

# MT. CARMEL ELEMENTARY SCHOOL

## 2016-2017 STUDENT/PARENT HANDBOOK

2356 Fairburn Road, Douglasville, GA 30135

Phone: 770.651.4200

Fax: 770.920.4471

Website: <http://mtcarmel.dce.schoolinsites.com/>

### MISSION STATEMENT THEME

***“ALL Accountable for ALL Learners”***

### PHILOSOPHY OF MT. CARMEL ELEMENTARY

The faculty and parents of Mt. Carmel Elementary believe that a school should provide maximum learning experiences for the child to become a contributing member of a democratic society. The school should provide experiences that meet the general and specific needs, interests, and abilities of each child, while installing in the child the desire to fulfill higher expectations. Education should be a positive and motivating force in the child's life and create within the child a feeling of accomplishment rather than defeat.

The faculty believes there is a need to provide experiences that will stimulate a child to react favorably and productively to his environment. This child should be accepted at his or her individual level of development and instruction should begin at that level. Encouragement should be given for a child to reach his/her full potential.

We believe that teaching is concerned with every aspect of a child's growth and development, including mental, physical, emotional, and social. Varied teaching procedures based on an organized and sequential curriculum should be used.

We recognize the necessity of positive interaction between parents, community, and school if the child is to gain the maximum benefit from his educational experiences.

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Welcome to Mt. Carmel Elementary School!

It is with extreme excitement and anticipation that we begin a new year! At MCES, we are a family of supportive, caring, and dedicated leaders striving to develop our students academically, socially, and emotionally. Students are given a voice in a safe, diverse, and positive learning environment.

We are thrilled to begin our second year of implementing The *Leader in Me* process which integrates Stephen Covey's principles found in *The 7 Habits of Highly Effective People* (1989). The process is all about preparing students to succeed in the 21st century and focuses on Leadership as doing what is right when no one is watching!

The *Leader in Me* integrates skills and characteristics employers seek today including:

- \* Analytical skills
- \* Accountability & responsibility for actions & results
- \* The ability to develop productive team relationships
- \* The ability to solve complex challenges & problems
- \* Valuing diversity in a global market
- \* Strong communication skills

The *Leader in Me* principles have been proven to benefit schools in the following ways:

- \* Develops students who have the skills to succeed as leaders in the 21st century
- \* Decreases discipline referrals
- \* Improves academic achievement
- \* Teaches & develops character & leadership through existing core curriculum
- \* Raises levels of accountability & engagement among both students & staff

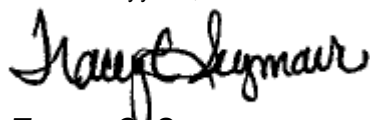
In order to receive maximum benefit from the instructional activities, students are expected to be in school every day possible. Good attendance habits impact the learning process positively and carry over into the world of work. Students may arrive to school after 7:15 a.m. They will go into their classrooms at 7:45 a.m. School begins promptly at 8:00 a.m. and ends at 2:45 p.m. Please make sure your child is here on time each day and present for the full day. In an effort to maximize instructional time and ensure safety and security during dismissal, **no check-outs will be allowed after 2:00 p.m.**

Students whose parents are actively involved in their learning are more successful in school and in life! Parents are always welcome, wanted and needed; however, in order to minimize interruptions in the classrooms, we ask that you make an appointment for a conference or schedule a time to volunteer. You may do this by either sending a note/e-mail to the teacher or calling the school. We thank you for your cooperation in this important matter. Disruptions during instructional time negatively impact children's learning as they become inattentive and distracted. With your help and cooperation, teachers can utilize every possible instructional minute to do what they do best...TEACH!

If you have any questions or concerns throughout the school year, please do not hesitate to contact me or Mrs. Kelly (assistant principal). Our doors are always open!

We are looking forward to a fantastic year of learning where we are ALL accountable for ALL leaders!

