



Parent/Student Handbook

Locations and Contact Information

Atlas Academy

Phase 1 (Fresh Start)

1621 Espanola Ave.
Holly Hill, FL 32117
(386) 872-3012

Atlas Academy

Phase 2 (School of Thought)

3601 E Moody Blvd.
Bunnell, FL 32110
(386) 437-3000

Atlas Academy

Early Learning Center

152 Fairview Ave.
Daytona Beach, FL 32114
(386) 265-5111

Dear Titan Families,

I am thrilled to introduce to you the updated edition of our school's Parent Handbook for the 2024 - 2025 school year. As the director of Atlas Academy, I am excited to provide you with this comprehensive resource that outlines our school's policies, procedures, and guidelines.

Our Parent Handbook serves as a valuable tool for both new and returning families, offering insights into the values, expectations, and support systems that define our school community. It is designed to foster clear communication, collaboration, and mutual understanding between the school, parents, and students.

In this handbook, you will find detailed information on a wide range of topics, including:

1. **Mission and Vision:** Our school's guiding principles and aspirations for academic excellence, character development, and community engagement.
2. **School Policies:** Clear and concise explanations of our policies on attendance, behavior expectations, dress code, and more.
3. **Academic Programs:** An overview of our curriculum, assessment methods, extracurricular activities, and support services available to students.
4. **Communication Channels:** Guidance on how parents can stay informed and involved in their child's education through regular communication with teachers, administrators, and the school.
5. **Parent Involvement:** Opportunities for parents to participate in school activities, volunteer programs, and parent-teacher organizations.
6. **Resources and Support:** Information on resources available to parents and students, including counseling services, academic support, and community partnerships.

It is my hope that this handbook will serve as a valuable reference guide throughout the academic year, providing answers to common questions and helping to facilitate a positive and enriching educational experience for your family.

I encourage you to review the contents of the Parent Handbook carefully and reach out to our school office if you have any questions or require further clarification on any topic. Your feedback and suggestions are always welcome as we strive to continuously improve and enhance our school community.

Thank you for your partnership and support in ensuring the success of all our students at Atlas Academy. Together, we can create a nurturing and empowering environment where every child can thrive.

Warm regards,

Dr. Tim King (Director, Atlas Academy)



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Atlas Academy Philosophy

At Atlas we believe that all children are capable of and deserve to experience success. Students and families who face behavioral challenges find that the school and education route options become more and more limited as behaviors continue and consequences are provided within traditional school settings. Oftentimes those working most closely with students find it difficult to determine if the behaviors are causing students to struggle in school or if the academic frustration is causing students to have behavioral challenges. For this reason, we believe that both areas must be addressed proactively, consistently, and with high levels of classroom support to enable children to be successful. The National Institute for Children's Health Quality reports that nearly half of American children are affected by childhood trauma. Research shows that children are at significant risk of mental health disorders and poor academic achievement when exposed to trauma. These experiences can affect not only learning, but also relationships over extended periods of time. At Atlas we strive to provide a new opportunity for success at school by combining academic expertise with the knowledge of behavioral therapists. Working together, we identify academic and behavioral goals and students are provided instruction and practice in both areas every day. We strive to change statistics one child at a time.

Our Goals

- For the children in our care to feel safe and that we care about them
- 100% of students to receive instruction that fills individual learning gaps
- To provide direct instruction in behavioral and social skills, improving children's interactions
- To expose every child to age and grade level appropriate content
- To provide the level of support each student needs each day
- To give students a voice to express their needs and desires with true listening

Mission of Atlas Academy

To be a community school who provides a premier learning experience in an inclusive environment with support to our students and families.

Vision of Atlas Academy

To empower every student with high-quality education that fosters both social-emotional skills and academic proficiency, enabling them to become catalysts for positive change in their communities.

Core Values for Atlas Academy

- Serve with Honesty
- Exemplify Inclusion
- Lead with Innovation
- Foster Collaboration
- Strive for Continuous Improvement

Program Level Descriptions

Early Learning

Our Early Learning centers serve students between the ages of 2 and 5 years old. Using ongoing assessment systems including both anecdotal and running records, students are assessed for baseline understanding and our highly qualified staff create lessons and goals focused on school readiness success. We strive to provide an environment in which each child and their family is loved and cared for as if they were our own.

Phase 1

This first program level for Kindergarten through 12th grade is focused on providing a Fresh Start for students who have significant behavioral challenges within the school setting. At phase 1 increased adult support is in place and intensive interventions are utilized to support all students. Our dedicated teachers and staff are committed to working on both behavioral goals as well as academic goals that are individualized based on each student's need. Baseline data is collected for each student to determine what functions motivate and maintain student problem behaviors. Students are not sent home or suspended for the behaviors, but instead we work towards teaching students replacement behaviors in order to reshape students' responses and learning history. All of these strategies combined are intentional in ensuring students feel they have a Fresh Start on the Atlas Academy campus and can be successful in an educational environment.

Phase 2

Phase 2 is the second level of the Atlas Academy program for Kindergarten through 12th grade. This phase is a School of Thought focused on the understanding that as students reshape behavioral responses and are becoming more successful with managing their behavior they must be able to utilize what they have learned with progressively decreasing levels of support. At phase 2 students who have successfully met behavioral criteria from phase 1 will transition to phase 2 with students who do not face behavioral challenges. Classroom sizes remain small and there continues to be additional support in classrooms, but students are much more independent with the focus shifting even more so towards filling in academic gaps. We continue

to work on reaching academic goals. We believe implementing this School of Thought will set our Atlas Academy students up for long term academic success.

