EDUCATION | CHARACTER | COMMUNITY

ATLAS SCHOOLS

FAMILY HANDBOOK



ATLAS ELEMENTARY

Kindergarten - 4th Grade

1515 Pulsar Drive
719-559-7737

ATLAS MIDDLE SCHOOL

5th-8th Grade

1602 S. Murray Boulevard
719-359-7196

ATLAS HIGH SCHOOL

9th-12th Grade

1450 Academy Park Loop
719-302-2002

Education. Character. Community.

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INTRODUCTION

School History

Atlas was founded in 2009 with the belief that all children deserve an excellent education that equips them to be successful in life, whatever path they may choose to take. Atlas opened in 2009 only serving 5th grade, and expanded by adding one grade level per year as our capacity to serve more students grew. In 2012, Atlas opened the doors to our high school to continue our tradition of excellence in our community. In July of 2020, Atlas Elementary opened at our newest campus facility, along with our new gymnasium and athletic field. In the summer and fall of 2025, Atlas Middle School completed our renovation project to offer more space and better facilities to our school community.

As an institution we plan to deepen our impact on southeast Colorado Springs, because we strongly believe in our mission to provide a quality academic experience for all students.

Atlas Mission

Atlas prepares and empowers all students for success in their post-graduate paths through educational excellence, character development, and community engagement

Our Pillars

Atlas grounds its mission and in supporting our three pillars:

EDUCATION CHARACTER COMMUNITY

It is our belief that these pillars will help our students grow up to pursue their best selves. We live by these pillars each day and guide our students to do the same.



Education. Character. Community.

Atlas students have the right to a safe, friendly learning environment.The commitments below include clear descriptions of behaviors that align to these pillars so that students, families, and staff have a complete and shared understanding of them.

EDUCATION

- I will take pride in myself and my work.
- I will give even more effort when things get challenging.
- I will learn from my mistakes and work to fix them.
- I believe in myself and my future and understand that all obstacles can be overcome.

CHARACTER

- I will take responsibility for my own feelings and actions.
- I will do the right thing even when no one is looking.
- I will encourage others to do the right thing.
- I will take turns and follow the rules.

COMMUNITY

- I will consider the feelings and well-being of others before speaking and acting.
- I will take care of myself, my classmates, and my teachers.
- I will love and value my own culture and community and the culture and community of others.
- I will work together with my classmates and teacher to create a positive learning environment.

ACADEMIC SYSTEMS

The Academic Experience

Atlas has developed a well-rounded and rigorous academic program for all students from Kindergarten through twelfth grade. Students are given opportunities to take courses that they are interested in and can drive their success toward future endeavors. Our daily schedule offers opportunities for students to meet in small groups or take courses that are also appropriate for their academic readiness so that they are challenged at the right level. Our K-12 program is designed so that students are ready for the next grade level as they end the school year. Assignments, projects, activities, and discussions are designed to give students plenty of practice and deepen their understanding of each subject.

Monitoring Academic Progress

Atlas has developed, adopted, and utilized several programs and methods to assess student learning and growth. Our goal is to ensure that students are given multiple ways to show their current level of understanding and proficiency in their classes. Teachers will communicate with students and families when larger benchmarking tests are being given so that families can ensure that the student is present and well rested so that they can perform their best. Advisors will communicate student progress and scores on these assessments as they come available so that families are aware of their child's academic standing.

High School AP & Honor Courses

Atlas High School is proud to have a robust offering of Advance Placement (AP) and Honors courses in our academic offering. These courses are designed to challenge students who are ready for a more challenging program and want to have courses that align with their aspirations after high school. Advanced Placement courses are offered to juniors and seniors who have completed the correct prerequisite classes. Honors courses are offered to underclassmen to help prepare them for Advanced Placement courses. These more challenging courses are graded of a different scale which can be found below.

Academic Honor Code

Academic integrity is central to Atlas's commitment to our values: Connection, Accountability, Growth Mindset, & Perseverance. Learning is based on mutual trust and respect between the teacher and student. Students must take responsibility for their learning by demonstrating integrity in their work. Academic Honor Code violations include cheating, copying, and plagiarism, including using AI assistance for completing assignments. Consequences have been instituted for such violations. Students will earn a

zero on the assignment & meeting with admin/staff. Assignment may not be eligible for a resubmission. Students may receive extra consequences based on course, assignment type, number of incidents. Consequences can range up to and include failing the course.

Grading System
While grades are not a primary indicator of a student's achievement at Atlas, we recognize the importance that grades play in communication to parents and students about their performance. Student performance will be measured on assessments, homework, in-class work, participation, and other assignments. This work will be graded in relation to student mastery of standards, skills, and subskills.

High school and middle school students will only receive passing grades when their unexcused absences are equal to or less than 25% of a grading period's school days. In these situations, high school students would not receive credit and middle school students would not be considered to have completed the course. Summer credit recovery or retention will be how Atlas supports students in making up for lost learning time.

Elementary School Grading System & Scale
As young students, where the focus is on developing foundational skills in reading, writing, and math, our school believes that grades should clearly communicate where students are in showing growth and mastery during these first years of school. The grading scale used in Atlas Elementary is used to communicate a student's progress towards mastery of the learning goal and content standards using the following scale:

Score	Interpretation
4	Exceeding academic standards
3	Meeting academic standards
2	Progressing towards academic standards
1	Not meeting academic standards at this time

Middle School Grading System & Scale
As middle schoolers, students are graded across multiple aspects of work to best capture their current level of proficiency. Assignments that get grades include assessments, classwork and homework to allow teachers to discern a student's true level of understanding.

Letter Grade	Minimum %	Regular GPA
A	93%	4
A-	90%	3.67
B+	87%	3.33
B	83%	3
B-	80%	2.67
C+	77%	2.33
C	73%	2
C-	70%	1.67
D	60%	1
F	0%	0

High School Grading System & Scale

Grading at Atlas High School is officially recorded on a transcript each semester, composed of two quarters per semester. Grades will be determined based on 4 inputs: homework, classwork, formative, and summative assessments. Formative assessments usually encompass quizzes and any tests that take place prior to the end of each quarter. The summative assessment is one test at the end of each grading period.

