



# **MIDVALE ELEMENTARY SCHOOL**

**2016 – 2017  
PARENT / STUDENT  
HANDBOOK**



**Debbie Satterfield**  
Principal



**Dr. R. Stephen Green**  
Superintendent

**Midvale Elementary**

3836 Midvale Rd.  
Tucker, GA 30084-3300  
678-874-3402

August, 2016

Dear Parents and Students,

On behalf of the entire staff of the Midvale Elementary School, we would like to welcome you to the 2016-2017 school year. Our goal is to foster a learning environment with high expectations that encourages and produces lifelong learners. Midvale's staff is committed to developing internationally minded people who, recognize their common humanity and shared guardianship of the planet. Our students will help to create a better and more peaceful world and take action. Through our STEM goals students learn to make connections with people, places and professions so they can take action and positively affect their world in a meaningful way.

We celebrate each child while addressing individual emotional, social, and intellectual needs. It is important that there are strong lines of communication between school and home. Staff members are able to be reached by our main phone or e-mail and are eager to receive your input and support. We encourage you to speak with your child's teacher to learn about the many ways you can partner with the school.

This handbook has been designed to acquaint you with your school and its operations and to provide you with information about school policies and activities available for our students. We hope that it will 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

# WHO'S WHO AT MIDVALE ELEMENTARY SCHOOL

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Midvale Elementary School  
3836 Midvale Rd.  
Tucker, Georgia 30084  
Main Office: (678) 874-3402, (678) 874-3410 Fax

## OFFICE

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

## Pre-K:

Julie King  
Rebecca Mathis

## Kindergarten:

Ani Deo  
Jessica Hoge  
Argyro Kouranos

## First Grade:

Mary Croft  
Samarah Brinson  
Heather Reimman

## Second Grade:

Natalie Cleveland  
Mia Jenkins  
Enasia Lee

## Fourth Grade:

Julie Cleckley  
Keisha Kemp / Constance Harris  
Edward Morgan  
Constance Harris

## Fifth Grade:

Ameer Barron  
Jessica Fountain  
Ramona Young

## Special Education:

Stephanie Dollar, Grades 1-3  
Mamie Head, Grades 1-3  
Constance Harris, Grade 4  
Libba James-Ricks Grade 4  
Jay Jennings, Grades 4-5  
Arpana Khan

**Third Grade:**

Katherine Boyce  
Allison Burke  
LaKisha Childs

Kristin George, Grade 5  
Evelyn Jackson-Presley  
Valerie Richards, Grade 3  
Tyler Weaver, Grade 2  
Diamond White, Grades K/1

**Specialists:**

Latoya Burse, STEM Co-Coordinator  
Shaftner Hammond, PE  
Natalie Jackson, EIP/RTI  
Burian Kitchen, STEM Co-Coordinator  
Rose Kounock, Teacher Librarian  
Francisca Lewton, Spanish  
Ashley Little, IB Coordinator  
Christine Loomer-Rojas, EIP/RtI  
David Makkers, Technology Integration Specialist  
Eugenia Mullis, Art Teacher  
Jacquelyn Randolph, Music Teacher  
Lindsay Scott, Academic Coach

**Itinerant Support Staff:**

Alva Archibald, School Psychologist  
Lesia Berry, Lead Teacher for  
Special Education (LTSE)  
Willie Bryan, Band Teacher  
Jessica Jenkins, School Social Worker

**Instructional Assistance:**

Alberta Carter  
Rena Clemons  
Audrey Dickerson  
Jamie Jackson  
Tonika Jennings  
Aisha Johnson  
Celestine Jordan  
Joyce Maddox  
Kim McKenzie  
Vanessa Mullen  
Kerry Nugent  
Iver Principe  
Shaun Slaton  
Millie Staggs  
Chris Stanley  
Amber Wadlington

**Cafeteria Staff:**

Jayson Black, Manager  
Princesse Landers, Assistant Manager  
Patricia James  
Zhian Samsam  
Birtukan Tessema