Admission into Atlas Academy

Making the right choice in child care and education is an important decision. We want to give parents the peace of mind that they have made the best choice and help them feel confident every step of the way. Once you have decided that Atlas Academy is the school of your choice, you may pick up a [registration packet](#) at the front desk.

All forms provided to you upon enrollment must be completed for registration to be finalized and before your child may attend. All immunizations must be recorded and up-to-date on the State of Florida approved form.

List of documents needed for enrollment:

- Birth certificate
- Scholarship information
- Immunization records
- School entry exam (school physical)
- Parent's driver license
- Scoliosis test (6th grade and up)

A completed registration packet includes:

- Completed admission application (for each child enrolled)
- Emergency Information Form
- Important Medical Information
- Release of Confidential Information Form (for previous school records)
- Technology Rules and Expectations Consent
- Photo/Video Release Form
- Parent Handbook Acknowledgement
- Proof of relationship to child if not the parent
- Registration fee
- Proof of scholarship awarded (if applicable)

Waiting List

An established number of slots are available within each classroom/age group. A waiting list is maintained and parents are informed when a space is available that fits the child's needs.

Fee Schedule

Our general policy is to review our tuition rate annually in order to determine any adjustments that need to be made. Fees are scheduled differently for Early Learning students and school age students. Atlas Academy accepts all state scholarships and a meeting will be scheduled with all families to break down and/all tuition fees and determine any sliding scales that need to be applied towards tuition fees.

Tuition paid monthly is due by the end of the day on the first Tuesday of the month or it will be considered late and a \$20 late charge will be added to your bill. PreK families paying weekly, tuition is due by the end of the day on Tuesday each week or it will be considered late and a \$20 late charge will be added to your bill. The parents of children who are receiving tuition assistance are responsible for paying their parent fee (the amount of tuition that is not paid for by the third-party agency) according to the above policy. If fees for Early Learning are not paid and become one week past due, the child will not be allowed to attend the program until payments are brought current.

The person who signs the registration agreement is responsible for making sure all payments are up to date. Fees are charged according to Atlas scheduled calendar days. No discounts are given for partial absences, illness, holidays, or withdrawals.

Payments can be made by the following methods...

- Credit Card
- Check (A service fee of \$25 will be charged for any **returned checks**)
- Cash

Non-Discrimination Policy

At Atlas Academy, we are committed to fostering an inclusive and welcoming environment for all students, staff, faculty, and visitors. We firmly believe that diversity enriches our academic and social experiences and enhances the educational journey for everyone.

Atlas Academy does not tolerate discrimination, harassment, or any form of unfair treatment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, ancestry, disability, marital status, military status, genetic information, or any other characteristic protected by applicable law.

This policy applies to all members of the Atlas Academy community, including but not limited to:

- Students
- Faculty
- Staff
- Administrators
- Contractors

→ Visitors

Discrimination and harassment are strictly prohibited in any form. This includes but is not limited to:

- Verbal, physical, or written abuse
- Unwelcome comments or gestures
- Exclusionary practices
- Any behavior that creates a hostile or intimidating environment

Atlas Academy encourages anyone who believes they have been subjected to discrimination or harassment to report the incident promptly. Reports can be made to:

- The Office of Diversity and Inclusion
- Human Resources Department
- Designated school officials or counselors

All reports will be taken seriously and investigated promptly, thoroughly, and impartially. Confidentiality will be maintained to the fullest extent possible.

Individuals found to have engaged in discriminatory or harassing behavior will be subject to disciplinary action, which may include but is not limited to:

- Counseling or training
- Written reprimand
- Suspension
- Termination of employment or expulsion

Atlas Academy provides resources and support for those affected by discrimination or harassment. This includes counseling services, academic accommodations, and external referrals as needed.

Atlas Academy is committed to promoting equity and inclusion in all aspects of its operations. We regularly review our policies, practices, and procedures to ensure they reflect our commitment to non-discrimination and to fostering a respectful and supportive environment for everyone.

For further information or questions about this policy, please contact Assistant Director: Donelle Evensen

Atlas Academy affirms its dedication to these principles and encourages all members of our community to embrace and uphold our commitment to a discrimination-free environment.

Drug/Alcohol and Smoking Policy

No person may be in possession of any illegal drug, alcohol, lighted cigarette, lighted pipe, lighted cigar, or any other lighted tobacco product, in the Atlas school facility, including the

outside grounds, or within 100 feet of any building or area used by the organization. No areas for smoking shall be designated on Atlas' property, or within 100 feet of any building or area used by the Organization. No person may be under the influence of any illegal drug or alcohol in the school facility. Atlas has established and maintains a Drug Free Workplace policy to provide a safe, healthy, and productive work environment in accordance with the Florida Drug Free Workplace Act, Section 440.101 and 440.102, Florida Statutes.

Any visitor who violates the Drug/Alcohol and Smoking Policy will be asked to vacate the premises.

Communication

We value our relationship and communication with parents, as we serve as partners in the care of your children. We encourage you to let us know anything that might help us in our work with your child and teachers will share information with you about your child's day through daily behavioral notes in student folders as long as they are returned daily. Although we want you to be aware of certain situations and behaviors your child may be exhibiting at school, the reason we are communicating it is not because they need to be "fixed" at home. We will handle the situations that arise, but just want parents to be aware of what we are doing in the classroom as it pertains to your child.

