

Double Churches Elementary School Student/Parent Handbook



A Positive Behavior Interventions & Supports (PBIS) School School Year 2022-2023

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Learning to Live and Living to Learn
PERSEVERANCE, KINDNESS, RESPECT

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Welcome to Double Churches Elementary School

We have been preparing for an exciting year as we provide a quality educational program to address the needs of each individual child. Our main goal is to provide a safe and nurturing environment that engages and sustains a child's natural curiosity, independent thinking, real-world exploration and ultimately life-long learning!

This handbook outlines the policies and procedures of Double Churches Elementary School. It is a supplement to the MCSD Behavior Code and Discipline Policy. Please read and discuss the contents of this handbook and the Muscogee County School District Behavior Code and Discipline Handbook with your child.

<https://muscogee.k12.ga.us/c/Divisions/StudentServices/StudentDiscipline/HandbookAndCodeOfConduct>

We recommend keeping this handbook for later reference throughout the year.

MISSION

To inspire and equip all students to achieve unlimited potential.

VISION

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

VALUES

MCSD fosters a healthy organization where.....

WE embrace equity and diversity

WE hold ourselves and others to the same high standards

WE commit to continuous learning and improvement

WE treat everyone with dignity and respect

WE serve the needs of others

SCHOOL COLORS

Blue & White

SCHOOL MASCOT

Wildcat

SCHOOL HOURS

8:00 - 2:30

SCHOOL THEME

"Learning to Live, Living to Learn."

**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!**



School Calendar

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-29 Summer Break
4 Independence Day Observed

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Teacher Planning/Staff Development Days (Secondary Schools)
1-4 Teacher Planning/Staff Development Days (Elementary Schools)
3-5 System-wide Verification Days
5 In-person Grades Pre-K-2 (Phase-in)
8 1st Day of School/1st Semester Begins

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Labor Day
7 Progress Reports



2022-23
School Year Calendar

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Teacher Planning/Staff Development
11 End of 1st Nine Weeks
14 Report Card (All Grades)

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 Virtual Learning Day (No School Pre-K-2 Grades)/Progress Reports
11 Veterans Day
21-25 Thanksgiving Break

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 1st Semester Grading Period Ends
21-30 Winter Break

- Student/Teacher Holiday
- Semester Start Dates
- Teacher Planning/Staff Development/Student Holiday
- Inclement Weather Make-up Day or Student/Teacher Holiday

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2-3 Winter Break
4 Teacher Planning/Staff Development Day
5 2nd Semester Begins
10 Report Cards (All Grades)
16 Martin Luther King, Jr. Holiday

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

7 Progress Reports
17 Staff Development Day
20 Presidents' Day

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 End of 3rd Nine Weeks
16 Report Cards (All Grades)

- Progress Reports/Report Cards
- In-person Phase-in for Students
- Virtual Learning Day

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3-7 Spring Break
20 Progress Reports

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18-20 Graduations
23 Last Day/Report Cards (Elementary)
24-25 Teacher Post Planning
25 Report Cards (Secondary)
26-31 Summer Break
29 Memorial Day

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-30 Summer Break

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GENERAL SCHOOL INFORMATION

School Office Hours:	7:30 AM – 3:30 PM
Student Early Arrival Hours:	In Bus Loop 7:15 AM Front Entrance 7:15 AM
Tardy Bell Rings:	8:00 AM (Students <u>in</u> classroom)
Student Dismissal Time:	2:00 PM (Pre-K and older siblings) 2:30 PM (K-5) No Student Check-out after 1:45 PM
Teacher Work Day:	7:30 AM – 3:00 PM

REMINDERS:

1. No restaurant food or birthday celebrations/cupcakes in the cafeteria. (If you send in or bring restaurant food for your child it must be brought in a brown paper bag or lunch box without any restaurant logs.) 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 1:45 PM (MCSD policy)
3. No telephone calls, text messages or DOJO messages 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. 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

School Lunch Payments

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

Muscogee County School District Student Code of Conduct

<https://muscogee.k12.ga.us/c/Divisions/StudentServices/StudentDiscipline/HandbookAndCodeOfConduct>

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

As a PBIS school, our goal is to create a positive school climate in which students learn and grow. Our philosophy when working with students is to effectively manage their behavior in order to maximize learning. We accomplish this by setting clear expectations, teaching the expectations, and recognizing the expectations when we see them. At Double Churches Elementary, we persevere, we are respectful and we are kind! It's the "Wildcat Way!"