**Custodial Support Staff:**

Ray Walker, Head Custodian  
Roderick Batts  
Karen Evans

**PTA BOARD MEMBERS:**

Chris Moseley, Co President

Michelle Mott, Co President

Andrea Price, Secretary

Stacy De Jesus Treasurer

Jennifer Lenac

Kristi Bluett

Courtney Adams

Olivia Crow

Emilie Gipe

Melinda Morrow Kougioumtzis

**SCHOOL COUNCIL MEMBERS:**

Meredith Moseley, Co-President

Jackie Craft, Co-President

Michelle Comstock, Secretary

Jennifer Rhodes, PTA Liaison

\*Dates for the 2016-2017 Midvale School Council Meetings will be posted once the calendar has been agreed upon by the council.

## 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
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

### **Bus Routes...**

Students must only ride on 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. Late buses are available generally Monday through Thursday for students who are participating in after-school activities. 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. Generally, 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. Keep backpacks and other objects in your 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. 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. 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.

### **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
- Please do not park and walk across the parking lot unless you have an appointment.
- Students arriving after 7:40AM 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. 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
- Students arriving after 7:40AM must be escorted to the office and signed in by an adult before proceeding to class.

#### **Tardy arrivals.....**

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. 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	Buses roll out
2:30PM	Car riders are 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 1:00** 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 dash.
- 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.

### **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**

### **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.

### **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. 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 evening conferences. We schedule two conference nights per semester. The dates and times will be announced. No parent conferences the last week of school! Please make sure to schedule conferences prior to the last week of school.

### **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. The student is in danger of failing a subject if he or she receives a deficiency report. 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.

### **PROGRESS REPORTS:**

Reports are issued three times each semester. Progress reports are meant to provide academic progress information prior to the final report card at the end of the semester. Progress reports are not kept in the students' records. **REPORT CARDS:** Report cards are issued at the end of each semester.

### **HONORS AND RECOGNITIONS:**

End of year celebrations are conducted in each homeroom in order to provide recognitions that reflect the uniqueness of each class member.

### **INSTRUCTIONAL COMMUNICATION FROM TEACHERS:**

Midvale Elementary School uses agenda planners, 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.

### **FIELD TRIPS:**

Educational field trips have a proper place in the instructional program and will be used as a delivery model to teach Common Core Standards or as an extension of classroom activities. 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:**

Homework is an important part of the instructional program and is one means by which families can spend quality time together and support the school in improving students' learning. Homework will be required Monday through Thursday as part of the course of study. Homework encourages independent work, responsibility, self-direction, good study habits, and proficiency. Homework will not be given on weekends, PTA nights, school related activity nights, standardized testing nights, nights prior to any holiday, or holiday nights.

### **HOMEWORK TIME:**

Please review Midvale's minimum and maximum time allotments below by grade level.

- Kindergarten students should receive between 10 minutes to 20 minutes
- First and Second Grade students should receive between 20 minutes
- Third Grade students should receive between 30 minutes to 40 minutes
- Fourth and Fifth Grade students should receive between 30 minutes to 45

### **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.

Please see DeKalb County Board of Education Policy IFA-R(1) for complete information regarding lost and damaged Media Center resources. Students who lose, destroy, or otherwise damage media center materials shall be required to reimburse the DeKalb County Board of Education for the replacement value of the item. Failure to compensate the media center for the loss of materials will result in the student being denied the privilege to check out any materials from any DeKalb County school's media center. Students and parents can check the status of a student's account by logging into

the Destiny website (Media Center website) using their DCSD student number. Students who transfer out of the DeKalb County School District and have failed to compensate the DeKalb County Board of Education for lost, destroyed, or damaged textbooks and/or media center materials shall have their records withheld until the school receives a written request from a private or public school outside the DeKalb County School District.

### **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:**

Please call ahead and schedule a time when you would like to visit. All visits, of any length and for any reason, must begin in the Main Office. Classroom observations are scheduled for 20 minutes in length, and parents will be accompanied by a staff member. All visitors will be asked to sign in and will be given a visitor's ID tag to wear.

