

Double Churches Elementary School Learner/Parent Handbook



A Positive Behavior Interventions & Supports (PBIS) School School Year 2023-2024

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Learning to Live and Living to Learn
BE KIND, BE RESPECTFUL, AND PERSEVERE

Contents

WELCOME	4
MISSION	5
VISION.....	5
VALUES.....	5
SCHOOL SONG.....	6
School Calendar	7
HELPFUL LINKS	8
POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)	9
WILDCAT PRIDE DRESS CODE	10
ATTENDANCE/ABSENCES	14
Kindergarten-Fifth Grade.....	14
Pre-K.....	14
TARDINESS.....	15
Kindergarten-Fifth Grade.....	15
Pre-K.....	15
HARDSHIPS	15
CHANGES TO A LEARNER’S REGULAR TRANSPORTATION	16
TRANSPORTATION.....	16
VISITORS AND VOLUNTEERS.....	17
AFTERNOON DISMISSAL	17
Dismissal Times and Locations	17
Diagram of Dismissal Locations.....	19
AFTER SCHOOL PROGRAM	21
LEARNER CHECK OUT	21
LEARNER WITHDRAWAL PROCEDURES	21
MONEY	21
PERSONAL ITEMS.....	21
COMMUNICATION.....	21
TELEPHONE MESSAGES.....	21
CELL PHONES & OTHER DEVICES.....	22
ELECTRONIC USAGE	22
Learner Chrome Books.....	23

Fines and Fees.....	23
LOCAL SCHOOL COUNCIL	24
COUNSELING SERVICES	24
LEARNER HEALTH.....	24
Clinic.....	24
Medicine	24
Learner Sickness	25
Pediculosis (head lice)	25
Tinea Corporis (Ringworm) and Conjunctivitis (Pink Eye).....	25
Learner Accident Insurance	25
LUNCHES	25
School Nutrition Program (SNP).....	26
Menus.....	27
Special Dietary Needs.....	27
Learner Birthday Celebrations.....	27
SCHOOL/HOME COMMUNICATIONS.....	28
The Paw Press.....	28
PARENTAL CONFLICTS.....	28
PARENT-TEACHER ASSOCIATION	29
BULLYING BEHAVIOR	29

WELCOME

We have been preparing for an exciting year as we provide a quality educational program to address the needs of each individual learner. 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

Building a legacy of lifelong learning that nurtures creativity and fosters kindness, independence, and resilience.

VISION

We are a community that develops lifelong learners who exemplify kindness, respect, and perseverance.

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 THEME

"Learning to Live, Living to Learn."

SCHOOL SCHEDULE

7:00 AM	Learners may enter the building.
7:00-7:35	Breakfast Served
7:15-1:45	Office Hours
7:15-2:45	Teacher Work Hours
10:00-1:15	Lunch (According to grade level schedule.)
1:30	Cut off Time for early check out for Pre-K-5 th grade
2:00	Pre-K Dismissal (No older siblings)
2:15	K-5 and Pre-k with older siblings

Updated 8/12/2023

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!**



SCHOOL CALENDAR

July 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					

3-31 Summer Break
 4 Independence Day Observed

August 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		

1-4 Teacher Planning/Staff Development Days(PK-2)
 1-7 Teacher Planning/Staff Development Days(Secondary)
 2-7 System-wide Verification Days
 7 In-person grades PK-2(Phase-In)
 8 1st Day of School/1st Semester Begins

September 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

4 Labor Day
 7 Progress Report



2023-24 School Year Calendar

- Student/Teacher holiday
- Semester Start Dates
- Teacher Planning/Staff Development/Student Holiday
- Virtual Learning Day
- Progress Reports/ Report Cards
- In-person Phase-In for Students

October 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				

6 Virtual Learning Day(No school PK-2)
 9 Teacher Planning/Staff Development Day
 11 End of 1st Nine Weeks
 13 Report Cards

November 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		

18 Veterans Day
 13 Progress Reports
 28-24 Thanksgiving Break

December 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

28 1st Semester Grading Period Ends
 21-29 Winter Break

January 2024						
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			

1-3 Winter Break
 3 Teacher Planning/Staff Development
 4 2nd Semester Begins
 8 Report Cards
 15 Martin Luther King Jr. Day

February 2024						
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		

6 Progress Report
 16 Teacher Planning/Staff Development
 19 Presidents Day

March 2024						
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						

11 End of 3rd Nine Weeks
 13 Report Cards

April 2024						
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				

1-5 Spring Break
 18 Progress Reports

May 2024						
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	

15-18 Graduation
 21 Last Day of School/Report Cards (Elementary)
 22-23 Teacher Post-Planning
 23 Report Cards(Secondary)
 24-31 Summer Break
 27 Memorial Day

June 2024						
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						

3-38 Summer Break

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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>




Free and Reduced Lunch Application

https://www.muscogee.k12.ga.us/News/Article/2554/Free_Reduced_Meal_Application

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

As a PBIS school, our goal is to create a positive school climate in which learners learn and grow. Our philosophy when working with learners 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.