Educationally yours,



Tracey C. Seymour

Principal

## MT. CARMEL ELEMENTARY SCHOOL POLICIES

### ADMISSION / WITHDRAWAL

#### ADMISSIONS

All students new to the Douglas County School System will need to register at the Student Registration Center located in the gym behind the Central Office Annex, 4841 Hwy 5, Douglasville, 770-651-2050. In county transfers will be maintained from school to school. Students seeking admission to a Douglas County School must have withdrawn from their previous school. Withdrawal papers must be presented at the time admission is requested. The following items are required for enrollment and must be placed on file in the school office with your child's enrollment papers:

1. Certificate of Live Birth with a state file number
2. Certificate of Immunization – Georgia Form 3231
3. Social Security Card
4. Withdrawal papers from previous school
5. Vision, BMI, hearing & dental screening certificate – Georgia Form 3300
6. Two forms of proof of residence (Deed, current lease agreement, and current utility bill, etc.)
7. Custody or guardian papers, signed by a judge, if applicable

#### WITHDRAWAL

If you are withdrawing your child from Mt. Carmel, please notify our office either by phone or a note at least a day in advance. The office needs time to complete the withdrawal forms and obtain proper signatures. Enrolling parent/guardian must sign the withdrawal form 24 hours before the last day attending.

### ARRIVAL / DEPARTURE

No student is permitted in the building before 7:15 a.m. This is for your child's safety since staff does not arrive before 7:15 a.m. Students who eat breakfast at school should report to the cafeteria no later than 7:40a.m. The cafeteria stops serving at 7:50 a.m. Students who are not in their classrooms by 8:00 a.m. will be considered tardy.

#### CAR RIDERS

If a parent plans to provide transportation from school each day, one note should be sent at the beginning of the school year stating that the child will be picked up every day. The name of the person with whom the child is to ride should be included on the note as well as the emergency card in the office. If an occasion arises to have someone other than the regular person pick a child up, a note must be sent stating the name of that person. A student will not be released to anyone unless that person is listed on the emergency card or is listed on a note from the parent and has proper I.D. in either situation. This is for the safety of your child. Parents need to stay in their cars to keep the line moving. Please do not pass other cars.

#### MORNING DROP-OFF

No student is permitted in the building before 7:15am. Students are to be dropped off at the lower end of the building by the covered breezeway. Please pull up to the #'s (1-4) on the sidewalk so that students can exit 3-4 cars at one time. School staff monitor car riders from 7:15 a.m. until 8:00 a.m. **After 8:00 a.m., the adult must park and bring the student in the front door and go to the office to sign a tardy pass. Do not drop students off in the bus unloading area.** Students who eat breakfast should report to the cafeteria no later than 7:40am. Students who are not in their classrooms by 8:00am will be considered tardy.

#### AFTERNOON PICK-UP

Your child's safety is our main concern! You will be given a sign to fill out with your child's name. This sign must be placed in the front window of your vehicle. Any driver without a sign will need to provide I.D. and may be asked to report to the office to sign your child out. Additional signs are available in the office.

Students are picked up at the lower end of the building by the covered breezeway. A school staff member will be in the dismissal drive to call a student(s) when his/her car arrives. The called student leaves his transportation pass in the designated container and reports to the staff member stationed outside the building door. This staff member sends the student to one of the 4 pickup spots marked by a painted sign and cone. Students waiting are to stand at the cone and back from the curb until their car has come to a complete stop. Students should load the cars at the curbside.

Car riders are dismissed to their area at 2:45 p.m. **Please do not come to the office to check out your child after 2:00 p.m.** Students who are not picked up in the car rider lane by 3:00 p.m. will be escorted to the office. They will be sent to the After School Program at 3:10 to wait for their parents. **When parents come to pick up the child after 3:10 p.m., they must pay the ten-dollar (\$10)**

**registration fee and the eight-dollar (\$8) daily fee to the After School Program staff.** If the registration fee has been paid previously, the parent will pay the eight-dollar (\$8) daily fee only. **PLEASE DO NOT ASK THE SCHOOL OR THE AFTER SCHOOL PROGRAM TO MAKE EXCEPTIONS!**

### ATTENDANCE

The Georgia Compulsory Attendance Law holds parents responsible for making sure that their children attend school. According to this attendance law, the only legal excuses for absences are:

1. Personal illness
2. Death in the immediate family
3. Religious holidays

The homeroom teacher takes attendance each day at 8:00 a.m. All attendance regulations, including age entering and leaving school, absences, tardiness, exemptions from school, and appropriate use of visiting teacher services, will be in accordance of Georgia School Attendance Law. All students with attendance issues must be reported to the Douglas County Board of Education. See Board Policies with descriptive code: JBA & JBD.

