ATLAS
PUBLIC SCHOOLS

6th Grade
Middle School
Student Handbook
2026-2027

Welcome to Atlas Middle School

Welcome to Atlas Middle School, we are glad you are here!

The Atlas Middle School Student Handbook is designed to help students and their families understand what to expect each day at Atlas. Please take time to review it along with the general Atlas Family Handbook and use them both as a resource throughout the year.

At Atlas, we believe that success comes from strong partnerships and high expectations. We expect our students to show kindness, integrity, respect, and a commitment to excellence in their work and behavior. Our staff is dedicated to providing the support, structure, and high-quality instruction students need to grow and succeed.

Families play a critical role by reinforcing expectations at home, supporting their child's growth, and maintaining open communication with the school.

We look forward to partnering with you for a strong and successful year.

Quick Reference Guide

SCHOOL HOURS

- Building Opens: 7:00 AM
- Breakfast: 7:45-8:00 AM
- School Begins: 8:00 AM
- Dismissal Begins: 3:20 PM
- Early Dismissal Cutoff: 2:45 PM
- Aftercare Ends: 5:30 PM

IMPORTANT CONTACTS

- Main Office
  (314) 377-0090
  office@atlaspublic.org

- Attendance Reporting
  office@atlaspublic.org

- School Nurse
  nurse@atlaspublic.org

- Principal
  Angela Jackson
  angela.jackson@atlaspublic.org

DAILY EXPECTATIONS

Students are expected to:

- Be on time and prepared for every class
- Wear the Atlas school uniform each day
- Demonstrate Kindness, Integrity, Respect, Excellence, and Stewardship
- Use technology responsibly
- Follow all school and classroom expectations

ATTENDANCE

If your child will be absent:

- Email office@atlaspublic.org as early as possible
- Include the reason for the absence
- Provide a doctor's note when appropriate

Our goal is for every student to maintain an attendance rate of 90% or higher.

CELL PHONES & PERSONAL DEVICES

- Phones, smartwatches, earbuds, and personal devices must remain off and stored in lockers during the school day
- Students may not use devices during class, lunch, passing periods, or electives
- Students who need to contact home may do so through the Main Office

FOOD & DRINKS

- Atlas is a nut-free campus
- Students may bring a labeled water bottle
- Food and drinks must remain in designated areas
- Restaurant deliveries (DoorDash, Uber Eats, etc.) are not permitted
- Birthday treats and classroom food celebrations are not permitted

Quick Reference Guide Continued

AFTERSCHOOL ACTIVITIES

- Students must be picked up promptly at the conclusion of activities
- Students absent, dismissed early, assigned ISS, detention, or other restrictions may be ineligible to participate that day
- Transportation is not provided

HEALTH & MEDICATIONS

- Students with a fever of 100° or higher should remain home
- Students must be fever-free for 24 hours without medication before returning
- All medications must be stored and administered through the Health Office unless otherwise authorized

LOCKERS

- Students are assigned a locker for school materials and personal belongings
- Lockers should remain clean, organized, and secure
- Locker combinations should never be shared

TECHNOLOGY & DIGITAL CITIZENSHIP

Students are expected to:

- Use technology for educational purposes
- Communicate respectfully online
- Use AI tools only as permitted by teachers
- Protect personal information
- Report concerning online behavior to a trusted adult

SAFETY

Students should immediately report:

- Bullying or cyberbullying
- Threats or safety concerns
- Harassment or discrimination
- Damage to school property
- Unsafe behavior

Who to Contact

Attendance issue → Main Office → office@atlaspublic.org

Academic or Behavior Concern → Teacher →firstname.lastname@atlaspublic.org

Bullying concern → Social Worker → mary.baltimore@atlaspublic.org

Health concern → Nurse → nurse@atlaspublic.org

Special Education question → Director of Special Education → melissa.kingsbury@atlaspublic.org

Dismissal change → Main Office → office@atlaspublic.org

WHEN IN DOUBT, ASK FOR HELP

Middle school is a time to learn, grow, and build independence. If students need help, have questions, or are facing a challenge, we encourage them to speak with a teacher, advisor, social worker, administrator, or another trusted adult. We are here to support every student's success.

ATLAS

PHONE
(314) 377-0090

LOCATION
400 S. 18th St.
St. Louis, MO 63103

EMAIL
info@atlaspublic.org

WEBSITE
www.atlaspublic.org



Please Note:

This handbook provides guidance and guidelines for students and their parents. However, in every instance in which there is a governing board policy, the board policy always governs and supersedes any statement in this handbook. We will periodically make revisions to the handbook, and the updated version will be available on our website at www.atlaspublic.org.

Notice of Non-Discrimination

Atlas Public Schools is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with law, the school strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, familial status, disability, age, veteran status, genetic information or any other characteristic protected by law. Atlas Public Schools is an equal-opportunity employer.

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School Start Time



The school day at Atlas runs from 8:00am - 3:20pm

Who We Are

Our Vision

All students in St. Louis have the skills and habits to be successful, educators thrive both personally and professionally, and high-quality public schools transform St. Louis into a model of a flourishing, diverse, and empowered community.

Our Mission

Atlas Public Schools nurtures a thriving community by educating the whole child through a rigorous academic program enriched with real-world experiences, while prioritizing the support, growth, and sustainability of our dedicated educators.

Our Values

At Atlas Middle School, our values guide how we show up every day. These are not just ideas, they are actions we commit to as members of this community. We know that living these values is not always easy. When we fall short, we take responsibility, reflect, and work to improve.

Kindness:

- We choose to treat others with care and empathy.
- We include others, use positive language, and show kindness, even when it's hard.

Integrity:

- We do the right thing, even when no one is watching.
- We are honest, follow through on our commitments, and take responsibility for our actions.

Respect:

- We show respect for ourselves, others, and our school.
- We listen to understand, value different perspectives, and act in ways that support a positive learning environment.

Excellence:

- We commit to doing our best in everything we do.
- We stay focused, put in effort, learn from mistakes, and push ourselves to improve.

Stewardship:

- We take responsibility for our community.
- We take care of our school, contribute positively, and work to make a difference.

Expanded Definition of Student Success

Atlas' curriculum, teaching methods, and services are designed specifically to meet the educational needs of our children. Atlas believes, beyond a shadow of a doubt, that all students are capable of excellence and can learn at high levels when supported properly. Atlas aims to develop students who are creative and critical thinkers, lifelong learners, culturally competent citizens, well-rounded individuals, collaborative team players, and academically exceptional scholars. In order to ensure that all students realize these graduate aims, we put supports and structures in place that are tailored to meet the individual needs of each student. Our graduate aims are the outcomes we want for every student: academically, socially, and personally, and they guide everything we do as a school community.

Graduate Aims

Creative and Critical Thinkers: Our graduates think outside of the box. They see every opportunity as a learning experience and approach vexing challenges with perseverance and creativity.

Lifelong Learners: Our graduates are curious, self-aware, and highly motivated learners. They embrace challenges, demonstrate grit and resilience, and take ownership of their growth. As ambitious goal-setters, they stay organized, work hard, and persevere in pursuit of their goals.