Double Churches Elementary PBIS School-Wide Expectations

	Be Kind	Be Respectful	Persevere (Keep Trying)
Cafeteria	<ul style="list-style-type: none"> • Voice level 2 • Wait your turn. 	<ul style="list-style-type: none"> • Clean your table. 	<ul style="list-style-type: none"> • Stay seated. 
Classroom	<ul style="list-style-type: none"> • Voice levels 0-4 • Listen to your teacher. 	<ul style="list-style-type: none"> • Raise your hand for permission to speak. 	<ul style="list-style-type: none"> • Take your time and do your best. 
Recess	<ul style="list-style-type: none"> • Share toys. 	<ul style="list-style-type: none"> • Take turns. 	<ul style="list-style-type: none"> • Gather all things before leaving. 

"Be kind, be respectful, and persevere every day. That's the Wildcat Way!"

Revised 09/17/2023

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WILDCAT PRIDE DRESS CODE

A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols which denigrate social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also disallowed.

Summary

Dresses and Skirts - Dresses and skirts may be worn with the length to be no higher than three (3) inches above the top of the knee cap

Shirts

No midriffs should be exposed

No see-through shirts/blouses

No spaghetti straps, tube tops

Nothing that advocates drugs, alcohol, violence, gangs, hate or profanity

Shoes

No slides, flip flops or bedroom shoes

Pants

Pants are to be worn on or above the waist; NO SAGGING

No see-through pants

No pants with holes

No leggings worn as pants, unless worn under a dress or skirt

Shorts

Shorts may be worn with the length to be no higher than three (3) inches above the knee cap

No running shorts

Headgear

No head coverings i.e., hats, bandanas, do rags, sweat bands with the exception of medical purposes or permission of approved school official

The Administration reserves the right to determine proper dress and take necessary action at any time.

HOODS, BEANIES, HATS

Hoods, Beanies and Hats are **NOT** to be worn while on campus.

SKIRTS, DRESSES, and SHORTS

Skirts, dresses, and shorts **must** be mid-thigh or lower, including athletic shorts.

APPROPRIATE



INAPPROPRIATE



SHIRTS AND TOPS

Strapless tops, backless tops, midriffs, and low-cut necklines are prohibited.

Strapless and sleeveless tops may be worn with a cardigan or sweater that fully covers all areas appropriately at all times.

Shoulder straps must have a minimum width of a dollar bill.

Clothing must NOT display alcohol, drug, or sexual references.

APPROPRIATE



INAPPROPRIATE



PANTS, LEGGINGS, and EXPOSED UNDERGARMENTS

Jeans with holes, shreds, and rips at mid-thigh or lower will be permitted.

Shreds or rips above mid-thigh may NOT reveal skin.

Pants must stay up at all times. No low rise or saggy pants revealing undergarments.

Leggings and yoga pants are permitted if skin and undergarments are not revealing.

APPROPRIATE



INAPPROPRIATE



ATTENDANCE/ABSENCES

Kindergarten-Fifth Grade

Regular attendance is vital for a successful school experience. A learner 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 learner's return. **Parent notes for sickness are limited to five notes.** 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.** Learners with excessive tardiness, early check outs, and/or absences will be placed on an 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.

Pre-K

Upon enrollment in a Georgia Pre-K Program, all parents/guardians sign an attendance participation and protocol agreement that states that the parent/guardian agrees to:

- Their child participating in the Pre-K Program for the **full instructional day (6.0 hours-7:45 AM-1:45 PM).**
- Participate in two documented family conferences with the Pre-K Teacher. (December and May)
- Pre-K Learners should arrive at school **no later than 7:30 AM** as instruction begins at 8:00 AM.