Each grade level determines the weight of these categories as well as the policies for late work submissions as well as formative/summative assessment retakes or make ups. These policies will be communicated to students and families at Open House and at conferences.

While each category holds the same weight in each grade level, every staff member is responsible for communicating with students the grading policies in their respective classrooms. Any issues, questions, or concerns can be addressed directly with the teacher or any grade level chair.

Letter Grade	Minimum %	Regular GPA	Honors & AP GPA
A	93%	4	5
A-	90%	3.67	4.67
B+	87%	3.33	4.33
B	83%	3	4
B-	80%	2.67	3.67
C+	77%	2.33	3.33
C	73%	2	3
C-	70%	1.67	2.67

D	60%	1	2
F	0%	0	0

Homework
Each school has developed expectations for and purpose of assigning homework based on the age level of the students. However, it is expected that when homework is assigned that it is completed and returned to school the next day. Families should support students in developing a routine and habit around homework and reading at home that supports their learning. Advisors will communicate expectations for your student at conferences and will notify you if homework incompletion is causing gaps in learning for your student and what the consequences are for their grade level.

Late & Missing Work
It is important that work be completed and turned in on time so that students can stay up to speed with content that is being taught in class. Late or incomplete work can cause misunderstandings for students, but will also affect their grades. Middle and high school have developed specific policies on how missing and late work is graded. This information will be communicated by the advisee.

Requesting Make-up Work for Absences
In the event that a student is out sick, families can request make-up work for the days they are out or when they return. Teachers will determine if the make up work is necessary for supporting the student upon return. However, it is unlikely and not expected that a teacher should provide make-up work for a student if they are out on a voluntary basis for a vacation or trip. Make-up work that is requested in advance is not guaranteed to be provided since teachers create a sequence of lessons based on the needs of the students and cannot nor are expected to have lessons printed and available well in advance.

Report Cards
Students receive a report card for each quarter, which includes a summary of their grades, as well as their progress in academic, behavior, and general conduct skills. Report cards are provided to parents/guardians at the family conference night that is held at the end of each quarter. Middle school and high school students will have progress reports available on our Parent Portal that we ask all families to download and review on a regular basis.

Promotion Policy - Elementary School

Student retention is recommended when considered in the best interest of the student. Through rigorous data usage and careful progress monitoring, we are able to closely monitor and support students who are struggling and best ways to support them. **Promotion decisions will be based on assessments and academic growth, attendance, social/emotional development characteristics, and other measures.**

Any student that is below grade level is the above criteria as determined by multiple metrics, or whose unexcused absences exceed 25% of the school days in one school year will be a candidate for retention. Atlas Elementary students will be promoted or retained on the recommendation of the classroom teachers, as well as through a consultation with the principal and family. Please note that our grades are not the sole metric for promotion; many variables including age, social/emotional needs, academic growth, attendance, and more will be taken into account.

**A* student's *Individual Education Plan may amend this promotion criteria.*

Promotion Policy - Middle School

Student retention is recommended only when considered in the best interest of the student. Through rigorous data usage and careful progress monitoring, we are able to closely monitor and support students who are struggling and best ways to support them. **Promotion decisions will be based on assessments and academic growth, attendance, social/emotional development characteristics, and other measures.**

Any student that is below grade level is the above criteria as determined by multiple metrics, or whose unexcused absences exceed 25% of the school days in one school year will be a candidate for retention. Atlas Middle School students will be promoted or retained on the recommendation of the classroom teachers, as well as through a consultation with the principal and family. Please note that our grades are not the sole metric for promotion; many variables including age, social/emotional needs, academic growth, attendance, and more will be taken into account.

**A* student's *Individual Education Plan may amend this promotion criteria.*

Promotion Policy - High School

To ensure that a student is academically prepared for life after graduation, Atlas High School has developed a retention policy to ensure students and their families have a clear picture of where a student is at and what they need to complete in order to receive a diploma. If a student fails too many classes that cannot be recovered in an after school program or during summer school, then the student will be considered 'retained' for the purposes of communicating clearly what graduation requirements are not met yet to graduate.

Graduation Requirements

In order to graduate, students must earn the designated amount of credits in each category below and earn a specific English and Math score recognized by the Colorado Department of Education as a demonstration of college or career readiness. Atlas's Postsecondary Success Team routinely audits a student's transcript against these requirements to help determine what courses students need to take and earn a passing grade in order to receive their diploma.

CREDIT REQUIREMENTS BY DEPARTMENT					
English	Math	Science	Social Studies	Elective	Total
4	4	3	3	7	21

Options	CDE MENU OF OPTIONS					
	Option #1	Option #2	Option #3	Option #4	Option #5	Option #6
Senior Year	Concurrent Enrollment English	Concurrent Enrollment Math	Accuplacer Exam	ASVAB Exam	ACT Workkeys	Capstone
Junior Year			Accuplacer Exam	ASVAB Exam	PACT Core Constructio n Certificate	SAT

Middle School & High School Summer School & Credit recovery

At the end of every school year, students in our middle or high school may be invited to attend academic summer programming to make up for failed courses and ensure readiness for the next school year.

Middle School students will be asked to attend summer school if they fail two or more classes over the course of year or if attendance has been poor during the school year.

High School students will need to attend credit recovery if they fail a course and need to earn the credit to ensure graduation. Each student will have their transcripts audited and then be alerted of their progress towards graduation and if credit recovery is needed. These courses are graded on a Pass/Fail system.

FAMILY ENGAGEMENT

We Go Beyond
At Atlas we ask our students to go beyond what they did yesterday to achieve more today. We ask family members to go beyond their involvement with their student's education. We have teachers who go beyond the punch-in, punch-out thinking and dedicate new, interesting ways to educate. We have a school that goes beyond just teaching academics, to teaching character and community involvement in order to truly educate the whole child. We have a structure that goes beyond just allowing students to succeed, but is engineered for individual success.