Your child's classroom teacher may be available at pick-up time for short questions. However, for longer discussions or particular concerns please schedule an appointment/parent conference.

A monthly newsletter is distributed to provide information concerning Atlas classroom news, announcements, spotlighted achievements, school events, and general information. Please read these newsletters so you can remain informed about what is taking place at Atlas.

Both Atlas administration as well as classroom teachers strive to build and maintain positive relationships with families and in order to do so there must be frequent communication. You will receive phone calls throughout the year simply to check in and see how things are going. We invite you to share with us any questions or ideas you have at that time and feel free to call us any time as well. We will also hold student success plan meetings quarterly that you will be invited to participate in to review student goals and progress.

We know that building strong and positive relationships is hard work and we are excited to put in that work with you and your child at Atlas Academy!

Arrivals and Departures

Attendance Policy for K-12

Student attendance is a critical aspect of academic success at Atlas Academy. It is essential for students to attend school regularly in order to learn and succeed. The school now has a policy that students who attend school less than 85% of the school calendar days are at risk of losing

their seat at Atlas. This policy is in line with the Education to Workforce Indicator Framework, which emphasizes the importance of consistent attendance for positive academic outcomes.

Research has shown that consistent attendance, defined as attending 90 percent or more of school days, is crucial for student achievement. Chronic absenteeism, which is missing 10 percent or more of school days, is negatively correlated with academic performance. Absenteeism is associated with reduced math and reading achievement outcomes, decreased educational engagement, and lower rates of on-time graduation in middle and high school. Studies have found that attendance is a stronger predictor of academic success than test scores, with course attendance being eight times more predictive of failing a 9th-grade course than 8th-grade test scores.

Attendance

Your child is expected to attend the center daily. You are paying for excellent care and instruction, but the only way we can provide it is if your child is in attendance at the center daily.

- Your child must be in attendance on or before 9:00 am for K-12 and 8:00 am for Early Learning to be considered present and on time for the day.
- If you arrive after the designated time your child will be marked absent and if they arrive at a later time they will be marked as tardy with a documented time of arrival. If your child will be tardy please inform us ahead of time when possible.
- If you keep your child home for any reason please be sure and contact us. When the child returns please provide proper documentation for doctors appointments.
- Note: Your tuition payment will remain the same regardless of holidays and absences.

Arrival

Early Learning~ As each child enters and leaves the classroom each day, teaching staff are required to conduct a daily health check of each child. This process usually takes less than a minute and is a head to toe check for any signs or symptoms of illness. The parent and/or guardian is required to observe and assist the health check to be completed. If your child is found to be ill, he/she will not be accepted into the classroom. Children are also observed throughout the day for illness. Because parents must observe the health check they are expected to accompany their child into the school. The teachers are glad to assist you and your child at your drop-off time. Teachers, however, will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through putting their items away and getting ready for the day. Simply notify the classroom teacher when you are ready to leave and the teacher will assist. Classroom staff are willing to help with sadness or anxiety about separating. Such emotions are typical of many children.

Kinder-12th~ Parents choosing to drop students off at the school are expected to park in a parking space and ensure your child is greeted by a school staff member before leaving. School staff will be waiting eagerly at the front entrance to receive students up until the instructional day begins at which time all staff will be inside. If you are dropping off after doors

have been closed, please be sure to walk your child into the school to drop off. Students who arrive after instruction begins are considered tardy.

Start/End times by location	
Early Learning Center	8:00am-2:00pm
Kinder-12th Phase 2 (Bunnell)	8:45am-3:45pm
Kinder-5th Phase 1 (Holly Hill)	9:15am-3:00pm
6th-12th Phase 1 (Daytona Beach)	9:45am-2:45pm

Departure

Only the individuals listed on the *Emergency Contact List*, or on a written permission note from the parent, will be allowed to leave with a child. The staff is expected to request a picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of Atlas Academy reserves the right to deny a person's request to pick-up a child.

Parents are expected to assume full responsibility for their child once they enter the school and/or the child is brought to you. Your child has waited all day to see you and is excited to tell you about their day when you walk in the door. Students in K-12 picked up more than 10 minutes after dismissal will be sent to after care. Students in Early Learning Pre-K picked up after 2:10 and in 2 year old program after 3:10 will be sent to after care. See Fee schedule and Late fee policies for more information.

Car Riders Safety

Please reduce speed in the parking lots and only park in designated parking areas. Never leave a child unattended in a car or leave your car running in any parking lot. Please hold your child's hand while in center parking lots and use the designated walkways. Before leaving Atlas ensure that children requiring a car seat or booster seat are belted in securely.

Child Pick-up

Children are to be brought to and picked up from the front office. Early learning students are to be brought to and picked up at the classroom and must be signed in and out, with a signature and time. A health check will be conducted at those times. Individual(s) picking children up from school are required to have picture identification for verification purposes. Any individual picking up a child must be at least 16 years of age. Children will only be released to those listed on the emergency pick-up list. It is HIGHLY RECOMMENDED that at least one other person allowed to pick up your child is listed in the event of an emergency. Parents must provide, in writing, any changes to the emergency contacts listed on the emergency pick up list. Under no

circumstances will we accept a phone call to authorize a change in pick-up if that person is not already listed on the pick-up list.