Please return to the Main Office to sign out when you leave. Parents should not interrupt instruction by talking to the teacher during classroom visits. Parents should not distract the teacher or request information when the teacher is teaching or is on an assigned duty. If you want to eat lunch with your child, please follow the sign-in procedure outlined above. Please do not bring food from an outside vendor.

### **STANDARDIZED TESTING:**

Standardized tests are given each school year. 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: AFTER SCHOOL ACTIVITIES:**

Clubs and other school related activities may be sponsored before or after school. Information will be provided to students regarding these clubs. Parents are encouraged to work with staff members in the organization and implementation of clubs. Students must have written permission to stay for any after school activity. Arrangements must be made before coming to school.

### **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.

**WITHDRAWAL FROM SCHOOL:**

A note should be sent to the student's homeroom teacher several days before withdrawal. The note should state the child's last day, new address, and new school that the child will attend. If it is possible, parents should come to the front office to complete documentation and get all forms prepared so your child's records can be sent to the proper place. Please make sure all textbooks are returned, all library books are returned and any fines paid, and all lunch charges are paid in full.

**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.

**DISCIPLINE POLICIES AND PROCEDURES:**

**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. Such punishment may include suspension, expulsion, or referral to an alternative school.

**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.

## **COUNSELING SERVICES**

Midvale Elementary School's Counseling and Guidance program implements a comprehensive counseling and guidance program that supports the academic, career, and personal and social development of 21st century learners. The following program components, as delineated Guidance curriculum supports academic, career, and personal and social development through classroom and group activities.

- Individual plan includes counseling activities that assist students to plan, monitor and manage their own 21st century learning.
  
- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
  
- System support includes indirect guidance services that manage and promote the academic developmental needs of students.

## **ELECTRONIC DEVICES, RADIOS, CELL PHONES:**

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. If a student has a need to bring a cell phone to school, it 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.

**THE SCHOOL BUS:**

School bus transportation is provided for all students who reside at least 1.5 miles from the school. Students are to ride only the bus assigned to them. Unruly 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:**

**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 telephone 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 Student Support Team, or referral to the Student Evidentiary Hearing Committee, which may result in long term suspension or expulsion. 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.

**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 PROGRAM:**

Midvale Elementary School will offer an After School Program. Activities are planned that include art enrichment, games, homework assistance, and general cultural and recreational activities. Students are not permitted to participate in the program unless they are properly enrolled in the program. Application materials, program descriptions, time schedules and program costs are available at Open House and in the school's Main Office. The program does not operate on teacher workdays or school holidays, or in case of inclement weather.

**CLASS PARTIES:**

Class celebrations and parties will be held two times per year for each classroom before winter break and in spring for the end of the year. All parties are planned by the room parents and organized in collaboration with the homeroom teachers. A maximum of 5 parents/adults, excluding the teacher, may attend the class party. The attendees will be selected by the homeroom teacher. Space does not allow



for more attendees. The teacher must remain in the classroom and must maintain complete control of the class during the party. At the end of the party, children are to clean or straighten the room before leaving.

**BIRTHDAYS AND OTHER CELEBRATIONS:**

Other parties, recognitions, celebrations, such as individual birthday parties for students, pizza parties, and balloons, are not permitted in the school. This is time off task and distracting to the learning environment. Parents must contact the homeroom teacher prior to planning any celebration and follow certain additional guidelines produced by each grade level for birthday recognitions. Procedures and expectations will be in place for those birthdays that fall during the summer months or over extended holidays.

**CAFETERIA 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.

The MySchool Bucks – allows parents to add money to their children's account using a credit or debit card. Once an account is established, parents can check balance and fund their children’s accounts online via their secure e website. Please call -1-800-479-3531 for more information or assistance in setting up a MySchoolBucks account.

Checks must include your child’s name, grade, pin number, and teacher's name on check or money envelope.

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

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 operation day of school. SY 2015-2016. Meal lunch applications will expire on September 16, 2016. 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 cafeteria. A new application must be submitted each year.