Advisory System
One very successful component of our school is the relationships that our families form with members of our school community. Every student across the school is paired with a teacher that serves as the advisor for the school family. This advisor serves many purposes for the school-family connection, but most importantly develops a strong, trusting relationship with the family and learns about the unique strengths and needs of the student. The following list is a brief overview of components of our advisory system:

- Advisors create an open communication dynamic between the advisor and the family
- Conferences are held with this advisor to look at progress of the student
- Parents can communicate with the advisor for support regarding grades, behavioral concerns, resource support, etc.
- Advisor can connect family with personnel/resources such as counseling, assessments, uniforms, and other supports that the family may need

Parent Portal & School Messenger
Our information system has a parent application that can be used for families to view grades, attendance status, and receive communication and documentation relevant to their child's education. It is highly recommended that family members download the Parent Portal app and connect it to the records of their child or children, as well as sign-up to receive text messages from our communication platform

Communication Methods

Phone Communication	At times throughout the year, you will receive phones, text messages, or notes from a teacher or other staff member. If the message requires a response, please contact the school or staff member either by phone or in writing within 24 hours.
Family-Advisor Conferences	Atlas holds multiple family-advisor conferences throughout the year to discuss academic and social development of the student, as well as seek input from families to inform our school of how we can best support students and families. Please refer to the school calendar for exact dates of these conference windows.
Meetings	If the school requests a meeting with you and your child, there is an important issue

	that needs to be discussed. Guardians are free to schedule meetings with teachers or administrators whenever needed. Please contact them directly or call the school so that the meeting can be scheduled.
Atlas App	Atlas will regularly push out messages out our information system in the form of phone calls, texts and emails. We strongly recommend that all families also sign up to receive text messages through this system.
Social Media Pages	Atlas will also utilize our Facebook page to post urgent information. Please follow us so that you can not only stay up-to-date on important information, but can also see the many exciting things going on.

Translation Needs

In order for our families to have a voice,understand and be understood when it comes to matters pertaining to the school or their student, Atlas provides translation services on an as needed basis, and works to provide all documents in a dual language format. If the native language of a family can not be translated, we will seek external assistance to ensure those families' needs are met.

Supporting Your Student

Atlas family-school relationships are maintained through:

- Attendance to all family-advisor conferences, as well as other school sponsored events (including assemblies, Open House, cultural events etc.)
- Open, respectful communication between school staff and families
- Use of communication platforms such as PowerSchool Portal, School Messenger, and our school social media page.

Atlas families are asked to:

- Ensure that the school has up-to-date contact information
- Establish a daily routine for students that sets them up for success, including ample sleep and adequate time to read and complete homework
- Provide positive reinforcement of student progress and success
- Help students with homework and independent reading if needed
- Send their student to school in the Atlas uniform as outlined in this Handbook
- Attend all required meetings such as orientations and Family-Advisor Conferences
- Attend Family Nights to help celebrate and support your child

Nutrition Program

Atlas partners with Taher to provide healthy breakfasts and lunches for our students. Balanced meals help students get the nutrients they need to focus and learn. School menus can be found on our website and on Taher's website, as well as through their own phone app. If you prefer to pack lunch, please send nutritious food that will sustain your

student for the rest of the day. It will be up to the discretion of school staff and age of the students to determine how much guidance students are given on making smart food choices.

Family Incentive Program
As a support for families and an extension of appreciation and gratitude for the family's involvement in their child's education, Atlas families receive a gift card after each family-advisor conference. Families can receive this incentive up to five times over the course of the year. Family incentive amounts increase for each consecutive year that their child is enrolled at Atlas.

Family Incentive disbursements are paid out after attending the following events:

- July Family Check-in Days
- August Open House
- Family-Advisor Conferences in October, January, and April

Families may become ineligible for this incentive if any of these conditions are true for their student:

- Student has exceeded the number of unexcused absences according to our Attendance Policy and is deemed truant or not improving when placed on an Attendance Improvement Plan
- The student's family owes fees for damaged or lost items that are property of Atlas Schools
- The family is out of compliance with submitting vaccination records or exemptions

Family Referral Program
We know that our best advertisement of the work we do comes from the families we serve. If a family is encouraged by you and decided to enroll at Atlas, they can name you when they complete the enrollment application. If the student enrolls and is present through the first quarter of the school year, the family that referred them will be given a $50 gift card in October of that school year as a "thank you" for sharing with others the great work we are doing with your student.

Food Pantry
Atlas is so fortunate to have a dedicated space, staff, and student volunteers to run our Atlas Food Pantry. Our Food Pantry is housed in our Middle School and open to the public. Patrons must sign in at the door and follow procedures for entering and collecting food. Food available will flex and rotate based on seasons, funding, and who we have partnered with to provide food. However, our team works to ensure that there is a consistent offering of dairy, meat, produce, and canned goods.

Elementary School Birthday Celebrations

At our elementary school, birthdays are celebrated on a monthly basis. Families must only bring birthday treats on that scheduled day, and any unannounced birthday treats or treats brought outside of that monthly celebration will not be served.

SCHOOL CULTURE

At Atlas, we work to create a safe and engaged learning environment where all students feel they can be authentic, curious and respected. Our policies are designed to protect the safety of all Atlas community members and promote the best learning environment possible. Atlas staff, teachers, and administrators are responsible for managing student conduct and ensuring an engaged, safe learning environment. Student conduct that disrupts learning, threatens safety, or interferes with the rights of others will not be tolerated. Please see below for policies that students will be expected to follow:

Liveschool

Atlas uses a platform called LiveSchool where we can monitor student behavior, both tracking and rewarding good behavior choices as well as negative behaviors. A certain number of deductions on Liveschool can result in after school detention. This tool is intended to provide students and staff with clarity as to what expectations a student may be struggling to meet and will help inform Atlas in how to support with interventions or behavior plans. Atlas staff may discuss information we are tracking with your family to determine what supports are needed.

Loitering

In order to protect all students from being unsupervised on campus, students are not permitted in any unsupervised areas (atrium, hallways, classrooms, labs) 15 minutes after dismissal has ended and 20 minutes prior to the start of the school day.

