

MIDVALE ELEMENTARY SCHOOL PARENT HANDBOOK

Midvale Elementary School

3836 Midvale Rd.

Tucker, Georgia 30084

Main Office: (678) 874-3402

(678) 874-3410 Fax



Dear Parents and Guardians,

It is with enthusiasm that Midvale School welcomes you to a new and exciting school year! We are ready and eager to greet students and to continue to build a positive school year filled with new friendships and engaging learning opportunities. Parents are important to our school's success, and we are honored that you have chosen Midvale to be part of your child's school career.

Parents are welcome in our school and are encouraged to participate in various activities. The Student/Parent Handbook provides you with important information necessary throughout the school year. We believe that communication is vital for a successful school program. Together we will continue to improve the quality of our school community and provide the best for the children of Midvale School.

All children are more successful when we work as a team to achieve educational goals. We hope that you find this handbook to be a useful reference as the school year progresses. Please take some time to look over this handbook. Together, we all look forward to this exciting year of challenge and growth where learning takes place in a warm and joyful atmosphere.

Best regards,

Debbie Satterfield

Principal



MISSION STATEMENT

Our mission is to embrace the power of meaningful knowledge, a genuine love for the learning process, the responsibility to become active community leaders, a respect for the inherent value and dignity of every person, and the strength to embrace challenges throughout their lives.

WHO'S WHO AT MIDVALE ELEMENTARY SCHOOL

OFFICE

Debbie Satterfield, Principal
Tara Dougherty, Assistant Principal
Jill Myers, Administrative Assistant / Bookkeeper
Selina Kilpatrick, Administrative Assistant / Receptionist
Paris James, Registrar
Phyllis Martin, Nurse
Terry Moore, Counselor
Adrienne Griffith, Counselor

Pre-K:

Julie King
Rebecca Mathis

First Grade:

Mary Croft
Mia Jenkins /Diamond White
Heather Reimann
LaShaunda Slaton-Support

Third Grade:

LaKisha Childs /Tyler Weaver
Kathryn Keshen
April Powell
Jamie Jackson-Support

Fifth Grade:

Ameer Barron/Vacant
Kathryn Butler /Allison Burke
Jessica Fountain

Kindergarten:

Allison Flaishans
Jessica Hoge
Alyson Seeling

Second Grade:

Natalie Cleveland
Ani Deo /Valerie Richards
Katrina Jackson
Joyce Maddox /Alberta Carter-Support

Fourth Grade:

Janette Clarke
Julie Cleckley /Kerry Nugent
Enasia Lee
Amber Hines-Support

Connections:

Ricky Board-Science Technology Teacher
Shafter Hammonds
Kenia Jimenez - Spanish
Eugenia Mullis - Art

Special Education:

Kristin George Grade1

Audrey Dickerson/ Millie Staggs

Stephanie Dollar, Grades 1/3

Rena Clemons /Tonika Jennings

Vacant, Grades 1-3

Celestine Jordon, /Kim McKenzie -Support

Mamie Head, Grades 3-5

Aisha Johnson/Vanessa Mullins/Chris Stanley -Support

Libba James-Ricks /Resource-Upper Grades

Evelyn Presley-Jackson/Resource-Lower Grades

Specialists:

Natalie Jackson, EIP/RTI

LaKeshia Kemp ESOL

LaTanya Obijiorfor EIP

Rose Kounock, Teacher Librarian

Instructional Support:

Ashley Little, IB Coordinator

Lindsay Scott, Academic Coach

Ramona Young, Gifted Liason

Cafeteria Staff:

Jayson Black, Manager

Princesse Landers, Assistant Manager

Patricia James

Zhian Samsam

Birtukan Tessema

Itinerant Support Staff:

Alva Archibald, School Psychologist

Lesia Berry, Lead Teacher for

Special Education (LTSE)

Willie Bryan, Band Teacher

Jessica Jenkins, School Social Worker

Custodial Support Staff

Ray Walker, Head Custodian

Roderick Batts

Karen Evans

**PTA Officers
2017-2018**

Jennifer Lenac, Co-President
Meredith Moseley, Co-President
Stephanie DeJesus, Treasure

**School Council
Members
2017-2018**

Chris Moseley
Michele Mott
Michelle Comstock

Web Links

Important Numbers

School Office

678-874-3402

School Fax

678-874-3410

Cafeteria

Mr. Jayson Black- Food Service Manager

678-874-3428

After School Program

Mr. Ameer Baron

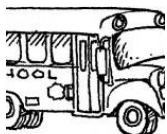
678-874-3402

ARRIVAL/DISMISSAL

SCHOOL HOURS:

7:05 AM	Car Riders may begin arriving
7:05 AM	Bus drop off in Cafeteria for breakfast
7:15 AM	Students dismissed for Early Morning Wiggle /Mustang Room
7:40 AM	Tardy Bell Rings / Begin Announcements
7:45 AM	Instructional Day begins – Students must be in a seat to not be tardy
2:30 PM	Dismissal (Buses Leave Campus) - Carpool follows

TRANSPORTATION:



Bus Routes...

Students may only ride the bus to which they are assigned except in emergency situations.

Transportation to accommodate a consistent day care arrangement will be acceptable when the office is notified in writing at the beginning of the year or when the day care schedule changes. Please check with the office to confirm late bus schedules.



Riding the Bus...

Arriving at school and home safely is a priority for our School District. Working together we can teach students safe habits for riding buses responsibly. It is expected that all bus students will ride the bus home unless a parent has notified the office in writing of other transportation arrangements.



At the Bus Stop...

Students should arrive at the bus stop a few minutes before the scheduled pick-up time and wait in an orderly manner well back from the edge of the road. When the bus arrives, students should wait until the bus comes to a complete stop and the door opens, and then proceed onto the bus at the direction of the driver in a single line.

On the Bus...