Although attendance at school is very important, students with a contagious illness or fever should be kept at home. Upon returning to school after an absence, a written excuse, signed by the parent or guardian, should be given to the teacher within 3 days. Any failure to explain an absence will result in the absence being marked as unexcused. Students who are absent miss instruction that cannot always be made up. The fact that an absence is excused does not mean that the student will automatically receive credit for work that is missed. It is his/her responsibility to find out what work was missed and to make it up under teacher direction.

Please make sure your child is here every day, on time and try not to check them out early, except in the case of extreme emergency, such as illness, essential doctor appointments and deaths in the family. A doctors note must be turned in for early check outs to be excused. Remember our students are dismissed from their bus hall area at 7:40 a.m. to go to their classrooms. Our instructional day begins at 8:00 a.m. and ends at 2:45 p.m. Your child misses valuable instruction if he/she arrives after 7:50 a.m. or leaves before 2:45 p.m.

#### TARDINESS

It is important to establish good work habits such as punctuality at an early age. School begins at 8:00am. By this time all students should be in class ready to learn. Students are actually dismissed from the bus room (gym) at 7:45 each morning and instruction begins as soon as they enter the classroom. If your student eats breakfast, he/she should arrive to school no later than 7:45am so he/she will have time to eat and get to class.

When a student is tardy, he/she misses classroom instruction, even if it is just a few minutes. Late entry into the classroom is a disruption for all other students as the tardy child tries to get settled into the daily routine. Arriving to school on time is not only an important life skill it helps children settle into the day without rushing and sets the tone for the rest of the day.

The following procedures are in place regarding school **unexcused** tardiness:

- **Tardies 1 thru 7:** Teacher will address directly with parents and document on communication log.
- **Tardy 8:** Attendance clerk will send a letter home.
- **Tardy 10:** Attendance clerk will make a referral to the school counselor
  - Counselor will meet with child and contact the parent
- **Tardy 15:** School Counselor will refer to the School Social Worker and provide documentation of all other interventions by school.
  - Parents will be asked to come in for a conference with Administrators, School Counselor, and/or School Social Worker.
  - Home visits will be done on a case-by-case basis as time permits

**\*\*If tardies are impacting academics or appear to be related to child welfare concerns, a school social worker referral may be submitted at any time.**

Please help us to establish a good work ethic in our students by making sure they are at school on time, ready to receive the best education possible.

### CHILDREN LEFT HOME ALONE:

#### GUIDELINES FROM DEPARTMENT OF FAMILY & CHILDREN SERVICES

- Children 8 years or younger are never to be left alone.
- Children between the ages of 9 and 12 years, based on level of maturity, may be left alone for brief (less than two hours) periods of time.

- Children 13 years and older, who are at an adequate level of maturity, may be left alone and may perform the role of babysitter, as authorized by the parent, for up to twelve hours. This may not be permissible if the younger child is a special needs child.

Any school employee having reasonable cause to believe that the listed guidelines for leaving a child at home are not being followed is mandated to report to the appropriate agency.

### **CHARGES**

All charges incurred by your child must be paid in a timely manner. This includes charges for breakfast / lunch, lost library or textbooks, After School Program, PTA, pictures, etc. Report cards will be held until all charges are paid.

### **COMMUNICATION**

**Classroom teachers will communicate through homework sheets, behavior logs, newsletters, and/or agendas. School-wide communication will also be delivered through our automated email/text system, *NotifyMe*. Please be sure to sign up for instant messages through the link on our website. We also utilize *ParentLink* which includes automated phone call & emails to contacts in our Student Information System. Please be sure to contact the office if any changes are made to contact information.**

### **COUNSELING AND GUIDANCE SERVICES**

In Douglas County, the elementary school guidance program is designed to help students by assisting them in making decisions and changing behavior. The purpose of guidance and counseling is to impact specific skills and learning opportunities in a productive and preventive manner which ensures that all students can achieve school success through academic, career, and personal/social development.

Douglas County has adopted the American School Counselor Association's (ASCA) model for counselors. The school counseling program helps all students be successful in school and become productive citizens. These counseling services should be provided by a state-credentialed school counselor.

Guidance is defined as help for all students to assist them in making appropriate educational and career choices. Guidance is provided through classroom lessons and participation in small groups. Counseling is defined as the help some students receive from a professionally trained counselor to help them overcome personal and social problems, which may interfere with learning. Counseling is provided individually and in small groups. Students may be referred for counseling by parents, teachers, or themselves.