Protocol for Pre-K Attendance

- ❖ At **two** unexcused absences, the teacher will call the parent/guardian to discuss the learner's attendance.
- ❖ At **three** unexcused absences, the attendance clerk will send a letter to the parent/guardian to inform them of the learner's attendance concerns.
- ❖ At **five** unexcused absences, the teacher will schedule a conference with the parent/guardian to discuss the learner's attendance.
- ❖ At **eight** unexcused absences the school's social worker will schedule a parent conference at the school, inviting the teachers and school administrator to develop a plan of success to improve the learner's attendance.
- ❖ At **ten** unexcused absences, the teacher/clerk will notify the school social worker to refer the parent/guardian to the Muscogee County School District Attendance Panel.
- ❖ Chronic Absenteeism is defined as late arrival, early departure, or late pick up more than two days per month without medical documentation or other reasonable explanation or an established pattern of absenteeism.
- ❖ A learner that chronically absent can be disenrolled from the program at any time by school administration.
- ❖ A learner that is absent for 10 consecutive days without a medical or other reasonable explanation must be dis-enrolled from the program.

TARDINESS

Kindergarten-Fifth Grade

Learners arriving after 7:45 AM are tardy. Tardiness results in loss in instructional time for your learner and interrupts the daily routine and learning of other learners. Late pick-ups are also recorded in our attendance system.

Pre-K

Protocol for Tardiness/Early Checkout/Late Pick Up

- ❖ Five unexcused tardies/early checkouts, late pick up or combination of the aforementioned, the teacher will call the parent/guardian to inform them of the learner's tardiness and notify the Pre-K site director.
- ❖ Ten unexcused tardies/early checkouts or late pick ups or combination of the aforementioned, the school social worker will send a letter to the parent/guardian to inform them of the learner's tardiness/early check outs or late pick ups or combination of the aforementioned.
- ❖ Twenty unexcused tardies/early checkouts or late pickups or combination of the aforementioned, the teacher will refer the learner to the principal and MCSD Pre-K Director to inform them of the learner's tardiness, early checkouts, late pickups or any combination of the aforementioned.
- ❖ Chronic Tardiness is defined as late arrival, early departure, or late pick up more than two days per month without medical documentation or other reasonable explanation or an established pattern of tardiness.
- ❖ A learner that chronically tardy can be disenrolled from the program at any time by the school administration.
- ❖ A learner that is that is tardy, has an early departure or late pick up or any combination of the aforementioned for 10 consecutive days without a medical or other reasonable explanation must be dis-enrolled from the program.

HARDSHIPS

There are standards for all learners who have been granted enrollment on a Hardship or Open Seat Transfer here at DCES. The parent and learner granted a transfer agree to abide by DCES's **attendance, academic, and discipline standards**. School administration may revoke a learner's hardship for not following these standards.

Academic, Attendance, & Behavior Standard

- Maintain an average of 70% or higher in all academic areas
- No more than two office referrals in any grading period
- No more than 7 unexcused tardies in a nine-week grading period.
- No more than 3 unexcused absences in a nine-week grading period.
- Is late being picked up from school (after 2:45 p.m.) more than three times in a nine week grading period.

Revocation Process

When the standards are adhered to:

- The parent will be notified in writing of the potential Hardship/Open-Seat Transfer revocation with concerns identified.
- A conference will be held with parent and learner concerning actions/behaviors needing improvement.

- A contract will be developed within 3 days of the conference outlining actions/behaviors needed to remain in current school assignment. Contract will be signed by learner's parent, and administrator.
- If the contract is violated by the learner the school administration will contact parent to inform them of the revocation. A letter stating the reason(s) will be outlined.
- The learner will be withdrawn and returned to their homeschool at the appropriate date (progress report or report card).

CHANGES TO A LEARNER'S REGULAR TRANSPORTATION

ALL transportation changes MUST be submitted via a handwritten note to the learner's teacher by 7:45AM.

Per MCSD policy, any change in the way a learner 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, emails, DOJO or text messages to change how a child is transported.**

TRANSPORTATION

Learners who attend Double Churches Elementary School are dropped off and picked up by a legal guardian if they do not ride the school bus. Learners 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 learner to ride another bus (in the event of an emergency or other reasons), parents **MUST** send handwritten notification of this change to the school or come in person to the front office. The principal or designee must approve the change.

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

Safety is our priority; therefore, Double Churches Elementary School is a "No Walk School Zone." MCSD provides bus transportation for learners in our school zone. Learners are not permitted to walk to or from school.

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.