Custody

In the event your family may be experiencing life-changing situations such as a divorce, separation, or remarriage, sharing information about such situations is not required. If you feel it may be helpful to the staff in working with your family it will remain strictly confidential. Staff cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless furnished with legally filed, executed and current documents. Parents are responsible for providing and maintaining current/updated copies of all court documents to Atlas Academy. If conflicting court orders are presented, our staff will follow the most recently dated order. In case of extreme conflicts, the proper authorities will be contacted.

Emergency Contacts

All families are required to provide a list of at least 3 emergency contact names with working telephone numbers at the time of registration. If the primary parent/guardian cannot be contacted in case of an emergency then we will contact the remaining persons listed until someone can be reached. In the event of an emergency, the emergency contact list will serve as permission for Atlas Academy to release students to these provided emergency contacts and/or provide them with information about the emergency to make decisions on student care and assist in locating the primary parent/guardian.

Emergency contact information will be input into QuickSchools which is the platform Atlas Academy uses to keep track of and inform families of grades, make announcements, and provide family contact information to teachers and administrators.

Emergency contact information must be updated at least once a year, but if any information changes throughout the year the parent/guardian must update the information in Quickschools and notify Atlas Academy of the changes within a timely manner.

Late Fees

Children enrolled on a part-time basis are expected to be picked-up at the agreed upon daily time. The parent or guardian of a child dropped off early or not picked-up until after the agreed time, will be charged the before/after school care weekly fee. This will apply for any student dropped off 10 or more minutes early or picked up 10 or more minutes late any one day. **Families who pick up after closing (5:30 pm) will pay \$1 per minute.** All late fees are expected the same day or on arrival the following morning. Excessive abuse of late pickup times can result in disenrollment.

In the event that a child is not picked up by the agreed upon time staff shall use all contact information in attempting to arrange for the earliest possible pick up of any child remaining in the

center. If we cannot reach the parent, we will begin calling emergency contacts. If we release a child to one of the emergency contacts and staff then leave for the evening, the information will be left on the parent's voicemail if possible, and a message will be posted on the Center's front door.

If a child has not been picked up by one hour after Center closing time or notification of emergency evacuation, and all attempts to reach parent/guardians and emergency contacts have been unsuccessful, staff shall call the police or sheriff and request that they assist in locating a responsible adult to pick up the child.

Absence

Your child's attendance and timely arrival at school plays a vital role in his/her success. It is important that your child attends school regularly, arrives on time, and stays until the end of the school day. A consistent morning routine is the best way to ensure a timely arrival. Daily attendance is required for our full day programs. We want your child to benefit from the full learning experience. A phone call to Atlas Academy is required by 8:00 AM to report an absence or tardiness. When no contact is made, a telephone call from Atlas will be made. Irregular attendance will require contact by the Director to determine if assistance is needed. Action plans will be developed to ensure your child is attending school consistently. A home visit will be conducted when phone or email attempts of contact are not successful. Excessive absences from school, not including emergencies or illnesses, may put your child's enrollment at risk. Daily attendance ensures your child is receiving the most benefits available from Atlas Academy. In order for absences to be excused a Dr. note or parent note must be provided to the school.

Vacations (Early Learning only)

Families who enroll with Atlas Academy for full or part-time programs are eligible for vacation tuition credits. After one year of continuous enrollment, students may receive one full week of vacation at no charge. Continuous enrollment is defined as no lapse in contracted schedule of attendance and no lapse in contracted fees. Vacation credits must be used in full-week increments, but not necessarily Monday-Friday.

Sick Policy

We are partners in your child's education, health, and well being. Therefore, we have made it a primary concern for Atlas Academy's staff and administration to ensure we maintain a safe and healthy environment for all. Please keep your child at home if he/she seems ill. It is better to be over cautious than to risk exposing the rest of the children and staff. The following are guidelines that will help you in determining when to keep your child home.

- Fever 100.4 degrees or over within the past 24 hours
- Strep throat (if they have not been on medication for at least 24 hours)
- Stomachache

- Anything contagious (ie, chicken pox, hand/foot/mouth disease, etc.)
- Diarrhea/vomiting within the last 24 hours
- Contagious rashes
- Head lice (including visible nits) or fungal infection such as ringworm (until treatment is complete)
- Pink eye (conjunctivitis) (if they have not been on medication for at least 24 hours)
- Inability to participate in outdoor activities

If while in our care your child displays any of the above symptoms or is acting out-of-character, your child's teacher will consult the Director/Assistant Director and you may be called to come take your child home. At that time students should be picked up within 60 minutes of receiving a phone call. Any student sent home with a fever, vomiting, or contagious symptoms is to remain out of school for at least 24 hours or until the symptoms subside if longer than 24 hours. ANY student sent home with lice/nits cannot return to school until checked and cleared by Atlas Academy staff. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated. Adherence to the above policy will help to control the spread of typical childhood illnesses.

Medication Policy

Every attempt must be made by the child's parent or legal guardian and healthcare provider to have medications administered during non-school hours. However, in the event that it is not possible for medications to be administered at home this Medication Administration at School Policy shall be followed.

Procedure

Atlas Academy will administer medication **only** if the legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container.

- A. All medications must be personally brought into the School by the student's parent/guardian accompanied by the appropriate required medical paperwork.
- B. When medication is delivered to the School, the designated employees will log the medication into the Medication Administration Log.
- C. Each and every time medication is administered, the proper notation must be made on the Medication Administration Log.
- D. All prescription medications require written Authorization for Medication Administration, with original signature by the parent and health care provider before the school will accept the medication.
- E. Medication may not be disbursed until the written Authorization for Medication Administration form contains the date of the current prescription, the expiration date of the prescription and the frequency the medication is to be administered.
- F. Prescription Medication/Treatment must be received in a pharmacy labeled container with the student's name, healthcare provider's name, name of

pharmacy and phone number, name of medication, directions for dosage and date of prescription.

