



**MIDVALE  
ELEMENTARY  
SCHOOL  
PARENT/STUDENT  
HANDBOOK**

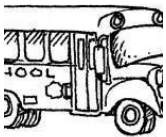
**2024-2025**

# ARRIVAL/DISMISSAL

## SCHOOL HOURS:

7:05 AM	Bus drop off in Cafeteria for breakfast
7:15 AM	Car Riders may begin arriving
7:45 AM	Instructional Day begins– Students must be in a seat to not be tardy
2:15 PM	Daycare Riders/Walkers dismiss
2:20 PM	Bus Riders dismiss
2:30 PM	Car Riders dismiss
2:45 PM	After school begins

## TRANSPORTATION:



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

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

Transportation to accommodate a consistent daycare arrangement will be acceptable when the office is notified in writing at the beginning of the year or when the daycare 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 DCSD. By working together, we can teach students safe habits for riding buses responsibly. It is an expectation that all bus rider 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 with a parent/guardian 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. Parents/guardians are not permitted to board the schoolbus.

## **On the Bus...**

- Bus drivers will direct students where to sit.
- Generally, PreK, Kindergarten and Grade 1 students sit in front. Seats accommodate up to three students.
- Students should sit, "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 items 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.
- 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 parent/guardian must be present to receive students age 8 and below.
- A clean bus is the responsibility of everyone. Students are not permitted to 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 paramount for the safety of our students. Parents are expected to follow all safety rules during arrival and dismissal.

- Please drive slowly in the parking lot and be aware of pedestrians.
- Students may be dropped off in the car lane between 7:15 AM and 7:40 AM.
- 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 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 7:45 AM 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.

- If your child is having trouble leaving the car, please pull to the front of the school and walk them into the building

**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. Please note that tardies are considered a 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 Midvale’s After School Extended Day Program. Parents will be charged a drop-in fee of **\$15.00** due when the child is picked up.

**HOURS:**

2:15 PM	Walkers/Daycare riders dismissed
2:20 PM	Bus riders dismissed
2:30 PM	Car riders dismissed
2:45 PM	After School Extended Day Program begins

**Early dismissal...**

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 policy 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.

***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 students dismissed as walkers must be picked during walker dismissal. Students not picked up by 2:30 PM will be sent to car rider dismissal.



### 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.

- Please have **name cards** in your automobile dashboard so they are visible by Midvale staff.
- Students will only be released to vehicles displaying **name cards**.
- Midvale staff members will walk students to the vehicle.
- Parents are to remain in their 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 will only be checked out to authorized adults.
- Students who are not picked up by the end of carpool are considered late pick-ups and are escorted to Midvale's After School Extended Day Program. Parents will be charged a drop-in fee of **\$15.00** due when the child is picked up.

### 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 school year. Attendance has a direct influence on student achievement. As a result, it is essential that students are present in school every day, especially on test days. Attendance on designated test days gives students an opportunity to show what they know which provides 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. 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 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.

- **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 absences, a student will be withdrawn from the system after the tenth day of absence.



### **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. Cell phone use will result in the phone being confiscated and turned into an administrator. Parents will be contacted to come to school and pick up the phone at their convenience.

### **CONFISCATING ITEMS FROM STUDENTS:**

There will be times when it will become necessary for staff members to take items away from students (such as cell phones, games, gum, candy, etc.). The parent or guardian may collect all items from an administrator. All items left at the end of the school year will be discarded. The school is not responsible for the loss/damage of any item(s) brought to school.

### **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. Once class placements have been made, requests for changes will not be considered.



### **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. Unscheduled visits to classrooms are not permitted.

The DeKalb County School District operates on the semester system. The school will schedule formal evening conferences. We schedule two conference nights per semester. Please make sure to schedule conferences prior to the last week of school.



### **COMMUNICATION FROM TEACHERS:**

Midvale Elementary School uses ClassDojo, emails, telephone calls, conferences, notes, and DCSD progress reports to keep parents informed. Parents should frequently log into Infinite Campus to access their child's online grade book. Resources about how to log in are available from the DCSD website.

### **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 will send deficiency reports for students experiencing academic or behavioral difficulties. Deficiency reports should be signed by the parent/guardian and returned to the teacher.





## **GRADE REPORTS:**

Progress reports are sent home to parents for 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:**

End of year celebrations are held by each homeroom in order to provide recognition that reflects 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 grade level's curriculum. We want all children to participate in these trips. Participation in all off-campus field trips requires written permission from the parents. This requirement is in addition to the general consent 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 attitude.



Homework is defined as any required schoolwork completed outside of the instructional day. The goal and purpose of homework are to provide practice in skills that have previously been taught and 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, school-related activity nights, standardized testing nights, nights before any holiday, or holiday nights.

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 needs much

longer than the time indicated below 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 a homework “contract” may be designed to support your child’s best efforts.