Food, Gum, and Liquids

Students are expected to demonstrate responsibility when eating food, chewing gum, and drinking liquids inside the building. Food, drinks other than water, and gum are not allowed in the classrooms, computer labs or when working with Chromebooks.

Lunch

Students are expected to report to the cafeteria during their assigned lunch period, including students going off campus for lunch. Students are expected to refrain from throwing food or packaging, use appropriate volume levels, and ensure a clean table and floor before departing (no trash left behind).
Students are not permitted in any unsupervised areas (atrium, hallways, classrooms, labs) during lunch.

Off-Campus Lunch

Juniors and seniors will have the privilege of off campus lunch beginning in quarter 2 for seniors and second semester for juniors. Guardians must sign permission slips and

students are responsible for their behavior off campus during that time.Students are expected to be on-time for their 5th period class. Repeated tardiness will result in loss of off campus privileges.

Passing Periods
Students are expected to walk, use appropriate volume levels, and respect the personal space of others during hallway transitions.

Social Media Use
Students are expected to show the same respect for others on social media that they do in person at Atlas. Posts that involve intimidating, harassing, or derogatory language of another student will result in disciplinary language. Similarly, we do not allow students to repost or share inappropriate posts about another student. This includes, but is not limited to posts of a sexual nature, posts about student violence, and posts about bullying.

Fighting
Physical violence at Atlas is not permitted and taken very seriously. Students will face suspension up to expulsion if they engage in fighting behavior, to include instigating a fight between two other people as well. In order to protect the psychological safety of our community, students are also not allowed to film fights on campus and may face disciplinary measures if they do so.

Discrimination and hate speech
We believe that every student has the right to belong at Atlas regardless of race, gender, sexual orientation or ability. As a result, discrimination and hate speech are not allowed and will be taken very seriously. Students who engage in hate speech, targeted bullying based on race, gender, sexual orientation or ability will face disciplinary action.

Substance and Drug Use
On campus drug use threatens the safety of both our students and our learning environment. While we will take measures to support students struggling with drug use, we will not allow students to vape, smoke, drink alcohol or have any sort of illegal substance use on our campus. Distribution of these substances is taken seriously and will result in consequences that could lead to removal from our community.

Bullying Policy
Atlas Schools is committed to providing a safe and secure school environment for all students and staff that is free of discrimination, bullying, and harassment. We believe

students should be able to learn in an environment that is free from threat, harassment, and any type of bullying behaviors, including cyberbullying.

All students have the right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

Bullying is the use of coercion or intimidation to obtain control over another person to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronic means, or by a physical act or gesture. Bullying can also take place via electronic means when scholars are off campus. If those bullying acts disrupt the safe and inclusive school environment, Atlas Schools may take disciplinary action.

Bullying for any reason is prohibited at Atlas Schools schools, both on school property and at school-sponsored events. If a student engages in bullying, they will face disciplinary action. Atlas Schools will support and train students and staff in bullying prevention, immediately intervene in known bullying events, work with students to change bullying behavior and to support victims, and recognize and praise positive and supportive anti-bullying behaviors. These efforts are designed to maintain a bully-free environment. If bullying has taken place, a student or family member should immediately report it to school staff. The staff will include necessary parties to investigate the incident(s) in a thorough and confidential manner, to the extent possible, and choose the appropriate remedy. If a guardian feels the remedy is insufficient, they may contact the school principal. Retaliation towards persons participating in an investigation will not be tolerated.

Student Behavior & Continued Enrollment

We believe that all students have the right to learn in a safe, respectful, and supportive environment. Our Code of Conduct outlines expectations for student behavior that promote the well-being of every member of our school community.

When a student repeatedly engages in behavior that is egregious—such as actions that significantly disrupt learning, pose a threat to the safety of others, or demonstrate a pattern of disrespect toward school norms—the school will take steps to intervene and support the student in improving their behavior. This includes clear communication with families, behavior plans, and access to restorative practices or counseling where appropriate.

However, if such behaviors continue despite multiple interventions and pose an ongoing risk to the safety or integrity of the school community, the student may not be invited to return in the following school year.

These decisions are made with great care, always with the goal of preserving a safe and productive learning environment for all students and staff. Families are encouraged to partner with the school to address concerns early and work collaboratively toward solutions that prioritize safety, growth, and community values.

GENERAL SCHOOL POLICIES

School Calendar & Closings
Atlas Schools follows Harrison School District 2 for all weather-related closures. However, the Atlas Schools calendar does not always align with the Harrison School District calendar. Students are expected to be in school even when Harrison School District 2 is not in session. You will receive updates for weather-related closures via SchoolMessenger or our school Facebook page, so please keep your contact information updated with the front office and with your student's advisor. It is the responsibility of the family to access this information.

Our school calendar is available on our website.

Attendance Policy
In order to achieve our ambitious mission, scholars at Atlas Schools must be in school, on time, all day, every day. In order to succeed at school and build habits that will carry into their future, consistent attendance is key to achievement. Atlas Schools believes it is the responsibility of the guardian(s) of the student to ensure that the student attends school daily and complies with school attendance rules in order to receive an appropriate education. Regular attendance is a key factor that leads to academic and social success.

Notification of Absences
There are two very important things that Atlas expects families to do whenever their child is absent:

1. Update the school whenever contact information changes (phone number & address)
2. Call the school anytime a student is absent to let us know why they are gone

Please Note: When a student is absent, the contacts provided upon registration will receive automated communication each day the student is absent.

Excused Absences
An excused absence is an absence with permission of the guardian and approved by the principal for one of the reasons below:

- Illness with symptoms of fever, vomiting or diarrhea. Students exhibiting these symptoms would be sent home anyway, so we ask that they are kept at home
- Death in the immediate family
- Medical or mental health appointment
- Observance of a religious holiday

- Absence resulting from school disciplinary actions (e.g., suspension)
- Legal obligation (e.g., court appearance, community service)
- Non-avoidable student commitment (guardian should discuss with the front office and principal to determine if the absence will be excused)

The school may require documentation from the guardian in order to confirm the absence should be excused by the school (note from a health care provider or other evidence of the reason the student missed school).

