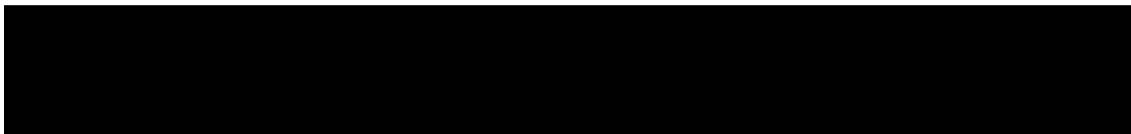


Reaching Greatness Together



Dade Elementary School is a Title I Reward School and a Blue Ribbon School of Excellence. DES is accredited by the Southern Association of Colleges and Schools and the Georgia Accrediting Commission.



306 Wolverine Drive
TRENTON, GEORGIA 30752
706-657-6165 (Phone) 706-657-5232 (Fax)

Dade Elementary Year at a Glance				
August 4	First Day of School		Dec 20 - Jan 5	Winter Break
Sept 4	Labor Day Holiday – No School		January 15	MLK Holiday - No School
Oct 9 - 11	Fall Break		February 19	President's Day - No School
			March 28	½ Day for Students - Parent/Teacher Conferences
Oct 12	½ Day for Students - Parent/Teacher Conferences		April 1 - 5	Spring Break
Nov 20 - 24	Thanksgiving Holidays		May 22	Last day of School

School Hours: 8:00 a.m. to 3:15 p.m.

This handbook belongs to:

Name _____

Address _____

City/Town _____ **Zip code** _____

Any staff member can receive email by using
first and last name @dadecs.org

johndoe@dadecs.org

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DES HANDBOOK INTRODUCTION

This student handbook contains valuable information for Dade Elementary students and their parents. Parents should review the handbook with their child and then complete the signature page included in the beginning of the year packet. Students should return the signature page during the first two weeks of school.

The policies of this handbook and the services of the school system have been designed to protect the well-being of students and the rights of all students to a quality education at Dade Elementary. This handbook describes the rules and policies students need to know for participation in school life. Parents should read this handbook with their child and be sure their child understands and follows the rules and regulations described.

Student handbooks are reviewed annually between February and May for the purpose of adding, deleting, and revising content. Parents, students, and employees are encouraged to submit recommendations regarding the handbook to the Principal.

Daily Schedule

7:30	School doors open to accept students
7:30	Breakfast/Students report to classrooms
8:10	Tardy bell – students must report to office for tardy slip
2:45	Early car riders dismissed – Pre-K & Kindergarten only
3:15	Car & Bus riders dismissed

The information in this handbook is correct at the time of printing.

Dates, times, prices and guidelines are subject to change.

To serve students through quality leadership and educational opportunities that will challenge and inspire them to become life-long learners who can succeed in a changing society.

Dade County Schools Mission Statement

The mission of the Dade County School System is to ensure that every student has the opportunity to become independent, hard-working, competent members of society within a caring and uplifting cultural environment, which includes:

Dedicated teachers and staff

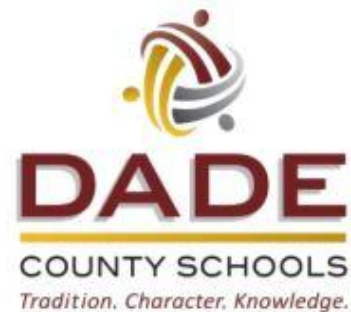
Community and parent commitment

Safe and orderly environments

Strong leadership committed to excellence

Dade County Schools Beliefs

1. Students should be empowered and engaged in their own learning.
2. DCS (Dade County Schools) will promote a safe and inspiring climate for students and staff.
3. Stakeholders will be given opportunities for engaging two-way communication.
4. DCS will recruit and hire an effective staff, ensure a positive work environment, and provide professional development.
5. Stakeholders will be given opportunities to see internal processes to maintain a level of transparency and ensure effectiveness of all programs.



Dade Elementary School

The MISSION of Dade Elementary School is to instill a love of learning in ALL students and provide a relative and rigorous curriculum in a safe, structured environment.

***The VISION is to be a school in which ALL stakeholders
(parents, teachers, students, administrators, and
community members) are actively involved in creating
academic success for ALL children.***

***The MOTTO is to be a school “Reaching Greatness
Together.”***



PROFESSIONAL CREDENTIALS

I understand that I may request the credentials of any of my child's teachers, administrators, or paraprofessionals. Contact persons- Tracy Blevins or Heath Johnson- 706- 657-6165.