DOUBLE CHURCHES ELEMENTARY SCHOOL

PBIS EXPECTATIONS	CAFETERIA	RECESS	MEDIA CENTER
PERSEVERE (KEEP TRYING)	Achieve The Café 5 <ul style="list-style-type: none"> Walk into the café calmly Be respectful in line and walk to your seat Talk softly to tablemates Keep your table and floor area clean Exit café silently 	Follow Recess Procedures <ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Stay in your designated area Obey rules for equipment Line up when the signal is given 	Follow Media Center Procedures <ul style="list-style-type: none"> Bring your library card Check in books appropriately Use the appropriate level voice Return books on time
BE RESPECTFUL	<ul style="list-style-type: none"> Follow directions Eat your food only Get all food and supplies before sitting down Raise your hand for help 	<ul style="list-style-type: none"> Follow directions Report BIG problems to an adult Take turns Keep the playground clean 	<ul style="list-style-type: none"> Follow directions Keep the media center clean Treat books properly
BE KIND	<ul style="list-style-type: none"> Include others Help others Be kind in your words and actions 	<ul style="list-style-type: none"> Include others Help others Be kind in your words and actions 	<ul style="list-style-type: none"> Encourage others Help others Be kind in your words and actions

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WILDCAT PRIDE DRESS CODE

Dress at DCES is expected to reflect self-pride and pride in our school! It is the responsibility of parents, students, and staff to ensure that the dress code is observed. Wildcats should not dress in ways that disrupt, distract, or interfere with the normal operation of the teaching and learning. Appropriate clothing and shoes should be worn during P.E.; sandals and open-toed shoes are not appropriate for P.E.



UNACCEPTABLE TO WEAR

Tops	Bottoms	Shoes/Outerwear	Other
Spaghetti Straps/Tank Tops	That do not fit at the waist (on or above the waist)	Rubber/Shower Flip Flops	Gang-related tattoos, badges, insignias or colors
Midriffs	With holes or tears	Pajama/House Shoes	
Strapless/Backless/Halter	Running shorts that are more than <u>3 inches from the top of the knee</u> (Nike, Under Armor, etc.)	Shoes with skinny heels/wedges/platforms	
Tube Tops	Shorts/Skirts/Skorts that <u>are more than 3 inches from the top of the knee</u>	Sport Cleats	Clothing items which advertise alcoholic beverages, sex. Tobacco, obscene, crude suggestive messages, or use profanity or slurs pertaining to race, gender, ethnicity, religion, or national origins
See through shirts (sheer)	Skirts/Dresses without playground shorts or leggings underneath	Skate Shoes	
Tight or form fitting shirts	Leggings/jeggings without a top/dress that covers the middle of the thigh	Slides (Nike slides, etc.)	Clothing that causes a distraction from the learning environment or a disruption to the operation of the school
T-Shirts with inappropriate advertisement and logos (guns, alcohol, profanity, gang signs, etc.)	Clothing where the undergarments can be seen.		
Pajama Tops	Pajama Bottoms		
Any oversized shirt			

** For a complete list, please refer the MCSD handbook page 52

ATTENDANCE/ABSENCES

Regular attendance is vital for a successful school experience. A student must be in school each day unless illness or a family emergency occurs. A written excuse from the parents must be sent **within 3 days** of the student's return. Parent notes for sickness are limited to five school days. A doctor's note or legal documentation may warrant an excused absence. Please refer to the Muscogee County School District Handbook for a complete list of excused absences. Regular school attendance is required by law for all children between the ages of six and sixteen. Five days of unexcused absences is considered truant and will be accompanied by a referral to the school social worker. Students with excessive tardiness, early check outs, and/or absences will be placed on a attendance contract which will be monitored by the school social worker and administration.