<b>Grade Level</b>	<b>Amount of Time Per School Day*</b>	<b>Involvement</b>	<b>Average % of Parental support</b>
K	10 - 15 minutes	Parent involvement is necessary to complete all activities.	100%
1	10 – 15 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	15 – 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	20 – 30 minutes	Parents provide encouragement and guidance, as needed, for their child to complete homework independently and verify that it was completed.	40%
4	30 – 45 minutes	Parents are aware of homework assignments and support its completion by providing guidance as needed and initialing the homework log.	20%
5	30 – 45 minutes	Parents are aware of homework assignments and initial the homework log. Students take full responsibility to record, get assistance as needed, and turn-in homework assignments on time.	10%

### **HOMEWORK DURING AN ILLNESS**

If you wish to request homework for a child who is ill, please contact your child’s teacher.

### **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 is available on the school website. 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, please contact your child's teacher and the school nurse. Athletic type shoes are required for P.E.

## **SCHOOL VISITS AND CLASSROOM OBSERVATIONS:**

For the safety of children and staff, school doors will be locked. Parents and other visitors are not allowed in the classroom at any time unless there is a prescheduled conference or visit with the teacher. All visitors are required to sign in and will be given a visitor's ID tag to wear. At the end of the visit, all visitors are required to return to the Main Office to sign out.

Classroom observations may be requested by parents/guardians. All classroom observations are conducted via remote viewing and must be approved by the teacher and the school principal. A minimum of 24 hour notice is required, per DeKalb County Board Policy. To request an observation, please contact the office so the principal can schedule a time. Classroom observations are limited to 20 minutes and should not interfere with the learning environment.

# **DISCIPLINE POLICIES AND PROCEDURES:**

*Midvale Elementary School follows the DeKalb County School District Code of Student Conduct for all disciplinary 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:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Courageous
- Balanced
- Reflective

Discipline is based on a progressive model; however, every situation presents its own unique set of circumstances. Midvale has designed a discipline plan that promotes positive student behavior while establishing clear and fair consequences for unacceptable behavior. Our students are encouraged to exhibit the IB learner profile that exemplifies traits of productive 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 essential 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**



To encourage appropriate 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 and Closing Meetings**-help to meld social, emotional, and academic learning and start the day on a positive note. They teach students to have empathy and build community in the classroom while giving students opportunities 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 7:45 AM.
- ❖ **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.

## **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 for 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, restrooms, 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:**

Electronic devices are not to be brought to school. If these items are present during the instructional program they 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.

## **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 personal items to school. The school is not responsible for such items that are lost or stolen at school.

## **PLAYGROUND 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.

## **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 ensure their 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, PTO 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 right 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 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. At each grade level, the instructional team will support and implement the Midvale Elementary School expectations, policies, and guidelines. These written policies and directions will be sent home to the parents and 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 outcomes 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 Multi-tiered system of supports (MTSS) 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:**

The atmosphere of a school must be conducive to learning. A student's appearance can positively or negatively impact the climate of a school. Students must adhere to the School District's dress code requirements.

- Students are expected to follow ALL school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
- Hats and hoods are not to be worn in the building unless specified by a special spirit day or for medical/religious reasons.
- Clothing, jewelry, tattoos, piercings or other body ornaments that disrupt the educational process or endanger the health or safety of other students, staff or visitors are prohibited.
- Clothing, insignia, symbols, tattoos, piercings, jewelry, or adornments worn or carried on or about a student which promote gangs or the use of controlled substances, drugs, alcohol, or tobacco are prohibited.
- The wearing of clothing, tattoos or other adornments which show offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, politically/socially controversial words or graphics or words or phrases that are derogatory regarding a person's ethnic background, color, race, national origin, religious belief, sexual orientation, or disability is prohibited.
- The wearing of pants below the waistline, bare midriffs, halter tops/tank tops, tops/blouses revealing cleavage, knee-length shorts, net/see through garments, flip-flops, slides, between-the-toe shoes without heels, bedroom shoes, or other footwear that interferes with freedom of movement and dresses,

pants, or skirts with high slits is prohibited.

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 clothes brought to 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 agreed upon mode of transportation that has been established. 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 an after-school activity. Arrangements must be made before coming to school. Students not picked up within 10 minutes of the after-school sponsored event will be sent to Midvale's After School Extended Day Program. Parents will incur a drop-in fee of \$15.00 due when the child is picked up.

### **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, emergency services will be contacted and action will be at the direction of parents, if they can be reached. 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 designed to provide a safe and nurturing environment to support student academic achievement through new experiences that build self-esteem and character. The program offers 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 2:45 PM – 6:00 PM. Drop-in services are available.

### **CLASS PARTIES:**

Homerooms are allowed to have two class parties per year. Parties are held before winter break and in the spring for the end of the year. The room parents plan all parties and organize the events in collaboration with the homeroom teachers. No other class parties are allowed during the year.

### **BIRTHDAYS CELEBRATIONS:**

Each student's birthday is important in our community. However, we do not allow parties, food, or cakes. Please do not send balloons, goody bags, birthday presents, food, candy, birthday cake, or beverages for a celebration or for the children's backpacks. To respect other families' dietary and religious beliefs, these items cannot be distributed to the classmates.