Culturally Competent Citizens: Our graduates know who they are and what makes them unique. Students use culture as a vehicle for learning.

Well-Rounded Individuals: Our graduates are well-rounded individuals with interests and passions both inside and outside the classroom. They are responsible decision-makers who demonstrate self-awareness, strong relationship skills, and the ability to manage themselves effectively.

Collaborative Team Players: Our graduates are collaborators. They are able to work together in a group as equals to reach a common goal. They have the ability to delegate tasks, communicate effectively, and produce quality outcomes with other individuals.

Academically Exceptional Scholars: Our graduates excel academically, and are on a trajectory to thrive in high school, college, or in the career of their choice.

Atlas Middle Team Directory

Angela Jackson	Principal	angela.jackson@atlaspublic.org
Cordell Hadnot	Assistant Principal	cordell.hadnot@atlaspublic.org
Carina Maurer-Batjer	Math Dean	carina.maurerbatjer@atlaspublic.org
Andrew Moore	Student Success Coordinator	andrew.moore@atlaspublic.org
Melissa Kingsbury	Director of Special Education	melissa.kingsbury@atlaspublic.org
Matt Roberts	Beyond School Programming Coordinator	matt.roberts@atlaspublic.org
Mary Baltimore	Social Worker	mary.baltimore@atlaspublic.org
Dwayne Upchurch	Office Manager	dwayne.upchurch@atlaspublic.org
Rashauna Jones	School Nurse	nurse@atlaspublic.org
Mary Blackwell	Gifted Coordinator	mary.blackwell@atlaspublic.org
Jamorie Johnson	6th Grade English Language Arts	jamorie.johnson@atlaspublic.org
Kelly Adams	6th Grade Math	kelly.adams@atlaspublic.org
Erin Prein	6th Grade Science	erin.prein@atlaspublic.org
Caleb Rogers	6th Grade Social Studies	caleb.rogers@atlaspublic.org
Laura Williams	MS Instructional Support Specialist	laura.williams@atlaspublic.org
Aaron Klar	MS Instructional Support Specialist	aaron.klar@atlaspublic.org

Middle School at Atlas

Middle school is an exciting time of growth, independence, and discovery. At Atlas, we are committed to creating a learning environment that challenges students academically while supporting their social, emotional, and personal development.

As students transition from elementary school to middle school, they begin taking greater ownership of their learning, organization, decision-making, and relationships. Our goal is to provide the structure, support, and opportunities students need to develop the skills and habits that will prepare them for success in high school, college, careers, and life.

What Makes Middle School Different?

In middle school, students experience several new opportunities and responsibilities, including:

- Changing classes throughout the day and learning from multiple teachers
- Using lockers to organize materials and personal belongings
- Participating in daily elective courses that provide opportunities for choice, exploration, and skill development
- Receiving letter grades in core academic subjects and learning how GPA is calculated
- Using planners, monitoring grades, and managing assignments with increasing independence
- Building leadership skills and positive relationships through Community Meeting (Compass) and Advisory
- Developing stronger self-advocacy, organization, and time management skills

A Community Built on Relationships

Strong relationships are at the heart of the Atlas Middle School experience. Every student is known, supported, and challenged by a team of adults who care deeply about their success.

Students begin each day with a community meeting called *Compass*, where they build connections, celebrate accomplishments, strengthen school culture, and prepare for the day ahead. Students also participate in Advisory, which provides a smaller community where they can receive academic support, engage in meaningful conversations, develop social-emotional skills, and build lasting relationships with peers and trusted adults.

Learning Responsibility and Independence

Middle school is a time when students begin taking greater responsibility for their learning and actions. While our staff provides guidance and support, students are expected to gradually develop the habits that lead to success, including:

- Arriving to class on time and prepared
- Managing materials and assignments
- Communicating with teachers when they need help
- Monitoring academic progress and grades
- Demonstrating good judgment and responsible decision-making
- Living out Atlas' values of Kindness, Integrity, Respect, Excellence, and Stewardship

Exploring Interests and Preparing for the Future

Middle school is also a time for exploration. Through electives, clubs, athletics, leadership opportunities, and real-world learning experiences, students are encouraged to discover their interests, develop new skills, and explore future possibilities.

At Atlas, we believe every student is capable of excellence. Our middle school program is designed to help students grow into confident learners, thoughtful leaders, responsible citizens, and well-rounded individuals who are prepared for the opportunities and challenges ahead.



Academics

Daily Schedule

The 6th grade schedule is designed to provide students with a balanced and engaging middle school experience that combines rigorous core instruction, meaningful advisory and community-building time, and opportunities to explore interests through daily electives.

Time	6th Grade
7:45 - 8:00am	Arrival + Breakfast
8:00 - 8:12am	Community Meeting
8:12 - 8:15am	Passing
1st Hour 8:15 - 9:00am	Elective
9:00 - 9:03am	Passing
2nd Hour 9:03 - 10:05am	Core Block
10:05 - 10:08am	Passing
3rd Hour 10:08 - 11:10am	Core Block
11:10 - 11:15am	Passing to lunch
11:15 - 11:35am	Lunch
11:35 - 11:40am	Passing to core
4th Hour 11:40 - 12:42pm	Core Block
12:42 - 12:45pm	Passing
5th Hour 12:45-1:47pm	Core Block
1:47 - 1:50pm	Passing
6th Hour 1:50 - 2:35pm	Elective
2:35 - 2:38pm	Passing
7th Hour 2:38 - 3:20pm	Advisory
3:20 - 3:45pm	Dismissal

Community Meeting or Crew

Each morning, 6th grade students will begin the day by eating breakfast in the cafeteria. After breakfast, students will participate in a daily Community Meeting, also known as Compass.

Compass is designed to:

- Build strong relationships and a sense of belonging
- Engage all students in a positive start to the day
- Reinforce school expectations and values
- Set students up for success in their learning

As part of Compass, students are members of a team that promotes community, leadership, and healthy competition across the middle school. Students can earn recognition through their effort, behavior, teamwork, and demonstration of Atlas values.

After Community Meeting, students will be dismissed to access their lockers and transition to their first class.

Advisory

At Atlas, Advisory is an important part of the middle school experience designed to support students academically, socially, and emotionally. Advisory provides students with a consistent group of peers and a trusted adult who helps guide and support their success throughout the school year.

Advisory helps students:

- Build strong relationships and a sense of belonging
- Develop positive character habits aligned to Atlas values
- Strengthen organization, study skills, and academic habits
- Engage in social-emotional learning, reflection, and goal setting
- Receive support, encouragement, and guidance from peers and staff

During Advisory, students may participate in community-building activities, social-emotional learning lessons, academic check-ins, goal setting, independent reading, homework support, and other activities designed to promote personal growth and student success.

Advisory is a time for students to build relationships, strengthen habits that lead to success, and contribute positively to the Atlas community. Students are expected to participate actively, treat others with respect, and help create a safe and supportive environment for everyone.

