



Elementary School

**Student Handbook
2017-2018**



Dr. Zeester C. Swint, Principal
Mrs. Angel W. Long, Assistant Principal

MES Mission Statement:

M – Maximize Learning

E – Educate for Life

S – Strive for Excellence

140 Dillard Drive
Monroe, GA 30656
Phone: 770-207-3205
Fax: 770-207-3207
Web: www.monroelementary.org

Attendance Matters

Daily Schedule:

8:00 – 1st Bell (Student drop-off)

8:40 – Tardy Bell

8:40 – Classes Begin

3:20 – Car Riders/Daycare/Walkers

3:20 – Bus Call Begins

School Hours:

Children should NOT arrive earlier than 8:00 a.m. if they are riding to school with their parents. **SCHOOL DOORS WILL NOT OPEN UNTIL 8:00 a.m. EACH SCHOOL DAY.** Students should not remain on campus after 4:00 p.m. unless they are bus riders or participating in a supervised activity.

AM Drop Off/ PM Pickup:

Car rider lane in the front of the school.

Boys and Girls Club:

Students attending the Boys and Girls club will not be transported by a Walton County School bus. It is the parent's responsibility to make arrangements for transportation.

Absences:

The following are considered excused absences:

1. Personal illness when attendance would endanger the student's health or the health of others.
2. Death or serious illness in the immediate family, which necessitates absence from school.
3. Recognized religious holidays observed by family.

4. Mandates issued by governmental agencies.

5. Conditions render attendance impossible or hazardous to health or safety.

Upon returning to school from an absence, students should provide their homeroom teacher with a written excuse from a parent/guardian, doctor, or agency. Students will have **three (3) days** after returning to school to provide the school with a written excuse from the parent for the absence. Doctor's excuses will be accepted at any time.

All absences without proper documentation will be considered unexcused. Excessive unexcused absences will be referred to the Truancy Officer and parents will be held accountable.

Tardiness:

Students will be tardy after 8:40 a.m. Any student arriving late must check in at the front office for a tardy slip and be **accompanied by their parent or guardian.**

Make Up Work:

Students are expected to make up missed assignments due to absences. If you know your child will be absent for an extended period of time, please contact the office before 9:00 a.m. and make arrangements to pick up your child's assignments after 3:30 p.m.

Early Dismissal & Transportation:

The school day ends at 3:20 p.m. except in the case of an emergency or scheduled appointment. Students should not be checked out prior to this time. Students must remain at school until **12:00 p.m.** to be counted present. Please notify your child's teacher by a signed note if you plan on checking him/her out for an appointment that day. You must sign your child out in the office. If someone other than the parent/guardian signs the child out, that person must have written permission from the parent/guardian and a photo I.D.

If your child is going home a different way from his/her normal method (as in a bus change, going home with a friend, etc.) you must put the request in writing to the teacher. The Principal or the Assistant Principal will sign the note. If it is a bus change the note is also given to the bus driver. If notification is not received, your child will follow his/her regular method of going home. **Transportation changes MUST be submitted in writing. We CAN NOT make changes over the phone.**

Office Matters

Visitors:

All visitors must enter the front entrance, sign in at the office, and receive a visitor's pass.

Entrance & Withdrawal Requirements:

All students entering a Georgia School must have a birth certificate, a current Georgia Certificate of Immunization (Form 3231), a current Eye/Ear/Dental/Nutrition Form

(Form 3300), a Social Security Number and two Proofs of Residency (current utility bill as well as a second piece of documentation – please refer to www.walton.k12.ga.us for a complete list of accepted forms of proof). Please contact the school office for a complete list of accepted Proof of Residencies.

If you are moving and withdrawing your child from school, please come by the school a few days prior to the withdrawal date and sign the withdrawal form.

Student Information Forms:

During the first week of school you will receive an information sheet to complete. This information will be kept in the school office to reference as needed. Please make sure all names, telephone-numbers, and addresses are printed clearly and accurately. Please remember to put an emergency number and person to be contacted if you cannot be reached. Please notify the school of any changes during the year. If your address changes during the year, please bring a new Proof of Residence to the school office. Addresses cannot be changed in the system without a current Proof of Residence. We will do a second round of student information sheets in January.

Lost & Found

Please label all of your child's property. If an item is found unlabeled, it is sent to the lost and found, which is located in the gym.

Dress Code

Walton Co. Board of Education

Policy JCDB states:

Students are to dress in a manner that is reasonable and not distracting to other students and teachers. Any dress of an extreme nature will not be tolerated. Each school principal will make the final decision regarding student dress in his or her school.

Elementary School Principals developed additional guidelines listed below. The purpose of these guidelines is to give more descriptive information to parents and students about the dress expectations in our schools. The administration will make the final decision regarding the appropriateness of student dress.

1. Clothing must fit appropriately with regard to size and length, not oversized or undersized.
2. Shorts and skirts must be longer than the length of the end of the middle finger. All long pants must not drag the ground.
 - ❖ Shirts/tops must not be long enough to cover the garments worn on the lower part of the body nor too short to reveal any midsection of the body.
 - ❖ The outer clothing must cover undergarments.
3. Clothing must be free of messages or pictures that relate to drugs, alcohol, and/or violence.
4. Hats are not to be worn inside the school building.
5. Jewelry or ornamental articles worn shall not pose a safety hazard. No displaying body piercing other than the ear lobes.
6. Flip-flops shall not be worn as shoes.

7. No extreme color hair dye will be allowed.

Food Services

Breakfast and lunch are both served at MES. The following explains payment procedures and cost.