Dade Elementary School Administration, Faculty, and Staff

Melissa Valtierra - Principal
Heath Johnson - Asst. Principal
Ashlie Blalack - Academic/ Instructional Coach
Tinena Bice- Counselor
Carissa White – Counselor
Jenna Ridge - Administrative Asst./Receptionist
Sissi Brandon- Administrative Asst./Bookkeeper
Crissy Emmett- Administrative Asst./Registrar/Attendance
Carla Dotson – School Nurse
Jeanna Knox- Media Specialist
Leigh Ann Beesley- Music
Justin Page- P.E.
Andy Williams- P.E.
Brandi Gann- Art
Kindergarten:
Madison Ambrose/V. Kyzer

Blye Case/K. Holden
Christina Case./C. Kesler
LeeAnne Gibson/K. Kennedy
Lisa Gil
Amber Kent
First Grade:
Janet Brooks
Pam Cagle
Lori Case
Jamie Nelson
Misty Rooks

Second Grade:
April Goode
Starla Gross
Amanda Hisle
Pam Morgan

Dawn Paschal
Third Grade:
Jennifer Clarkson
Jennifer Coates
Misty Morris
Tonia Stevens
Rhiannon York
Fourth Grade:
Amber Barton
Misty Long
Bethany Miller
Katie Page
Susan Rose
Fifth Grade:
Diana Gregg
Julie Hannah
Cindy Moore

Julie Poston
 Andria Powers
 Jennifer Wood
Special Needs:
 Crystal Blevins
 Stevie Carver
 Tammy Davenport
 Jimmy Gallman
 Ginger Graham
 Amy Henson
 Cathy Massey
 Nicole Meadows
 Claudia Phillips
 Martha Plumlee
 Caitlyn Seipel

Allison Thompson
 Karen Bearden
 Becka Chambers
 Sabrina Cloud
 Whitney Day
 Caitlyn Emmett
 Barbie Fitzpatrick
 Kayleigh Goff
 Kecia Guffey
 Amy Hill
 Elizabeth Holdaway
 Brittany Koger
 Tiffany Long
 Diane McBryar
 Crystal Tipton

Shawna York
Pre-Kindergarten:
 Erin Clark/S. Gill
 L'Tanya Langley/T. Castleberry
 Victoria Payne/T. Spurgin
 Bailey Reed/A. Dean
Facilities:
 Aleah Hurst
 Alan Leverett
 Joyce Zeller

ACADEMICS

Grading

- A progress report will be issued every 4 ½ weeks in grades 3 through 5.
- Please sign and return it the next day.
- Graded work, as well as any form or information from the office, will be sent home each week.
- Report cards will be sent home after the end of the nine week period.
- Students in grades K-2nd will receive a standards based checklist instead of a report card.
- The following grade scale will be in effect for students in grades 3rd – 5th :

A - 90-100 B - 80-89 C - 70-79 F - Below 70

Homework

Homework is assigned to help students process and practice content and skills learned during the school day. Homework is to be turned in on the assigned due date. Teachers give a due date for assignments. This is most often the following day. For projects, several days or weeks may be allowed for completion.

Challenge Program (Gifted Education)

Dade Elementary School recognizes the need to provide education services to students who have the potential for exceptional academic achievement. Teachers, certified in gifted education, serve students in their regular classroom in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and meta-cognitive skills. Parents or teachers may ask for a child to be screened for gifted education.

Recognition Program

DES students, who go above and beyond academically and/or behaviorally, will be rewarded throughout the year. Students' accomplishments will be celebrated daily and also through monthly reward days. Check with your child's teacher for specific details on monthly rewards.

PRE-KINDERGARTEN PROGRAM

The Dade Elementary School Pre-K Program provides a solid foundation and a positive learning experience in a structured, safe, and secure environment. All of our pre-k teachers are certified and highly qualified according to the state guidelines. Pre-k students attend school 180 days and follow the same school calendar as other students in the Dade County School System. The pre-k students follow the same bell schedule as the other DES students; however, pre-k parents have the option of picking up their children at 2:45 from the upper parking lot (bus drop off area).

Parent conferences will be held twice yearly (dates to be announced); however, our pre-k teachers will be happy to schedule a conference at any time during the year.