Grading Practices

Grades at Atlas Middle School are designed to clearly communicate students' academic achievement to students and families. They provide an accurate, fair, and consistent picture of what students know and can do, while also supporting student ownership through reflection, self-evaluation, and growth over time. In doing so, we aim to build the habits, skills, and understanding students need for success in high school and beyond.

6th Grade Academic Grading

Grading Scale

Beginning in 6th grade, students will transition to an A-F grading scale to align with middle and high school expectations and provide clear preparation for those systems. This progression allows students to move from a more detailed, standards focused approach to a traditional grading structure in a developmentally appropriate way. Students will receive letter grades using an A-F scale in the four core subjects: Math, English Language Arts, Social Studies, and Science. A student's GPA will be calculated based on these letter grades. A clear A–F grading scale will be used, rather than a plus/minus system, to ensure that grades are meaningful, consistent, and easy to understand for students and families. This approach reflects our belief that grades should communicate mastery as clearly as possible, while supporting student motivation and growth.

Elective courses will be graded on a pass/fail basis to emphasize exploration, skill-building, and engagement without the added pressure of letter grades. At this time, elective grades are not included in GPA calculations, allowing students to take risks and try new areas of interest while keeping the GPA focused on core academic achievement.

Letter Grade	Grade Point	Percentage Range
A	4.0	89.5% - 100%
B	3.0	79.5% - 89.4%
C	2.0	69.5% - 79.4%
D	1.0	59.5% - 69.4%
F	0	0% - 59.4%

Grading Categories and Weights

In middle school, academic grades are weighted to reflect both students' demonstrated mastery and their progress throughout the learning process. Assessments and major classwork (tests, projects, essays, labs) make up the largest portion of the grade, as they provide the clearest evidence of what students know and can do. Homework makes up a smaller portion of the grade but still serves as an important opportunity for practice, feedback, and skill development. This approach ensures grades prioritize mastery while still valuing the learning process and student growth over time.

A student's grade is determined using the following weights:

- Assessments and Major Classwork: 90%
- Homework: 10%

Academic Habits and Responsibilities

Homework

At Atlas Middle School, we believe that learning extends beyond the school day. Purposeful homework helps students practice and apply skills, deepen their understanding of important concepts, develop strong study habits, and build the independence and responsibility needed for success in high school, college, and beyond.

Homework assignments may include practicing previously taught skills, reading, studying, preparing for assessments, completing projects, conducting research, or finishing classwork that was not completed during the school day. Teachers are encouraged to assign meaningful work that reinforces learning and can be completed independently by students.

Students should expect to spend some time on schoolwork outside of school each week. The amount of homework may vary by course, grade level, and individual student needs. Long-term projects, assessments, and advanced coursework may require additional planning and time outside of school.

Planners and Organization

A key goal of Atlas Middle School is to help students develop strong executive functioning skills, including organization, time management, planning, and self-advocacy. To support this growth, Atlas provides each student with a planner at the beginning of the school year.
Students are expected to use their planner daily to:

- Record assignments and important deadlines
- Track upcoming assessments and projects
- Organize responsibilities and commitments
- Monitor progress toward goals

Teachers will provide guidance and support as students learn to effectively use this tool. Families are encouraged to review planners regularly, monitor academic progress, and support consistent homework routines at home.

If a student loses their planner, a replacement planner may be purchased through the Front Office for a fee.

Late Work

Students are expected to make a conscientious effort to complete and submit work on time. Meeting deadlines is an important life skill that supports academic success and personal responsibility. While late work may be accepted within reasonable timelines, such as before the end of a unit, academic session, or grading period, some assignments, including projects, presentations, or performance-based tasks, may have firm deadlines and cannot be accepted late. Late submissions may also affect a student's ability to receive timely feedback from teachers.

Absences and Missed Work

If a student is absent from school or class, it is the student's responsibility to communicate with teachers and make arrangements for any missed work. Students are expected to complete missed assignments within the timeline established by their teachers.
Students should:

- Review missed assignments and class materials
- Communicate with teachers in person or through their Atlas email
- Complete assignments within the agreed-upon timeframe
- Schedule make-up assessments as needed

If an assessment is missed due to an absence, students must coordinate with their teacher to schedule a make-up opportunity in a timely manner.

Teachers are available to answer questions, provide clarification, and support students as they work to stay on track after an absence.

The purpose of homework is not simply to complete tasks, but to help students build the habits, skills, and perseverance necessary to become successful, independent learners.

Retakes

Assessments are designed to provide opportunities for practice, feedback, and growth. As a result, students may have opportunities to retake select assessments. Retakes are not guaranteed for every assessment and may be limited based on timing within a unit or grading period. Retakes on end of unit assessments and major projects are limited and offered at teacher discretion.

To be eligible for any retake, students must communicate with their teacher to schedule an appropriate time and may be required to complete the following, depending on the assessment and course:

- Complete all assigned homework and/or classroom connected to the assessment
- Complete all corrections or revisions to demonstrate additional learning

Academic Integrity, Cheating, Plagiarism, and AI Use

At Atlas Middle School, we believe learning happens through effort, practice, mistakes, reflection, and growth. Students are expected to complete their own work honestly and take responsibility for their learning.

Academic dishonesty includes any action that gives an unfair academic advantage or misrepresents someone else's work as your own.

Examples may include:

- Copying another student's work
- Allowing another student to copy your work
- Using unauthorized notes, websites, or resources during assignments or assessments
- Plagiarizing words, ideas, images, or projects without giving credit
- Submitting work completed by another person
- Altering or falsifying academic records or information

Students are expected to follow all teacher expectations regarding the use of artificial intelligence (AI) tools. Improper use of AI may be considered cheating or plagiarism.

If a student violates academic integrity expectations, consequences may include:

- Redoing the assignment
- Loss of credit or partial credit
- Parent or guardian communication
- Teacher or administrator conference
- Additional disciplinary consequences when appropriate

Repeated violations of academic integrity expectations may result in additional consequences, including:

- Loss of opportunities to revise or retake assignments
- Required parent or guardian meetings
- Loss of certain school privileges
- Additional disciplinary action up to and including suspension

Our goal is not only accountability, but helping students build honesty, responsibility, and strong academic habits that support long-term success.

Daily Operations and Procedures

Arrival to School

Students can arrive anytime between 7:00 - 7:55 a.m. and get to class on time, as the school day starts at 8:00 a.m. The school building will not be open to students until 7:00 a.m. **Please do not arrive prior to this time.** Students who arrive earlier will have to remain in their vehicles. See below for specific procedures.

Before Care - Before Care is available beginning at 7:00 a.m. for students who arrive early. Students participating in Before Care must report directly to the cafeteria and follow all staff directions and school expectations.

Breakfast - Breakfast will be served in the cafeteria from 7:45 a.m. to 8:00 a.m. Students should arrive promptly, eat breakfast responsibly, and help keep the cafeteria clean. All food and drinks must remain in the cafeteria and should be finished before the start of Community Meeting.