We solicit your cooperation in planning appointments that do not interrupt school hours. A school calendar with marked holidays is available to assist you in vacation planning.

TARDINESS

Children arriving after the 8:00 AM are tardy and must be walked to the door and signed in at the office by a parent. (MCSD policy) If a student has 10 or more tardiness, a referral will be sent to the school social worker. Tardiness cost precious instructional time for your student and interrupts the daily routine and learning of other students. Late pick-ups are also recorded in our attendance system.

HARDSHIPS

Students on a Hardship or Open Seat Transfer who display disruptive behavior and/or excessive tardiness and absences, late pick-ups, excessive check outs or failing grades may be subject to **administrative withdrawal**.

CHANGES TO A STUDENT'S REGULAR TRANSPORTATION

ALL transportation changes MUST be submitted in writing to the student's teacher.

Per MCSD policy, any change in the way a child normally goes home, who picks him/her up, or to what activity he or she goes, must be submitted in writing from the custodial parent/guardian to the homeroom teacher at the beginning of the school day. The school will not accept phone calls to change how a child is transported.

TRANSPORTATION

Students who attend Double Churches Elementary School may be dropped off and picked up by parents in lieu of riding the school bus or walking to school. Children who ride buses are to ride **ONLY** the bus to which they have been assigned and must board and depart at their assigned stop. In order for a student to ride another bus (in the event of an emergency or other reasons), parents **MUST** send written notification of this change to the school. The principal or designee must approve

the change.

Bus transportation is a privilege. The purpose of which is to safely transport students to and from school. The focus of the driver should be the road, not student behavior. Consequences for bus violations will be enforced.

The Driver is in full charge of the bus and students and may initially work with parents or guardiansto resolve minor incidents. Consequences for Bus Violations include, but are not limited to:				
1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Parent contact	Parent conference	Parent conference	Parent conference required before student returns to the bus	Parent conference required before student returns to the bus
Student conference	Student Bus Behavior Contract is conducted through a scheduled meeting with the parent and other essential personnel	Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel	Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel	Modify Student Bus Behavior Contract conducted through a scheduled meeting with the parent and other essential personnel
Seat change on bus	Bus Suspension (0 to 3 days) *	Bus Suspension (0 to 5 days) *	Bus Suspension (0 to 10 days) *	Bus Suspension (Remainder of the Semester) *
	<i>*Based on discretion of the Principal</i>	<i>*Based on discretion of the Principal</i>	<i>*Based on discretion of the Principal</i>	<i>*Based on discretion of the Principal</i>
Punishment for violation of any of the above rules may result in your student being removed from the bus utilizing the above. Any student found guilty of student endangerment may result in automatic removal from the bus. Riding the bus is a privilege not a right. Do not abuse your privilege. Drivers are in charge of the bus and may assign seats to students. Many school buses are monitored by surveillance cameras.				

PRE-K CLASSES

For attendance questions for Pre-K students, please refer to the Attendance/Absences section in the Early Success Centers Parent Handbook. An attendance requirement is signed by all Pre-K students. **Students that violate this contract with excessive tardiness, late pick-ups, or excessive absences will be reported to the Pre-K director and state Pre-K program for removal from the Pre-K program.**

VISITORS AND VOLUNTEERS

For the safety of students, all exterior doors are locked during the school day. All visitors and/or volunteers must report to the office immediately upon arrival to sign-in and receive a badge to visit any part of the school. **No visitors/volunteers are allowed beyond the office area without a badge.** Parents who want to visit classrooms must make an appointment with the teacher in advance and keep visits to a maximum of 30 minutes. No classroom visits are allowed without a prior arrangement with the classroom teacher. (Please refer to “Guidelines to a Positive Parent Visitation

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to the Classroom” at the end of this handbook.) Please be advised that visitors/volunteers that park in the yellow painted curb areas will be subject to ticketing as these areas are reserved for emergency vehicles only.