If you would like an alternative to recognize your child's special day here are some possible suggestions:

- Come and read a book to the class
- Buy something for the classroom (book, game, art supplies, etc.)
- Send in a decorated box and have classmates write something nice about the student
- Send in a t-shirt and have classmates sign the shirt during recess



## 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.

**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 the Free and Reduced Applications, even monitor their child(ren)'s account, all from one location! **SchoolCafé** also 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.

### Student Meal Prices

Breakfast	\$ 1.70
Lunch	\$ 2.85

### **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.

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' meals 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 proper nutrition is essential to learning. Elementary Students are allowed to charge three breakfast and three lunch meals to their student account. After three days, the students will be offered an alternative entrée.

LUNCHES FROM OUTSIDE VENDORS ARE NOT ALLOWED TO BE BROUGHT TO SCHOOL



## **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. Also, any court documents containing custody information and visitation rights must be on file with the school registrar. Any information regarding who may and may not pick-up the child must be on file in the front office and the classroom teacher needs to be notified.

Child custody issues are handled through the court. The appropriate documentation must be provided for visitation, check out of students, and to release information pertaining to students. **As information changes, the legal guardian must update all information on the student's emergency information card.** Parent/guardians **MUST** notify the school, as soon as possible, concerning any changes in family relationships that permanently or temporarily affect the custody of a child.



## **COMMUNICATION:**

Class Dojo allows teachers and staff to instantly share photos, videos, and announcements on Class Story, or privately message parents without sharing contact information.

The PTO maintains a Facebook account highlighting their activities.

The school marquee increases school awareness and helps the community to stay connected by listing reminders for dates and times for upcoming school events.

The school website posts a large amount of communication information for students, parents, and community members.

Thursday Courier is used for sending home school district updates and school-wide flyers. This will come in the student's individual courier folder.

## **COUNSELING SERVICES**

Midvale Elementary School's Counseling and Guidance program supports the academic, career, and personal and social development of 21<sup>st</sup>-century learners. The following program components, as delineated in DCSD's Guidance curriculum, supports academic, career, and personal and social development through

classroom and group activities.

- Counseling activities that assist students to plan, monitor and manage their own 21<sup>st</sup>-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 and developmental needs of students.

### **DELIVERY OF ITEMS:**

Only “emergency” type items will be delivered to a child during instructional time. If your child leaves something at home and you bring it to school, we will get the item to the teacher at a time that will not interrupt instructional time. If your child leaves their lunch at home, and you bring the lunch to the front office, your child will be allowed to get the lunch on the way to the cafeteria.

### **INTERNET USE:**

All students are provided with a DCSD 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 by the Internet Acceptable Use Guidelines. (See Internet and Intranet Acceptable Use Agreements below.)

Infinite Campus is a web-based student information system that allows educators, parents, and students to share information. Infinite Campus provides parent access to their student’s grades online anytime. For information on how to set up your free Infinite Campus account, please contact your child’s school.

### **LOST AND FOUND:**

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

### **CLINIC:**

**The mission of the clinic is the delivery of general clinical health services to students. The functions and duties of clinic staff are as follows:**

- Notify parents of sick/injured students.
- Provide emergency care of sick/injured students.
- Provide basic first aid to students following school system and American Red Cross guidelines.

- Perform necessary health-related procedures when designated by the Principal and properly trained to do so.
- Assist students in taking medication following school system guidelines.
- If medication approval is received from doctor's office, ALL medication will be kept in the clinic.
- Maintain clinic records, site logs, supplies, and inventory.
- Communicate with Principal and coordinating nurse on matters pertaining to health concerns in the school.

Children showing evidence of illness may not remain in school. Any child who becomes ill at school will be sent to the clinic to contact parents for pick-up. It is an absolute necessity that we are able to contact a parent and/or legal guardian during the school day. Please provide the school with at least two emergency numbers of someone who can pick your child up when emergencies arise. The emergency contact person(s) should be listed on your child's registration form and information card. ***Please make the school aware of changes in important phone numbers as soon as they occur.*** If a child is injured at school, we will make him/her as comfortable as possible and call the parents immediately. If you cannot be reached, we will attempt to contact the emergency numbers that you have listed on the emergency information card.

**In the event of a student emergency, an accident on the grounds, or an accident in the building, the following steps will be followed:**

- Staff will notify the clinic or front office immediately.
- The Principal/designee will contact the parents.
- Parents will make the decision as to if or how the student will be transported to the hospital.
- If necessary, the Principal/designee will make the decision to call 911.

**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 help us accurately maintain 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.

### **SUDDEN EMERGENCIES:**

DeKalb School officials deal with sudden emergencies with efficiency and concern for the 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/her 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 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.

### **EMERGENCY PROCEDURES AND DRILLS:**

All DeKalb County School facilities have an emergency preparedness plan. The response to each situation will differ based on the specifics of that situation. The flexibility of the plan is key to the success of the response. Every precaution will be taken to ensure the safety of your child during school hours. One safety measure practiced is periodic fire, tornado, and intruder drills. At least one drill is held every month. The administrative team and staff members are trained in all emergency procedures.

### **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.

### **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.