Community Meeting - All 6th grade students will attend Community Meeting each morning from 8:00 a.m. to 8:12 a.m. Community Meeting is an important part of the school day and helps build a strong grade-level community while preparing students for learning.

At the conclusion of Community Meeting, students will be released to go to their lockers, put away personal belongings, and gather the materials needed for their first hour class.

Students are expected to arrive to their first hour class by 8:15 a.m., seated, prepared, and ready to learn.

Dismissal

Student dismissal begins at 3:20 p.m. Students may be dismissed through the family car line, authorized walk-up, or approved after-school activities.

To help keep students safe, please communicate any dismissal changes before 2:45 p.m. through School Dismissal Manager or by calling the school office. Students will only be released to individuals authorized by the parent or guardian.

Families are expected to follow all traffic patterns, pick-up procedures, and staff directions during dismissal. Additional information regarding dismissal routes, pick-up locations, authorized pick-up procedures, and dismissal management systems will be provided to families prior to the start of the school year and updated as needed. Dismissal procedures are designed to ensure a safe, orderly, and efficient transition from school to home.

Students participating in after-school clubs, athletics, or other school-sponsored activities must be picked up promptly at the conclusion of the activity unless alternative transportation arrangements have been approved by the school.

Early Dismissal

Picking your child up early from school can disrupt the learning environment and your child will miss valuable time in the classroom. We ask that families avoid picking up their children from school early. And yet, we also know things come up. If you need to pick up your child before the end of the school day, you must notify the Main Office at (314) 377-0090.

Please note that early dismissal from the main office will end at 2:45 p.m. Families coming into the office after 2:45 pm may be asked to pick up their student through the parent pick-up line.

Excessive Absences

We understand that some absences are unavoidable. However, missing too much school makes it difficult to keep up with learning, build strong habits, and stay connected to the school community. Regular attendance is essential for student success. When absences begin to add up, students are more likely to fall behind academically and miss important opportunities for growth.

Atlas monitors student attendance closely and will take the following steps to support students and families when attendance becomes a concern:

- After multiple absences, the school will notify families of the total number of days missed
- A school social worker or student success coordinator may connect with the student and family to better understand the situation and offer support
- If absences continue, a member of the leadership team will contact the family to discuss next steps
- A meeting with the student, family, and school team may be scheduled to create a plan for improved attendance
- In some cases, documentation such as a doctor's note may be required for future absences

If attendance does not improve and absences become excessive:

- The school may be required to take additional steps in alignment with Missouri attendance laws
- This may include reporting to appropriate agencies or family court

Our goal is to partner with students and families early to prevent attendance from becoming a larger issue. We are committed to working together to ensure every student has the opportunity to succeed.

Reporting an Illness or Absence

If students are going to be absent, it is important that families notify the school so staff know students are safe and can support their return.

How to report an absence

- A parent or guardian should email office@atlaspublic.org to report the absence
- Families should notify the school as early as possible, especially for planned absences like appointments, trips, or family emergencies

If a students is sick

- If a student has a contagious illness (such as strep throat, flu, or similar conditions), families should inform the school via email office@atlaspublic.org and attach a doctor's note if possible
- A doctor's note may be required to confirm the diagnosis and clear the student for return

Students must be

- Symptom-free for at least 24 hours
- Fever-free without medication for 24 hours before returning to school after illness such as fever, vomiting, diarrhea, or rash

When students return
- They should be prepared to make up any missed work
- Follow any guidance from the Health Office if needed

If the school does not receive notice of a student's absence or tardy:
- A staff member will contact the student's family to check in and make sure everything is okay
- The absence will be recorded in the school system

Pre-Arranged Absence Requests

If families know a student will be absent from school ahead of time, it's important to plan ahead and communicate with the school.

What students need to do
- Notify teachers in advance about the planned absence
- Work with teachers to understand what will be missed
- Make a plan to complete assignments before or after the absence

What families needs to do
- Families should notify the school by emailing office@atlaspublic.org
- Families should inform the school of absences for trips, appointments, or family emergencies as early as possible

While students are out
- Students are responsible for keeping up with learning
- Students should complete missed work independently or on an adjusted timeline as needed

When students return
- Reconnect with teachers to get back on track
- Complete any remaining assignments within the timeline provided

Important to know
- Prearranged absences are still counted as unexcused absences
- Staying in communication helps ensure the student does not fall behind
- If the school is not notified, a staff member may follow up with the family
- The goal is for all students to have an attendance rate at or above 90%

Planning ahead and communicating clearly helps students be successful, even when they need to miss school.

Health Clinician

A full-time health clinician is available during school hours in the clinic, located on the first floor near the main office. In addition to providing emergency care in case of accidents or illness, the school health clinician verifies immunizations, maintains medical records on all students, dispenses medications and conducts or coordinates vision, hearing, and height and weight screenings on all students. The school health clinician acts as a resource for the classroom, staff, parents, and students with particular health needs. Students are required to obtain a written pass from their teacher prior to visiting the clinic. Students are not allowed to visit the clinic between classes except in emergency situations.

Emergency Information

To help ensure the safety and well-being of all students, Atlas requires families to maintain current emergency and health information on file with the school. Families are responsible for providing accurate contact information, including current phone numbers, emergency contacts, and relevant medical information, and for updating the school promptly whenever information changes.

Emergency and health information is collected during student enrollment and through annual registration updates. Families should carefully review and update all information each year, including medical conditions, allergies, asthma action plans, medications, and any other health concerns that may affect a student's participation in school activities.

In the event of an illness, injury, or emergency, the school will use the contact information on file to reach a parent, guardian, or emergency contact. It is essential that families provide working phone numbers and maintain at least one emergency contact who can be reached during the school day.

Atlas staff may provide basic first aid and emergency care as permitted by school policy and applicable law. If emergency medical treatment is necessary and a parent or guardian cannot be reached, school personnel may contact emergency medical services and take reasonable steps to protect the health and safety of the student.

Medications

Written authorization is required to administer any medication at school. All medications are to be stored and administered in the clinic. Prescription medications must be labeled by a pharmacist and include the student's name, medication name, strength, dose, and prescribing doctor's name. Over-the-counter medications must be in the original container and will only be administered according to the label instructions. All medications are to be delivered to the clinic by a parent or guardian.

Students are not allowed to carry or self-administer any medication except in very limited circumstances and with prior physician authorization and parent/guardian permission.

Illnesses

Students are to be kept home with a temperature of 100 degrees or higher. They must be fever-free for 24 hours, without the use of fever reducing medication such as Tylenol or Motrin before returning to school.

Parents will be notified when the school health clinician believes a student should be sent home with illness or injury. If parents cannot be reached, we will call the emergency telephone number(s) provided on the Emergency Contacts Form.

Immunizations

In order to attend school and be in compliance with Missouri State Law, families must provide proof of student immunizations, or sign a Religious Exempt Form upon registration to Atlas Public Schools which complies with Missouri State Law. Please submit proof of any additional immunizations received during the school year.

Physical Examinations & Health Screenings

Atlas encourages all students to receive regular wellness examinations from a licensed healthcare provider. Families are encouraged to ensure that students receive routine preventive care, including annual well-child visits, vision care, hearing evaluations, dental care, and recommended immunizations.

