

# Double Churches Elementary School Student/Parent Handbook



## A Positive Behavior Interventions & Supports (PBIS) School School Year 2017-18

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<http://www.orgsites.com/ga/dce/>

Learning to Live and Living to Learn

PERSEVERANCE, KINDNESS, RESPECT

# Double Churches Elementary School Shares the Vision and Mission with the Muscogee County School District

## MISSION

To inspire and equip all students to achieve unlimited potential.

## VISION

The MCSD is a beacon of educational excellence where all are known, valued and inspired.



# DOUBLE CHURCHES ELEMENTARY SCHOOL SONG

WE ARE THE WILDCATS  
DOUBLE CHURCHES IS OUR SCHOOL  
IT'S SUCH A GREAT PLACE  
WE THINK IT'S VERY COOL  
WE ARE A FAMILY TOGETHER IN OUR QUEST  
TO WORK THE HARDEST AND LEARN  
THE MOST AND BE OUR VERY BEST  
SO WE SAY HIP-HIP HOORAY FOR THE  
MIGHTY BLUE AND WHITE  
WE'LL KEEP STRIVING EVERY DAY TO MAKE  
THINGS TURN OUT RIGHT  
AND IF YOU WANT TO BE A PART  
OF A WINNING TEAM  
JUST COME AND JOIN THE FUN  
DOUBLE CHURCHES IS NUMBER ONE!

# General School Information

<b>School Office Hours:</b>	<b>7:30 AM – 3:30 PM</b>
<b>Student Early Arrival Hours:</b>	<b>In Bus Loop 7:00 AM</b> <b>Front Entrance 7:15 AM</b>
<b>Tardy Bell Rings:</b>	<b>8 AM (Students in classroom)</b>
<b>Student Dismissal Time:</b>	<b>2:30 PM</b> <b>No Student Check-out after 2 PM</b>
<b>Teacher Work Day:</b>	<b>7:30 AM – 3:00 PM</b>

## **REMINDERS:**

- 1) No Restaurant food or birthday celebrations/cupcakes in the cafeteria. Your child's teacher may give permission for birthday cupcakes/treats at the end of the school day.**
- 2) No checkout or classroom visits after 2 PM.**
- 3) No telephone calls to change afternoon pickup plans. Notify your child's teacher by written notice in the morning.**
- 4) No classroom disruptions to bring forgotten lunches. Lunches may be left in the office area for your child to get on the way to lunch.**
- 5) Encourage your child to walk to class without you in the mornings. Adults on duty will ensure that your child gets to class.**

## Helpful Links:

### Parent Portal

<https://campus.muscogee.k12.ga.us/campus/portal/muscogee.jsp>

### School Website

<http://sites.muscogee.k12.ga.us/dces/>

### PTA Website

[www.dcespta.com](http://www.dcespta.com)

### School Lunch Payments

[www.myschoolbucks.com](http://www.myschoolbucks.com)



## **Student Attendance Is Important!!!!!!**

School attendance is important to student learning and to our school's state rankings. Please see the Muscogee County School Behavior Code Handbook for detailed information regarding school attendance protocols

### **Arrival and Departure Procedures**

#### **MORNING DROP-OFF AND AFTERNOON PICK-UP PROCEDURES**

***BECAUSE OF LIMITED PARKING AND TRAFFIC CONGESTION, PARENTS ARE STRONGLY ENCOURAGED NOT TO PARK OR GET OUT OF CARS DURING MORNING DROP-OFF AND AFTERNOON PICK-UP. NO PARENTS MAY WALK UP TO GET YOUR CHILDREN DURING AFTERNOON PICKUP. WE WILL ENSURE THAT YOUR CHILD GETS TO CLASS SAFELY IN THE MORNING AND IS SAFELY IN YOUR CAR IN THE AFTERNOON.***

#### **7:00 AM MORNING DROP-OFF BEGINS IN BACK BUS LOOP**

#### **7:15 AM MORNING DROP-OFF BEGINS IN FRONT OF BUILDING**

- DUE TO TRAFFIC CONGESTION AND LIMITED PARKING, PARENTS ARE STRONGLY ENCOURAGED NOT TO PARK AND ENTER THE BUILDING IN THE MORNING FOR DROP-OFF.
- ALL STUDENTS ENTER THE BUILDING IN FRONT OF BUILDING OR BUS LOOP UNDER AWNINGS ONLY TO GO TO SUPERVISED AREAS IN THE SCHOOL BUILDING. IF YOU NEED BEFORE SCHOOL CARE, WE HAVE A COLUMBUS PARKS AND RECREATION BEFORE SCHOOL PROGRAM, 706-225-4658.
- PLEASE DO NOT DROP CHILDREN OFF ON THE STREETS OR IN THE GRAVEL PARKING LOT AREA TO JUMP OVER THE WALL. THIS IS DANGEROUS AND NO SUPERVISION IS PROVIDED IN THESE AREAS. DROP OFF ON CURBSIDE ONLY!
- 7:00 AM STUDENTS ENTER/BREAKFAST BEGINS; 8:00 AM TARDY BELL RINGS. STUDENTS MUST BE SEATED IN CLASSROOMS BY 8 AM. IF YOUR CHILD IS TARDY, YOU MUST BRING HIM/HER TO THE OFFICE TO RECEIVE A TARDY PASS TO CLASS.