- Bus drivers will direct students where to sit.
- Students should be at the bus stop five minutes before the scheduled bus arrival time, waiting in an orderly line.
- Generally, PreK, Kindergarten and Grade 1 students sit in front. Seats will accommodate up to three students.
- Students should remember to push in to make room for others.
- The safest way to sit is, "Back to Back and Bottom to Bottom" with hands and feet out of the aisle.
- Backpacks and other objects should remain in the student's lap. Alternative transportation arrangements should be made for large objects or projects that take up too much room.
- Quiet and friendly conversation is expected for an enjoyable ride.
- Students should always remain in the seat while the bus is in motion until it is time to exit.
- Wait until the bus comes to a complete stop before getting up to leave. Exit down the steps carefully, cross only in front of the bus, and look carefully for any other moving vehicles as you head home. Students will only be dropped off at their designated bus stop unless a written note has been submitted to the office ahead of time.
- A clean bus is the responsibility of everyone, so remind your students to take everything they bring and do not eat on the bus. Windows should only be opened or closed at the direction of the driver. Arms, hands, heads, and other objects should be kept inside the bus at all times.

Daycare Vans...

Unless notified in writing, students will be placed on assigned daycare van daily.



Arriving by Car...

The parking lot is an area where we must ensure and monitor all safety precautions possible for the safety of students and pedestrians. It is important that students remain in their cars until they can safely be escorted by an adult chaperone. Remember that your child's safety is a top priority and the extra time that you may have to wait is definitely worth the safety of our students. Parents are encouraged to follow all safety rules during drop off and pick up:

- Please drive slowly in the parking lot and be aware of crosswalks
- Students may be dropped off in car lane between 7:05AM and 7:35AM.
- Make sure you are dropping off your child along the curbside of the vehicle
- Do not double park vehicles in the drop off lane as this creates a dangerous situation for the children who must then cross in front of the other cars to enter the building
- Do NOT pull around other cars to exit the line carpool lane and pull up as far as possible during student drop off

- Students arriving after 7:45AM must be escorted to the office and signed in by an adult before proceeding to class.
- Ensure that your child is ready to exit the vehicle upon arrival. **PLEASE** Do NOT hold up the line by sitting in your car. The longer you sit, the longer those behind you must wait.
- If your child is having trouble leaving the car, please pull around to the parking lot and walk them into the building

Tardy arrivals.....

Students who arrive at school early have an advantage over classmates who arrive after class has begun. Some students are easily distracted. A classmate who comes into the room after an activity has started causes disruption. Disruptions can take time away from valuable activities. Students arriving to school with time to spare have the luxury of settling in, preparing their class materials and focusing their minds on the instruction to come. Our students also have the opportunity to take advantage of early morning wiggle, mustang room and 4th/5th grade band classes.

Students are expected to be seated in their homeroom and ready to begin work at 7:45 AM. If a student enters the building after 7:45 AM, the parent **must** escort and sign their child in at the Main Office. Students who are tardy will be given a tardy slip to admit them to class. Parents are not to escort children directly to class. Please note that tardies are considered loss of instructional time. We appreciate your effort to make sure that your child has a positive start to the school day by arriving on time.

AFTERNOON DISMISSAL:

In order to facilitate safe dismissal procedures, we ask that families develop a consistent plan for students to go home. Students should be picked up on time from the end of the school day or any after school sponsored activity. A signed permission slip is required for students participating in any afterschool sponsored activity. Students not picked up within 15 minutes of school dismissal or after-school sponsored activity will be sent to Aftercare. Parents will be charged a drop in fee of **\$15.00** due upon the time of service.

HOURS:

2:15PM	Walkers /Daycare riders dismissed
2:20PM	Bus riders dismissed
2:25PM	Car riders are dismissed
2:30	Aftercare dismissed

Early dismissals...

When it is necessary for a student to be dismissed during the school day, the parent or guardian must come to the office, present identification, and sign out the student. A student will be signed out only to adults listed on the registration form for that student and only to those adults who show proper identification. This is for the protection of the child. Please send a note to your child's teacher if you know in advance of check out time. Indicate the time your child is to be picked up and by whom. All dismissals are handled through the Main Office. No student will be released directly from the classroom. Early dismissals are discouraged in all cases unless extreme circumstances exist.

If you must make a switch and were unable to write a note to send with your child, please notify the front office **no later than 1:00pm** to ensure that the message is given to the teacher. Do not send an e-mail or leave a voicemail since those messages may not reach the teacher before dismissal time. Students will not be checked out the last 30 minutes of the day.

Walkers....

Please help us maintain a safe school climate by not bringing your dog or other pets onto the school campus. All walkers should be picked up at far left side of the building.



Afternoon carpool....

We need the help of everyone to keep our school and children safe. EVERY child's safety is important to us. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. Failure to do so creates chaos, frustration and unsafe conditions. Thanks in advance for your continuing support.

- Please place **name cards** (cards picked up during Open House) in the lower right hand corner of your automobile dashboard.
- Students will only be released to vehicles displaying **name cards**. Make sure your name is visible, the sooner we see names the quicker we can get students loaded.
- Midvale Staff members will walk students to the vehicle.
- Parents are to remain in the vehicle and keep the line moving. If you arrive on campus before dismissal, please turn off your vehicle and do not leave your vehicle unattended.
- Cars should always pull as far forward as possible before stopping for loading.
- Do NOT pull around other cars to exit the line

- Please remember to send a written note to your child's teacher on days that your child rides home with anyone other than you
- If someone new is picking up your child and a note has not been sent in, they will need to come inside and check the child out.
- Students who are not picked up by the end of carpool are considered late pick-ups and are escorted to the office. Late pick-ups must have a parent come in the school to sign out students. Students not picked up within 15 minutes will be sent to Aftercare. Parents will be charged a drop in fee of **\$15.00** due upon the time of service.

Arriving Home...