AFTERNOON DISMISSAL

To ensure student safety, no parents may walk up or enter the building during dismissal time. All students not picked up by 2:45 PM will be in the main office. Parents must come into the main office to sign these students out. Late pick-ups are recorded in the student’s attendance record. After school the Columbus Parks and Recreation (706-225-4658), if needed, provide care. Older siblings are dismissed at the pick-up time and location of the youngest sibling. **PARENTS MUST FOLLOW THE DIRECTIONS OF THE ADULTS IN CHARGE AT DISMISSAL.**

Dismissal Times and Locations

<u>Grade</u>	<u>Time</u>	<u>Location</u>	<u>Directions</u>
*Pre-K	*2:00 p.m.	<u>Day Care</u> -Gravel Parking Lot <u>Bus</u> -Back bus loop <u>Car Riders</u> - Front (curb-side only. Students are not permitted to walk around the car from the passenger side of the vehicle.	<u>Car Riders</u> - Pre-K Students are assigned special numbers/color that indicate to our staff on duty that you are a Pre-K parent. Students will be loaded on curbside only. Due to traffic back up on Double Churches Road, please do not arrive any earlier than 1:45 PM for Pre-K Pickup. Drivers must remain in the vehicle. Pre-K Car Riders and Bus are the first priority for dismissal.
Kindergarten First Grade	2:30 p.m.	<u>Day Care</u> -Gravel Parking Lot <u>Bus</u> -Curb side lane of the back bus loop <u>Car Riders</u> - Front Parking Lot under the awning at the school entrance, curb-side only. Students are not permitted to walk around the car from the passenger side of the vehicle.	<u>Car Riders</u> - Students will be loaded on curbside only, in the Front Parking Lot , so please remain in line as directed by the staff on duty. Due to traffic back up on Double Churches Road, and Pre-K early dismissal please do not arrive any earlier than 2:15 PM for Kindergarten and First Grade pick up. Drivers are to remain in the vehicle.
2-5 th	2:30 p.m.	<u>Day Care</u> -Gravel Parking Lot <u>Bus</u> - Curb side lane of the back bus loop, under the awning <u>Car Riders</u> - back bus loop curb-side only. Students are not permitted to walk around the car from the passenger side of the vehicle.	<u>Car Riders</u> - There will be 3 initial lines, please remain in designated location as directed by staff on duty. Grades 2-5 should not be in line until 2:15 PM and should wait in the upper parking lot as directed by the staff on duty. Students will be loaded on curbside only. Drivers must remain in the vehicle. Pre-K Car Riders and Bus are the first priority for dismissal.

The safety and well-being of *all* of our students is of utmost importance to us!
Thank you for your kindness, patience and support of all of the staff on duty for afternoon dismissal. ☺

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STUDENT CHECK OUT

Adults should always be prepared to show their driver's license when checking out a student. Only those adults designated on the student's registration form/check out card will be permitted to check a student out. **Per MCSD policy, we are not permitted to check out students between the times of 1:30-2:00 (Pre-K) and 1:45-2:30 PM. (Grades K-5).**

STUDENT WITHDRAWAL PROCEDURES

To withdraw a student, the parent/guardian that registered the child should notify the office three days in advance, if possible. Before a withdrawal is completed, all books must be returned and any outstanding charges must be paid. The non-registering parent/guardian may not withdraw a student per MCSD policy.

MONEY

All money sent to school should be placed in a labeled envelope with the student's name, teacher's name, amount, and purpose of the money.

PERSONAL ITEMS

Students are not to bring any personal toys, electronic devices, trading cards, other novelties, or pets, etc. to school unless given permission by a member of the staff. Any item brought to school without permission of a staff member is considered a toy. It will be confiscated and returned only to a parent in order to protect instructional time.

COMMUNICATION

Parents who wish to talk to a teacher are encouraged to arrange for a conference before or after school 24 hours in advance. Teachers are not available to talk with you during instructional hours. Teachers support home-school communication by sending home papers/student work/notification of academic progress each week. Canvas, Class Dojo, Remind, Infinite Campus, and E-mail are some of the popular tools that teachers may use throughout the school year for communication. **Please keep your contact information current. It is very important that we have working phone numbers at all times.**

TELEPHONE MESSAGES

Please be sure your child has all the instructions, including transportation arrangements and necessary materials for the day prior to leaving for school. Students are not permitted to use the office telephone except when given permission by a staff member and only for emergencies.