Outside of the absences listed above, families can accumulate up to six absences that the school views as excused and are used under the discretion of the parent. These days are provided to allow support and flexibility for the family if a student needs to be absent but the absence does not warrant a medical note. These discretionary absences will only be accepted if the family calls the school to communicate why the absence is occurring and that they would like to use a discretionary absence. Front office staff will communicate with the family how many of these absences the family has left and once the family has used all six, then future non-documented absences will be considered unexcused.

Unexcused Absences
Absences will be considered unexcused if:

- The family does not call the school to communicate the absence
- The family does not provide documentation or evidence of the absence
- The amount of discretionary absences has been exceeded
- The family is on an Attendance Improvement Plan and the absence is not allowed due based on what is outlined in the Plan

Atlas considers all absences, excused or unexcused, as a day that the student is not learning. However, unexcused absences are handled in a different manner, as they signal a disengagement in academics on the behalf of the student or family.

Tardies & Early Pickups
Students who arrive after school has begun are marked as tardy, and any student that leaves before the end of the day will be marked for an early dismissal. These occurrences will be unexcused unless the family provides written documentation of the student's reason for absence from a health care provider for that individual student. In elementary or middle school, tardy students must be walked in by a guardian that will sign them in. If a student needs to leave school before the end of the school day, a parent, guardian, or designee must sign them out before removing the student from school grounds. Students can only be dismissed from class when

the guardian has physically come to the front office if the student does not drive, or provides communication in written or verbal form if the student is able to drive. Early dismissals must occur before the last 20 minutes of the day. Any parent attempting to pick up their student within that window will need to wait until dismissal.

Truancy
School attendance is required by state law for students up to age 17. The goal of school attendance and truancy law and policies are to support the student and family and reduce barriers to school attendance.

If a student is absent for consecutive days and the family does not communicate with the school, the school will make several attempts to connect with the family. However, if the ability to connect with the family is unsuccessful, the school will take action to ensure the well being of the student by performing actions such as home visits and contacting Child Protective Services to make sure the student is ok.

If a student above the age of 17 is absent for 2 consecutive weeks and no communication is attempted by the family, the school reserves the right to drop the student from our rosters and withdraw the student. The student will not be re-enrolled at the school unless the principal approves and an attendance improvement plan is in place.

If a student is excessively absent for unexcused reasons, Atlas takes the following action steps to work with the family to mediate further unnecessary absences from school.

- At **6 unexcused absences**, the family is emailed and sent a report over the PowerSchool Parent Portal that communicates the status and encourages the family to reduce the occurrence of absences without the proper documentation.
- At **10 unexcused absences**, the family is required to attend a meeting at the school with the building principal and a member of the staff that supports student engagement.
    - During this meeting, the family will have the opportunity to communicate reasons for extensive absences, and the school will work with the family to come up with a plan for making up for lost learning time and mitigating future unexcused absences.
    - After the Attendance Improvement Plan is in place, family engagement with the process will be tracked to support if more corrective action is needed to support student learning

- The receipt of the Family Incentive gift cards will be suspended until the family can show a good faith effort in fixing attendance issues.
- **Continued unexcused absences** will be referred to Colorado Springs Truancy Court. The Family Scholarship will be forfeited for the remainder of the school year, and the student is at risk of not being promoted to the next grade level.
- School teams will review attendance records against academic growth to determine to students will poor attendance will be considered for retention
- If the student has accumulated absences that span 15% of the school year, the student will be considered a very likely candidate for retention.

Chronic Truancy and Continued Enrollment

Regular school attendance is essential for student learning and success. We are committed to partnering with families to ensure that students are present, engaged, and supported throughout the school year.

If a student is identified as chronically truant—defined as missing a significant number of school days without valid excuse—and their attendance does not improve despite outreach and support from the school, we will request that families actively engage in a plan to improve attendance.

In cases where chronic absenteeism persists and families do not participate meaningfully in efforts to address the issue, the school reserves the right to revoke the student's invitation to return for the following school year.

Our goal is always to support students and families in overcoming barriers to attendance. We urge guardians to communicate proactively and collaborate with us so we can work together to ensure every student has the opportunity to thrive.

Attendance FAQs

Q: *What happens if I do not call or send a note to verify my student's absence?*
A: A member of the office or our automated messaging system will call you to notify you of the absence so that you can verify it and inform us of the reason for the absence. We want to be sure we are always aware of where our students are and if there is anything concerning we should know or can potentially support with.

Q: *If I let my student's advisor or homeroom teacher know the reason for the absence, does that count for verification of the absence?*
A: No, it does not. Please contact the front office and inform them of your student's absence. It is a guardian's/parent's responsibility to notify the office by telephone,

email, or note for any absence your child has. It is not the teacher's responsibility to inform the office. We appreciate that level of communication to ensure our teachers remain focused on teaching and their classrooms.

Q: *If my student is absent for a vacation and I let the teacher and the office staff know about it, is my absence excused?*
A: No, it is not. Even if you let the office and the teachers know that you will be on vacation, the reason for absence is still not excused unless approved by the principal. We **strongly discourage** you from taking a vacation while school is in session. Learning time is sacred and we appreciate you treating it as such.

Uniform Policy

Atlas Schools has adopted a uniform policy in order to create a visual sense of community, and help students be "dressed for success" so that they can focus on their learning and commit to meeting and exceeding expectations. Over the years, we have altered and adapted our uniform policy in efforts to be responsive to student and family needs while still holding true to wanting a visual representation of pride, connection, and community in our schools and will continue to do so. Uniform expectations for the are as follows:

Tops: Every day, students must wear an external Atlas- specific top. This includes polos, sweatshirts and t-shirts. Atlas High School students may also wear the Atlas hoodie in school, with the understanding that the hood must be down while inside the school building.

Bottoms: Students are permitted to wear any pants such as jeans, khakis, or slacks. Jeans cannot have large holes. Joggers, leggings and sweatpants are not permitted. Elementary students may wear shorts, skirts or jumpers during warm weather months.

Shoes: Students in elementary and middle school are asked to wear sneakers on a daily basis since PE and recess are a part of their regular schedule. Slippers may not be worn to school.