If your child does not arrive home at the expected time or was not on the bus, please notify the school immediately so that your child can be located. If the school is aware that your child missed the bus home, you will be notified immediately.

INSTRUCTIONAL POLICIES AND PROCEDURES

ASSESSMENTS:

All DeKalb students will take national, state, and system assessments during the 2017 – 2018 school year. Attendance has direct influence on student achievement. As a result, it is important that students are present in school every day, especially on test days. Attendance on designated test days give students an opportunity to show what they know providing teachers with valuable information that will help to improve teaching and learning. These dates and times will be posted on our school calendar. Parents will be notified of the specific testing times, dates, and schedules for each test.

ATTENDANCE POLICIES AND PROCEDURES:

DAILY ATTENDANCE:

Students are expected to attend school every day. According to DeKalb County Board of Education Policy 8025, all pupil absences shall be classified as unexcused or unlawful **except** for the following reasons:

1. Personal illness
2. Death or illness in the immediate family
3. Instances where attendance would be hazardous as determined by the DeKalb School District
4. Religious holiday
5. Military visitation
6. Serving as a page for the Georgia General Assembly

Parents are encouraged to schedule medical and dental appointments at times that will not interfere with school instruction. After five days of unlawful truancy, the Solicitor General's Office may be notified for action through the juvenile court system. After ten (10) days of unlawful truancy or absences, the student may be required to appear before the Student Evidentiary Hearing Committee for possible school disciplinary action. Students must bring a note from a parent and/or doctor when he or she returns to school following an absence. The student is expected to make up any work missed during his/her excused absence. Students must be present every day of the year to be recognized for perfect attendance. Students who are tardy to school or class more than five times will not be eligible for the Perfect Attendance Award. DeKalb County's computerized call system will notify parents when students are absent. Parents need not respond to the call; this is just an informative messaging system.

MAKE-UP WORK FOR EXCUSED ABSENCES:

It is the student's responsibility to secure and complete any assignments missed due to an excused absence. In the case of an excused absence, students will be allowed three (3) school days to make up missed assignments. In the event a student has an extended absence, the parent should contact the teacher and request the assignments. Please allow 24 hours for teachers to prepare the assignments. Teachers will send assignments to the front office in a folder with the child's name on it and parents may pick up the assigned work from the front office.

EXTENDED VACATIONS:

The practice of removing students from school for vacations and extended absences is highly discouraged. Students who miss 20 or more days of school are subject to grade retention. Students absent for an unexcused reason may not be allowed to complete make-up work. For unexcused reasons, a student will be withdrawn from the system after the tenth day of absence. Prior notification of the extended unexcused absence will result in the student's immediate withdrawal.



BOOKBAGS:

Students are allowed to carry book bags that are appropriate for elementary school. Rolling book bags are not encouraged due to the lack of space on the bus and in the classroom. Students should develop the good habit of keeping book bags tidy and cleaned out each night.

CELL PHONES:



Although students are not encouraged to bring cell phones to school due to the possibility of loss, theft or damage, we understand that many families want their children to have a cell phone to contact parents before or after school hours.

Therefore, if a student chooses to bring a cell phone to school, it must be turned "OFF" during the school day and placed where it will not be accessed during the instructional day -- in a backpack, jacket, etc. It should not be visible to other students or staff during the day. If a student does not follow these rules and **1)** uses the cell phone, or **2)** the cell phone rings, or **3)** the cell phone is visible to other staff or students during the instructional day, it will be confiscated and turned in to the office. Parents will be contacted to come to school and pick up the phone at their convenience.

We believe that this policy allows families the flexibility to use cell phones as needed, but will also protect the school day for teaching and learning. Thank you for your cooperation and understanding in this matter.

CLASSROOM PLACEMENT:

The process of making up classes begins in May. Parents frequently have information concerning their child that they wish to have considered during the placement process. Parents with such information are asked to write to the school principal by May 1st, explaining their child's special needs. Parents may not request a specific teacher, but describe the learning environment that they feel best meets the needs of their child. Many factors are considered in the process of creating balanced classroom groups, including learning styles, gender equity, academic achievement level, behavior, study work habits and peer relations. The school administrators will collaborate with students' current homeroom teacher to create class placements that provide academic achievement and meet the unique needs of Midvale students for the upcoming school year. Final class placements are posted on Wednesday, August 2, 2018 during Open House. Once class placements have been made, requests for changes will not be considered. If you have questions about the specific process at your child's school, please contact the principal.



CONFERENCES WITH TEACHERS:

Communication is an essential part of our educational program. It is vital for parents and teachers to confer if problems persist in the academic, behavioral, or social areas. The parent, student, teacher, or administrative team may initiate conferences. We encourage conferences to be scheduled with advance notice to allow for flexibility. Normally, conferences may be held after school on any day **except** Wednesday, which is reserved for faculty and staff meetings. If necessary, conferences may be arranged in the morning before school begins. Requests for conferences can be scheduled by contacting the teacher. The teacher will contact you to schedule a time. You may also write a request including your day time phone number in the agenda planner. Please do not make visits without appointments or interrupt a class to speak with a teacher. This includes students' arrival time in the mornings. Teachers are responsible for supervising and assisting students during this time and are not available to conference with parents.

The DeKalb County School District operates on the semester system. The school will schedule formal conferences with parents each semester. Homeroom teachers will schedule a minimum of one (1) conference with parents each semester at a time that is conducive for discussion and collaboration between the parents/guardians, students, and the school. The dates and times will be announced by your child's homeroom teacher. Additional conferences can be requested by the parent/guardian via email or note to your child's teacher. Please make sure to schedule conferences prior to the last week of school.