CELL PHONES & OTHER DEVICES

We do understand that there are many reasons why parents may want their child to have a phone, but we ask that if students bring a cell phone to school **that they are turned off and kept in their book bags**. Smart watches are not permitted to be worn at school. **Phones and smart watches will be taken up if they are out of book bags. MCSD is not liable for any personal device that is lost, stolen, or damaged on District premises.** We cannot be responsible for lost or stolen technology devices. Students are prohibited from using cell phones without headphones on the bus. The usage

of any electronic device that interferes with the school bus driver's operation of the bus is prohibited.

ELECTRONIC USAGE

Each year during registration, an Acceptable Use Policy Form must be completed and signed. This form as well as the MCSD Handbook and Code of Conduct explain in detail acceptable uses of technology, security and damages, student responsibilities and sanctions for misuses. Please refer below to the MCSD Handbook and Code of Conduct manual, and the Authorized Use Policy form for detailed policies regarding school and personal devices.

A. RESPONSIBLE USE GUIDELINES – INTERNET AND TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes, and must be used consistently with the educational objectives of the District. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning. Use of school system technological resources for commercial gain or profit is prohibited.
2. Students must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and privacy. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources is prohibited.
3. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is unlawful, obscene, defamatory, profane, pornographic, harassing, abusive, or that is harmful to minors.
4. The use of anonymous proxies to circumvent content filtering is prohibited.
5. Students may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
6. Students may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender). Users are prohibited from using another individual's ID or password for any technological resource.
7. Students may not reveal personal, private, or confidential information while online or via electronic communication; this information includes but is not limited to a home address or telephone number, credit or checking account information, or social security number of themselves or fellow students.
8. Students may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
9. Students may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express prior permission of the technology director or designee.
10. Engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts, is prohibited. Students are prohibited from copying, changing, or deleting another user's work without their permission.
11. Students are required to immediately report any inappropriate Internet content they encounter while on District premises to a teacher or other adult.

B. RESPONSIBLE USE GUIDELINES – USE AND CARE OF DEVICES

1. Students are authorized to use devices only as specifically permitted by this policy and as permitted by their school administrator. Possession and use of a device while at school is a privilege that may be revoked by the school administrator or designee.
2. Students should bring the device to school fully charged every day, taking full responsibility of its care, and keep it with them at all times. Sharing of district-provided devices without prior teacher permission is prohibited; students must login with assigned student username and password only.
3. Students are prohibited from loaning district-provided devices to another user without prior express permission of the Administrator or designee.
4. Students must keep devices silent while at school and on school buses.
5. Students must immediately comply with an adult's request to close the screen, power down a device, or put a device away.
6. Students must promptly report any damage to a district-provided device, and must submit the device to be examined upon request. Only MCSD personnel may inspect and / or repair devices; do not take the device to a third-party for any such action.
7. Students must back up work.
8. Students must not knowingly introduce any virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data; participation in hacking is prohibited.
9. Any use of a device to record or photograph another individual is prohibited without (1) express prior teacher permission and (2) express prior permission of that individual. Any such use may subject the student to disciplinary action and if appropriate, may be referred to legal authorities.
10. Any use of a device to transmit a recording of another individual without both express prior permission of a teacher and express prior permission from all persons depicted in the recording is prohibited and may subject the student to disciplinary action, and if appropriate, may be referred to legal authorities.
11. Use of any device with a camera in a locker room, bathroom, or any other area where others have an expectation of privacy is strictly prohibited.
12. Any use of a device that violates any rule in the Student Handbook and Code of Conduct is prohibited and may subject the student to disciplinary action.
13. All devices, whether district-provided or privately owned, are subject to reasonable search and confiscation. Any device deemed to contain evidence in a disciplinary or legal matter will be maintained by the MCSD pending the outcome of the matter. Parents, please consider this when determining what device will come to school with your child.

