drills are conducted monthly. Severe weather (tornado), intruder, bomb threat, bus evacuation, and other safety drills are conducted at least twice a year. Evacuation drills are conducted twice per year. In the event of an emergency, parents will be officially notified by WTJ staff members.

SCHOOL PARTIES

Three (3) class parties may be held during the year at the end of the school day: Winter Holiday, Valentine's Day and an End of Year. Birthday parties for individual children will not be held at school, teachers may outline a birthday policy for their classrooms. We ask that no outside food is brought in to recognize a birthdays and that alternate ways to recognition are utilized. NO personal party invitations may be distributed at school unless the entire class is included. Each teacher has his/her own way of recognizing these special days that does not involve food.

MEDIA CENTER

Our Media Center hours for students are 7:30 a.m. – 2:15 p.m. (parents may bring students to the Media Center until 3:00) Respect for books and all Media Center materials are enforced at all times. The Media Center is a quiet place for learning and reading. Return books on time to insure continued checkout privileges of materials. There will be a charge for lost books.

The Media Center contains over 18,000 books and magazines as well as LED Boards, computers, video cameras, and digital cameras for the enhancement of instruction. The Media Center has a computerized checkout and catalog system, plus reference materials that are accessible 24/7 through the media center's website.

The Media Center provides lessons to students on a weekly basis that are designed to support classroom instruction and are centered on the Georgia Standards of Excellence.

If you are interested in volunteering in the Media Center, please contact Ms. Maguire or Ms. Webb.

TRANSPORTATION

BUS

Bus assignments are based on the student's home residence and may not be changed to accommodate after-school play arrangements. Please contact 404.802.5500 about bus route or bus timing issues. **Non-bus riders are not permitted to ride the bus. Students are not allowed to switch busses. Students are only allowed to ride their assigned bus.**

To sign up for bus notifications, please text @3d4g8c to 81010. This will allow you to receive texts with bus information throughout the school year.

CAR RIDERS

We expect students being transported to and from school by parents to arrive by 8:00 a.m. and to be picked-up no later than 2:30 p.m. **Students should not be dropped off before 7:30 a.m.** Parents are asked to wait in their cars forming an orderly line. At the primary campus, parents cannot park in the center to walk students across the driveway. If you must come inside from 7:30-8:00 a.m., park in the rear of the primary campus and walk to the front of the building. Staff members or safety patrol on duty will assist students being loaded into and out of their cars. A visible carpool name is required for pick up. These can be requested in the front office. For the safety of your children, please DO NOT pass cars in the carpool line and refrain from using your telephone to reduce distractions. Our students are small and cars are large...we do not want any avoidable accident happening due to distracted driving. **Please be courteous to our staff members and safety patrol members, remember they are doing their best to assist you and your child and should be treated with the utmost respect.**

GENERAL INFORMATION

SUPPORT PROGRAMS

We provide the following educational support programs: G.A.T.E. (Gifted and Talented), E.S.O.L., Speech/Language Therapy, and Interrelated Resources for Learning Disabilities or Behavior Disorders, Self-Contained classes for Learning Disabilities or Behavior Disorders, Special Needs Pre-Kindergarten, Occupational Therapy, Physical Therapy, Otherwise Health Impaired (OHI), and Visually Impaired.

REINFORCEMENT WORK (HOMEWORK)

It is the student's responsibility to know what the reinforcement assignments are and to complete all reinforcement assignments on time. Reinforcement work may be assigned Monday through Thursday. Some assignments are long range and require additional planning time at home for completion. Teachers will communicate expectations with students and parents through student agendas, grade level letters, and during Curriculum Night. Office phones may **not** be used by students to phone home to request forgotten items. Reinforcement work should be purposeful and assigned based on the classroom teacher's professional judgment. If there are questions regarding reinforcement work (amounts or appropriateness) please contact the classroom teacher with initial questions.

The Homework Hotline is available Monday-Thursday from 4:00-9:00 p.m. @ 678.553.3029 or www.myhomeworkhotline.org. The Homework Hotline is free.

Kindergarten-10 minutes
First grade-15 minutes
Second grade-20 minutes

Third grade-30 minutes
Fourth grade-40 minutes
Fifth grade-50 minutes

FIELD TRIPS

Field trips are planned throughout the year to complement classroom studies. Permission forms are sent home and must be signed by the parents and returned in order for the student to participate. Students will only be able to attend a field trip with a signed permission slip. Verbal or phone permission **cannot** be accepted. The registration fee will be collected (if applicable) prior to all field trips. No students will be excluded from a field trip for inability to pay. Acceptable school behavior is required to be eligible to attend. A student's eligibility to attend a field trip is left to the discretion of the school.

CAFETERIA

The cafeteria serves breakfast and lunch for those who wish to purchase it.

Menus are published on the Atlanta Public Schools website. Students may pay for meals on a daily, weekly, bi-weekly, or monthly basis. Only one application for the Federal Free/Reduced Meal Program per household will be needed this year. Applications will be available at open house, and are also available in the front office for qualifying families. All students are encouraged to pre-pay for meals online.

Any snacks or meals sent to school from home should be nutritious. Students are not permitted to bring carbonated drinks, drinks in glass containers, fast food, candy or gum. Parents joining their children for lunch are asked **NOT** to bring food from outside vendors for the students (fast food, etc.). Parents may bring outside food for themselves to accommodate parent schedules and to encourage having lunch with students. Any sharing of outside lunch with students is not permitted under any circumstance.