COMMUNICATION FROM TEACHERS:

Midvale Elementary School uses agenda planners, ClassDojo, teacher web pages, emails, Principal's Week At a Glance, telephone calls, conferences, notes, teacher generated progress reports, and the school district's progress reports to keep parents informed. Parents should frequently log into the online grade book called Parent Assistant to keep up with current progress. Resources about how to log in are available from the DCSD website. Midvale Elementary makes a sincere effort to keep parents informed of what is going on at school. The parent also shares a responsibility to stay informed of his/her child's progress by initialing the agenda planner and signing weekly couriers. If a parent wishes to have materials sent to them through the mail, they will need to provide self-addressed and stamped envelopes for that purpose.

DEFICIENCY REPORTS:

Deficiency reports are a means of reporting to parents that a student is not progressing satisfactorily either in academic work or in conduct. Teachers are encouraged to send deficiency reports as soon as a student is experiencing academic or behavioral difficulties. These deficiencies should be signed by the parents and returned to the teacher.



GRADE REPORTS:

Progress reports are sent home to students in grades one through five every four and a half weeks during the semester. Report cards are issued twice a year, at the end of each semester. Parents are asked to use this information to work with their children to encourage continued success or to make any necessary improvements.



HONORS AND RECOGNITIONS:

Each month the staff recognizes and celebrates students that have exhibited traits of our IB Learner Profiles. Those students are highlighted in the monthly IB newsletter. Honors Day recognitions occur at the end of the school year. Celebrations are held in by each homeroom in order to provide recognitions that reflect the uniqueness of each class member.



FIELD TRIPS:

Educational field trips have a proper place in the instructional program and will be used as an extension of classroom activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. Midvale will only endorse field trips that are directly related to the instructional program and designated as a segment of the division or grade level's ongoing curriculum program. We want all children to participate in these trips. Participation in most off-campus field trips requires written permission from the parents. This is in addition to the general permission signed at registration for trips to Fernbank Science Center. A student who does not bring in a permission slip will be kept at school. If a parent decides that a child is not to go on a field trip, the student will remain at school and will be given an alternative assignment. The administration reserves the right to deny participation in field trips and assign an alternative activity to students having trouble with conduct and/or attitude.



Homework is defined as any required schoolwork completed outside of the instructional day. The goal and purpose of homework is to provide practice in skills that have been taught and/or to deepen understanding of concepts presented in class. Homework encourages independent work, responsibility, self-direction, good study habits, and proficiency. Teachers assign homework Monday through Thursday as part of the instructional day. Homework **will not** be given on weekends, PTA nights, school related activity nights, standardized testing nights, nights prior to any holiday, or holiday nights.

Also listed below is the percentage of overall support (on average) we believe is required of parents to ensure a successful homework experience. Of course, these amounts vary depending on an individual student's abilities. If your child consistently requires much longer than the time indicated above to complete his/her homework, please contact your child's teacher. It is possible that some modification to the homework load is needed for your child and/or a homework "contract" should be designed to support your child's best efforts.

HOMework DURING AN ILLNESS

If you wish to request homework for a child who is ill, please contact the school office by 9:00am on the day you wish homework to be ready. This will give the teacher sufficient time to prepare your child’s assignments, which may be picked up in the office after 3:15 pm on the day that you phone and every day thereafter throughout the duration of the illness.

Grade Level	Amount of Time Per School Day*	Involvement	Average % of Parental support
K	10 - 20 minutes	Parent involvement is necessary to complete all activities.	100%
1 st	10 – 20 minutes	Parents are expected to help their child, as needed, complete the homework and to check it for accuracy and assist in correcting mistakes.	80%
2 nd	20 – 25 minutes	Parents provide assistance (clarifying directions, getting started, etc.) for students to complete homework as independently as possible. Parents should check the accuracy of the completed homework.	60%
3 rd	30 – 40 minutes	Parents provide encouragement and guidance, as needed, for their child to complete homework independently and verify that it was completed.	40%
4 th	30 – 45 minutes	Parents are aware of homework assignment and support its completion by providing guidance as needed and initialing the homework log.	20%
5 th	30 – 45 minutes	Parents are aware of homework assignment and initial the homework log. Students take full responsibility to record, get assistance as needed, and turn-in homework assignments on time.	10%

INSTRUCTIONAL SUPPLIES:

The DeKalb School District will furnish each student with all instructional supplies needed except for personal supplies such as pencils, pens, paper, glue, notebooks, rulers, and crayons. A list of specific supplies for each grade level is available at registration. Please keep your child supplied with adequate materials and check with your child to replace items as they are consumed.



MEDIA CENTER:

The mission of the Midvale Elementary Library Media Center (LMC) is to ensure that all students are effective users of ideas and information. The LMC is designed to be the hub of our IB/STEM program and offers students flexible access to space, resources, and services each school day. Our certified teacher-librarian collaborates weekly with classroom teachers to support the instructional program.



PHYSICAL EDUCATION AND HEALTH EDUCATION:



Physical Education is an integral part of the instructional program. All children are required to participate. If your child cannot participate on a particular day, please send a signed note to your child's teacher and an alternate PE assignment will be given. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement will be required if daily activities are to be restricted in any way. Athletic type shoes are required for P.E.

SCHOOL/CLASSROOM OBSERVATION and VISITS:

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so that a building administrator can set a schedule time. Classroom observations are scheduled for **20 minutes** in length, and parents will be accompanied by a staff member. Parents should not interrupt instruction by talking to the teacher or students during classroom visits. Parents should not distract the teacher or request information when the teacher is teaching or is on an assigned duty. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In order to ensure the safety of all our children, school doors will continue to be locked to those who are outside. All visitors must enter through the front entrance. It will be monitored by closed circuit TV, and visitors will need to identify themselves before being admitted to the building. Please ring the buzzer and provide the purpose for your visit to the office staff. Once this has been provided and upon hearing the click, open the door, proceeding immediately to the office to sign in and obtain a visitor's ID tag. All visits, of any length and for any reason, must begin in the

Main Office. All visitors will be asked to sign in and will be given a visitor's ID tag to wear. At the end of the visit, all visitors are asked to return to the Main Office to sign out.