#### **AFTERNOON PICK-UP – CAR PICK-UP ONLY.**

- NO PARENTS MAY WALK UP TO GET YOUR CHILDREN. PARENTS MAY NOT ENTER THE BUILDING DURING PICK-UP. STUDENT PICK-UP ON CURB SIDE ONLY!

- **ALL PRE K STUDENTS, DAYCARE AND BUS STUDENTS WILL BE DISMISSED AT 2:20 PM. WALKERS, CAR RIDERS FOR ALL OTHER GRADES WILL BE DISMISSED AT 2:30 PM. ALL STUDENTS WHO WALK HOME WILL BE DISMISSED TO THE FRONT OF THE BUILDING TO EXIT THE SCHOOL. OUR STAFF AND CROSSING GUARD WILL ENSURE THAT STUDENTS CROSS THE STREET SAFELY.**
  - **DAYCARE VANS ONLY – 2:20 PM - GRAVEL PARKING LOT**
  - **KINDERGARTEN ONLY** - FRONT PARKING LOT UNDER THE AWNING AT THE SCHOOL ENTRANCE. STAY IN ONE LINE PLEASE.
  - **PRE-K, 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup>, 5<sup>TH</sup> GRADES AND ALL BUS ONLY** - BACK BUS LOOP UNDER THE AWNING. NOTE: CARS WILL STAY IN 3 LINES AT THE DESIGNATED LOCATION UNTIL ALL BUSES AND PRE K HAVE ARRIVED AND ARE LOADED. **BUSES AND PRE K HAVE PRIORITY! BUSES WILL ENTER THE CURBSIDE LANE FOLLOWED BY PRE K CARS.** ALL OTHER CARS WILL BE ALLOWED TO FORM ONE LINE UNDER THE AWNING ACCORDING TO THE DIRECTIONS OF THE ADULTS ON DUTY IN THE BACK BUS LOOP.
  - **OLDER SIBLINGS WILL BE DISMISSED AT THE PICK-UP TIME AND AREA OF THE YOUNGER SIBLINGS.**
  - **STAY IN YOUR CARS AND YOUR CHILD WILL BE LOADED ACCORDING TO DIRECTIONS OF THE ADULTS ON DUTY. PLEASE DO NOT WALK UP TO GET YOUR CHILD.**
  - **ALL STUDENTS NOT PICKED UP BY 2:45 PM WILL BE IN THE MAIN OFFICE. PARENTS MUST COME INTO THE MAIN OFFICE TO GET THEM.** AFTER SCHOOL CARE, IF NEEDED, IS PROVIDED BY THE COLUMBUS PARKS AND RECREATION.
- ADDITIONAL NOTES:**
- FOR YOUR CHILD’S SAFETY, **ALL VISITORS MUST GO TO THE FRONT SCHOOL ENTRANCE TO THE MAIN OFFICE TO GET A VISITOR’S PASS TO ENTER OUR SCHOOL.** THERE ARE NO OTHER ENTRANCES.
  - **THE BACK GATE WILL BE LOCKED AT 8 AM,** SO TARDY STUDENTS MUST GO TO THE FRONT SCHOOL ENTRANCE WITH THEIR PARENTS TO THE MAIN OFFICE TO GET A TARDY PASS. **THE BACK GATE IS NOT AN ENTRY WAY FOR VISITORS.** ALL VISITORS MUST GO TO THE FRONT SCHOOL ENTRANCE TO THE MAIN OFFICE TO GET A VISITOR’S PASS TO ENTER OUR SCHOOL.

**BE PATIENT AND LISTEN TO THE ADULTS IN CHARGE DURING DROP-OFF AND PICK-UP.**



If there is any change in the way your child goes home, who picks him/her up, or to what activity he or she goes, please send a note to the teacher informing him/her of the change. Do not call the school with a change in how your child goes home. Discuss with your child in the morning and send in a note to your child's teacher notifying him/her of the change. The school will not accept phone calls to change how a child is transported. The secretaries cannot be held responsible for verifying the identity of an individual over the phone. Students may not change their plans for transportation home unless written notice from a parent is presented. If an exception occurs, teachers will send a note with the student.

Also, please be advised that we cannot check out students between the times of 2:00 and 2:30 in the afternoon. Parents, please remember that you are to remain in your vehicles for the afternoon pickups.