SY 2015 – 2016 will be the last year paper Free and Reduced Meal Applications will be printed. The District will be moving to accepting ALL applications electronically. Verification Process take place October 3, 2016 through November 15, 2016.

**LUNCHEES FROM OUTSIDE VENDORS ARE NOT ALLOWED TO BE BROUGHT TO SCHOOL.**

Students may bring a lunch from home. • No carbonated soft drinks. • No food may be given away, traded, or shared from home lunches or school trays. • Beverages in glass containers are prohibited. 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 their meals for no more than three days in a row. After 3 days, the students will be offered an alternative entrée.

**CHANGE IN FAMILY SITUATIONS:**

It is vital that you notify the school 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:**

Midvale Elementary School will maintain a website where we will post a large amount of communication information for students, parents, and community members. The PTA will also maintain a Facebook account highlighting their activities. We will also post pertinent information on the school's marquee. District and newsletters and flyers will be sent home with students on Thursdays. This will come in the student's individual courier envelope.

**DELIVERY OF ITEMS:**

Only "emergency" type items will be delivered to a child during instructional time. Emergency type items include eye glasses for reading, 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.)

**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. 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.

**LOST AND FOUND:**

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

## **MEDICATION:**

Teachers NEVER give medication. All medication is kept locked in the clinic. If a child must have medicine while he/she is at school, the parent must complete the following steps:

1. For prescription medication or over the counter medication, a medication consent form must be signed by a doctor and given to the clinic nurse.
2. Medicine containers must be clearly labeled by the pharmacy or manufacturer. Do not send medicine to school in containers other than original packaging.
3. Special arrangements are made for medications on field trips.

## **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.

## **STUDENT AGENDA PLANNER:**

The student agenda planner is provided for students to help students organize their time, plan for activities, and prioritize their responsibilities. This planner also develops a sense of individual responsibility for the children and provides a means of communication between parents, children, and teachers. All children at Midvale Elementary School must have and use their agenda planner. 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.

## **SUDDEN EMERGENCIES:**

DeKalb School officials deal with sudden emergencies caused by storms or tornadoes with efficiency and concern for safety of students and staff members. However, it is most important that parents be aware that they are responsible for their children if dismissal from school takes place. When severe weather watches are announced, immediate emergency procedures are taken for student safety in schools or to dispatch students to their homes. The DeKalb School Superintendent or his designee makes the final decision as to whether or not to dismiss school. The DeKalb School District never dismisses students without this authorization. The school principal makes essential decisions about the safety of all personnel and students under his supervision.

**TELEPHONE:** The school number is 678-874-3402. Teachers have individual phone numbers and voicemail accounts to receive messages. Taking and delivering messages to students consumes valuable work and instructional time and is disruptive to classes in session. Please do not ask the office staff to deliver messages or bring students to the telephone unless it is a

## **REAL EMERGENCY.**

Messages will be placed in the teacher's mailbox. A parent may leave a number for teachers to call when they have an opportunity, but do not ask to have a teacher called to the phone unless it is a REAL 15 EMERGENCY. It is not necessary for your child to call home if lunch money is forgotten. Lunch may be charged. Be sure your child has all the information needed about the day before he/she leaves for school.

## **TORNADO AND FIRE DRILLS:**

Every precaution will be taken to ensure the safety of your child during school hours. One safety measure practiced is periodic fire drills held once every month. Schedules, exits, and methods of procedure are part of this important phase of school. The administrative team and additional staff members are in position to aid in a safe, quick evacuation. Routes of exit are posted in each room of the building. The students are also drilled on other emergencies such as tornadoes.

## **VISITORS AND VOLUNTEERS:**

All visitors and volunteers must report to the Main Office and sign in before they will be allowed on campus or in a classroom. At that time, you will be given an identification badge to wear while you visit or volunteer with our children. Once your visit is complete, you must sign out with the Main Office and return the identification badge. This handbook and the expectations set forth are 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.