If you want to eat lunch with your child, please follow the sign-in procedure outlined above. Food from outside vendors is not permitted. Friends of students may not be brought to school as visitors.

DISCIPLINE POLICIES AND PROCEDURES:

Appropriate behaviors and positive character must be modeled and maintained by all staff and students in order to have a safe and orderly school. Rules for expected student behaviors are modeled and aligned with the IB learner profile. The learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them. The profile aims to develop learners who are:

- Inquires
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

Discipline is based on a progressive model, however every situation presents its own unique set of circumstance. Midvale has designed a progressive discipline plan that promotes positive student behavior while establishing clear and fair consequences for unacceptable behavior. Our IB students are encouraged to exhibit learner profile that encourage; traits of world class citizens of the school community. Disciplinary actions are administered in proportion to the severity of the unacceptable behavior, its impact on the school environment, the student's age and grade level, the student's previous discipline history, and other relevant factors.

Please remember that if and when events occur confidentiality is important and that we are not at liberty to discuss other student's consequences even when involved in the same incident. It is our goal to ensure that all staff and students at Midvale Elementary School feel safe and are treated respectfully.



POSITIVE BEHAVIORAL SUPPORTS

In an effort to discourage inappropriate behavior, Midvale has implemented intervention supports designed to teach and reward positive behaviors. Our school community teaches and models the attitudes that help our students develop the Learner Profile: (Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity and Respect.

- ❖ **Morning Meetings**-help to meld social, emotional and academic learning and start the day on a positive note. It teaches students to have empathy and builds community in the classroom while giving students opportunity to take care of each other. The purpose of the morning meeting is to set a tone for respect and engage learning in a climate of trust. Each classroom holds their meetings daily at 7:45AM. We encourage parents to make sure that their child is at school and on time.

- ❖ **Midvale Mustang Room** – has been established to highlight those students exhibiting appropriate school behavior. The “Mustang Room” helps to encourage positive student behavior and reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. Students gain access into the Mustang Room by cashing in “Dojo” points earned throughout the school day. The Mustang Room is open before school and designated times throughout the month.

BULLYING:

State law prohibits bullying. It is extremely important that the school is notified as early as possible if you suspect your child is being bullied. Early detection, notification and intervention are the best strategies to providing a safe school for all of our children. State law mandates a discipline hearing after the third incident of bullying with a referral to an alternative school setting upon a finding of guilt (O.C.G.A. 20-2-145). The DeKalb School District will not tolerate bullying and other forms of harassment and, therefore, reserves the right to punish students after the first incident and upon the finding of guilt.



CARE OF SCHOOL FACILITIES:

Students are expected to assist in maintaining cleanliness in the classrooms, cafeteria, halls, rest rooms, and grounds, and to exercise proper care in the use of school furniture, books, and equipment. A student will be expected to pay for deliberate damage to school property or work to correct the damage.

ELECTRONIC DEVICES:

Radios, iPods, electronic games, and toy-like items are not to be brought to school. If these items are present during the instructional program, these items will be collected and held for parents to pick up.

Cell phones-must remain off and in his/her book bag during school hours. If this cell phone becomes a distraction to the instructional program, it will be confiscated by the teacher or administrator and only returned to a parent. No one is allowed to take pictures or video of other persons at school without the expressed permission of the principal **(O.C.G.A. 20-2-1183)**.

FIGHTING:

Fighting is clearly defined in the Student Rights and Responsibilities Handbook. Students who are involved in fighting will face disciplinary action which may result in out-of-school suspension. The parents and student will be required to attend a meeting with an administrator before the student will be allowed to return to school.

HALL CONDUCT:

To maintain a good atmosphere for learning throughout the school, halls should be quiet at all times. If a student is authorized to leave the classroom, he/she is expected to carry a hall pass, travel directly to his or her destination, and return promptly.



PERSONAL BELONGINGS:

Students should not bring money, toys, jewelry, or expensive items to school. The school is not responsible for such items that are lost or stolen at school.

PLAYGROUND and OUTDOOR CONDUCT:

Students are expected to refrain from all bodily contact while on the playground or in the gymnasium. Students should adhere to a "hands-off" policy to prevent problems. This means no hitting, wrestling, punching, pushing, or any other contact of an insulting or provocative nature. Students are expected to use good judgment regarding the safety of everyone on the playground and remain in view of the teacher on duty at all times. It is especially important, for safety reasons, to stay with the class in the main play area, not on the side of the building, on the hill and retaining wall, or out of sight of the supervising teacher at any time.

REMOVAL FROM CLASS:

State law allows teachers to remove a student from class who repeatedly or substantially interferes with instruction, or a student who poses an immediate threat to the safety of others.

STUDENT BEHAVIOR:

The primary responsibility for the conduct of each student rests with the student and the student's parent/guardian. Students have the primary responsibility to insure their own proper behavior while in the school environment. Appropriate conduct will be expected at all school related and school-sponsored activities (assemblies, after school activities, school festivals, field days, field trips, PTA meetings, etc.).

If the occasion arises where you need to be informed of your child's misbehavior, please understand that we are asking for your help. We ask that you discuss with your child the importance of the need for good behavior and a good attitude while at school. Misbehavior will not be accepted. If problems persist, parents will be asked to come in to help resolve the inappropriate behavior. A consistent discipline policy is followed as stated in the DeKalb County Schools Code of Student Conduct. Each student will receive a copy of this Code of Conduct and sign indicating he/she has received a copy.

Please read and review this document with your child at the beginning of the year so you know your child's rights and responsibilities. No student has the right to interfere in any way with his/her fellow classmates' right to learn. All students deserve a safe and nurturing environment.

The administration and faculty will make and enforce such rules as are necessary for the safe and efficient operation of the school. Each grade level and instructional team will support and consistently enforce the Midvale Elementary School expectations, policies, and guidelines. These written policies and guidelines will be sent home to the parents and/or guardians of the children as well as posted on our website.