A current physical examination is strongly recommended for all students entering school for the first time, students entering middle school, and students participating in athletics or other activities that require medical clearance. Families may be asked to provide documentation of a physical examination when required by state law, athletic participation requirements, or individualized health plans.

The school health team conducts vision, hearing, and other health screenings in accordance with state requirements and accepted health practices. Students may also be screened when concerns are identified by parents, teachers, healthcare providers, or school staff. Families will be notified when follow-up care is recommended.

Parents and guardians are encouraged to share any significant health information, medical diagnoses, allergies, medications, or changes in their child's health status with the school nurse. This information helps ensure that students receive appropriate support and care while at school.

Questions regarding physical examinations, health screenings, or student health requirements should be directed to the school nurse at nurse@atlaspublic.org.

Emergency Drills

The safety of our students and staff is a top priority at Atlas. To prepare for emergencies and comply with state and local safety requirements, Atlas conducts a variety of emergency drills throughout the school year. These drills may include fire evacuation drills, severe weather and tornado drills, earthquake drills, lockdown drills, shelter-in-place drills, evacuation drills, and other emergency response exercises.

Emergency procedures and evacuation routes are posted throughout the building and reviewed regularly with students and staff. During all drills and emergency situations, students are expected to follow staff directions immediately, remain calm, and behave in a manner that supports the safety of themselves and others.

While some drills are announced in advance, others may occur without prior notice in order to help students and staff practice responding to emergency situations under realistic conditions. Atlas works closely with local emergency responders and safety officials to maintain and continuously improve school safety procedures.

Emergency Dismissal Procedures

The safety of our students and staff is the primary consideration during any emergency situation. In certain circumstances, Atlas may delay student dismissal, restrict access to the building, or modify normal dismissal procedures in order to protect students and staff.

Students will not be released from the building during a lockdown or other active safety emergency unless directed by law enforcement or emergency responders. During a lockdown, no individuals,

including parents and guardians, will be permitted to enter or exit the building until the lockdown has been lifted and school officials determine it is safe to do so.

During severe weather events, including tornado warnings, students and staff may be required to remain in designated shelter areas until the threat has passed. For the safety of all students, dismissal procedures may be delayed until school officials determine that conditions are safe.

In the event that an emergency requires an early dismissal, relocation, reunification process, or other change to normal operations, Atlas will communicate with families as quickly as possible using the contact information on file through the school's communication systems. A link to the full emergency plans can be found on the Atlas website.

Families are encouraged to keep emergency contact information current and to follow all instructions provided by school officials during emergency situations. Cooperation with emergency procedures helps ensure the safety and well-being of all students and staff.

Building Access and Visitor Procedures

The safety and security of our students and staff is a top priority at Atlas Public Schools. To help maintain a safe learning environment, all exterior doors remain locked during the school day. Visitors must enter through the school's main entrance and check in with the Front Office before being admitted to the building.

Atlas utilizes the Raptor Visitor Management System to screen and track all visitors entering the school. All visitors, including parents, guardians, volunteers, contractors, and guests, are required to present a valid, non-expired, government-issued photo ID upon arrival. The ID will be scanned through the Raptor system before access to the building is granted.

Upon approval through the Raptor system, visitors will receive a visitor badge that must be worn and visible at all times while on campus. Visitors must sign out through the Front Office when leaving the building and return or dispose of their visitor badge as directed.

For the safety of everyone in the building:

- All visitors must check in through the Front Office before entering other areas of the school.
- Visitors may not proceed directly to classrooms, offices, or other locations without authorization.
- Exterior doors should never be propped open or opened for individuals seeking entry.
- Students should not open exterior doors for visitors.
- Individuals who are unable or unwilling to provide valid government-issued identification may be denied access to the building.

Atlas reserves the right to restrict or deny access to any individual whose presence may disrupt the educational environment or pose a safety concern. For more detailed information please refer to the Atlas Family Handbook.

Lockers

Each student is assigned a locker to store their backpack, coat, lunch, and school materials. Lockers are an important part of staying organized and prepared for each class.

Locker Expectations

- Use lockers at appropriate times only - before school, passing periods, and end of day
- Come prepared for class by planning ahead and bringing all necessary materials
- Take responsibility for keeping lockers clean, organized, and secure.
- Keep lockers neat. Periodic clean-outs will be scheduled.
- Do not share locker combinations with anyone.
- Lockers should only be used for school-appropriate items.
- Avoid lingering or socializing at lockers during passing time; get needed items and head directly to class

Food & Personal Items

- Food and drinks must be stored properly (sealed containers only).
- Do not leave food in lockers for extended periods of time.
- Cell phones should be stored in lockers during the school day unless otherwise directed.

Locker Decorations - We encourage appropriate self-expression:

- Students may decorate the inside only
- Use magnets or painter's tape
- Do not use stickers, glue, or anything permanent

Problems with Lockers

- For a jammed locker or forgotten combination → students should ask their advisory or other core teacher for help
- For a broken locker or lock → students should report the issue to the main office

Important Reminders

- Lockers are school property and may be inspected by staff when necessary.
- Failure to follow locker expectations may result in loss of locker privileges.
- Additional consequences may include detention, parent/guardian communication, required locker clean-outs, or other disciplinary responses aligned with school policies.
- Repeated misuse of lockers, including storing prohibited items, damaging property, or excessive tardiness caused by locker misuse, may result in increased consequences.

Dress Code

Atlas Middle School students are expected to wear a school uniform each day. Our uniform supports a focused learning environment, promotes a sense of community, and helps students represent Atlas with pride both on and off campus.

Uniform Requirements - Students must wear:

- A branded Atlas polo or T-shirt (purchased through the school)
- Khaki or navy bottoms (pants, shorts, skirts, or jumpers)
- Closed-toe shoes appropriate for school - sandals are permitted during warmer months, provided they fit securely, are closed, and allow for safe movement

Students may also wear an Atlas branded sweatshirt or other school-appropriate light outerwear over their uniform

General Expectations

- Clothing should be clean, in good condition, and appropriately fitted
- Students should be dressed for a full day of learning, including movement and activities

- Hoods and hats should not be worn during the school day unless permitted
- Durags and bonnets are not permitted during the school day
- Sunglasses are not to be worn in the school building

Out of Uniform Days - Students may occasionally earn or participate in dress-down days. On these days, clothing must still be appropriate for school and follow all expectations related to safety and respect.

Non-Compliance - Students who are out of uniform may:
- Be asked to correct the issue
- Contact home for appropriate clothing
- Receive additional consequences if the issue persists

Wearing the Atlas uniform is part of being a member of our school community and reflects our shared commitment to excellence and respect.

Care of Building and Equipment

At Atlas Middle School, we take pride in our school environment. Everyone shares responsibility for keeping our building clean, safe, and welcoming.

