

Desoto Central Elementary

3-5



Parent Procedures

2016-2017

These procedures have been established for the safety and well-being of our students. Your cooperation and assistance is very much appreciated.

FORWARD

We at Desoto Central Elementary are committed to maintaining an orderly, safe environment for our students. The information listed in the following pages is intended to familiarize you with school rules and procedures that are designed to create an atmosphere that encourages growth, self-esteem, respect for one-self and respect for the rights of others.

Desoto County has a Student and Parent Handbook on the DCS website. Please refer to this book for **County-Wide Policies**.

Your cooperation in following the DCES Procedures will help give students a safe, positive, and consistent environment.

MISSION

The mission of Desoto Central Elementary School is to create a safe, positive environment in which students can experience optimal learning and develop outstanding character which will enable them to become productive citizens in a multi-cultured, changing society.

PURPOSE

Desoto Central Elementary School is dedicated to ensuring world-class academic excellence within a safe learning environment, while providing a variety of exceptional extra-curricular programs that foster the physical, social, and emotional growth of all students. It is our belief that ALL children are important and have value. We believe that each school day should bring energy and excitement to the process of learning. School should be a place where education engages and challenges ALL students to achieve success.

It is our desire to be partners with our students' parents. Parental involvement greatly contributes to improved student achievement, attendance, motivation, self-concept, and behavior.

Our school strives to be regionally and nationally recognized as a school of superior-performing students and of teachers that ignite a passion for learning, while inspiring student success through instructional excellence and exemplary leadership.

PROCEDURES FOR PARENTS

1. Please check in through the office and receive a visitor's badge before entering the building. Return the badge when leaving. You will be asked for identification (Driver's license). Therefore, for convenience and to expedite the check-out, please bring it in with you. You will be asked for identification every time you visit the school.
2. Students may not arrive before 7:55 a.m. because no one is on duty until 7:55 a.m. STUDENTS MUST BE SUPERVISED AT ALL TIMES. **For your child's safety, please do not attempt to drop your child off in the parking lot.**
3. OUTSIDE DOORS WILL BE SECURED AT 8:30 A.M. AND THE STAFF WILL GO TO THEIR CLASSROOMS. The Tardy Bell rings at 8:30 a.m. After the tardy bell, late students must be checked in through the front office and parents **MUST** park and bring their child into the building. We try to allow as many car riders as possible to come in through the car rider line. However, once we see no cars coming up the drive and the staff must go to their classrooms, the doors are closed. If you drive up after that point please park and walk your child into the school. Keep in mind that you may not block access to the front of the building. Children entering the building after 8:30 will require a tardy slip to enter their classroom.
4. Special treats, birthday items, etc. are to be dropped off in the front office. They will be delivered to the classroom at the appropriate time. Teachers will be required to receive prior permission for pizza parties and other celebrations. No birthday invitations may be passed out at school unless **ALL** students in the class receive one. There are NO birthday parties at school and children may not receive balloons, flowers and stuffed animals at school.
5. There will be a Christmas party in all grade levels. This is the only major party for the year. Harvest treats may be sent in October and Valentine treats in February (Specific dates will be given later in the year). The homeroom teacher and room mother will coordinate appropriate treats for

these non-party special times, however, NO PARENTS, even room moms will be in the classrooms at this time. Parents are invited to attend the Christmas Party only, however, NO SIBLINGS. This is both due to space in the classrooms and the fact that this is to be a special time for you and your school-aged child to enjoy their school experience. We appreciate your cooperation in this matter.

6. PROCEDURES FOR LUNCH

You are welcome to join us for lunch. Please note that this is not the time to conference with your child's teacher. Also, please keep in mind during your visit that while you may talk with other children at the table, for privacy reasons, you may not make inquiries of other boys and girls or discipline other students in any way. If there is an issue that you notice that needs to be addressed, please contact the teacher. Please wait for your child in the cafeteria. **Do Not go to the classroom before or after lunch unless a previous visit has been scheduled by the classroom teacher.** LUNCH PURCHASED FROM A FAST-FOOD RESTAURANT IS NOT PERMITTED UNLESS YOU ARE STAYING FOR LUNCH WITH YOUR CHILD. Student lunches cost \$2.75 and adult lunches cost \$3.25. Lunches may be prepaid online at www.mealpay.com. The student ID number is your child's MSIS number. This will be given to you by your child's teacher.

7. Please assist us in helping your child develop a sense of personal responsibility by not bringing forgotten items on a regular basis.

BOOK FAIR

Dates will be sent home at a later time. There will be times set for you to come and shop with your child/children. All classes will have a designated time to shop. We appreciate your support of our Book Fairs!

ATTENDANCE/EXCUSED ABSENCES

Students who have good attendance generally achieve higher grades, enjoy school more, and develop an understanding of responsibility and punctuality. In compliance with the Mississippi Compulsory School Attendance Law, absences will be determined to be excused or unexcused. Each of the following constitutes an excused absence for the purpose of this law according to DeSoto County Board Policy.