Parents/guardians will be contacted if a student misbehaves. Local school officials have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences that can be assigned by a local school administrator for misconduct may include, but will not be limited to: student conference, parent conference, silent lunch, before or after school detention, in-school suspension, out-of-school suspension for up to ten days, referral to the Response To Intervention (RtI) Committee. Parents, faculty, and the administration must work closely together in support of each other to develop a sense of individuality, accountability, and responsibility for the children.

STUDENT DRESS EXPECTATIONS:

Midvale Elementary School endorses a high level of school Dress Expectation. Student dress can affect behavior and the instructional climate of the school. Clothing that is in any way disruptive to instruction and/or classroom management, will be considered inappropriate. All students attending Midvale Elementary School are to maintain an appearance that best represents themselves and our school. Students must at all times adhere to the DeKalb County School District dress expectations. Hats are not to be worn in the building unless specified by special spirit day or for medical/religious reasons. Earrings are not to be worn by male students. Examples of unacceptable attire include

short shorts; sweat pants; mini-skirts; bike pants; spaghetti straps; tube tops; bare midriff tops; backless apparel; tank or halter tops; hip huggers; bare feet; flipflops; bedroom shoes; tops with inappropriate pictures, writing or profanity.

Students who fail to adhere to the dress expectations will be asked to wear garments from the lost and found or may be required to call home to have appropriate garments brought to school. It is a strain on the child's academic day to miss any instructional time while being redirected to adhere to the Dress Expectation of Midvale Elementary School.



SCHOOL BUS BEHAVIOR:

School bus transportation is provided for all students who reside at least 1.5 miles from the school. Students transported by bus will ride only the bus that they have been assigned to them. Unruly or disrespectful behavior on the bus will not be tolerated. The safety of all students on the bus is jeopardized when one student misbehaves. A student who refuses to abide by the rules may be suspended from riding the bus.

WEAPONS: No explosives, knives, guns or other weapons are allowed at any time. Possession of such weapons is a violation of Georgia law and will result in a local formal hearing and possible expulsion from school.

GENERAL SCHOOL POLICIES AND PROCEDURES:



AFTER SCHOOL ACTIVITIES:

Clubs, tutorials and other school related activities may be sponsored before or after school. Information will be provided to students regarding these clubs during Open House. Students must have written permission to stay for any after school activity. Arrangements must be made before coming to school. Students not picked up within 10 minutes of after-school sponsored activity will be sent to Aftercare. Parents will incur a drop in fee of **\$15.00** due upon the time of service.

ACCIDENTS:

Despite all precautions and supervision, accidents will occur. In the event your child is injured, we will provide first aid if needed, we will make every effort to make him/her comfortable, and then contact the parent immediately. In cases of serious injury, action will be at the direction of parents if they can be contacted. For the safety and security of your child, it is vital that the office has updated contact information.

ACCIDENT INSURANCE:

Parents may purchase student insurance for their child. This insurance is provided by a reputable insurance company designated by the DeKalb County School District. The insurance covers a student from the time he/she leaves home in the morning until he/she returns home in the afternoon. A preferred plan and a basic plan are available for purchase. Applications and cost of coverage will be provided to each parent/guardian at registration and may be purchased at any time during the school year. No other insurance is carried on students by the school or school district.

AFTER SCHOOL EXTENDED DAY PROGRAM (ASEDP):

Midvale's After School Extended Day Program (ASEDP) is a research-based program designed to provide a safe and nurturing environment to support student academic achievement through new experiences that build self-esteem and character. The program provides an enriched academic environment balanced with a variety of engaging, fun, interactive, and well-organized extracurricular and recreational/cultural arts activities; it is available to any school age student from prekindergarten through fifth grade.

Families may register for aftercare during Open House or contact the Main Office to complete the registration process. Program hours are Monday through Friday from 2:30PM – 6:30PM. Emergency drop in services are also available. The program does not operate on teacher workdays or school holidays, or in cases of inclement weather.

CLASS PARTIES:

Homerooms are allowed to have two class parties per year. Parties will be held in December, at the end of the first semester, and May, at the end of the second semester. All parties are planned by the room parents and organized in collaboration with the homeroom teachers. No other class parties are allowed during the year.

BIRTHDAYS CELEBRATIONS:

Individual birthday parties for students are **not** permitted during the instructional day. Invitations to birthday parties may only be distributed in school if all the children in a given class are being invited to avoid hurt feelings and the resulting distractions from the education process.

Please **do not** send balloons or presents to school. Parents are always welcome at Midvale; however, we prefer to keep birthday celebrations "low key," so we ask that you refrain from sending in these items. Balloons and other items will be kept in the front office until the end of the school day.

Edible treats for your child's birthday may be brought into school if teachers are provided at least one week advance notice. Food treats brought in by parents other than designated lunch time must

be dropped off in the main office. Treats can only be distributed during lunch and we asked that parents select treats that can be easily distributed (e.g., treats that don't require cutting).

Please Note:

If your child is in a classroom with food allergies, all food items need to be labeled and checked by the nurse before they can be distributed.

We all know that birthdays are important to every child and that children like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes or other dietary restricts. If you would like an alternate to food treats to recognize your child's special day here are some possible suggestions:

- Come into the class and read a book to the class
- Buy something for the classroom (book, game, papered,,)
- Send in a decorated box and have classmates use one sentence to write something nice about the student celebrating the birthday
- Send in a shirt and have classmates sign the shirt during recess



CHANGE IN FAMILY SITUATIONS:

It is vital that you notify a school administrator and your child's teacher as soon as possible when any change in the family situation occurs that affects the custody of the child either permanently or temporarily. Please make sure that the school has current telephone numbers (at least two) and email addresses where the parents/guardian can be reached at any given time. Any court documents containing custody information and visitation rights must be on file at the school in the Main Office. Any information regarding who may and may not pick-up the child must be on file in the Main Office, and the classroom teacher needs to be notified.