Students are expected to:
- Take care of classrooms, hallways, bathrooms, and common areas
- Clean up after themselves in all spaces, including lunch areas
- Treat school furniture, materials, and equipment with respect
- Use all spaces appropriately and safely

Respect for School Property
- Do not write on, damage, or deface walls, lockers, desks, or school materials
- Report any damage or safety concerns to a staff member immediately
- Use school supplies and equipment only for their intended purpose

Bathrooms & Shared Spaces
- Use bathrooms appropriately and respectfully
- Help keep shared spaces clean and in good condition
- Follow all expectations for safety and privacy

Food & Cleanliness
- Keep food and drinks in designated areas
- Dispose of trash properly
- Help maintain a clean and orderly environment

Students who damage school property or fail to meet expectations may:
- Be required to clean or restore the space
- Be responsible for repair or replacement costs
- Receive additional school consequences

Our Shared Responsibility - A clean and well-maintained school helps everyone learn and feel safe. Take pride in our school and leave every space better than you found it.

Personal Belongings + Lost and Found

Students are expected to take responsibility for their personal belongings. All items, including backpacks, lunchboxes, water bottles, and uniforms, should be clearly labeled with the student's full name. Items of significant personal or monetary value should remain at home, as the school cannot guarantee their safety.

Lost items should be checked for regularly in the designated Lost and Found area in the cafeteria. Students are responsible for locating and retrieving their own belongings. Labeled items may be returned when possible, but this is not guaranteed.

Unclaimed items will be donated at the end of each academic session..

Food & Drinks

To help maintain a safe, focused, and efficient learning environment, Atlas Middle School has the following expectations related to food and drinks during the school day:

Nut-Free Campus

Atlas is a nut-free campus. Due to student allergies and health concerns, students, families, and visitors may not bring peanuts, tree nuts, or foods containing nuts into the building. Families are encouraged to carefully review ingredient labels before sending food items to school.

Water Bottles

Students may bring filled water bottles to school each day. Please label water bottles with student names. Water fountains and refill stations are available throughout the school building. Any inappropriate usage may result in revoking this privilege by school administrators.

Birthday Celebrations

While we love celebrating our students, the middle school schedule does not allow time for classroom birthday snacks or celebrations during the school day. As a result, families may not send birthday treats, snacks, cupcakes, pizza, drinks, or similar items to school for birthdays.

Outside Food Deliveries

Students may not have food, drinks, or restaurant deliveries sent to school during the school day. This includes delivery services such as DoorDash, Uber Eats, Grubhub, pizza delivery, or food dropped off by family members after the school day has started, unless previously approved by school administration for a specific medical or school-related reason.

Cafeteria Expectations

All food and drinks must be consumed in the cafeteria during designated meal times. Students may not bring food or drinks into classrooms, hallways, related arts classes, or other school spaces. This expectation includes food and beverages brought from home, as well as items purchased through the school meal program.

To help maintain a clean and safe environment, students are expected to clean up after themselves and follow all cafeteria procedures and staff directions.

Healthy Choices and Student Wellness

Atlas is committed to supporting the health and well-being of every student. Throughout the school day, students learn about and practice habits that contribute to a healthy lifestyle, including making nutritious food choices, staying physically active, and caring for their overall well-being. Atlas provides nutrition and physical education at every grade level, regular opportunities for movement and physical activity, and balanced school meals that meet USDA nutrition standards. We encourage families to reinforce healthy habits at home so that, together, we can help students develop choices that support their growth, learning, and long-term health.

Families can review Atlas' full Wellness Policy HERE.

Afterschool Activities

Atlas Middle School offers a variety of after-school clubs, activities, athletics, and enrichment opportunities throughout the school year. These programs provide students with opportunities to explore interests, develop new skills, build relationships, and deepen their connection to the school community.

All students participating in an after-school activity must remain under the direct supervision of an Atlas staff member, coach, or approved program leader at all times. Students who are absent from school or are picked up before the end of the school day may not attend an afterschool activity that day. Students may not leave campus at dismissal and return later for an activity unless prior arrangements have been approved by school administration.

Because Atlas does not provide after-school transportation, students participating in after-school activities must be picked up promptly by a parent, guardian, or authorized emergency contact at the designated dismissal location. Specific pick-up times will be communicated by the activity sponsor. Students who are repeatedly picked up late may lose the privilege of participating in after-school activities.

Participation in after-school activities is a privilege. Students are expected to demonstrate positive citizenship by following school rules, showing respect for others, following directions from school staff, and representing Atlas positively at all times. Students who do not meet citizenship and behavior expectations may lose the privilege of participating in afterschool activities at the discretion of school administration. All school rules and expectations remain in effect during after-school programs, practices, competitions, performances, and events.

Students assigned to In-School Suspension (ISS) for three or more class periods during a school day, may not participate in after-school activities on that day unless approved by an administrator.

Activity sponsors will communicate any attendance requirements, eligibility expectations, fees, schedules, or behavioral expectations at the beginning of each activity season. Information about clubs, athletics, and enrichment opportunities will be shared with students and families through school communications and announcements throughout the year.

Hallway Behavior + Passing Periods

Students have three minutes during passing periods to transition between classes, use lockers, visit the restroom, and prepare for the next lesson. During this time, students are expected to move efficiently and with purpose so they arrive to class on time and ready to learn.

Hallways should remain safe, calm, and respectful spaces. Students should walk at all times, keep hands and belongings to themselves, and use an appropriate voice level. Students should remain on their designated floor during passing periods. Movement between floors should only occur when the next class is scheduled on a different level or when permission has been given by a staff member. Passing periods are not a time for lingering or socializing; students should go directly to their next class after taking care of what they need.

When using the restroom, students are expected to be respectful of the space and others. Bathrooms should be kept clean, used appropriately, and left in the same or better condition than they were found. Students should move in and out efficiently and avoid gathering or socializing in the restroom.

Being on time is an important part of being prepared and respecting the learning environment. Students who are late or who do not meet hallway expectations may receive consequences in alignment with school policies.

Hallway Passes

Atlas utilizes a hallway pass system to minimize disruptions to learning and maximize instructional time. The goal of the hallway pass system is to help students develop responsibility, minimize disruptions to learning, and ensure that students spend as much time as possible engaged in instruction.

Students will receive a limited number of passes during each academic session for non-emergency trips outside of class. Students are expected to use their passes responsibly and reserve them for situations that cannot be addressed during passing periods. Students who exceed the expectations outlined in the hallway pass system may be subject to additional interventions or consequences. Exceptions may be made for students with documented medical needs or accommodations.

Additional details regarding the hallway pass system will be communicated to students and families at the beginning of the school year.

Tardiness to Class

Students are expected to arrive at each class on time and ready to learn. Being punctual demonstrates responsibility, respect for others, and a commitment to academic success.

Students have sufficient time during passing periods to transition between classes, use lockers, and prepare for their next class. Students who arrive after the class period has begun may be marked tardy.

Excessive tardiness disrupts learning and results in missed instructional time. Students who are repeatedly tardy may be subject to interventions or disciplinary consequences in accordance with school policies. The school may also communicate with families when patterns of tardiness emerge.