The lessons taught in classroom or small group guidance provide a link to define student competencies. These standards are included in the guidance curriculum. Counselors coordinate and implement delivery of guidance lessons in the areas of academic, personal/social and career development. Lessons can incorporate study skills, test taking skills, problem solving, decision-making, self-knowledge, life skills, personal safety, and career planning. All of which will help facilitate your child's academic achievement.

Small group counseling may address specific needs such as understanding-self and interpersonal skills or may help students who are coping with crisis situations, such as divorce or death. Students may participate in these small groups as a result of referrals from parents, teachers or themselves. The counseling relationship with students will be treated as confidential except when a student poses an imminent danger to himself or others, or when the student reveals matters that by state law must be reported. The Douglas County Board of Education provides all students the opportunity of counseling services.

The elementary school counselor consults and collaborates with parents, guardians, teachers, and significant others such as school psychologists, special education personnel, school social workers, and medical professionals in the community. Counselors are also involved with classroom performance and behavior, childhood growth and development, a positive school climate, identification of exceptional children, interpretations of test results, psychological reports and other relevant data and communication between home and school.

Your child's classroom will be participating in a very important program called Speak Up Be Safe™ that teaches about personal safety. Because it is OUR responsibility as adults to keep children safe from child abuse, our school believes that this program is necessary. Speak Up Be Safe™ is led by the school counselor who will teach your child how to communicate about this very serious issue. The program will take place in your child's classroom for two 25-minute sessions.

Speak Up Be Safe™ is based on the following 5 safety rules:

1. It's MY body!
2. Ask an adult if I am safe.
3. I have choices.

4. Tell someone.
5. It's NEVER my fault.

Visit [www.childhelp.org/SpeakUpBeSafe](http://www.childhelp.org/SpeakUpBeSafe) for more information.

### **DELIVERIES**

Deliveries for students, such as balloons, flowers or stuffed animals must remain in the office. The student will be called to the office to view the item and instructed to pick it up at the end of the day. Balloons and flowers are not allowed to be taken on the bus, so an adult must come and pick the item up.

### **DISCIPLINE / STUDENT BEHAVIOR**

Students are expected to follow basic rules to promote school safety and learning. Specific rules for each school area are explained and enforced by administration and staff. Students who choose not to follow the rules will face consequences determined by the teachers and administrators. Minor problems will be handled within the classroom setting. Major or repetitive behavior problems will be addressed through school/district policies. Please see section II of the handbook for more information.

### **OPPORTUNITY ROOM (O.R.)**

When a student has chosen to behave in a manner that is considered to be a major offense, he or she will leave the instructional setting and go to the opportunity room (O.R.). The student's teacher will complete an O.R. form that describes the child's behavior. The student will present the form to the O.R. supervisor and be given the opportunity to reconsider their choice of behavior and its impact on themselves as well as their classmates. They will complete an action plan to help them make more appropriate choices when they find themselves in a similar situation. The O.R. supervisor will be available to assist students as needed. A specific time period has been assigned for each visit to O.R. If a student has completed his or her action plan before the time period expires, he or she will be given assignments provided by the homeroom teacher. When the specific time has expired, the student will return to class with a copy of the O.R. form. The student must take this form home for parent/guardian review and signature, and then return it to the office the following day.

### **DRESS CODE**

Tennis shoes must be worn during P.E. No sagging, bagging or dragging of pants or shorts. The Douglas County School District dress code requires students to dress "in a manner that is conducive to a good learning environment." In the selection of school dress, parents and students should exercise good taste and good judgment. Many "fads" in dress are not appropriate for school. Therefore, student dress should reflect neatness, cleanliness and should not distract or cause disruption in the educational process of school. The school administration reserves the right to determine if a student's dress, hair styles, etc. are too casual, too revealing, or too distracting from the learning environment to be considered appropriate for school. The health and safety of all students will be taken into consideration when making decisions regarding appropriate/inappropriate attire including the tucking in of shirt tails. See Douglas County Board Policy: Descriptive Code: JCDB-R

### **EMERGENCY DRILLS**

State law requires that schools conduct drills for emergencies such as fire, severe weather, and lock-down procedures. Fire drills are held each month on "good" weather days. Some months are not as cooperative and students must go out in the cold. Students will return to the building as quickly as possible.