ATTENDANCE

Absences

- **Only five (5) student absences will be accepted throughout the school year without medical documentation.**
- After **3 days** of **unexcused** absence, the parent/guardian will be contacted by the child's teacher and/or the attendance clerk with a reminder of our attendance policies.
- When a student misses **4 days** that are **unexcused** or ones with a **parent note**, a member of the Dade Elementary Attendance Intervention Team will make contact with the home. If the absences are **unexcused**, the team member will set up a meeting with the parent/guardian to discuss a plan of action for improving attendance.
- When a student has accumulated **5 days** of **unexcused** absences, the assistant principal will call to set up an in-house truancy meeting. This meeting is with the parent(s), an administrator, guidance counselor, the social worker (if requested), and the student if he/she is 10 years or older.
- After **5 unexcused** absences and reasonable attempts have been made to notify the parent/student of possible consequences for violating the attendance policies listed above, the student will be referred to the social worker and scheduled to meet with the Truancy Treatment Team.
- Acceptable excuses:
 - a) Student illness (**Parent notes will be accepted for 5 days of absence only**)
 - b) Serious illness or death in the immediate family
 - c) Court order
 - d) Observation of religious holidays of the student's faith
 - e) Conditions which render attendance impossible or hazardous to student's health/safety
 - f) If your child is in the hospital or has a doctor's note stating that he/she will be subject to an **extended** period out of school due to his/her illness; please contact your child's teacher, a counselor or an administrator as soon as possible.

****Excuses must be in writing and turned in to the student's homeroom teacher or front office. Please write them on a separate piece of paper (not in the agenda/student planner).**

Board Policy (JB) Regarding Attendance

In responding to student attendance issues, the Dade County School system shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by Dade County's Student Attendance Protocol committee.

Principals, assistant principals, and counselors may refer a student to either the attendance clerk or social worker anytime when, in their judgment, the intent of the Compulsory Attendance Act is not being adhered to by a student.

After an absence, a student must bring from their parent or guardian a statement indicating the reason for the absence(s), the date of the absence(s), and a parent or guardian phone number. **This statement should be provided within five (5) calendar days of the return-to-school date.** Parent or medical statements can be emailed, scanned and emailed, faxed, or delivered to the school. It is the parent or guardian's responsibility to ensure statements/notes are turned into the school.

Students with doctor/ dental appointments are excused only for the time of the visit and a reasonable time before and after the visit. The remaining portion of the day shall be counted unexcused. Excuses from medical/dental facilities are required to specify the appointment time and the departure time the student was at the medical/ dental facility. It is the parent or guardian's responsibility to ensure statements/ notes are turned into the school.

Excuses not received within five (5) calendar days of the student returning to school will not be accepted and the absence will be counted as an unexcused absence. The exception to the five (5) calendar day requirement includes fall break, Thanksgiving break, winter break, spring break, and any inclement weather days. It is the parent or guardian's responsibility to ensure statements/notes are turned into the school.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediately family necessitating absence from school.
3. A court order or an order by a governmental agency that mandates absence from school
4. The observance of religious holidays, necessitating absence from school
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in the military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Grades and Absences

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons
2. Make-up work for excused absences was complete satisfactorily.

POLICIES AND PROCEDURES TO REDUCE UNEXCUSED ABSENCES: NOTIFICATION

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance.
2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.
3. The School System will use its best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.
4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

Make-up Work

Many classroom experiences cannot be recreated because of the nature of instruction. Therefore, it is very important for students to be in class as much as possible. Per board policy, it is the responsibility of the parent or the student to make arrangements regarding make-up work.

Tardies

Excessive tardies will result in a referral to the School Attendance Team. If a student has three (3) or more tardies and/or early checkouts in one semester, he or she will **not** be eligible for perfect attendance.

Number of Tardies	Consequence
5 unexcused	Contact made by classroom teacher
7 unexcused	Administrative referral
10 unexcused	Considered a chronic problem and a referral will be made to the district social worker to develop a plan

Check-outs

- **Students cannot be signed out early through the office after 2:30. From 2:30 to 3:00, students are in transition from class to their transportation areas. The front office personnel are unable to locate certain students during this transitional time. Parents must sign out students before 2:30 if they are unable to wait until the 3:15 release time.**
- If a student needs to be dismissed early, we ask that the parent/guardian send a note to the teacher. The note will then be sent to the office. **IF A CHILD HAS THREE (3) EARLY CHECKOUTS AND/OR TARDIES IN ONE SEMESTER, HE/SHE WILL NOT BE ELIGIBLE FOR PERFECT ATTENDANCE.**
- The parent/guardian must come in person to the office to sign the child out. The student will then be called to the main office.
- A child must attend school 3 hours (a.m. or p.m.) to be counted present for the day.