COMMUNICATIONS:

- ❖ **ClassDojo** allows teachers to instantly share photos, videos and announcements ,or privately message parents without sharing contact detail contact information
- ❖ **PTA** maintains a Facebook account highlighting school activities and parental involvement opportunities.
- ❖ **School Marquee** increases school awareness and helps the community to stay connected by listing reminders for dates and times for upcoming school events.
- ❖ **Midvale School Website** posts a large amount of communication information for students, parents, and community members.

- ❖ **Student Planners** promote a sense of individual responsibility for the children and provides a means of communication between parents, children, and teachers. If the planner is lost, a replacement one may be purchased at the school store. Parents should help students develop these good habits by checking and signing the agenda each day or week as is determined to best support your child.
- ❖ **Weekly Courier** envelopes are sent home on Thursdays. It includes District newsletters, informational flyers and individual student work.



COUNSELING SERVICES:

Our school counselors have implemented a needs based guidance program that includes students on all grade levels. The program supports the academic, career, and personal and social development of 21st century learners. Our counselors work with students to:

- + Improve study skills and organizational skills
- + Smooth transitions from one grade level to the next
- + Small group activities
- + Classroom guidance
- + Career exploration and peer relations
- + Responsive services to meet the immediate needs and concerns of students



DELIVERY OF ITEMS:

Only “emergency” type items will be delivered to a child during instructional time. Emergency type items include eye glasses, medicine, maybe an instrument or a lunch. Homework or a late project is not considered an emergency type item. We are working with children to remember their items and accept responsibility for their actions. If your child leaves something at home and you bring it to school, we will get the item to the teacher in a timely manner that will not interrupt instructional time. If your child leaves a lunch, and you bring the lunch to the front office, your child will be allowed to get the lunch on the way to the cafeteria. We will never deny your child a lunch.

EMAIL USE:

Personal email use at school is prohibited. All fifth grade students will be provided an email account with a login, password, and storage space through our internet/intranet mail service. This is a web based service and can be used at home or at school. Outlook 365 and all technology provided by DeKalb County Schools must be used in accordance to the Internet Acceptable Use Guidelines. (See Internet and Intranet Acceptable Use Agreements below.)

- **INTERNET ACCEPTABLE USE AGREEMENT (Policy IFBG):** • DeKalb County School District is in compliance with the Children’s Internet Protection Act of 2000. Parents must consult the DeKalb County Code of Student Conduct for specific guidelines and rules regarding this policy.
- **INTRANET ACCEPTABLE USE AGREEMENT (Policy IFBG):** • DeKalb County School District is in compliance with the Children’s Internet Protection Act of 2000. Parents must consult the DeKalb County Code of Student Conduct for specific guidelines and rules regarding this policy.

EMERGENCY DRILLS **Safety matters**

The safety and welfare of our students is our highest priority at Midvale School. We practice safety drills throughout the year to help our students know what to do in an emergency. The administrative team and additional staff members are in position to aid students in executing safe and quick procedural drills.

- **Fire drills** are held once every month. Schedules, exits, and methods of procedure are part of this important phase of school.
 - **Lockdown procedures** are practiced periodically to prepare students on how to keep safe if there is a potential threat within the school.
- **Sudden emergencies** caused by storms or tornadoes occurring during the school day may result in the early dismissal of school. Every effort will be made to contact parents, however it is most important that parents be aware that they are responsible for their children if dismissal from schools takes place.
- **Severe weather** may cause hazardous conditions during the regular school scheduling which may result in an altered or suspended school day. When severe weather watches are announced, immediate emergency procedures are taken for safety in schools or for dispatch of students to homes. The principal will make the key decisions about the safety of all students and personnel under their supervision.



Infinite Campus is a web-based student information system that allows educators, parents and students to share information. Campus Portal is a confidential and secure website that provides parents, students, and staff with real-time access to information to better understand, monitor, and participate in the educational process.

ILLNESS AT SCHOOL:



Any child showing evidence of illness should be kept at home. If a child becomes ill at school, the parent/guardian will be contacted and must come get their child. Students that are running a fever must be kept at home until they are fever free for a minimum of **24 hours** without assistance of fever reducing medicine.

HEAD LICE

Lice are not strangers to school campuses. Although lice do not carry disease, they are tenacious and bothersome. It occurs in all socio-economic levels regardless of age, gender or standards of personal hygiene.

❖ Removal of students with head lice:

To avoid embarrassment a student identified with pediculosis will be discreetly removed from class and sent to the clinic. The parent/guardian will be notified to take the child home for treatment with a medicated anti-lice pediculicide that may be purchased without prescription. Not all anti-lice products are the same especially when it involves method of treatment and follow up re-application. Care must be given to follow the directions precisely in order for it to work properly.

❖ Return of student to school:

Once the student has been treated and any remaining nits manually removed, the parent/guardian must bring him/her to school for a re-check. The nurse will either clear the student to return to class or send him/her back home.

MEDICATION:

Staff is prohibited from providing or administering medication to any student except as authorized in accordance with the following guidelines:

- ❖ Consent form to administer medication is signed & on file in the clinic.
- ❖ A physician's statement including the name of the medication, dosage to be administered and duration is on file.
- ❖ Medicine containers must be clearly labeled by the pharmacy or manufacturer.
- ❖ Permission forms for long-term administration of medication must be renewed every three months. This does not apply to a standing order for emergency medication.
- ❖ Medication must be accompanied by a written authorization from a parent/guardian that includes the name of the medication and instructions. The clinic will administer all

medication.

- ❖ Medication MUST BE HAND DELIVERED to the office by the parent/guardian.
- ❖ Special arrangements are made for medications on field trips.