### **EMERGENCY STUDENT INFORMATION**

Every child should have current emergency information on file in the school office. We should know how to locate a parent at all times in the event of illness or accident. If a phone number or address change occurs during the school year, please notify the office in writing or the enrolling parent may change the card when they visit the school. Only the enrolling parent may add, delete or make any changes to the emergency card.

### **EXTRACURRICULAR ACTIVITIES**

Students selected to be in clubs must be of excellent character, have and maintain acceptable grades, attendance and behavior. Members must follow all club sponsor guidelines and rules of conduct as well as maintain acceptable behaviors in the regular school setting. Office or study hall referrals may cause the student to be placed on probation and/or removal from the team.

Students that are selected to membership in any Mt. Carmel Elementary School extracurricular activity and their parent or guardian will be required to sign a Member Agreement Form. It is of the utmost importance that students adhere to the standards and conduct expectations in order to remain a member of any Mt. Carmel Elementary School activity. Students included in after school hours must be picked up promptly when the club dismisses. **Any student not picked up will be sent to the afterschool program. The parent or guardian will be responsible to pay a**

**\$10.00 registration fee and \$8.00 tuition for the day.** Repeat offenders may be asked to leave the club.

#### **ART CLUB**

Art Club is an extracurricular activity focused on visual arts. Many of our activities are community service-based including creating sets for our school Drama Club and decorating Christmas trees for the Cultural Arts Center. Club meetings are held on Wednesdays after school and open to 4th and 5th grade students. Students will be given more information in the fall. The size of the group and frequency of meetings will depend on the number of students interested. Students must adhere to school wide Standards of Conduct and are subject to removal from the club for behavior, grades or absences.

#### **CHORUS**

Chorus is an extracurricular activity that focuses on learning a wide variety of music and performing. Chorus is offered to 4th and 5th grade students. Tryouts are held in the fall and again in early spring. Rehearsals are after school on Tuesdays until 4:00. Students are accepted to the group based on performance and behavior. Students will perform at the Douglas County Courthouse in December and at a PTA meeting during the holidays. There are opportunities for other performances as well. In January the chorus joins the Drama Club to present a musical. Students must adhere to school wide Standards of Conduct and are subject to removal from the club for behavior, grades or absences.

#### **DRAMA CLUB**

Drama Club is a time for students to explore their acting and musical talents. Students will audition for acting and singing roles in the school's play. Drama Club will hold several practices and students are expected to attend. Students must adhere to school wide Standards of Conduct and are subject to removal from the club for behavior, grades or absences.

#### **ROAD RUNNERS**

The purpose of the Road Runners is to encourage students to improve their overall fitness and running abilities. All children in the program need to participate in 70% of the practices. The children must run in at least four (4) local road races during the year to be recognized at the end of the year awards program.

We will practice on Friday mornings from 7:00 –7:45, rain or shine. The children participating will report to the gym, and weather permitting, they will be supervised while running on our outdoor track. Students must adhere to school wide Standards of Conduct and are subject to removal from the club for behavior, grades or absences.

#### **SAFETY PATROL**

Safety Patrol is open to 5th grade students who demonstrate role model behavior in and outside of the classroom. Some of the duties of Safety Patrol are: Morning Hall Patrol, touring visitors and new students through the school, making special announcements, and promoting special projects. Students must adhere to school wide Standards of Conduct and are subject to removal from the club for behavior, grades or absences.

#### **READING BOWL**

Mt. Carmel students have the opportunity to participate in the **Douglas County Kathy Brock Reading Bowl Competition** held at Alexander High School in January. Fourth and fifth graders participate by reading 14-16 chapter books from a list of books nominated for the Georgia Book Award. The team of eight chosen must read the books and answer various comprehension questions about each book. Students must adhere to school wide Standards of Conduct and are subject to removal from the club for behavior, grades or absences.

#### **STUDENT COUNCIL**

The Student Council is made up of one representative from each 3rd, 4th, and 5th grade homeroom. These representatives are elected by their classmates. All members of the student council must be of excellent character and maintain A's and B's. They cannot have any type of disciplinary action.

There are four Student Council officers: President (5th grader), Vice President (4th or 5th grader), Secretary (5th grader) and Treasurer (4th or 5th grader). The officers are elected prior to the homeroom elections. They must complete an application to run for office, conduct an election campaign and make a campaign speech before a school assembly. These officers act as official hosts for the school and conduct the Student Council meetings. The School Counselor is the sponsor for the Student Council.