**Crossing guards and staff will assist students crossing Double Churches Road and Whitesville Road.**

### **School Visitors and Guests**

Georgia law requires that all visitors to the school report to the office upon arriving at school to sign in and receive a visitor's pass. No student may have a guest at school without permission from the principal. All yellow curbed areas are reserved for emergency vehicles only. Visitors parking in these areas are subject to ticketing.

## **Student Withdrawal Procedures**

To withdraw a student, the parent should notify the office three days in advance, if possible. Before withdrawal is completed, all books must be returned and any outstanding charges must be paid.

## **Use of School Phone**

It is important for the school's phones to be available for official business. Students are to limit calls to only those deemed necessary. Students must get permission from office personnel before using the phones.

## **Counseling Services**

Double Churches Elementary has a counselor to help students deal with problems related to maturation, socialization, and academics. She provides counseling services through classroom activities, small groups and individual sessions. Please call upon the counselor if there is any way she can help you or your child. The counselor can make referrals to the school system and community agencies as deemed necessary.

## **Student Illness and Medicine**

The school maintains basic clinic supplies. A medical authorization is required for each student receiving medication during school hours. This includes aspirin, Tylenol, cough drops, etc. The form must be completed and signed before administration of any medicine. Parents or guardians may obtain the request for Medication Administration/Medical Authorization and Release from the school office. See the MCSD Handbook and Code of Conduct manual for more information regarding self-administer emergency medications.

Parents must complete a medication administration permission form annually or at the time the prescription is issued in order for the student to take prescription or over-the-counter medication while at school. All medication should be brought to school in its original container and delivered to the designated staff member.

Parents will be called to come for their child if he/she is too sick to attend class, to include but not limited to diarrhea, vomiting, or fever. Students with a contagious disease will not be permitted to remain at school. Students with any unidentified rash will be sent home until a medical professional can determine that the rash is not contagious. Students who are found to have head lice or nits will not be permitted to attend class until they have been treated, proof of the treatment is brought to the school, and they are totally free of the lice and nits.

Clinic information is maintained on each child. This form is filled out by parents when enrolling the child in school. This form should contain any unusual medication problems such as asthma or allergies. Should you become aware of any medical problems during the school year, you should inform the school in writing. If your telephone or emergency numbers change, please inform the school immediately. We need to be kept up-to-date on how to reach you in case of any emergency situation.

### **Electronic Communication Devices**

**See the MCSD Handbook and Code of Conduct manual for policies regarding electronic devices.**

### **Dress Code**

Cleanliness, good grooming, and appropriate clothing help to create a positive and healthy learning environment for children. Students should not dress in ways that would disrupt, distract, or interfere with the normal operation of the school. Clothing should be appropriate for the weather. Appropriate clothing should be worn for P.E. during P.E. class. Appropriate shoes should be worn for P.E.; sandals and open-toe shoes are not appropriate for P.E. Hats should not be worn in the building unless permission is granted.

The following displays examples of inappropriate dress:

- Backless clothing
- Strapless clothing
- T-shirts with inappropriate advertisements and logos
- Tennis shoes with retractable roller skates
- Cleats
- Shower shoes/flip flops
- House or bedroom shoes
- Biker shorts
- Short shorts
- Clothing that reveal undergarments
- Pajamas or any sleep wear

All shorts must be of a reasonable length, as designated by school personnel. Students in 4<sup>th</sup> and 5<sup>th</sup> grades may not wear skirts, dresses, or shorts shorter than three inches above the knee. Please refer to the *MCSD Handbook and Code of Conduct* for more details about the district dress code policy.

PARENTS ARE ALSO ASKED TO MAINTAIN APPROPRIATE DRESS WHEN VISITING OUR SCHOOL.

## HANDBOOK- School Nutrition Program (SNP)

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

**The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01A.M. until the end of the last lunch period.** Food shall not be used as a reward or punishment and shall prohibit the use of candy and other food rewards for academic performance or good behavior. Fundraising efforts shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy lunch choice for students every day. Students may bring their own lunches from home. **No outside restaurant food is allowed in the cafeteria.** Parents are encouraged to have lunch with their children. **No cupcakes and/or birthday celebration items are allowed during lunch in the cafeteria.** **Your child's teacher may give you permission to bring treat bags or cupcakes for the class to have at the end of the school day.** School lunch may be purchased to eat in the cafeteria with the students.

## CAFETERIA EXPECTATIONS

### PBIS Student Expectations:

- BE RESPECTFUL:
  - Stay seated while eating.
  - Talk to people at your table.

- BE KIND:
  - Use kind words.