Student Chrome Books

All students have been issued a Chromebook (to include Case and Charger) to use during the school day. Students must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, students must be responsible for the care of their Chromebook and not damage it in any way. Chromebooks are to be carried in a case at all times when not in use. Students who damage Chromebooks and/or accessories can be assessed a replacement fee as per Board (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

Fines and Fees

Care and Use of School Property - Chromebooks, Textbooks, and Media Center Checkouts: Students will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A student who defaces, damages, or loses school property shall be required to pay for the damage or loss (see MCSD Board Policy JS: Student Fees, Fines, and Charges).

A Parent/Student must pay all fees and fines owed to the school in a timely fashion. Parent/Student must clear all fines or fees during the year the fines are assessed. Fines must be paid/cleared where they were assessed and before moving to the next level in school.

LOCAL SCHOOL COUNCIL

Double Churches Elementary School has a local school council. As defined by the "A+ Education Reform Act," the local school council will work in an advisory capacity with the school. This elected council consists of the principal, at least two teachers, two business people, and two parents. The term of office is two years. Agenda and minutes are available from the school administration.

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. (Hall.Lauren.P@ muscogee.k12.ga.us or 706-748-2660) The counselor can make referrals to the school system and community agencies as deemed necessary.

The school district takes a proactive approach seeking to prevent deaths by suicide. When a student has expressed suicidal or homicidal indications, the School Counselor or administration shall meet with the student to provide counseling support and address risk factors. Contact will be made with the parent or guardian to discuss safety concerns, next steps and provide community resources. The student must be checked out by the parent or guardian. The student may return to school only upon the provision of appropriate documentation.

STUDENT HEALTH

Clinic

Student health information is maintained in our clinic for 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.

Medicine

The school maintains basic clinic supplies. A completed and signed Medication Administration/Medical Authorization Form is required for each student receiving medication during school hours. (Prescription or over the counter medications such as aspirin, Tylenol, cough drops, etc.) The Medication Administration/Medical Authorization Form must be completed **annually**. Dosage on label must always be in agreement with information on the Medication Administration Authorization Form. If the dosing or directions for administration change, a new Medication Administration/Medical Authorization Form is required. All medications must be in the original purchased or prescribed containers. Parents or guardians may obtain the request for Medication Administration/Medical Authorization and Release from the school office. See the MCS D Handbook and Code of Conduct manual for more information

regarding self-administer emergency medications. All medications brought to school are to be delivered to the designated staff member upon arrival.

Student Sickness

MCSD policy prohibits students with contagious illnesses from remaining at school without a doctor's note. Parents of students with a fever of 100°F, vomiting, or too ill to remain in the classroom will be asked to pick their children up. Students must be fever free for 24 hours without the use of fever reducing medications before returning to school.

Pediculosis (head lice)

MCSD has a “no nit” policy. When it is discovered that a student has pediculosis, the school administrator or clinic worker will immediately notify the parent/guardian and arrange for the student to be picked up and treatment initiated. The student will be isolated from other students until the parent/guardian arrives. The principal or clinic worker will provide instructions for treatment and nit removal.

Upon return, the parent/guardian must accompany the student to school and provide proof of treatment, i.e., empty bottle or box of lice treatment product or a letter from the health department or physician. The principal or clinic worker will inspect the student's head for presence of nits or active lice. The child **will not** be readmitted if either one is present. The principal or clinic worker may require additional documentation of treatment from a health care provider or the health department in cases he/she considers problematic. Head lice requires immediate attention.

Tinea Corporis (Ringworm) and Conjunctivitis (Pink Eye)

When it is discovered that a student has ringworm or pink eye, the school administrator or clinic worker will immediately notify the home and request that arrangements be made for the child to be picked up and treatment initiated. Both conditions must be verified by the doctor and treated before the child may return to school.

Student Accident Insurance

MSD does not carry accident insurance on students who are injured at school, and in most cases is not liable. (MCSD Board Policy JGA)

It is the responsibility of the parents/guardians to make sure their children are covered by medical insurance. Muscogee County School District does not carry health coverage on students.