Warren T. Jackson's cafeteria conduct standards are intended to provide a pleasant environment for eating lunch. Proper table manners, courtesy, and adherence to procedures are expected.

Please be mindful of set cafeteria expectations posted in the cafeteria. While we want our students to enjoy this social time, guidelines have been put into place so that order is maintained in the cafeteria. At any given time there are approximately 100 students in the cafeteria, we work to maintain a level of inside normalcy during meal times. Students are provided with 30 minutes of recess per day for unstructured socialization time. Lunch is not viewed as an unstructured socialization time.

- Once a student is seated, they should not get out of their seats. If they need assistance they should raise their hands and wait for a cafeteria monitor's assistance. The cafeteria monitor will bring over any forgotten items and trash will be collected at the end of the lunch period.
- Students should use the bathroom with their classroom teachers prior to going to lunch to reduce movement in the cafeteria. Students will be allowed to go to the bathroom if needed.
- Parents are encouraged to join their students for lunch when permissible by their schedule.
- No extraneous noise above normal conversational tones are permitted. (No singing of Happy Birthday in the cafeteria)
- No food treats should be given unless treats are provided to all students in the cafeteria (no students should be excluded)
- Visitors are asked to follow the directions of the cafeteria monitors. When students are given a direction we request that everyone in the cafeteria follow their direction (*e.g. 2 minutes of silent lunch, not getting out of seat for forgotten items*)

GUIDANCE AND COUNSELING

The school counselor provides a safe, nurturing environment to foster a trusting relationship with students. School counselors provide short-term (4-8 sessions), solution-focused counseling for individuals and groups which are aimed at improving school performance as well as provide classroom life-skills lessons tailored to the developmental needs of students. Parents, teachers, and students can initiate a referral to the school counselor. Parental permission is not required for students to see the school counselor or participate in classroom lessons. A school counselor is not a therapist and does not take the place of private therapy sessions.

The school counselor is available to:

1. Provide individual or small group counseling as well as classroom guidance to students.
2. Work with the school personnel to foster a positive learning environment for children
3. Assist parents in understanding children and developing positive attitudes, techniques, and strategies essential for student growth.
4. Assist parents and children in obtaining school and/or community services.
5. A school social worker is also available by appointment for support and assistance to students and parents.

PHONE USAGE

Students are not allowed to use the school phones at any time. If there is an emergency, parents will be notified by designated school personnel. Parents calling the school will be allowed to leave a message in the event of an emergency.

SCHOOL STORE

A school store is located in the lobby of the main campus and operates on select days from 7:30-7:50 a.m. The store carries basic student supplies and some special items requested by teachers. All items must be paid for in cash at the time of purchase. No school store items may be returned.

AFTER SCHOOL CARE

Please visit www.myafterschoolprogram.com for more information about The Jackson After School Program.

INSTRUCTIONAL TECHNOLOGY

Instructional Technologies, including, but not limited to the Internet, electronic mail, hardware, software, and online resources have vast potential to support curriculum and student learning.

Use of educational technologies demands personal responsibility and an understanding of the acceptable use procedures. Student use of technology is a privilege, not a right. Failure to follow the acceptable use procedures will result in loss of privilege to use these educational tools.

LOST AND FOUND

All clothing and personal items should be marked with the student's name to help return it to the correct owner. The lost and found area is located near the cafeteria. Lost and found articles are donated to local charities at the end of each semester.

SEXUAL HARASSMENT

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include verbal harassment, such as sexual jokes or comments about an individual or his/her physical characteristics; physical harassment such as unwanted touching; visual harassment such as the display of sexually suggestive objects or pictures; or requests or demands for sexual involvement, accompanied by implied or explicit threats.

STUDENT INSURANCE

School insurance is offered to every student who enrolls. A parent can choose accident insurance that covers school hours only (including the bus ride) or covers the entire 24-hour day, 12 months of the year. This information will be available at open house or in the front office.

TEACHERS

Warren T. Jackson's highly qualified teachers are committed to teaching daily. If for any unforeseen reason a teacher is absent for 4 consecutive weeks or more, serious efforts will be made to assign a highly qualified substitute to the class.

WEATHER AND EMERGENCIES

In the event of severe weather or other emergencies, official information about school closings will be broadcast on Atlanta area radio and television stations. Parents should be aware that severe weather or other emergencies could cause school to be cancelled during the school day and should plan accordingly. The following media outlets will provide up-to-date information to the public in the event of a school closing or if the school day may be shortened due to emergency conditions:

WSB/ABC
WGCL/CBS
WAGA/FOX
WXIA/NBC
PTA Blast
Parent Portal Blast

PARENT'S RIGHT TO KNOW

In compliance with the requirements of the *Every Student Succeeds Act statute*, APS informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact the principal.



I have read and understand the policies listed in the Parent/Student Handbook. I understand that if I have questions regarding any policies listed it is my responsibility to seek clarification. I also agree to abide by and follow the procedures listed in the Parent/Student Handbook.

Print parent name

Signature

Print parent name

Signature

Print student name

Signature

Please sign and return one sheet per family to the teacher.