## CONSEQUENCES FOR INAPPROPRIATE CAFETERIA BEHAVIOR:

- If the inappropriate behavior continues, a monitor will inform the teacher.
- If the majority of students at a table get too loud, the monitor may ask everyone at the table to be quiet.
- Continuous inappropriate behavior in the cafeteria will result in a discipline referral to an administrator by the teacher.
- Extreme misbehavior will result in an immediate referral to an administrator.

## LUNCH GUEST

### PARENTS ARE WELCOME TO EAT LUNCH WITH THEIR CHILD

Parents who are having lunch with their child will sit at one of the tables on the stage with their child and not at the table with the class. No other student (s) will be permitted to eat with you. Students eating with a parent will leave at the same time their class leaves the cafeteria. **No outside restaurant food is allowed in the cafeteria.** Parents are encouraged to have lunch with their children. **No cupcakes and/or birthday celebration items are allowed during lunch in the cafeteria.** **Your child's teacher may give you permission to bring treat bags or cupcakes for the class to have at the end of the school day.** School lunch may be purchased to eat in the cafeteria with the students. Thank you for your cooperation.

## SCHOOL/HOME COMMUNICATIONS

Special notices, students' papers, homework assignment and other important information will be sent home with your child a minimum of weekly. Students, please remember to share this information with your parents. Parents, please remember to check with your child and check their backpacks. Parents are encouraged to check Parent Portal at **Parent Portal** <https://campus.muscogee.k12.ga.us/campus/portal/muscogee.jsp> **to check your child's current grades and attendance. If you have any questions or concerns, contact your child's teacher.**

## **PARENTAL CONFLICTS**

The District has a longstanding and consistent practice of abiding the wishes of the registering parent as related to the “check in / out” permissions. In other words, the District, unless presented with a binding Court Order to the contrary or health / safety concern or some other compelling reason, allows the parent who registered a student to modify the “check out” permissions within reason, even where that modification is over the objection of the other parent. The Student Services Division has advised that this approach is appropriate per Georgia law.

Please know that school district personnel are sensitive to the issues raised by divorced (or otherwise) parents in conflict, and to meet our educational mission, we strive to ensure that school is a place that is free from that conflict. To that end, we would ask you to please resolve family-related conflicts regarding your children without the involvement of school district personnel. Going forward, please work together to make a plan for who will have authority to pick up from school (obtain report cards / talk with teacher, etc.). We are not appropriate decision-makers as to matters that are entirely domestic, and we have seen how hard it is for students when parents bring their domestic disputes into the school.

We know your ultimate goal is the same as ours: the best educational experience possible for your children. To meet that goal, we must focus on education, and leave the specific logistics of family communication and who can pickup to you all to be handled at home without our involvement. Please contact Mrs. Shaw-Powell if you have any concerns.

## **Parent-Teacher Association**

Double Churches Elementary School has a very active Parent-Teacher Association. The students have benefited greatly from the efforts of the PTA and its many worthwhile products. All parents are encouraged to join and participate. Attendances at PTA meetings help keep parents abreast of school happenings and events. Membership is \$7.00. Contact email [dcespta@gmail.com](mailto:dcespta@gmail.com).

## 2017-18 DISCIPLINE PLAN

### Positive Behavior Interventions & Supports (PBIS)

AT DCE WE:

Persevere (Keep Trying)

Are Kind

Are Respectful

The DCE Discipline Mission is to create a positive environment that helps students learn to live and live to learn.

	<b>CAFETERIA</b>	<b>DISMISSAL</b>	<b>MEDIA CENTER</b>
<b>PERSEVERE</b>		<ul style="list-style-type: none"><li>• Be in place on time.</li></ul>	<ul style="list-style-type: none"><li>• Stay on task.</li></ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"><li>• Stay seated while eating</li><li>• Talk to the people at your table</li></ul>	<ul style="list-style-type: none"><li>• Keep hands and feet to yourself.</li></ul>	<ul style="list-style-type: none"><li>• Use your soft voice.</li><li>• Bring your cards and books.</li></ul>
<b>BE KIND</b>	<ul style="list-style-type: none"><li>• Use kind words</li></ul>	<ul style="list-style-type: none"><li>• Face forward and look for your ride.</li></ul>	<ul style="list-style-type: none"><li>• Place books on rack.</li></ul>

Each classroom has its own discipline procedures. Contact your child's teacher for more information. Students may be sent to administrators for more serious or continuous infractions. See the MCSD Handbook and Code of Conduct for more information.



## **BULLYING BEHAVIOR**

As stated in the MCSD Student Handbook and Code of Conduct, bullying behavior is prohibited. Incidents of bullying may be reported to the teachers, staff, administrators or any school district employee. You may also make an anonymous report to 706-748-2267.

**NOTE: PLEASE REFER TO THE MCSD STUDENT HANDBOOK AND DISCIPLINE CODE FOR ALL OTHER INFORMATION.**