****Students will be released only to persons listed by the parents on the official registration form and/or emergency contact form. Special child custody situations need to be discussed with office personnel, the teacher, and administrators. Copies of appropriate legal documents need to be filed in student permanent records. Please notify the office immediately if any changes are made to custody or if there are changes as to who can pick up a child. The school can only adhere to the most current legal documentation in a child's permanent file. Please DO NOT ask us to make exceptions.**

School Attendance Team Meetings- Mrs. Bice, Mrs. White, and Mr. Johnson are the attendance coordinators for Dade Elementary School. They will coordinate the School Attendance Team meetings.

Withdrawal Procedures

Parents should notify the office staff at least one (1) day in advance when a student is to be withdrawn. All textbooks and library books must be returned. Any financial obligations must be cleared before the student officially withdraws from school.

BREAKFAST / LUNCH PROCEDURES

- **School lunch and breakfast are served daily. Students will NOT be allowed to purchase extras if they do not have money in their lunch accounts. All extras must be paid for and cannot be charged.**
- **Meals may not be charged.** Checks should be made payable to Dade Elementary Cafeteria. When sending payment, please place your check or cash in an envelope and write the child's name, teacher's name, lunch

number and the amount enclosed on the outside. Put your child's name on the check. Money can also be added to your child's lunch account through the Infinite Campus Student Information System. Please see the front office for instructions on how to sign up for this convenient method.

- If your child comes to school without lunch money, expect a phone call to remind you of the **NO CHARGE POLICY**. Your child will be fed that day but you must send money to pay for the meal the next day. Money or a sack lunch should be sent daily.
- If you think your family may qualify for free or reduced meals please complete the required form as quickly as possible at the beginning of the school year. If your financial status changes during the school year, you may apply at any time.
- **Students must complete a new free and reduced application each year.** Even if your child received free or reduced meals last year, a new form must be completed and turned into Dade Elementary School or the Dade County Board of Education. **You must pay full price for all school meals if a new application is not received by the deadline regardless of your child's status last school year.**
- **Food purchased from outside vendors can NOT be brought into the school cafeteria.** (Example: fast food or food purchased from restaurants, drinks, etc.) Foods purchased from outside vendors compete with the success of the national school lunch and breakfast program.
- **Students who bring their lunch are not permitted to bring carbonated drinks (sodas).**

Student Lunch Prices –

Breakfast - .95 /daily
Extra Milk - .50 each

Lunch - \$1.95/daily
Extras – price depends on item

COMMUNICATION

Infinite Campus

Dade County Schools use an automated calling system within our student information system (Infinite Campus) to send out important messages. Please make sure that your phone information is up to date so that you can receive these important calls/text messages.

Student Planners/Agendas

The agenda will be used to communicate between home and school. Please take time to review this pertinent information. Agendas are utilized on a daily basis in all grade levels. The nurse and teachers will use the agenda to communicate with the parents. Students should write assignments, tests, projects, etc., in the agenda daily. Parents should correspond with teachers via agenda as much as possible.

Website Information

In order to provide for all modes of communication, students and parents may access information and upcoming events from our website at **www.dadecountyschools.org**. Please check the website regularly for updates.

Parent/Teacher/Student Conferences

At Dade Elementary School, education is a partnership among parents, students, and teachers. In order to provide success for all students, it is necessary to be in constant communication with all stakeholders. Teachers are available and willing to meet students and parents in order to provide clarity and support for the school/home connection. **Appointments must be made in advance to conference with a teacher.** Teachers are not available on a "drop-in" basis. Teachers will contact parents to schedule a formal conference during the year.

Change of Address (physical or e-mail) or Phone Number

Student information should be up to date at all times. Please notify the school of any change of address or phone number as soon as possible. These phone numbers are our only way to contact you if there is an emergency with your child.

DISCIPLINE

Dade County School District Student Conduct

It is the policy of the Dade County Board of Education that each school within this school district shall implement, in an age-appropriate manner, the district's student code of conduct, which is designed to improve the student learning environment and comply with state law and State Board of Education Rules. The code of conduct shall include the following, at a minimum:

Standards of student behavior during school hours, at school related functions, on school buses and at school bus stops designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school district;

Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;

Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;

Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors that detract from the learning environment;

All other specific requirements as set forth in any existing State Board of Education rule or in Georgia law.