Headwear: Students are not permitted to wear beanies, brimmed hats, or hoods. Head coverings will be allowed for cultural and religious reasons.

Note on the above: All student dress will be reviewed on a case-by-case basis. If any clothing is deemed inappropriate or unacceptable, it will be up to the discretion of building leadership as to whether the article of clothing must be changed.

Consequences for not meeting uniform expectations

Each of our schools has decided upon and developed processes for when students do not dress according to their schools uniform policy. At the elementary school, families will be notified of frequent occurrences so that the issue can be resolved. If middle and high school students are out of uniform, a deduction or lunch detention will be given and, depending on the situation, the student may need to call home for a change of clothes. If a change of clothes cannot be brought, the student will be required to wear a loaned article of clothing so that the student can return to class in appropriate dress. If dress expectations are communicated regarding an off-campus event and a student does not follow dress expectations, the student may lose the privilege of attending the event.

Uniform Purchases
Uniform purchases can be made at all orientation and registration events, as well as at the front office at the Middle School during school hours. Uniforms cannot be purchased at the elementary or high schools.

Special Dress Days
Over the course of the year, we will have opportunities for students to “dress down” or celebrate fun themed dress days. We will communicate these days and what is appropriate to wear during these events. Otherwise, clothing should adhere to our school uniform policy. At our elementary school, families will be notified of these special dress days. At our middle and high school buildings, students will be directly informed of whether or not they can dress differently for an occasion and are responsible for responding accordingly.

Elementary School Uniform Recommendations
For our youngest students, we recommend purchasing pants that have an elastic waistband that can be pulled up, rather than pants that need to be buttoned and/or zipped. Shoes that have velcro or can be slipped on are also easier for young students to wear and work with than shoes that need to be tied while they are learning.

All uniform pieces should have the student’s name written on the inside, including all pieces of clothes sent to school in case of an accident. Please label all of your student’s uniform items prior to sending them to school or being worn.

Bathroom Accidents
On the first day of school, **kindergarten** students must bring an extra set of clothes in the event of a bathroom accident or spill. The change of clothes includes underwear, pants, and a plain shirt and socks, but does not have to be a full Atlas uniform. When students have accidents or spills and use their extra set of clothing, the school will communicate

this to parents/guardians. Families should send another clean set of clothing to school the following day.

If a change of clothing is not provided, parents will be called in in the case of an accident to come to school with a clean change of clothing for their student. If parents cannot bring a change of clothes to school, Atlas Schools will provide the student with an item of loaned clothing. These are pre-worn articles of clothes that have been donated to the school. We ask that loaned clothing be washed and returned to school.

Using School-Issued Equipment

Atlas Schools believes that all students should have access to technology for learning when they act in a responsible manner. Violations of these rules may result in students losing technology use and privileges and families will be responsible for paying to replace technology or other supplies that are intentionally damaged by students. By using technology that belongs to Atlas Schools, the student and family agree to the following:

- Student will use the device only for educational purposes and under the direction of a staff member
- Student must take reasonable steps to protect the device from damage
- Student will immediately report any malfunction to the school staff

Damaged devices or equipment due to extreme negligence or intentional actions will need to be remedied through payment of a fee for repair or replacement. Examples of neglect and misuse that could incur a fine to replace the school-owned technology can include but is not limited to:

- Dropping, throwing, bumping or treatment in a manner that causes damage.
- Dismantling/taking apart the device
- Exposing device to prolonged extreme temperature or a liquid
- Leaving items on the keyboard when closing the device
- Students will keep APS configuration and software and will not install personal applications, software, games, etc.
- Student understands that this device is subject to inspection at any time, including without prior notice

Replacement Fees:

- Chromebook - $350
- Desktop - $350
- Monitor - $40
- Keyboard - $20
- Headphones - $10
- Calculator- 4-function - $5, Scientific - $8
- Books (class novels or library books) will be replaced based on the cover cost

School Transportation

Students at Atlas Schools students have three options for transportation to and from school:

1. Walk home. Families with students in the elementary school must complete a waiver if their child is allowed to walk home without an older sibling.
2. Receive a ride from a family member (or designated individual).
3. If of driving age, and can provide proof of license, insurance, and registration, students can park on school property.
4. Buses are free to all Atlas families and easily accessible across the neighboring region of Colorado Springs. Atlas Elementary students will ride the buses at the same time as Atlas High School students, with bus monitors and seat gaps to create an efficient and safe bus ride for all students.

Student Drivers

For students that are of driving age, if the student provides proof of license, auto insurance, and vehicle registration then they are allowed to park on school property. Students to provide this documentation will be given a parking permit that must be displayed to park on school property. Students who park on campus without a permit will receive a series of tickets for such infractions that can include parking fees and up to their vehicle having a boot applied for multiple infractions.

Bus Policy

To ensure that all students in our neighborhood get access to a high-quality education, Atlas has committed significant resources to providing our own bus system, which is extremely rare for a small school. Riding the bus at Atlas is a **privilege** and a **limited resource**, which will be taken away from students who abuse this privilege and resource. The following rules are set in place to ensure that all students and the can remain safe and allow the bus driver to get them to their destination. Note: the list below is not an exhaustive list, and the Transportation Department may need to make calls on a case-by-case basis.

1. Follow directions of the Bus Driver, Bus Monitor, and Transportation Manager
2. Eating or drinking anything other than except water is prohibited
3. Students' bodies remain in the seat and out of the aisle
4. Students should not stand or move when the bus is in motion.
5. Voice levels must be at appropriate levels - students should only converse with other scholars nearest them
6. All language should be respectful and appropriate for students

7. No bullying or fighting on the bus or at bus stops. Consequences for bullying and fighting may also carry a consequence at school, on top of the consequence assigned for bus ridership.
8. Body parts and objects should not be put out of a window.
9. No vandalism - no drawing on seats or destroying bus property.
10. No disrespect of any kind, in any form, toward bus drivers and/or monitors.
11. Cell phone usage: text messaging is the only approved form of communication while on the bus. If listening to music, music must be played through headphones and at a volume where the student can hear directions from the adults
12. Students are expected to board buses at their assigned school and designated dismissal time. Students may be blocked from boarding the bus if they have chosen to not ride at their scheduled time.
13. If parents of elementary students wish to pick their student up at school and not have them ride the bus, that change must be communicated at least 1 hour before the end of the school day.