- G. School personnel will not administer medication if there is a change in type, dosage, or frequency unless a new written Authorization for Medication Administration with original signature by the parent and health care provider is presented to the school official.
- H. Medications will not be used beyond the date of expiration on the container or beyond any expiration on the instructions provided by the physician.
- I. Students who require the use of an MDI (Metered Dose Inhaler) may be given permission to carry the medication with them only if a completed Authorization to Carry and Self Administer MDI form is submitted to the School with both the parent/guardian and physician signature.
- J. All medications kept at the School must be kept in a locked cabinet or refrigerator stored away from general population areas where students will not independently have access to the storage.
- K. Over-the-counter (OTC) medication must be received in the original, unopened container and labeled with the student's name and accompanied by an Authorization for Medication Administration. OTC medications will be administered by Authorized school staff. No OTC medications should be administered by students. OTC medications do not require the signature of a healthcare provider.

Injuries

In the event that a child becomes ill or injured anywhere in the facility, the supervising staff member trained to administer First Aid/CPR will make an immediate decision as to whether the incident is a non-emergency or an emergency situation.

Non-Emergency

In the case of a non-emergency:

- Child is coherent and composed immediately after injury or illness
- Child has a small cut or scrape with little bleeding
- Child has little or no swelling
- Child is able to move injured area, or does not experience pain when touched

The supervising staff will apply first aid measures such as stopping the bleeding, applying band aid, and washing injury with soap and water. The supervising staff will fill out an incident report, for the parent/guardian to read and sign. A parent or guardian will be notified regarding any injury that occurs while your child is in our care. A copy will be provided for the parent and the original will be placed in the child's file.

Emergency

In the event of a major medical emergency or accident, the center teacher or director will call 911 first and the parents will be asked to pick up the child and take him/her to the doctor/hospital.

Clothing/Dress Requirements

Children are active and involved and therefore should dress comfortably. Children should wear clothes that are seasonally appropriate, comfortable, practical, and wash easily. The following dress code guidelines are to be followed each day:

- All clothing must be the appropriate size for the student; it may not be oversized or undersized.
- Upper garments must cover the entire shoulder and from neckline to waist. Students' midriff shall not be seen at any time.
- Bottom attire must be worn securely at the waist and no shorter than mid-thigh.
- The waist of any garment shall be worn so that the waistband is at waist level and not below the waist.
- No garments shall contain insignias or logos related to drugs, alcohol, violence, gangs, weapons, sexually suggestive or offensive topics deemed inappropriate.
- Wearing apparel, which tends to identify association with secret societies or gangs as prohibited in Florida Statutes, is not allowed.
- If cold weather attire is removed, unbuttoned or unzipped, the under layer is required to be within the standard dress code.
- Pajamas shall not be worn as clothing on campus.
- No sheer or lace fabrics shall be used in top or bottom attire.
- No undergarments are to be seen at any time.
- Footwear may be enclosed shoes, athletic shoes, sandals with a back strap or Croc style footwear. Footwear that is a safety hazard will not be allowed (ex. footwear with wheels, flip-flops, or slippers.)

Early Learning

When choosing clothes for your child to wear to the program, please consider the following:

- Clothing should allow for freedom of movement and be free of hard-to-open snaps, belt buckles, or several small buttons.
- Clothing should be easy to wash due to creative learning activities using supplies such as water, sand, paint, glue, shaving cream, etc. Your child should dress for a mess. When you and your child embrace messy play, then you are embracing the richest learning opportunities.
- Clothing should be "weather appropriate".
- Shoes should be closed toe and rubber soled to avoid injuries. Sneakers are highly recommended. Sandals, Crocs, boots, and high heeled shoes may limit your child's play experiences.

- Jewelry and beads should be worn at a minimum. Atlas Academy cannot be held responsible for items that may end up broken or lost.
- Due to safety risks, clothing should be free of drawstrings.

Please ensure your child has at least 2 FULL changes of clothing. All personal items and clothing such as sweaters, jackets, backpacks, etc. should be marked with your child's name. Staff members are not responsible for any items that are lost, soiled or broken.

Lunch and Snacks

Parents need to send a lunch with their child each day. Lunches sent from home should be self-serving or easy to serve and clearly labeled. A microwave will be available. Lunch boxes that have a frozen pack inside are recommended.

Atlas Academy will provide safe drinking water from a water cooler, accessible to children and offered between meals (while indoors and outdoors). Younger children will be offered water by staff members during the day, such as between feedings. Single-use cups are also provided, therefore please do not send students with a water bottle or cup as it creates additional responsibilities for students. Staff will encourage students to drink water more frequently when the temperature is above 80 degrees F. Early Learning students are also provided two snacks each day and participate in preparing snacks as much as possible, served family style at each snack time.

Healthy Choices

While the occasional donut, chocolate milk, and fruit snacks make for a good treat, our students are in need of more substance in order to provide enough energy for full days. We ask that parents do your best to provide proteins, grains, fruits, and vegetable options your child prefers.