[VISITORS AND VOLUNTEERS](#)

For the safety of all our learners, 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.** The badge should be worn in a manner where it is visible for all staff members to see. 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 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](#)

Dismissal Times and Locations

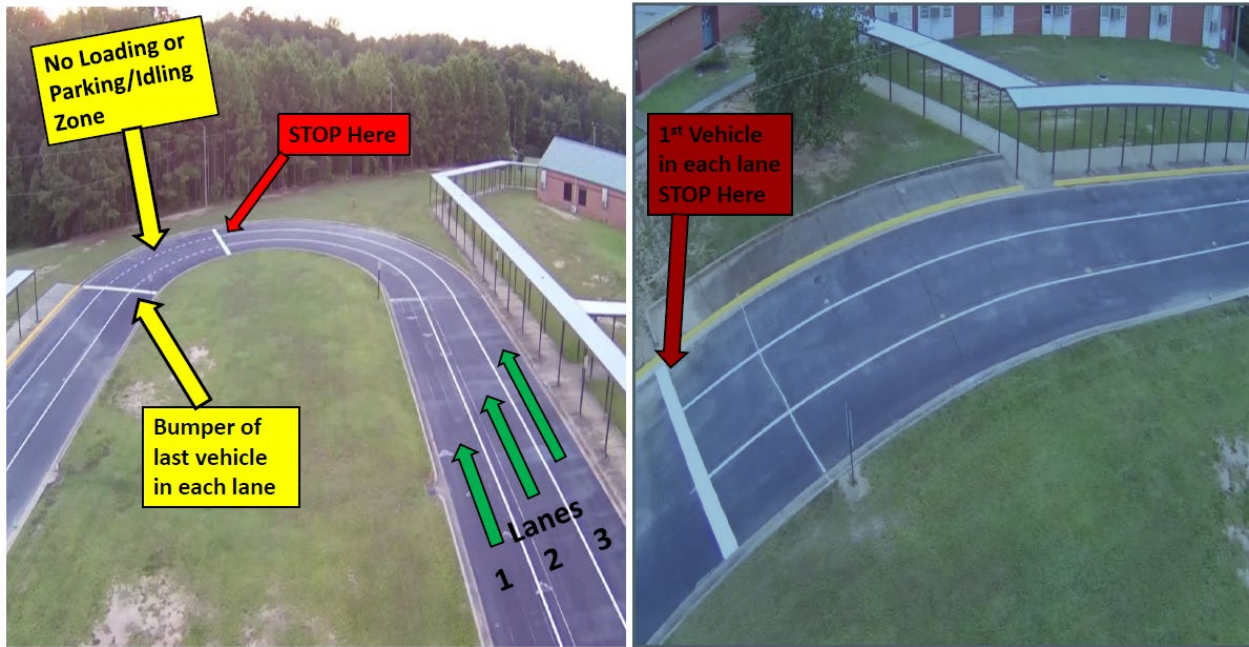
Younger siblings are dismissed at the pick-up time and location of the oldest sibling.

Parents, please adhere to the following safety precautions for pick up/drop off:

- Pull up all the way you in your lane as directed by staff.
- Pull in as close as possible to the vehicle in front of you.
- Put your car in park until directed to leave.
- Please remain in one line, unless a staff member motions for you to come around a vehicle.
- Parents/Guardians should remain in their car at all times.
- Please have your car tag in visible. (hanging on rearview mirror)
- Please remove your car tag once your learner is secured in the vehicle.
- After all, three lanes have been loaded a staff member will signal for each lane to leave.

Grade	Time	Location
Pre-K	2:00 PM 2:15 PM	<u>Car Riders without older siblings in Grades 1-5 -Gravel Parking Lot</u> <u>Car Riders with older siblings in Kindergarten- Front Loop</u> <u>Day Care-Gravel Parking Lot</u> <u>Bus- Top parking lot in the back loop</u> <u>Car Riders with Older Siblings- back loop</u>
Kindergarten	2:15 p.m.	<u>Day Care-Gravel Parking Lot</u> <u>Bus-Top parking lot in the back loop</u> <u>Car Riders without Older Siblings- Front Parking Lot</u> under the awning at the school entrance, curb-side only. Learners are not permitted to walk around the car from the passenger side of the vehicle. <u>Car Riders with Older Siblings-</u> will be dismissed with the older sibling in the back loop
1st-5th Grade	2:15 p.m.	<u>Day Care-Gravel Parking Lot</u> <u>Bus- Top parking lot in the back loop</u> <u>Car Riders- back bus loop</u>

Diagrams of Dismissal Locations





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AFTER SCHOOL PROGRAM

DCES has an afterschool program. Drop-ins or infrequent users of the program will be allowed to attend if space is available and if they have fully enrolled with all ASEP registration paperwork completed. You may contact Mrs. Vicki Lyons, for more information at Lyons.Vicki.M@muscogee.k12.ga.us.