1st Offense	Warning issued with reminder of bus rules.
2nd Offense	Student is suspended from the bus for one week. Parent/guardian must meet with a leader of the Transportation Department to ensure that future behavior incidents do not occur.
3rd Offense	Student is suspended from the bus for the remainder of the school year.

Elementary students in grades K-4 must have a guardian waiting for them at the bus stop or someone who can escort them home. Parents of students in grades 3-4 can opt to sign a waiver and allow their student to walk home without supervision. If there is no one present at the bus stop to pick up the student, the student will be brought back to the school. Consequences for families who do not follow this policy will follow the same consequence ladder as student behaviors would in the above list.

Arrival & Dismissal Procedures

Atlas works diligently to ensure that arrival and dismissal are safe for students and families and are as efficient as possible for everyone involved. Please see the following policies for arrival/dismissal.

Elementary School

- The school entrance is locked until 7:35. Only staff are to be in the building at that time.

- The school opens to students at 7:35am and students must be in the doors by 7:55am.
- Students are not to arrive at school before 7:35 as there will be no one to supervise them.
- Students are to be dropped off at the carline, or walked by an adult or sibling to the main entrance.
- If a student has not been dropped off by 7:55am, that student is tardy and all families must enter the front office to sign in their student.
- School is dismissed at 3:15pm Monday-Thursday and 2:15pm on Friday.
- If your student(s) must be picked up early, they must be picked up more than 20 minutes before the end of the school day
- Families are responsible for picking up their student on time, and will be called immediately if their student has not been picked up when dismissal has ended. Families who are habitually late can lose their family gift card and may be required to meet with school administration to discuss improvement measures.
- If your student has not been picked up by 4:00, the school reserves the right to contact the Department of Human Services (DHS).
- For the carline, signage provided by the school must be kept in the vehicle and present in order for your child to be sent to your vehicle. Anyone who does not have proper signage on their car must park and walk up to collect their student.
- If you are sending someone other than a household guardian, or sibling to pick up your student, you must notify the front office.

Middle School & High School

Doors open 15 minutes before the school day begins . Students must be off school property 15 minutes after dismissal unless they are staying after for an event. If parents choose to leave their student at the front door, the students will not be supervised. Students who are left out front of the school must still behave appropriately or they will receive consequences from the school. Our middle school utilizes a QR code system to help keep dismissal safe and efficient. Anyone picking up the student must be able to present the QR code.

Lost & Found

To prevent confusion, families are encouraged to write their student's name in permanent marker on the tags of all clothing. All items that are left in common spaces (classrooms, playground, cafeteria, etc.) will be put in the school's Lost and Found bin if the owner is not known. Note that Atlas is not responsible for any lost items. Families and students are provided access to the Lost and Found upon request to look for and retrieve lost items. Lost items other than clothing that hold a value over $20 will be kept in a secure location. The Lost and Found bin is emptied at the end of each quarter and items are donated.

School Supplies
Atlas provides all school supplies needed. Families can provide, but are not required to, items such as binders, pencil pouches, or other items. It is up to the discretion of the building leader or grade level teachers if some supplies are not permitted and must remain at home. Atlas is not responsible for reimbursement for supplies that are lost or damaged that are provided by the family. Students are responsible for taking care of supplies issued by the school such as binders, writing utensils, and books. Needing to replace these items due to misuse can cause the student to have limited access to these resources.

Backpack/Personal Items
All students must bring a backpack to school that can be worn over two shoulders and is big enough to fit a 10” x 14” folder. Please do not send anything in your child’s backpack other than their folder/binder, book bag, water bottle and a lunch box (if applicable). If you need assistance obtaining a backpack, please communicate this to your child’s advisor, who will connect you with the proper resources.

Students may not have distracting or inappropriate objects during the school day, and any such objects may be confiscated by school staff and returned by the end of the day. The following items are examples of those that are not permitted to be carried throughout the school day: blankets, large purses/bags, lasers, toys, water guns, electronic devices, trading cards. Repeated violations will require a family meeting. Atlas staff work very hard to provide a safe and educationally-rich school environment. Valuable items sent to school with a child can be lost, damaged, or stolen. All property brought to school is brought at the owner’s risk. If staff ask the student to return the item to the the student’s locker or cubby, the instruction must be followed or the item may be confiscated by Atlas staff.

Cell Phone Policy

Elementary & Middle School
Cell phones that are brought to school are to be turned off and remain in the student’s backpack or turned into the classroom teacher. If a cell phone is visible or rings during the school day, consequences will range from making the student turn it off and place it in the backpack and up to sending the phone to the front office for a family member to retrieve. If a student’s cell phone is stolen, Atlas is not liable and cannot guarantee its recovery, nor will staff members investigate issues related to cell phones. Please consider leaving all technology at home.

High School

As older students, high schoolers are expected to silence and store technology in lockers, bags, or pockets during the school day. Headphones and phones must be out of sight in the classroom, unless otherwise instructed. Students may use their phones during passing periods and lunch. If students keep their phone in their pocket, they are not to use their phone during class unless activity requires use of the phone under discretion of the teacher. Airpods/headphones must be removed and not in use during class. Repeat violations or refusal to comply can result in up to a reset and removal from the classroom.

Closed Campus

During school hours, all students must remain on campus as defined by the school unless supervised by a staff member. All visitors must be allowed into the building by the Front Office staff.

To ensure safety during arrival and dismissal (high traffic times of the day), people other than students or staff will be allowed to enter the building during arrival and dismissal windows unless there is an event that families are invited to attend. Should families choose to arrive at this time they will be asked to remain outside until doors open. Students who need to leave campus early must be picked up by a guardian or an authorized individual with photo identification at least 20 minutes before dismissal. Students will not be called to the front during this time to maintain safety and efficiency during our dismissal window at the end of the day.