Allergies and Dietary Needs

While most food is brought from home, there are occasions in which Atlas will provide snacks or special treats. If there are dietary needs, or allergies, parents are to notify both the center director and the classroom teacher. An Allergy Action Plan and a Medical Action Plan are available in the main office and must be filled out if a child has an allergy or dietary need. In the event we have a student with severe allergies, we may request that specific foods not be sent to school to keep all of our children safe and healthy. Please respect these needs as if it was your own child who's health could be compromised.

Rest times (Early Learning only)

We make every effort possible to provide an environment that is quiet enough for those who need to nap yet not too restrictive for those who do not. The parent is responsible for providing a fitted sheet for resting mat and a blanket to be taken home weekly or as needed to be

laundered. If you wish, you may bring one small pillow or stuffed animal. Please do not bring toys that encourage children to play during rest time.

Rest time is from 12:30 p.m. to 1:30 p.m each day. Teachers assist children in resting with reading stories, providing soothing music, and rubbing backs. Children are not required to sleep but are expected to rest quietly on their cots during this time. Please keep in mind that if children are tired they will fall asleep on their own. Following rest time children will be changed or have potty time, cleanup and served snack. All children will be awakened by 1:45.

Bringing Items from home

Past experience has shown us that often toys from home create problems at school with focus and/or social interactions. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'- tell" day.

Celebrations

Birthdays

Children are invited to celebrate their birthdays at school. Parents are welcome to join in the birthday celebration during lunch, but please be sure to contact and schedule this with the teacher ahead of time. If parents choose to bring a birthday treat it must be store bought according to state regulations. No homemade foods are allowed to be served to the children (for allergy and regulatory purposes). Goody bags must be age appropriate so choking hazard will not occur. It is our policy not to exclude any children in a class from the celebration. If invitations are handed out, it is important that the entire class receive invitations, if not invitations may not be given at school.

Transitions

A transition means that something is changing in the life of a child. Children experience many transitions, including from home to an education setting, and from Pre-K to kindergarten. Our program staff supports all families and their children in planning the transition to the next program or setting. A smooth transition will benefit both you and your child. For children transitioning to kindergarten, "Kindergarten" like planning and activities typically begin when returning from winter break. We encourage our Early Learning teaching staff to recognize the achievements of children leaving the Atlas Academy program and entering into public school with a graduation ceremony. During the ceremony, the children can celebrate in a variety of ways. They may sing songs, do finger plays, and dance. Teachers may present certificates, books, and gifts. Refreshments will be served. Parents are always encouraged to attend these activities. Volunteers are welcome to decorate and make donations.

Emergency Plans

Although we hope and pray we do not face emergencies with our students, it is absolutely best to be prepared for the worst. If/when an emergency takes place Atlas will notify families as

soon as procedures have been followed and staff who are not directly assisting students and staff are able to make contact. We will first alert all families through Quickschools with an announcement as that will send you an email immediately. We will then begin making contacts with individual families by phone.

In the highly unlikely event that an active threat of violence is suspected to exist within or near our center, posing a threat to staff and children, our building will be placed in a “lockdown” mode. The staff will lock the doors and place children in the safest place possible in their classrooms or the nearest safe room that can be locked. Please be advised that for the safety of children during a lockdown, no one will be permitted to enter or exit the building. The building will only be reopened upon direction from appropriate authorities. Once the situation is clear, we will send out Quickschools announcements to parents as well as text messages as possible. It is important to keep the most current information on file so you can be notified.

Below you will find the actions that will be taken in the event of specific emergencies.

- **Fire: Evacuate** (Espanola) to the housing complex across the street (Bunnell) far side of parking lot (Early Learning) to the sidewalk closest to the church
- **Inclement Weather: Secure** and then **Shelter**
- **Intruder on Site: Lockdown!** Locks, lights, out of sight!
- **Bomb Threat: Evacuate** (Espanola) to the housing complex across the street (Bunnell) far side of parking lot and/or front grassy area far from school building (Early Learning) down the sidewalk towards Beach Street

The specifics of what each action looks like for students and employees, is outlined in the following image:

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Inclement Weather Policy

Atlas has established guidelines for school closures, which are often different from our local school districts. If all county government offices in our community close due to bad weather, our centers will also close. Please pay close attention to the radio or television for government office closings in your county. There may be times when an individual center is forced to close and/or evacuate due to bad weather, facility issues, COVID, shortage of staff, etc. In this event, an announcement will first be posted in Quickschools that will email you directly. We will also make every effort to contact each family directly using the most recent contact information. This is usually done through email/text message notifications.

Guidance Policy/Strategies

In order to provide guidance to our students through difficult challenges we first utilize our social-emotional curriculums daily to provide consistent lessons and be as preventative as we can. This curriculum includes *Tucker Turtle iSocial Emotional Skills* for our Early Learning classes and *Harmony* for our Kindergarten through 8th grade classes. As Atlas is a school focused on improving student behaviors, Registered Behavior Technicians (RBT) from All Therapies Support are in attendance of each classroom in different numbers depending on the level of behavioral need. The RBT is able to provide additional one on one guidance and direction when students are dysregulated and/or to prevent students from becoming dysregulated. When a behavior concern arises the teacher and RBT may determine who is best to address it based on the relationships they have with students.