LOST AND FOUND:

Articles of clothing or book found on the school grounds is taken to the lost and found clothing rack located in the cafeteria. All unclaimed articles are donated to a charitable organization at the end of each semester. Because of this, parents are strongly urged to clearly label all their child's personal possessions, and to check the lost and found rack to retrieve any lost items.



NUTRITION PROGRAM:

School meals reflect nutrition standards which require that, over a week's menu cycle, lunch provides students with one-third of the recommended daily allowance (RDA) for protein, vitamins A and C, iron, and calcium, and one-third of the recommended energy intake (REI) for calories.

SchoolCafe...Effective July 1, 2017, DeKalb County School Nutrition will use **SchoolCafe.com** for meal payments and Free and Reduced Application Processing. **SchoolCafé** – allows parents to add money to their children's account using a credit or debit card. Once an account is established, parents can check balances and fund their children's accounts online via their secure website. **SchoolCafé** will provide better communication between DeKalb County School Nutrition and our community. Parents will be able to provide feedback on menu items, complete Free and Reduced Applications, even monitor their child(ren)'s account, all from one location! **SchoolCafé** even has an application for you to download on your smartphone for your convenience.

Parents paying for school lunches by checks must include their child's name, grade, pin number, and teacher's name on check or money envelope.

Meal Prices

Breakfast	1.40
Lunch	2.50

Free and reduced meals....

A child's eligibility from the previous school year is carried into the current school year for up to 30 operating days, beginning on the first operating day of school. SY 2016-2017 Meal Lunch Applications will expire on September 18, 2017. Applications for free and reduced meals are distributed to students at the beginning of the school year. At all other times, applications are available from the school nutrition manager. Applications can be submitted at any time during the

school year and will be processed as quickly as possible. A new application must be submitted each year.



Lunches from home....

Students may bring a lunch from home. We ask that students' lunches not include carbonated soft drinks or beverages in glass containers. No food may be given away, traded, or shared from home lunches or school trays.

If a child forgets lunch money or runs out of money on his/her account, that child will still be served and payment may be made the next day. Students are allowed to charge meals because good nutrition is essential to learning. Elementary Students are allowed to charge 3 breakfast and 3 lunch meals to their student account. After 3 days, the students will be offered an alternative entrée. **We will never deny your child a lunch.**



Outside Food Vendors...

Parents or visitors coming for lunch are not permitted to bring food from outside vendors. No commercial food items are allowed in the school cafeteria unless brought from home in a packed lunch container including beverages, which must be in a thermos-type container.



PERMANENT RECORDS:

Parents must maintain accurate and up to date information on their child in our permanent records file. This information must be provided every year and updated when needed. Please see the list below for items parents must update every year: • Proof of residency. This must be two pieces of corroborating evidence. Items may include a current utility bill, a copy of a current lease agreement reflecting an address in the attendance area served by Midvale Elementary School and a photo ID.

- **All immunization requirements** must be met for the issuance of the Georgia School Immunization Certificate (Form 3231). You may get information on the specific types of immunizations required for each grade level by calling the school office or the local health department. Students not properly immunized may be denied registration or withdrawn if they are already enrolled. Form 3231 must be kept on file and available for inspection by public health officials as long as the child attends this school. If the child transfers to another school, the certificate will be forwarded.
- A certified birth certificate must be on file. Students new to DeKalb must have this document in order to enter school.
- Hearing, vision, and dental screening results must be recorded on Georgia Form 3300. If

you are coming from another state, this information will need to be transferred onto Georgia Form 3300 by the Public Health Department or a private physician.

- A social security number or a waiver is required to be on file.
- A signed field trip and photography permission slip is required to be on file.

TELEPHONE:



- The school telephone number is (678) 874-3402. It is a business phone and cannot be used for personal reasons, including delivering routine messages to children. Parents are asked to cooperate with the following suggestions:
- Feel free to call the school to deliver messages to your child **in case of an emergency.**
- **Do not ask that a child or teacher be called to the telephone.** Leave a number for teachers to call when they have an opportunity.
- Have an understanding with your child **in the morning** as to how he/she is to get home in the afternoon. This includes your child staying for an after-school activity.
- When lunch money is forgotten, lunches may be charged until the next day. It is not necessary to call the school to ask that this be done. Please note that an alternate lunch will be provided. Elementary Students are allowed to charge 3 breakfast and 3 lunch meals to their student account. After 3 days, the students will be offered an alternative entrée. **We will never deny your child a lunch.**

WITHDRAWAL FROM SCHOOL:



If you are moving and/or withdrawing your child from school, please call or come by the school at least one week prior to the withdrawal date. This will give ample time for our registrar to complete the necessary paperwork. Your signature will be necessary on the withdrawal papers so that your child's records can be sent to the proper place. In addition, please make sure all library books are returned and any fines paid, and all lunch charges are paid in full. Your cooperation is always greatly appreciated.

VISITORS AND VOLUNTEERS:

In compliance with the State of Georgia Law, all visitors to Midvale School, including parents and school district employees, must sign in at the front office before going to any other part of the building. While we welcome and encourage your visits, in order to provide a safe and learning focused environment, unrestricted movement in the building is limited to staff members and students assigned to Midvale School. **ANYTIME YOU VISIT THE SCHOOL, PLEASE COME DIRECTLY TO THE OFFICE AND COMPLETE THE SIGN-IN/OUT SHEET AND RECEIVE A VISITOR'S STICKER.**

This handbook is subject to change.

The Midvale Elementary School Handbook is printed months before each new school year begins. Local school rules may change after printing. DeKalb County Board of Education policies, Georgia State Law, and Federal Laws may change after printing. All necessary changes from this edition of the student handbook will be announced and revisions provided to each child.

A successful working relationship between the family and the school is critical to student success. Families have an obligation to demonstrate a positive and constructive attitude toward resolving conflicts and concerns. Midvale Elementary staff members are committed to student success and welcome the opportunity to work with you. Please call the office or the teacher for an appointment to see your child's teacher or an administrator at any time.