



Atkins School District

Home of the Red Devils

Ready for Learning

****Revised September 28, 2023**

Daily Procedures

- **Arrival:**
 - **Students may be dropped off from 7:20 - 7:35 a.m.**
 - **Car Riders** will be dropped off on the west side of the K-8 building in the car line and enter through the double doors of the kindergarten hallway.
 - **The front entrance is for students that are tardy only.**
 - **Bus riders** will be dropped off at the cafeteria doors.
 - Face coverings are optional
 - Students will go directly to their designated area. Students eating breakfast will report to the cafeteria.
 - Tardy bell rings at 7:40 a.m.
 - Students arriving after 7:40 a.m., should enter through the office. Classes will begin instruction at 7:35 a.m.
- **Attendance**
 - Attendance will be taken each morning. Parents of **on-site learning** students who are **NOT** in attendance should contact the school office by phone (479-641- 7085) or email their child's teacher to report their child's absence from school.
 - **Off-site digital learners'** attendance is based on the completion of his/her daily assignments.
 - If a student tests positive for Covid, they will need to be fever free without fever reducing medication for 24 hours before returning to the campus.
- **Lunch:**
 - Students will be seated *allowing for space between each student.*
 - Students may bring in lunches from home.
- **Dismissal:**
 - **Bus riders:**
 - Bus riders will be dismissed at 4:03 p.m.

Car riders:

- Car riders will be dismissed to their designated area at 4:03 p.m. Staff will direct parents that are picking up their child to designated areas.
 - **4th grade** will dismiss out of the 4th grade doors and will remain in the pod for parent pick-up
 - **3rd grade** will dismiss out of the 4th grade doors and will remain in the pod for parent pick-up
 - **2nd grade** will dismiss out of the 2nd grade doors and will remain in the 2nd grade pod for parent pick-up
 - **1st grade** will dismiss out of the 2nd grade doors and will remain in the 1st grade pod or hallway for parent pick-up
 - **Kindergarten** will dismiss out of the kindergarten doors and will remain outside or hallway until parent pickup
 - Siblings may be picked up in one location

Walkers:

- Students will be dismissed at 4:03 p.m. or shortly after the buses have left the campus from the Art room. Parents may pick up walkers from the Art room (the double doors located to the right of the front office.)
 - The front parking area is only for parents who are entering the building to check out a student.

Academics

The Atkins School District will provide two options for any child in grades K-12.

- **Onsite Learning:** Students report to school daily (Tuesday through Friday) for a regular school day.
- **Atkins School District Digital Learning:** students will be taught by teachers that are employed by the Arkansas River Co-Op (K-8)

Sanitation

- **Sanitizing stations may be located outside each classroom and students may use hand sanitizer** prior to entering and when exiting the classroom. Students may also use their own.
- **Students may assist staff members in disinfecting materials and desks** with which they have come into contact before transitioning to a new area.
- Staff will frequently disinfect touched areas such as door handles, faucets, desks, and tables.
- Students may assist staff members in disinfecting materials and desks with which they have come in contact with.

Transitions

- **Students will be allowed to carry backpacks.**
- **Water Dispensers** will be available for students to fill water bottles.
 - Water bottles/containers need to have clear liquids only.

Recess

- Grade levels will be assigned two recess times (40 minutes total) in which the classroom teachers/staff will be responsible for monitoring students on a rotational basis.

Health & Safety

- **Routine Care**
 - Students will go to the nurse's office for routine health care needs.
- **Students/Staff that are ill**
 - The nurse will tend to any students/staff exhibiting symptoms.
 - The nurse will contact parents/guardians in the event that a student needs to be picked up.
 - **Students and staff must be fever free for 24 hours without fever reducing medication prior to returning on campus.**
- **Social/Emotional Support**
 - Our school counselor, Mrs. Lewis, will be onsite daily to ensure students feel safe and happy at AES and will be available to provide support when needed.
- **Visitors**
 - Visitors will be permitted on campus to eat with their child in the cafeteria and for special occasions/events. All visitors must check in at the front office.

Communication

- **If a student or staff member tests positive may contact the front office of their respective building.**
- Students that test positive are encouraged to contact their child's teacher and/or the elementary office.

- Communication is always very important and valued at Atkins Elementary School. We will continue to communicate updates and important information through social media, our website, and call out system.
 - Atkins Elementary School Facebook page: @redcarpetkids
 - Atkins School District website: atkinsschools.org
 - Atkins Elementary School Twitter: @AtkinsElem

Atkins Elementary Principal: Stacey Webb 479-641-7085;

stacey.webb@atkinsschools.org

Atkins School District Superintendent: Lori Edgin - 479-641-7871;

lori.edgin@atkinsschools.org