Students with documented accommodations, approved reasons for being late, or other extenuating circumstances should communicate with school staff so appropriate support can be provided.

Technology & Digital Citizenship

Digital Citizenship

At Atlas Middle School, using technology is a privilege that comes with responsibility. Whether using a school device or a personal device, students are expected to demonstrate good judgment, respect, and integrity at all times.

Students are expected to:

- Use technology for learning and school-appropriate purposes
- Communicate respectfully when using email, messaging, or online platforms
- Use AI and emerging technologies responsibly, honestly, and safely
- Follow all school rules when using technology, both in and out of school

These expectations apply during the school day, on school transportation, at school events, and when using school technology outside of school.

Students may not:

- Send, post, or share disrespectful, harmful, or inappropriate content
- Engage in cyberbullying or harassment of any kind
- Take photos, videos, or recordings of others without permission
- Share personal information (their own or others') online

Report anything online that feels uncomfortable or unsafe to a staff member immediately.

Appropriate Use of Devices

- Technology should only be used when directed by a teacher
- Cell phones and personal devices must be turned off and stored in lockers during the school day unless otherwise directed
- Headphones or earbuds should not be worn in hallways
- Devices are not allowed in restrooms at any time.

Care for Technology - Students are responsible for:

- Using devices carefully and appropriately
- Keeping devices in Atlas-provided protectives cases at all times
- Not attempting to bypass filters or access restricted content
- Not damaging or misusing school technology

Privacy & Monitoring

- School technology use is monitored and is not private
- School staff may review activity to ensure safety and appropriate use

Consequences - Misuse of technology may result in:

- Loss of technology privileges
- Disciplinary action, including suspension
- Additional consequences if behavior violates school rules or laws

Important Reminders

- Everything students do online leaves a digital footprint. Make choices that reflect personal character and the values of our school community.
- All students must sign Atlas' Student Technology Agreement and Digital Citizenship Contract

Student Email Use

Atlas provides students with a school email account to support communication, collaboration, and learning. Student email accounts should be used for school-related purposes only.

Students are expected to communicate respectfully and professionally when using email. Messages should be appropriate, courteous, and aligned with the values of the Atlas community. Students may not use school email to send spam, chain messages, inappropriate content, personal advertisements, or messages that are disruptive, threatening, harassing, or harmful to others.

Students are responsible for protecting the privacy of their accounts and should never share passwords or attempt to access another person's account. School email accounts may be monitored and reviewed by school staff when necessary to ensure student safety, investigate concerns, or maintain compliance with school policies.

Misuse of a school email account may result in the loss of technology privileges, disciplinary action, or other consequences in accordance with school policies.

Artificial Intelligence (AI) and Technology Use

Artificial intelligence (AI) tools are becoming a regular part of school, work, and everyday life. At Atlas Middle School, we want students to learn how to use these tools responsibly, thoughtfully, and ethically while continuing to develop strong independent thinking and problem-solving skills.

AI can be a helpful tool for learning, but it should support learning, not replace thinking. Students may use AI tools only when permitted by a teacher and in ways that align with classroom expectations and school policies.

Examples of appropriate AI use may include:

- Brainstorming ideas
- Studying or reviewing concepts
- Getting feedback on writing
- Organizing tasks or planning work
- Practicing academic skills
- Research support

Students may not:

- Submit AI-generated work as entirely their own
- Use AI to cheat, plagiarize, or bypass learning expectations
- Use AI during quizzes, tests, or assessments unless specifically allowed
- Use AI to create harmful, inappropriate, misleading, or disrespectful content
- Use AI tools to impersonate others or spread false information

When AI use is allowed:

- Students may be asked to explain how they used the tool
- Students must still understand and be able to explain their work
- Teachers may require students to cite or disclose AI assistance

Students are expected to think critically about information created by AI. AI systems can sometimes provide inaccurate, biased, incomplete, or misleading information. Students should verify information using trusted sources and good judgment.

Students should never enter personal, private, or confidential information into public AI tools or websites.

Failure to follow these expectations may result in loss of technology privileges, academic consequences, or disciplinary action in alignment with school policies.

Atlas Public Schools may limit or restrict access to AI tools as technology and school expectations continue to evolve.

Cell Phones and Electronic Devices

At Atlas Middle School, we stay focused on learning and building strong relationships. To make that possible, we keep phones and personal devices put away during the school day.

What this means for students:

- If a student brings a phone or device (including smartwatches, earbuds, or tablets), it must be off or on silent.
- Devices must stay in the students' locker all day, including during lunch, passing periods, and electives.
- Students may not use, check, or display their device at any time during the school day.

If a student needs to contact home:

- They can ask to go to the main office for assistance

If there's an emergency:

- An adult will give directions, including if and when devices can be used.

What happens if students don't follow this policy?

- 1st time: Reminder and put it away
- 2nd time: Student must use a hallway pass to return device to their locker
- Repeated issues: Additional consequences may apply, as determined by school leadership

A few important notes:

- Some students may have permission to use a device for learning or medical reasons
- The school is not responsible for lost, stolen, or damaged devices
- We strongly encourage leaving devices at home unless students truly need them

Safety & Student Conduct

Unsafe Acts

Students are expected to contribute to a safe, orderly, and respectful school environment. Behaviors that create a safety risk for oneself or others are prohibited and may result in disciplinary action.

Unsafe conduct includes, but is not limited to, running in the building, roughhousing, horseplay, pushing, throwing objects, misuse of school equipment, or any behavior that could cause injury or property damage. Students are expected to follow staff directions and make choices that promote the safety and well-being of the entire school community.

Students who engage in unsafe conduct may be subject to disciplinary consequences, including loss of privileges, detention, In-School Suspension (ISS), out-of-school suspension, or other interventions as determined by school administration based on the severity and frequency of the behavior.

Bullying + Cyberbullying

At Atlas Middle School, we are committed to a community where everyone feels safe, respected, and included. Bullying of any kind is prohibited.

What is bullying?

Bullying is intimidation, unwanted aggressive behavior, relational aggression, or harassment that is repeated or is substantially likely to be repeated and:

- Causes a student to fear for their physical safety or property
- Substantially interferes with a student's educational opportunities, performance, or benefits
- Substantially disrupts the orderly operation of the school

Bullying can take many forms, including:

- Physical actions, threats, or gestures
- Hurtful words, teasing, rumors, or written communication
- Social exclusion or intentionally manipulating relationships to leave someone out
- Electronic communication, including texting, messaging, social media, email, or other forms of cyberbullying

Student Expectations

Students are expected to:

- Treat others with respect and dignity
- Speak up when it is safe to do so
- Support peers who are being treated unfairly
- Report bullying or suspected bullying to a trusted adult as soon as possible
- Help create a welcoming and inclusive school community

Students may report concerns to any staff member.

What Happens After a Report?

All reports of bullying will be taken seriously and investigated promptly. School administrators will gather information, speak with those involved, and determine appropriate next steps. Families of students involved may be contacted as part of the investigation process.

When appropriate, the school will provide support to students who have experienced bullying, as well as interventions designed to help students learn from their mistakes and make better choices in the future.