1. Illness or injury which prevents the student from being physically able to attend.
2. When isolation is ordered by the county health officer, the State Board of Health, or an appropriate school official.
3. Death or serious illness of a member of the immediate family, which includes parents, grandparents, brothers, sisters, stepbrothers and stepsisters. The absences must be approved by the Principal or his/her designee.
4. A medical or dental appointment documented with the proper excuse from the attending physician/dentist upon return to school.
5. Attendance at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. Observance of a religious event, with prior approval of the Principal or his/her designee. (Approval should not be withheld unless, in the professional judgment of the Principal or his/her designee, the extent of absence would adversely affect the student's education).
7. Attendance at an authorized school activity with the prior approval of the Principal or his/her designee.
8. Participation in a valid educational travel opportunity with prior approval of the Principal or his/her designee. Please note that vacations (even a trip to Disney World) are not excused absences. You may use a parent note for this if you have not used them previously.

Each time a student is absent, he/she must bring a note from the parent/guardian stating the reason for the absence within two (2) days of returning to school. Students who miss more than (2) consecutive days for illness or accident must provide a doctor's note for the days to be excused. The doctor's note must be submitted to the Principal within three (3) school days following the student's return to school, unless granted an exception by the Principal for extenuating circumstances.

Students who have accumulated more than **seven** total absences with parent notes must provide a doctor's note for any succeeding days to be excused. The doctor's note must be submitted to the attendance clerk within two(2) school days following the student's return unless granted an exception by the Principal for extenuating circumstances.

When a student has exceeded five (5) unexcused absences, the DeSoto County Attendance Officer shall be notified in writing within two (2) days by the school Principal or his/her designee.

- Please note that the above is DeSoto County Board Policy. However, several things are left to the Principal or his/her designee's discretion. The Principal's decision is usually the final say on this.
- **Perfect Attendance Award: In order for a student to be recognized at the end of the year for perfect attendance they must be present each day school is in session and have 0 tardies and 0 early check-outs. Bell to Bell here every day.**

Parents are advised of a student's absence by a phone call from the school and reminded to send a note. Any further unexcused absences, in addition to the five (5) mentioned above, shall also be reported to the State Attendance Officer and further action will be taken. After twelve (12) UNEXCUSED absences, a parent may face a hearing before a judge. An unexcused absence cannot be changed once reported to the State Attendance Officer without a physician/dentist note.

According to DeSoto County Board Policy, a student is allowed the same number of days absent to make up work missed. If the student is absent for one day, he/she has one day to make-up the missed work. If the work is not made up

within the allotted time, the student may receive a zero for the assignment. Frequent tardiness and early unexcused checkouts disrupt teaching and learning. A mandatory parent conference is issued after ten morning tardies or unexcused early checkouts, or any combination of the two. Students benefit from being at school on time and from remaining in class all day. (Please see the section entitled Early Checkouts).

ATTENDANCE REQUIREMENTS

This requirement is in accordance with HB 1530

Students must be present at least 63% of the instructional day to be counted present for the day. Therefore, they must be at school for at least four hours and forty-seven minutes (4:47) to be counted as present for the entire day. Checking in after 10:38 or checking out before 1:10 will not allow them to be counted as present for an entire day. Please be sure that your child/children arrive at school before 10:38 and do not check out before 1:10 in the afternoon.

*** Perfect Attendance: In order for a student to be recognized at the end of the year for perfect attendance they must be present each day school is in attendance and have 0 tardies and 0 early check-outs. Bell to Bell every day!**

CELL PHONES/ELECTRONIC DEVICES

Refer to the DeSoto County Handbook for the Board Policy concerning items brought to school. (See attached CODE OF DISCIPLINE _LEVEL 2-6). BYOD (Bring Your Own Device) information will be sent home to parents.

CHILD CUSTODY

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report

cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal guardian with primary physical custody to provide current copies of court order to the school. **Child visitation and exchange of custody should not take place during school hours or on school property.** The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school Principal.

COMMUNICATION

Parents will receive student work on a regular basis. Teacher/Parent communication is crucial in working together for a positive school experience for our students. Teachers will contact parents when necessary and parents are encouraged to contact teachers whenever the need arises. DeSoto County teachers have websites that will be updated in a timely manner and every effort will be made to make these websites as parent friendly as possible. Please note that while we try to be as uniform as possible on the different websites, there will be differences according to teacher preferences as to specifics listed.

DeSoto County Schools uses the Student Information System called Power School. You can obtain your parent portal access and password through the school office. Photo Identification is required for this process.

DRESS CODE

Please note the Dress Code Policy in the DeSoto County Schools Handbook. This policy will be enforced (With some consideration for the age of the student). Any clothing deemed immodest or objectionable by the administration **will not** be allowed. If it becomes necessary, parents may be called upon to bring a change of clothing to the school. Again, for more specific guidelines, refer to the DeSoto County Schools Handbook. It is expected and appreciated that parents and visitors who come to the school will dress with modesty to support our efforts to set good examples for our students.