Visitor Policy

Visitors, especially family members, are a vital and important part of the Atlas community. We welcome them as volunteers, observers, and partners. In order to assure the safety and well-being of all students and staff, **all visitors are required to report directly to the Front Office, sign in, and receive a visitor's pass during regular school hours.** While visitors are always welcome, they must make appointments with teachers or administrators. Because the teachers teach most of the school day, they cannot leave the classroom to meet with you. By contacting them ahead of time, you can make an appointment with them during their planning period or outside of regular school hours. You can always call the Front Office to schedule a time to meet with the Principal or a member of the staff.

On the first day of school, families of Kindergarten and first grade students are able to come into the school to drop off their child at their classroom and say goodbye. After the first day of school, family members will not be allowed to go past the entryway.

Illness Guidelines

When your child presents symptoms of illness, families are the ultimate decision-makers as to whether or not they feel their child is too sick to attend school, as well as whether or not they should seek medical care. However, if a child presents the following symptoms, they will need to stay home or will be sent home if they symptoms are exhibited at school:

- Fever
- Vomiting
- Diarrhea

If a student exhibits these symptoms, families should call the school and speak to the school nurse to consult and report these symptoms. Absences for these symptoms will be excused. Please see the Colorado Department of Public Health and Environment's guidance.

Medication & Allergies

We hope to keep our scholars healthy in order to learn most effectively. If your child requires medication during school hours, you must deliver it directly to our front office with the proper doctor's order - **all medication must be brought to school by the guardian with accompanying paperwork**. All medicines are kept in a locked cabinet and may not be given without the proper form. If your student has allergies, dietary restrictions or food preferences, please note this on your student's health information documentation.

Please **do not** attempt to give your student's medication to his/her teacher. **All** medications must be cleared by the school nurse. **Please do not send students to school with medication as students are NOT PERMITTED to carry medication unless documents have been reviewed and approved by our School Nurse.** Medication must be dropped off by an adult at the front office. The school will keep a detailed log of all medicines that are administered. **Prescription medication** must be in its original box with a pharmacy label. **Over-the-counter medication** must be in the **original, sealed** box.

Accident or Medical Emergency

If a medical emergency or serious accident occurs to a student at school or at a school event off campus, first aid will be administered and the guardian(s) of that student will be contacted immediately. If guardian(s) cannot be reached, a person listed as the student's emergency contact or family physician will be contacted. If the situation warrants, the school will call Emergency Medical Services (9-1-1).

Immunization of Students

In accordance with Colorado law (Board of Health Rule 6 CCR 1009-2) all students attending Colorado schools are required to be vaccinated against certain diseases, unless

an exemption is filed. Immunization records must be filed with our Front Office. Our Health staff will communicate with you if these records are missing or outdated.

Safety Procedures
At Atlas, the safety of our students is our number one priority. We follow the Standard Response Protocols of the I Love U Guys Foundation, have detailed emergency plans in place and have trained our staff on how to respond to a variety of potential situations, including but not limited to fire, tornados, medical emergencies, civil unrest, utilities malfunctions, threats to security outside our school building, and potential intruders. Drills are practiced for each situation to help ensure staff and students know what to do in case such an event were to occur. Students are notified when an emergency procedure is followed for drill purposes, and families will be communicated with if an actual emergency procedure is put into place via the Atlas App.

Student Interrogation & Searches
In order to ensure our school climate is conducive to learning and safety for the students and staff, it may be necessary for school personnel to search a person or their personal property and seize any property deemed injurious or detrimental to those within the school.

Interviews: When a violation of school policy or rules occurs, a designated staff member may question potential victims and witnesses without prior consent of the parent or guardian. If a school official is investigating a report of child abuse and the suspected perpetrator is a member of the student's family, no contact with the student's family will be made.

Interrogations: In situations where the student is suspected of violating policies, a designated staff member may interrogate the suspected student if the school has reasonable grounds to suspect that such a violation has occurred. The nature and extent of the questioning must be relating to the objectives of the violation. If the student denies any involvement or culpability, the student will have the opportunity to present their side of the story.

Searches: Except in exigent circumstances, searches shall only be conducted by security officials with approval and concert with building administration when there is reasonable suspicion that the student has committed a policy violation and that the search will produce evidence of that violation. School personnel may search a student and or the student's personal property while on school premises or during a school activity and may seize any illegal, unauthorized or contraband material. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission

to perform the search shall be requested. Searches will be conducted out of the presence of other students and as privately as possible. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action. An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search. Searches may be conducted without prior consent of the student's parent/guardian. However, the parent/guardian will be notified of the search as soon as reasonably possible.

Mandatory Reporting
All school personnel are mandatory reporters and are required by law to report child abuse or neglect if they reasonably suspect abuse or neglect is occuring. All Atlas staff are required to complete Mandatory Reporter training every year. To report child abuse or neglect, contact the Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS or 1-844-264-5437. Anyone witnessing a child in a life-threatening situation should call 911 immediately.

Non-Discrimination Policy
It is the policy of Atlas Schools to recruit, hire, train, educate, promote, and administer all personnel and instructional actions without regard to race, religion, gender/gender identity, sexual preference/orientation, age, national origin, disability, need for special education services, marital status, or use of public assistance. We will not tolerate any discrimination, and any such conduct is prohibited. The school also prohibits any form of discipline or retaliation for reporting incidents.

Notification of Rights Under FERPA
The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents/guardians (and eligible students) certain protections with regard to their children's education records. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you. As a parent/guardian (or eligible student), you also have certain rights with respect to your child's education records.

Release of Photos and Other Information
Atlas will periodically highlight student achievement, school life, and school events on the school website, social media outlets, and various publications, for the purposes of enrollment outreach, public relations, and other uses that promote the school. The school may also get media requests to highlight the school and its students. During the enrollment process, each person who registered the student received the Student Photo/Information Release form, and communicated permissions regarding this release.

The school will honor these forms, such that student photographs will be included in publications only if the guardian has granted permission. If at any time you wish to revoke this permission, please contact the front office of your child's school.