#### **JOURNALISM CLUB**

Journalism Club is an extracurricular activity focused on English Language Arts and incorporates the Common Core State Standards. Our activities will include the use of technology, research, and writing articles to inform students, faculty, staff, and other stakeholders about the activities within our school and community. Club Meetings will be held on Mondays until 4:00 and are open to 4<sup>th</sup> and 5th grade students that can provide a writing sample and teacher recommendation form. Students must adhere to school wide Standards of Conduct and are subject to removal from the club for behavior, grades or absences.

#### **STUDENT AMBASSADORS**

The Ambassador Program provides an inclusive and comprehensive approach to leadership development in school communities. The Ambassador Program empowers students by providing them with the opportunity to develop leadership, human relations, and communication skills.

#### **STUDENT DISPLAY DEFENDERS**

Students will take the lead in maintaining and repairing displays and bulletin boards throughout the building.

#### **STUDENT LOST AND FOUND**

Students will assist staff in maintaining the lost and found area as well as returning items that have names to the owners.

#### **STUDENT PHOTOGRAPHERS**

Student will have the opportunity to take pictures of students and events throughout the year for the yearbook and for historical reference.

#### **FIELD TRIPS**

At various times during the year, students may take educational field trips. Field trips are special activities that enhance our curriculum. Trips will be made according to Douglas County policy and guidelines. Parents will be notified before any field trip so that written permission can be obtained. Students with inappropriate behavior may not be invited to attend if their behavior jeopardizes the safety of others or themselves.

Each field trip can accommodate a certain number of chaperones. The number of chaperones will depend on the number of students as well as space available on the bus. Younger siblings are not allowed on school system buses.

#### **FOOD SERVICES**

Students are encouraged to participate in the school nutrition program. Nutritionally balanced breakfasts and lunches are available to all students. A registered dietician plans the menus. Breakfasts are designed to meet one-fourth of the recommended daily allowance (RDA) of nutrients for Americans. Lunches meet one-third RDA. Several choices in menu offerings are available. **No canned or glass-bottled drinks.**

School lunches are \$2.10 per day for students. Breakfast is \$1.25. You may pay for your child's lunches by the week or by the month. A policy has been established throughout the school system that restricts the amount of meal charges a student can accumulate. **No one will be allowed to accumulate more than \$6.00 in charges.** Additionally, students who accumulate more than \$6.00 in charges will not be allowed to purchase ice cream, additional entrees or desserts. Once that amount has been reached, students who are unable to pay will be offered a sandwich and beverage. Free or reduced priced meal programs are available to students who qualify. [www.ParentOnline.net](http://www.ParentOnline.net) is a prepayment system that allows you to make deposits into your school meal accounts via the internet. Parents may eat lunch with their child at any time. Adult price lunch is \$3.50 and adult breakfast price is \$1.65. **Parents must check in at the school office and wear a visitors badge before going to the cafeteria.** You may eat in the cafeteria or at the outside picnic tables, weather permitting. If you choose to eat inside with your child, please observe our quiet Music Time, a time when students are encouraged to be silent, eat their lunch and practice their best table manners. If you choose to eat outside, you may not take other students with you. **No restaurant meals are to be taken into the cafeteria.**

#### **FOCUS ON LEARNING**

We encourage students to have a "carry style" book bag. Not only are the students' storage cubbies not large enough for the book bags on wheels, these also can become a safety hazard.

Toys, CD players, iPods, electronic games, beepers, cell phones, and/or similar electronic devices are not to be brought to school unless approved by the school based on the Douglas County Bring Your Own Technology (BYOT) policy. Items will be confiscated and released only to the parent. See Board Policy in Section II

#### **HOMEWORK POLICY**

Please see the System Policies for information regarding homework policies.

### **HOMEWORK/REPORT FOLDERS ("Tuesday Folders")**

Work samples, teachers' notes, school newsletters and other school information are sent home Tuesday of each school week in the Home Report Folders. Parents sign the folders, write any needed responses and return them the following school day. Consistent communication between home and school is essential to student success.

### **ILLNESS/ACCIDENTS**

If a student is hurt on the bus or at school, he or she should report the accident immediately to the supervising adult. First aid for minor accidents will be handled at school. Parents or guardians will be contacted in the event of a serious accident.