Payment:

Students prepay for meals by putting money in their account. Cash or check is put in the student's personal envelope in his/her homeroom. Any number of days can be prepaid.

- ❖ Students are given a PIN (Personal Identification Number) on the first day of school. This number is keyed into a computer in the lunch line and the cost of the meal is subtracted from their account.
- ❖ Applications for free or reduced-priced meals are given on the first day of school. Only those who wish to apply need to return this form.
- ❖ Charges are discouraged and must be repaid the next day.
- ❖ For your convenience visit our online prepayment system at www.mypaymentsplus.com. You can check balances, make payments and receive email reminders when a student's balance is low.
- ❖ **Student Lunch \$2.00**
- ❖ **Reduced Student Lunch .40**
- ❖ **Adult Lunch \$3.60**
- ❖ **Student Breakfast \$1.25**
- ❖ **Reduced Student Breakfast .30**
- ❖ **Adult Breakfast \$1.50**

Meal Charges:

Up to three charges are allowed for a reimbursable lunch in an emergency. Repayment is expected the next week. No charges are allowed for breakfast. Charge slips will be sent weekly to the students' homeroom teachers. Any questions should be addressed to the cafeteria manager at (770) 207-3224.

Safety Matters

Health & Medicine:

Parents must complete a clinic form in order for prescription or non-prescription medication to be administered at school. **DO NOT SEND MEDICATIONS TO SCHOOL WITH THE STUDENT.**

- All medicine must come in the original containers (no loose pills in baggies, foil, etc.).

You must get the Official Clinic Form from the school nurse for all prescription medicine and return it with the medicine. The nurse or the principal's designee will be the only individual allowed to give medicine. If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided.

Insurance:

Student accident insurance is available at the beginning of the school year.

Parent Involvement

Conferences:

Through conferences, parents and teachers gain a better insight into the child's needs, interests, potential, and growth, as well as any particular

difficulties he/she may be experiencing. If a parent/guardian is in need of a conference, please contact the school in advance to schedule an appointment.

Fall and spring conferences will be scheduled by the homeroom teacher. Please make every effort to meet with your child's teacher during these scheduled times.

Parent-Teacher Organization

The Parent-Teacher Organization provides an excellent opportunity for building positive communications between parents and teachers. PTO meetings are held on a regular basis. Parents, grandparents, and guardians are encouraged to be volunteers at the school. Please contact the office if you are interested.

MES School Council/Title I Parent

Meetings

The Monroe Elementary School Council is composed of elected parents, teachers, administrators, and business partners. We meet four times a year. Your input and participation is encouraged. All parents are invited to attend School Council as well as Title I meetings.

Academic Matters

Grading System:

The following grading system has been adopted by the Walton County Board of Education:

<u>Academic</u>		<u>Conduct/Activities</u>	
A	90-100	E	Excellent
B	80-89	S	Satisfactory
C	70-79	N	Needs to improve
F	Below 70	U	Unsatisfactory

Principal's List – Students in grades 3-5 must have earned an A in all subject areas for the grading period.

Honor Roll – Students in grades 3-5 must maintain a 90 average or higher with no grade lower than a B to make Honor Roll.

Merit List – Students in grades 3-5 must maintain averages of 85.0 to 89.9 and have received no failing grades to make Merit List.

Homework

Homework is an important extension of the learning that takes place in class. Homework provides practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Homework plays a major role in building responsible students. Parents can help their children develop good homework habits by arranging a quiet, comfortable place for the student to work. Please check the parent/home communication folder daily and review all homework with your child for accuracy.

MES Discipline Plan

BEARS – Behaving Everyday As Responsible and Respectful Students

Purpose:

The goal of the Monroe Elementary School Discipline Plan is to provide learning experiences in a safe, secure, and stimulating environment where every child will develop to his or her fullest potential academically, socially, emotionally, and behaviorally.

School-Wide Rules:

- Follow Directions
- Keep Hands, Feet and Objects to Yourself
- Be Prepared
- Be Considerate
- Walk Calmly and Quietly

Consequences:

- Hot Pink – Exceeding Expectations
- Green – Meeting Expectations
- Yellow – Warning
- Blue – Loss of privilege, time out in class, time out in another class, parent contact
- Red – Monroe Elementary School Behavior Log Steps 1, 2, & 3
- The fourth discipline infraction moves to Step 4 – MES Office Referral Form

In-School Suspension:

Students are assigned In-School Suspension for breaking school rules and violating the WCPS Code of Conduct. Only the Principal and the Assistant Principal may assign In-School Suspension to a student.

Playground Expectations:

- Safety first
- Listen to any adult present
- Use the equipment properly
- Walk quietly to and from the building
- Report concerns to a teacher
- Use appropriate language

Cafeteria Expectations:

- Enter & exit quietly in a straight line
- Speak quietly to the students at their table
- No Trading or giving away food will be allowed
- Use all eating utensils properly
- Never throw or toss food or any other objects
- Clean up area for next class
- Do not take any unsealed food out of the cafeteria

Library Books:

Notice the following procedures for Media Center use:

1st – 5th grade students may check out two books at a time. PreK – K students may check out one book at a time. Books are due 2 weeks from checkout. Students are responsible for all books checked out. Students will pay for any lost or damaged books (all money collected is used for books replacement). No late fines are charged, but the media center will not let a student check out further books until previous ones are returned.

NSF Checks

Checks returned for insufficient funds are sent to Envision Payment Solutions.

Telephone: 877-290-5460 or 770-709-3100

Fax: 770-709-3007

Address: P.O. Box 157

Suwanee, GA 30024-0157

customerservice@envisionpayments.com