EARLY CHECKOUTS

Please allow your child to remain in school until dismissal. Students are not to be checked out except for doctor or dental appointments or in case of an emergency. An early checkout will be considered an unexcused tardy unless a physician/dentist note is presented to the attendance clerk the next day. Ten morning tardies or unexcused checkouts, or any combination of the two, will result in a mandatory parent conference. Our teachers spend the last thirty minutes of the day with homework assignments, guided practice, closure, and frequent tests to determine mastery or non-mastery of the day's work. **Teachers are not required to allow students to make up work or tests due to frequent unexcused tardies or early checkouts.** For this reason, **NO** checkouts will be allowed from the office after 2:30 p.m. (Unless in the case of an emergency). If we call you to pick up a student due to illness, this will be considered excused. If your child misses additional days, a note is required for the additional days to be excused.

EMERGENCY CONTACT INFORMATION

Parents or guardians are required to keep **CURRENT** emergency numbers listed for the school. The school **MUST** have a way to contact the parents if necessary. Should there be issues with not being able to contact parents on a repeated basis, the Dept. of Human Services or local law enforcement may be asked to assist.

FOOD ALLERGIES

If your child has a food allergy, please inform the classroom teacher. You will need to fill out a medical form to be kept on file at school. A letter from your child's doctor will be required for ALL medical issues (allergies, asthma, etc.). This letter must be kept on file and updated annually or as needed.

HEALTH ISSUES/CONCERNS

It is our desire to preserve a healthy environment for all of our students; therefore, it is imperative that the following procedures are followed:

1. If a student develops a fever or vomiting while at school, the parent will be called. **The student must be picked up as he/she will be unable to remain in the classroom.** Please DO NOT send your child to school if he/she has a fever or has been vomiting prior to the start of school. Please DO NOT give them medicine for fever to “get them through the morning” and send them to school. The medicine wears off around lunch time when we have to call you...also, all of the other students have then been exposed to whatever virus a sick child may have and we do not want the sick child to pick up any other illness while at school. Please be courteous and keep sick children at home. The child is to be fever-free (without the use of fever reducing medication) for 24 hours before returning to school.
2. If it is determined that a student has head lice or nits, he/she must be picked up from school, treatment administered, and cleared through the office before being admitted to class. Students must be free of lice (checked in the office) before they will be allowed to return to their classroom. **One day of excused absence, not including the day of checkout, will be granted.** Regular shampoo will **NOT** remedy the problem. Special products available at the pharmacy should be used. Recurring cases will be reported to the county nurse and/or the Mississippi Health Dept.

MAKE-UP WORK

Teachers will send work home, if you request it, only on the third day of absence. Students who miss less than three days will make up work when they return. The parent will need to call the school on the **morning** of the **third** day and request that the work is sent to the office. Work may be picked up at the end of the school day. The office staff **will not interrupt** class to get work. The number of days to complete make-up work coincides with the number of days absent.

PROOF OF RESIDENCY

The school must verify residency for returning students. It is the school's responsibility, and right to periodically (at the school's discretion) verify residency of students if the need arises. Therefore, affidavits, etc. may be investigated at any time. Should your address change during the school year, it is **your responsibility** to update that information with the Guidance Office. Proofs of residency will be needed at the new address. Failure to do this could result in an interruption in your child's education.

TRANSPORTATION ISSUES

Please inform your child of any transportation changes **before** they come to school. You **must send a note to the teacher with the child** indicating the change. With continued emphasis on safety, a **verbal message** is not the best way to communicate changes; therefore, **TRANSPORTATION CHANGES WILL NOT BE TAKEN OVER THE TELEPHONE. Please do not leave transportation changes on the teacher's voice mail.** As stated above, these transportation changes will not be made over the telephone. No transportation changes for "spending the night" or other conveniences are permissible. Students may only ride the bus to which they are assigned; riding home with a friend on a different bus is not allowed. Likewise, students may not change buses to ride to a grandparent's house or babysitter.

We must have available, at all times, telephone numbers of someone who can be reached in an emergency.

CONTACT INFORMATION

The administrators and teachers at Desoto Central Elementary are available for consultation and are anxious to address concerns of all parents. Please call the office to set up an appointment and we will be glad to meet with you as soon as possible.

School Phone (662) 349-6234

School Fax (662) 349-9387

Principal-Lisa Nye

lisa.nye@dcsms.org

STAY CONNECTED!

DCES Parents: <https://www.remind.com/join/dcesp>

Twitter: DCES@TweetDCS_DCES

Website: dce.desotocountyschools.org

Facebook: Desoto Central Elementary PTO

Principal Remind: [remind.com/join/dcesp](https://www.remind.com/join/dcesp)