Early Learning

Atlas Academy has provided training for our staff to help them foster positive behavior in children. In our program we use positive guidance techniques:

- Positive Environment: Our teachers provide the children with choices of activities and act as role models. They set reasonable and fair limits and reinforce positive behavior.
- Natural and Logical Consequences: Children are not punished. Rather, there are consequences that naturally or logically follow. For example, if a child is throwing blocks, he is showing that he is not able to play with them appropriately. The teacher will remind him that blocks are for building. If the action continues, the child will be redirected from the blocks area for a period of time.
- Redirection: Staff will help/allow children to choose a different activity and redirect their behavior.
- Separation: If a child is very upset over a situation, he/she may need time and help in calming himself/herself. The teacher can sit with a child, often with a book or quiet activity. "Time-out" is not used.
- Safety Intervention: Staff will help children to remain safe by "taking action" when the child's behavior is a danger to themselves or others. We encourage parents to provide these same behavior support techniques at home.

Kindergarten-12th Grade

Every classroom is required to provide students with the classroom rules, post them in the classroom, and review the rules daily with examples of effective use. In the event that rules are not being followed, both employees and students are able to remind each other of the rules posted as a second chance to improve the behavior. Within the Kinder- 5th grade classrooms there is a calm down area that students are able to utilize upon request or in accordance with their behavior plan. In the 6th-12th grade classroom students are permitted to take hallway breaks upon request and upon the availability of adult supervision. It is important for students to get to the point in which they are able to make requests for themselves to calm before they are too dysregulated to do so and to advocate for their needs appropriately.

In the event that there is a behavior infraction the procedure is as follows:

- Classroom teachers and/or the employee that was present with the student during the time is to complete an incident report
- The incident report is to be provided to the Director/Assistant Director to review and determine the consequence.
- Either the classroom teacher or the Director/Assistant Director are to contact the family to inform them of the incident that occurred and the provided consequence.
- When a student becomes dysregulated and needs additional adult attention in order to deescalate they may use strategies within the classroom or they may take a break with an RBT outside of the classroom.
- As soon as a student has deescalated and/or the behavior infraction has been addressed the student is to return to the classroom and the task required of them.

At Atlas we do not suspend students or send them home (exception is true sickness with a fever and or serious physical concern). Students with significant behavior concerns learn to repeat and increase behaviors when they are sent home therefore this procedure helps us to break that cycle of behavior and move forward with strategy instruction.

Biting/Pushing Policy

It is not out of the ordinary for young children between the ages of 10- 30 months of age to go through a period of biting/pushing. Biting/pushing occurs for a variety of reasons. Some of the most common reasons young children bite are due to: teething, a lack of ability to communicate, frustration, being overly tired or overly hungry, and/or a need for more attention. It is highly likely that all children between these age ranges will either bite/push or be bitten/pushed at some point (often more than once) while in the child care setting. Our goal is to help identify what is causing the biting/pushing and resolve these issues. If the issue can not be resolved, this policy serves to protect the children that are bitten/pushed.

Our teachers and administration work closely and quickly to extinguish this undesirable behavior by following these guidelines for children who have been identified as having a biting/pushing habit:

- The teacher will firmly tell the child biting “we do not bite/push”.
- The teacher will check in with the child who was hurt.
- The teacher will discuss, with the child biting, how the other child may feel and what other ways they can express themselves.
- For the child that was bitten, first aid is given to the bite, the area is cleaned with soap and water, and if the skin is broken it is covered with a bandage.
- An incident report will be completed and the teacher will call to inform both families of the incident. State regulations require that the parent of the child biting/pushing and the parent of the child who was bitten/pushed be contacted.
- For a period of time the child biting will be shadowed/followed more closely to help prevent any further biting incidents while observing to determine what is causing the child to bite.
- The child will be given positive attention and approval for positive behavior.
- If biting occurs multiple times in a week a conference with the parents will be requested to create a plan together that can be carried out both at school and home.

Expulsion Policy

At Atlas Academy we do not believe in Expulsion or Suspension. Students who are acting out will learn, from going home, that their heightened behaviors lead to an escape from directives, academic work, etc... This creates a cycle of misbehavior instead of bringing a stop to it. Instead, when a student is acting out behaviorally we utilize the staff on campus with behavioral backgrounds such as the BCBA, RBT, and/or administrators in order to guide students to de-escalating and then students are immediately returned to the task to complete it with support. We ask that families support this philosophy by ensuring that your child is in attendance daily and if there is a concern that you bring it to our attention immediately not taking a child's perception as accurate. All Atlas Academy families must also sign the [physical restraint informed consent](#), included in the enrollment/registration packet, so that in the event a student is acting out in ways that would hurt themselves or others trained staff will utilize a physical restraint to maintain safety of all.

In the event that a student has needs that we do not have the services to meet that need this will be discussed with the family and if possible we will put in measures to support and if it is not possible we will support families in finding where those supports are available.

Child Abuse Policy

The following disciplinary practices are not tolerated from any Staff, Consultants, Contractors or Volunteers:

- Use of corporal punishment
- Use of isolation to discipline a child
- Binding or tying a child to restrict movement or taping a child's mouth
- Use or withhold of food, sleep, or rest as a punishment or reward
- Use of toilet learning/training methods that punish, demean, or humiliate a child
- Use of any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, isolating or corrupting a child
- Abusing or mistreating a child

- Use of any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks in front of a child, or about the child or child's family
- Withholding of active play, physical activity or outdoor time as a punishment or reward
- Placing a child in a crib/portable crib for a time out for disciplinary reasons

Under the Child Protective Services Act, Mandated Reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. All employees of Atlas Academy are considered to be Mandated Reporters under this law. Employees are required to report their suspicions of child abuse/neglect.