Students with a contagious illness, including the flu or bad colds, should not come to school. **Students with fevers should not return to school until they are fever-free without medication for 24 hours.** On the first day of return, students are expected to turn in a written excuse from a parent/guardian or doctor to their teacher.

Students who become ill during the school day should tell their teacher. These students can only be dismissed from school to go home if the school is able to contact by phone either a parent or guardian who will agree to come and pick up the student. **THE SCHOOL MUST HAVE A CURRENT EMERGENCY PHONE NUMBER ON EVERY CHILD.**

### **INCLEMENT WEATHER**

Radio station WSB (750AM) and other major Atlanta radio and TV stations will be contacted concerning school closings. Closings will be announced as close to 6:00 a.m. as possible. Please listen to these stations for information. In addition, messages will be sent through our *NotifyMe* and *ParentLink* automated systems. **Please refrain from calling the Board of Education or the school.** This ties up emergency phone lines.

### **L.E.A.D.er AWARDS**

We are trying to instill in our students the importance of character, quality work, and punctuality. We have high expectations for our students in academics and work habits. We believe the habits they develop today will be the same habits they have as adults. At the end of each grading period, students will receive awards based on the following criteria.

- **Leadership:** Students who receive all S's in class and specials. This award supports the development and demonstration of good character traits and will not be eligible to students who have discipline referrals.
- **Excellence:** Students who earn all A's, A's-B's, or B's.
  - End-of-Year: (4<sup>th</sup> & 5<sup>th</sup> grades only)
    - **Presidential GOLD seal:** All A's all 4 quarters
    - **Presidential SILVER seal:** All A's-B's/B's all 4 quarters
- **Attendance:** Students who have perfect attendance with NO MORE than 3 tardies and/or early check-outs combined.
  - End-of-Year:
    - **Perfect Attendance** - 0 absences with 0 tardies and/or early check-outs (earn a trophy and entered into a drawing for a bicycle).
    - **Excellent Attendance** - 0 absences with no more than 5 tardies and/or early checkouts (earn a medal).
- **Determination:** Students who have shown tremendous determination and improvement.
  - End-of-Year: 2 students from each class will be recognized for determination & excellence in each subject area (Reading, Writing, Math, Science & Social Studies).
- **Principal's Award:** Students who demonstrate overall leadership by receiving the Leadership, Excellence and Attendance awards.
  - End-of-Year: Students who earned the Principal's Award all 4 quarters.

### **LOST AND FOUND**

**Most articles of clothing that are found are placed in a designated area. Glasses, jewelry etc. are turned into the office. Please label all articles of clothing with your child's name so lost articles may be returned. If items are not claimed within a reasonable length of time, they will be donated to a charitable organization**

### **MEDIA CENTER**

The Media Center at Mt. Carmel is a resource to meet the information needs of students and teachers. Students are invited and encouraged to come to the media center regularly for story time, research, computer use, and self-selection of books. The Media Center is open from 7:45 a.m. to 3:15 p.m. The following guidelines are followed:

1. Students in grades K-1 may check out one (1) book at a time.
2. Students in grades 2-5 may check out two (2) books at a time.
3. The check-out period is one week, but students may renew their books if a longer time is needed. Students may come to the Media Center as often as their teacher allows.
4. Overdue fines are not charged, but students are expected to pay for lost or damaged books. Overdue notices will be sent home at the end of each nine week period. Report cards will be held for students with overdue books.
5. Students should not lend library books to each other. Any book checked out in a student's name is the responsibility of that student.

### **MEDICINE**

Medication should be administered at home. If medicine must be given at school, the specific rules must be followed. Board policy does not allow the school to give prescription or over the counter medication unless it is in the original packaging or bottle. Cough drops must also be administered through the office. **Medication forms must be completed for any medication and may be requested in the office.** All medications must be turned into the office. Notify the teacher that the student is to be given medicine and the times. An adult must pick up all medicines.

### **OFFICE**

The school office is open each day between 7:15 a.m. and 3:30 p.m.