LUNCHES

All students are expected to eat either a school prepared lunch or a lunch from home each day. Students who do not eat lunch must have written parental permission. All class celebrations are held

after lunchtime to ensure that your child is offered a nutritional lunch. In addition, please keep carbonated beverages at home; juice and bottled water are welcome. The cafeteria sells juice and milk every day. For special dietary needs & other cafeteria information, please refer to the School Nutrition Program policy on the following page for more information.

Cost of Meals

The state of Georgia is no longer under the waiver that provided free meals to students during the COVID pandemic. All parents are encouraged to apply for free and reduced meals to see if they qualify. Applications are online at <https://www.myschoolapps.com/> or by paper applications will be available upon request at the school.

Student Breakfast \$1.00	Reduced Student Breakfast .30	Adult breakfast \$2.00
Student Lunch \$2.45	Reduced Student Lunch .40	Adult lunch \$4.50

Students receive milk if they get a free lunch. If the child does not eat a school meal, then the milk must be purchased.

We do not accept cash payments. Payments should be made on-line through School Bucks.
<https://www.myschoolbucks.com/ver2/getmain?requestAction=home>

If your child has a milk allergy and needs a juice, we must have signed medical documentation stating that your child has a milk allergy and requires juice as a replacement for the milk.

If your child prefers juice to milk, then you may purchase juice for your child.

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 schoolchildren and the educational community and encourage the development of sound nutritional habits that will foster academic success.

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program (EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, elimination of the consumption of fried foods, foods containing > 35 % sugar by weight, and FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, and fat free and low-fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 a.m. until 30 minutes after the end of the school day. 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 breakfast and lunch choice for students every day.

Students may bring their own lunches from home. **Restaurant containers are not allowed in the cafeteria.**

Menus

Monthly menus can be found on the MCSD website.

<https://muscogee.k12.ga.us/Divisions/OperationsAndFacilities/SchoolNutrition/SchoolMenus>

Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

Special Dietary Needs

MCSD School Nutrition will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. The Special Dietary Needs Prescription Form **must be** completed and signed by a licensed physician or an active 504 Plan for a student with a disability before the school cafeteria can provide any modifications or substitutions. The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

Student Birthday Celebrations

Cupcakes and/or birthday celebration items are not allowed in the cafeteria. No balloons or signs are allowed in the classrooms. Please contact your child's teacher in advance concerning items/food that you may want to send in to celebrate your child's birthday to ensure that it is approved.

If you are sending invitations to your child's birthday to the school, an invitation for each child in the class must be sent.

Cafeteria Expectations

PBIS Student Expectations

PERSEVERE (Achieve the Café 5)

- Walk into the café calmly
- Be respectful in line and walk to your seat
- Talk softly to tablemates
- Keep your table and floor area clean

Learning to Live and Living to Learn
PERSEVERANCE, KINDNESS, RESPECT

- Exit café silently

BE RESPECTFUL

- Follow directions given by responsible adults
- Eat your food only
- Legs under the table when sitting
- Get all food items and needed supplies before sitting down
- Raise your hand to request help

BE KIND

- Use the appropriate level voice
- Help others
- Be kind in your words and actions

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. Positive rewards may be earned for appropriate cafeteria behavior according to our PBIS guidelines.

SCHOOL/HOME COMMUNICATIONS

Special notices, students' papers, homework assignments and other important information will be sent home with your child, at a minimum, 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 for your child's current grades and attendance. (<https://campus.muscogee.k12.ga.us/campus/portal/muscogee.jsp>) If you have any questions or concerns, contact your child's teacher.

PARENTAL CONFLICTS

The school district has a longstanding and consistent practice of abiding with 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.

School district personnel are sensitive to the issues raised by divorced/separated parents in conflict, and to meet our educational mission, we strive to ensure that school is a place that is free from that

conflict. We would ask you to please resolve family-related conflicts regarding your children without the involvement of school district personnel. Please work together to make a plan for who will have authority to pick up your child from school (obtain report cards / talk with teacher, etc.). We are not appropriate decision-makers pertaining to conflict within the family unit, 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: To provide 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 resolutions of family conflict to the professionals that serve in that area.

Please contact the administration 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.

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.
Please refer to the MCSD student handbook and discipline code for all other information.

Thank You For Your Support! ☺