We at Atlas Academy take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

Volunteers/Family Involvement

Atlas Academy honors the important role of parents. Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at Atlas. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. Any parent or individual interested in volunteering at Atlas Academy should call and speak with our registrar expressing your desire. The registrar will help determine what opportunities might work best, communicate with teachers about needs, and schedule/coordinate the volunteer process.

Any parent and/or volunteer in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, the parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

We realize that our parents are very busy working and/or going to school. We encourage your involvement but don't want to overburden you with high expectations, so it's up to you as to how involved you would like to become.

Field Trips

Atlas Academy strives to schedule field trips every month on the last Friday of the month. The goal of field trips is to provide new experiences that students may not have had. These experiences build social skills and conversational topics as well as background knowledge of

the world around them. Examples of field trips include flying kites at the park, roller skating, nature trails, etc. Each month a permission slip is sent home to families at least one week before the field trip identifying the details of the trip including where and what time the field trip will take place. In order to participate in the field trips students must:

- Produce a signed permission slip to Atlas staff
- Have 80% behavioral success for 80% of school days in the month
- Have no more than 2 absences in the month

Parents who have been cleared as volunteers are always welcome to join field trips adding to supervision and the fun.

Taking of Photos

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational training. Your permission for photographs of your child, to be used without compensation, is included in the registration packet "School Photo and Video Permission". Your permission for photographs of your child must be filled out. In the event you choose not to provide permission for photos and/or videos your child will be asked to leave the area or room when photos and videos are taken so as not to violate your wishes.

Parent Code of Conduct

Atlas Academy requires parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of our program is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees, but is the responsibility of each and every parent or adult who enters the center. Parents who violate the Parent Code of Conduct will not be permitted on the agency property, which will ultimately require their child be dropped off by another adult.

1. Swearing/Cursing: No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. At no time shall inappropriate language be directed toward staff or children.

2. Threatening of Employees, Children, Other Parents or Adults Associated with Atlas Academy: While it is understood that parents will not always agree with our employees or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner and never in the presence of children. Threats of any kind will not be tolerated. All threats shall be reported to appropriate authorities. Parents must be responsible for and in control of their behavior at all times.

3. Physical/Verbal Punishment of your Child or Other Children: When providing behavioral guidance to their child(ren) at a function or on the property, parents will use positive methods. The use of corporal punishment (i.e., physically striking a child or inflicting physical punishment) or verbal humiliation is prohibited. Parents are not permitted to directly address another child's behavior.

4. Under the Influence of Drugs or Alcohol: Should staff suspect a parent/guardian is under the influence of drugs or alcohol or if any visitors violate the above Drug/Alcohol and Smoking Policy they will be asked to vacate the premises and staff will take appropriate actions to notify authorities.

Family Involvement Requirement

Family involvement is essential at Atlas Academy. Families must attend monthly in-person meetings and quarterly progress monitoring meetings to engage with staff and other families.

These meetings help build relationships between families and staff, creating a supportive network for students' development. Families collaborate with educators to develop strategies that support learning at home and in the classroom.

Participating families also connect with others facing similar challenges, fostering a sense of community and mutual support. Celebrating successes together reinforces a positive and collaborative school culture.

Parent's Commitment to Atlas Academy

- Make every effort to treat other parents, Atlas Academy guests, and Atlas Academy staff with dignity and respect.
- Provide accurate up-to-date contact information, physical, and immunization records during the school year.
- Partner with Atlas Academy by participating in person for monthly family training to form a strong team to educate our child and enhance the family's opportunity to grow in parenting, relationship and leadership skills, and self-sufficiency.
- Attend quarterly progress monitoring meetings to review student's academic and behavioral goals and progress.
- Be available for parent-teacher conferences and attend parent committee meetings when possible to assist in the decision-making process.
- Ensure our child attends school at least 85% of the scheduled school days in the year to support our child's progress and success of school goals.
- Ensure our child is signed in/out in the classroom by an authorized individual.
- Volunteer and/or participate in our child's classroom or activities, when possible.
- Dress appropriately at all times when on Atlas Academy property or when at other school activities. This includes not wearing pajamas or revealing clothing while on site at any given time. Clothing with profanity, hate speech, or graphics are not welcome on our campuses.

Atlas Academy's Commitment to Parents

Our program will ensure that each parent/student will be:

- Treated with dignity and respect at all times.
- Provided with frequent communication through newsletters, daily behavioral summaries, phone calls, calendar invites, and posts on Quickschools.

- Provided the opportunity to form a family partnership agreement, set personal and family goals, and develop plans to achieve those goals.
- Provided with individualized student goals for both behaviors and academics and making progress towards those goals
- Providing high quality education to all students in a safe environment
- Provided parent conferences/progress monitoring to discuss our child's overall progress.
- Welcomed in the classroom and encouraged to volunteer throughout the program.
- Provided information and referrals through community resources dealing with health, education, and self-sufficiency.
- Provided the opportunity to attend various training sessions during the program year.
- Advocate for each child in order to meet academic, behavioral, and emotional needs at all times.

To find even more information about our curriculum by grade level and services provided please visit our website at <https://www.atlasacademy.info/>

Student Handbook Acknowledgement

I have received a copy of the Atlas Academy Student/Parent Handbook. I have read the handbook and understand all the rules and expectations and have reviewed those rules and expectations with my child. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements. I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available upon request and is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

Print Student's Name: _____

Signature of Student

Date

Signature of Parent

Date