LEARNER CHECK OUT

Adults should always be prepared to show their driver's license when checking out a learner. Only those adults designated on the learner's registration form/check out card will be permitted to check a learner out. **Per MCSD policy, we are not permitted to check out learners after 1:30 PM.**

LEARNER WITHDRAWAL PROCEDURES

To withdraw a learner 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 learner per MCSD policy.**

MONEY

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

PERSONAL ITEMS

Learners 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/learner 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 learner has all the instructions, including transportation arrangements and necessary materials for the day prior to leaving for school. Learners 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 learners 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. Learners 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, learner 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.

Learner Chrome Books

All learners have been issued a Chromebook (to include Case and Charger) to use during the school day. Learners must be responsible for their Chromebook/Case/Charger at all times. In an effort to be good stewards of taxpayer dollars, learners 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. Learners 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: Learners will be held responsible for the proper care of all books, supplies, Chromebooks, and accessories or equipment furnished to them by the school. A learner 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/Learner must pay all fees and fines owed to the school in a timely fashion. Parent/Learner 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 learners 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 learner has expressed suicidal or homicidal indications, the School Counselor or administration shall meet with the learner 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 learner must be checked out by the parent or guardian. The learner may return to school only upon the provision of appropriate documentation.

LEARNER HEALTH

Clinic

Learner 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 learner 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 MCSD 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.

Learner Sickness

MCSD policy prohibits learners with contagious illnesses from remaining at school without a doctor's note. Parents of learners with a fever of 100°F, vomiting, or too ill to remain in the classroom will be asked to pick their learner up. Learners 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 learner has pediculosis, the school administrator or clinic worker will immediately notify the parent/guardian and arrange for the learner to be picked up and treatment initiated. The learner will be isolated from other learners 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 learner 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 learner’s head for presence of nits or active lice. The learner **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 learner has ringworm or pink eye, the school administrator or clinic worker will immediately notify the home and request that arrangements be made for the learner to be picked up and treatment initiated. Both conditions must be verified by the doctor and treated before the child may return to school.

Learner Accident Insurance

MSD does not carry accident insurance on learners 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 learner is covered by medical insurance. Muscogee County School District does not carry health coverage on learners.

LUNCHES

All learners are expected to eat either a school prepared lunch or a lunch from home each day. Learners who do not eat lunch must have written parental permission. All class celebrations are held after lunchtime to ensure that your learner 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 learners 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.

Learner Breakfast \$1.00	Reduced Learner Breakfast .30
Learner Lunch \$2.45	Reduced Learner Lunch .40

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

School Nutrition Program (SNP)

The 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 learners 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 learners every day. Learners 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 learner **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 learner 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 learner's school for specific information.

Learner Birthday Celebrations

Cupcakes and/or birthday celebration items are not allowed in the cafeteria. No balloons or signs are allowed in the classrooms. Individually wrapped treat bags for the class are permitted. Please contact your learner's teacher in advance if you are going to send in treat bags for the class. In order to protect instructional time, the treat bags will be passed out at the end of the school day.

You may contact the office to make reservations to eat with your learner in the cafeteria on his/her birthday. To reserve your spot, please call at least two weeks in advance. Our space limits each learner to two guests. Younger siblings are not permitted in the cafeteria. Please adhere to MSCD Nutrition Policies that any outside food (from restaurants/fast food) must be in a brown paper bag or lunch box.

SCHOOL/HOME COMMUNICATIONS

Special notices, learner papers, homework assignments and other important information will be sent home with your child, at a minimum, weekly. Learners, 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.

The Paw Press

The Paw Press is our weekly parent communication newsletter. It is sent to parents via email every Sunday evening at 5:00 PM. A text message and brief recorded phone message with the newsletter highlights will simultaneously go out at the same time. If you are not receiving the phone calls, emails or text messages please call the school office at 706-748-2660 to help get this corrected. If you opt us of messages, **please understand that it will opt you out of all messages, including safety messages that are sent from our school.**

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 learner 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 learners 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 learner. 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 school administration if you have any concerns.

PARENT-TEACHER ASSOCIATION

Double Churches Elementary School has a very active Parent-Teacher Association. The learners 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 helps keep parents abreast of school happenings and events. 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.

Bullying is defined by Georgia Law as "unwanted aggressive behavior among school aged children that involves real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time... In order to be defined as bullying, behavior must be aggressive and include:

- An imbalance of power: kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose" (StopBullying.gov).

Please refer to the MCSD Code of Conduct for all other information.

Thank You For Your Support!

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