### **PARENT CONFERENCES, VISITORS AND VOLUNTEERS**

All parents, visitors and volunteers must sign in at the office. For the safety of your child, we ask that EVERYONE use the front entrance, wear a visitor identification badge while in our building, and then return to the office before exiting the building. All visits to a classroom must have a meaningful purpose such as volunteering, prearranged conferencing with teachers, prearranged observations and/or serving as a guest speaker. Students are distracted from instruction by visitors in the classroom, so all prearranged visits should be brief. **Because we are accountable for using instructional time appropriately, we will be unable to allow drop-in visits to speak briefly to the teacher.**

Parents are welcomed and encouraged to come to school to talk with their child's teacher(s). Appointments may be scheduled during the teacher's planning period, before school, or after school. A minimum of two conferences per child will be scheduled during the year. Parents will be notified if additional conferences are needed. Preschool children should not accompany parents during a conference. Conferences can be set up by calling the teacher's voicemail extension, or preferably by e-mailing the teacher. All teacher e-mail addresses are posted on the school website and e-mail is the easiest and fastest way to communicate with your child's teacher.

### **PARTIES AND BIRTHDAYS**

Douglas County Board of Education policy allows two (2) parties each year in the classroom. These parties include a winter party on the last day before winter holidays and the scheduled grade level Field Day. All planned activities must be approved by the teacher.

Students may want to share store bought cupcakes/cookies with their classmates on their birthday. Any treat should be served during the regular lunch period. No invitations to birthday parties should be sent to school unless an invitation is available for every student in the class. A list of student names are not permitted to be sent home.

### **PHYSICAL EDUCATION**

Physical Education (PE) is a very important part of the student's school day. For safety reasons, students are encouraged to wear rubber sole shoes (tennis shoes) and appropriate clothing (shorts should be worn under skirts and dresses) on designated PE days. If a child cannot participate in PE due to illness or injury, we must have a note from the parent or doctor.

### **POLICIES**

There are many policies and procedures that directly affect Mt. Carmel Elementary School students and parents or guardians. For the complete set of Douglas County System Policies and Procedures visit the Douglas County School System website located at [www.douglas.k12.ga.us](http://www.douglas.k12.ga.us).

### **PROPERTY/TEXTBOOKS**

The buildings, furniture, and equipment therein, are provided at great expense by the taxpayers of Douglas County. Students at Mt. Carmel Elementary should refrain from defacing school property. Students will pay for damage to buildings, furniture, and/or equipment when it is determined that such was caused by

carelessness or neglect. Everyone should develop pride in keeping the building clean and the furniture in good condition.

Students are furnished textbooks for some courses. The books are issued by the classroom teacher who keeps a record of the condition of each book. Students are responsible for the care of their issued textbooks. Lost or damaged books or library books must be paid for before report cards can be issued.

#### **STANDARDIZED TESTING**

Testing will be administered according to state and local guidelines. Parents will be notified of testing dates and procedures. See Section II for further information

#### **STUDENT SUPPORT TEAM (SST) / TIER III**

All schools in Georgia mandate the use of Student Support Teams (SST) to identify and offer alternative strategies for students struggling socially or academically. SST is also referred to as Tier III. As teachers develop concerns with a child's academics, behavior or speech/language skills, he/she will begin interventions and monitor progress at Tier II. Recommendation to Tier III will be decided by the grade level teams and the assistant principal. The Tier III team may consist of the teachers who work with the student, along with the assistant principal, counselor, school psychologist, education evaluator, special education teachers and/or parents. Every effort is made to provide for academic and social success in school. The referral of a student for special education is initiated through the SST/Tier III process. This team also serves as a placement committee when retention is considered.

#### **TELEPHONES**

Students are not allowed to receive calls during the school day. In a case of EXTREME EMERGENCY, the office will deliver a message to your child.

Transportation changes are not to be made over the phone or email. You must FAX or hand-deliver any transportation changes before 2:00 p.m. to the office. We cannot guarantee that the change will be made after 2:00 p.m. **You must call and verify that all fax changes have been received.**

**For the safety of our students, we do not give out information over the phone pertaining to students.**

#### **TRANSPORTATION CHANGES**

All transportation changes must be submitted **IN WRITING**. We cannot make changes through a phone call or email. This is for the safety of your child!! No exceptions!! You may FAX changes to 770-920-4471 prior to 2:00 p.m. or send a note with your child. **Please call to confirm receipt of all FAX changes.** All written instructions must include the child's name, teacher's name, specific instructions related to the change (ex: the bus number, the address, who they are riding with, dates this change is effective) and your signature and a phone number where you may be reached for clarification. **Please include a picture I.D. with all faxes. You must call and verify that all fax changes have been received.**