Possible Responses and Consequences

Depending on the circumstances, responses may include:

- Adult intervention and increased supervision
- Problem-solving or restorative conversations
- Parent or guardian communication
- Restorative actions to repair harm
- Loss of privileges
- Social skills or behavioral interventions
- Schedule changes, in-school suspension, or suspension
- Expulsion in severe or repeated cases

Important to Know

- Cyberbullying may result in school consequences when it impacts students, school activities, or the school environment.
- Retaliation against anyone who reports bullying or participates in an investigation is strictly prohibited.
- Everyone has the right to learn in an environment that is safe, supportive, and free from bullying.

Sexual Harassment

Atlas Middle School is committed to creating a safe, respectful environment for every student. Sexual harassment is not allowed.

What is sexual harassment? - Sexual harassment is any unwanted behavior of a sexual nature that makes someone feel uncomfortable, unsafe, or unable to fully participate in school. This can include:

- Inappropriate comments, jokes, or messages
- Unwanted touching
- Sharing or showing inappropriate images
- Pressuring someone into something they do not want to do
- Stalking, dating violence, or sexual assault

Sexual harassment can happen between students or involve adults, and it can happen in person or online.

If a student experiences or witnesses sexual harassment:

- Tell a trusted adult right away, such as a teacher, social worker, or principal
- Students can also report it to the Title IX Coordinator by emailing: TitleIXCoordinator@atlaspublic.org

What happens after a report?

- The school will look into the situation quickly and fairly
- We will take steps to keep students safe and supported
- If needed, there will be appropriate consequences for the person who violated the policy

Important things to know:

- Students have the right to report concerns without fear of retaliation.

- The school will do its best to keep information private while addressing the situation.
- Support may include counseling, schedule changes, or other help.

Searches and Weapons

At Atlas Middle School, safety is a top priority. To keep everyone safe, weapons are not allowed at school or at any school event.

What is a weapon? - A weapon is anything that could be used to hurt someone or make someone feel unsafe. This includes:

- Firearms or guns
- Knives of any kind
- Explosives
- Look-alike weapons such as toy weapons
- Any object used to threaten or cause harm

Weapons are not allowed:

- At school
- On school buses
- At school events
- On any property used for school activities

What happens if this rule is broken?

- Serious consequences, including suspension or expulsion
- Possible involvement of law enforcement
- In some cases, students may be removed from school for an extended period of time

To help keep our school safe:

- School staff may search backpacks, lockers, or other belongings if there is a concern about safety or rule violations
- Students may be asked to empty pockets or belongings
- School-issued items (like lockers) can be checked at any time

These searches are done to protect students and maintain a safe learning environment.

Important to know:

- Bringing a weapon, or something that looks like a weapon, is taken very seriously
- If students see something that could be dangerous, tell a staff member right away
- Everyone plays a role in keeping Atlas safe

Disciplinary Responses

Progressive Discipline

At Atlas Middle School, we believe that mistakes are a natural part of learning and growing. Our goal is to help students develop the skills, habits, and decision-making needed to be successful members of our school community. Whenever possible, disciplinary responses are designed to teach, support, and restore rather than simply punish.

Most student behavior concerns are addressed through a progressive discipline process. School staff work to understand the situation, teach and reinforce expectations, provide opportunities for reflection and growth, and partner with families to support positive change.

Depending on the nature, severity, and frequency of the behavior, disciplinary responses may include:

- Verbal redirection or teacher conference
- Reflection activities or restorative conversations
- Parent or guardian communication
- Loss of privileges
- Lunch Detention
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Long-Term Suspension or Expulsion

While Atlas generally follows a progressive approach, certain behaviors may result in more immediate or serious consequences. Incidents involving safety concerns, threats, violence, harassment, weapons, illegal substances, significant disruption to the learning environment, or other serious misconduct may result in disciplinary action that skips one or more steps in the progressive discipline process.

The school reserves the right to determine the appropriate response based on the individual circumstances of each situation. Factors that may be considered include the student's age, intent, prior behavior history, impact on others, and overall safety of the school community.

We are committed to working in partnership with students and families to address concerns, repair harm when appropriate, and help every student learn from mistakes while continuing to grow as a member of the Atlas community.

Lunch Detention

Lunch Detention may be assigned when a student violates school expectations or demonstrates behavior that disrupts the learning environment but does not rise to the level of more serious disciplinary action.

The purpose of Lunch Detention is to provide students with an opportunity to reflect on their choices, reset, and continue practicing positive school behaviors while minimizing lost instructional time.

Students assigned Lunch Detention are expected to:

- Report to the assigned location on time
- Follow all staff directions and school expectations
- Remain respectful and quiet during the detention period
- Complete reflection assignment

Students will have limited to no opportunities to socialize during Lunch Detention. Failure to attend Lunch Detention, repeated behavior concerns, or failure to follow expectations during the detention period may result in additional consequences or interventions.

Consequences and interventions may vary based on factors including the severity of the behavior, prior behavior history, age and developmental level of the student, intent, and any applicable disability-related considerations.

In-School Suspension (ISS)

In-School Suspension (ISS) may be assigned when a student's behavior significantly disrupts learning, violates school expectations, or when additional time and support are needed to help the student reflect, repair harm, and reset while remaining at school.

Students assigned to ISS are expected to:

- Complete academic work provided by their teachers
- Follow all directions from supervising staff
- Participate in reflection, restorative conversations, or problem-solving activities as assigned
- Remain in their assigned location for the duration of the consequence
- Make up missed assignments and classwork

While assigned to ISS, students may temporarily lose access to privileges including electives, extracurricular activities, school events, unstructured social time, or other activities as determined by school administration.

Consequences and interventions may vary based on factors including the severity of the behavior, safety concerns, prior behavior history, age and developmental level of the student, intent, and any applicable disability-related considerations.

Out-of-School Suspension (OSS)

Out-of-School Suspension (OSS) may be assigned when a student engages in serious behavior that threatens safety, substantially disrupts the learning environment, or violates major school expectations or board policies. Atlas believes that suspensions should be used as a last resort after other interventions and supports have been attempted, unless the behavior is severe, unsafe, or otherwise requires immediate removal from the school environment.

During an OSS, students are not permitted to attend school, be on school property, or participate in school-sponsored events or activities unless specifically authorized by school administration.

Students assigned OSS are expected to complete missed academic work and may be required to participate in restorative or reflective activities before returning to class.

Before returning to school following an OSS, students and families may be required to participate in a re-entry meeting with school staff. The purpose of the meeting is to rebuild relationships, review expectations, and create a successful plan for returning to the learning environment.

Consequences and interventions may vary based on factors including the severity of the behavior, safety concerns, prior behavior history, age and developmental level of the student, intent, and any applicable disability-related considerations.

Long-Term Suspension and Expulsion

In situations involving serious or repeated violations of school rules, Atlas may impose a long-term suspension or recommend expulsion in accordance with applicable law and board policy.

Students and families will be provided notice and applicable due process protections consistent with Missouri law and Atlas Board policy.