The district shall involve parents in developing and updating the student code of conduct, which shall require disciplinary action for each infraction of the code. A copy of the student code of conduct shall be provided to the board for its approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

TEACHER REPORTING REQUIREMENT

It is the policy of the Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in §20-2-738 and - 20-2-751.5(d).

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principals or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of each student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. §20-2-737-738.

The Superintendent and/or his designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

POSITIVE BEHAVIOR SUPPORT- STAR Behavior

Dade Elementary School has implemented a Positive Behavior Support System based on consistent and clearly defined expectations and procedures, which are followed throughout the school. The plan is explained to each child and there are reminders (signs/posters) throughout the building. The **STAR chant** is recited daily during the morning announcements to remind students of expected behaviors. **S – Strive to do your best, T – Take responsibility, A – Always be safe, R – Respect people and property.** We think it is important to take a proactive response to behavior and that the majority of our students will respond in a responsible and self-monitoring manner. Students have the opportunity to earn STAR tokens daily to display in the classroom. If students accumulate fifteen (15) or more STAR tokens in one month, they will have the opportunity to receive special rewards. Please talk with your child about the importance of taking personal responsibility for his/her own behavior.

Ensuring the safety of our students and staff and maintaining an environment that fosters learning and academic progress are the two main goals of the discipline program at Dade Elementary School. We want to assist our students in developing their character during the time they are under our care.

I. Our staff is committed to providing a rich learning environment, addressing a variety of learning styles, increasing academic success, and guarding instructional time. Discipline problems should decrease as our focus on learning increases.

II. Positive behavior will also be encouraged through systems in place in each classroom and by school wide rewards. Dade Elementary School encourages the following character themes through the district's character education program:

- | | |
|-------------------|------------------|
| 1) Responsibility | 6) Fairness |
| 2) Respect | 7) Caring |
| 3) Citizenship | 8) Courage |
| 4) Gratitude | 9) Honesty |
| 5) Generosity | 10) Perseverance |

Our school will follow a progressive discipline process suggested by the Georgia Department of Education: They propose that "the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed," (O.C.G.A. 20-2-735).

Inappropriate Behaviors

Inappropriate behaviors lead to consequences and may also lead to the school involving students in activities that encourage the development of positive character traits.

The following behaviors are forbidden by state and local discipline policies.

- Weapon possession – (or look-alikes)
- Sexual offenses – possession of explicit images, inappropriate contact, harassment
- Possession or use of tobacco, drugs/alcohol, and/or electronic smoking devices
- Cheating, stealing, lying
- Electronic device infraction – inappropriate use of school technology and/or devices brought from home
- Inappropriate touching, biting, spitting
- Sexual or racial harassment
- Exposing private parts of the body of self or other
- Leaving building or campus without permission
- Disruptive behavior – When students continually misbehave in class, they will be removed from the classroom.
- Lunchroom/bathroom misconduct
- Inappropriate language and actions – Vulgar, foul, profane language has no place in the school setting. The act of using obscene language will not be allowed.
- Defiance – Defiance is considered the failure to respond to a reasonable request by a staff member.
- Disrespect –using cruel words or yelling at others, being rude, talking back, rolling eyes, carrying rumors, making fun of others and blaming others
- Bullying – as defined by the Official Code of Georgia
- Fighting – Students may not slap, punch, aggressively push, kick, scratch or in any way intentionally try to hurt another student and/or faculty/staff member. Violent, threatening language is also prohibited.
- Horseplay – rowdy play that is likely to become dangerous.
- Damaging school property – The student and parents are financially responsible for any damage to school property.
- False Reporting - falsifying reports regarding instances of alleged inappropriate behavior by a teacher or other school personnel (08 HB 1321/AP)

Forms of discipline that may be utilized:

Parents/guardians will be informed and/or involved when it is necessary to discipline their children.

- Conference with parents
- Separation from peers
- A picture or written response by student indicating his/her inappropriate behavior, expected behavior, and character goal
- Loss of privilege to attend or participate in school events
- Loss of privileges for daily activities
- Cleaning up any mess created by student
- Paying for any damages to school property
- After-school detention
 - a) Parents will be notified and the detention must be served from 3:00 to 4:00 after school.
 - b) Students are to be picked up at the main office at 4:00.
- Corporal Punishment

- a) On the "Sign and Return" form in the enrollment paper, check your choice concerning corporal punishment for your child. Only the principal or another administrator will administer corporal punishment (used as a last resort).

- Suspension
- Conference with law enforcement officer
- Referral to counselor or other school services
- Any other form of discipline that will make a positive impact on behavior.

Bus Discipline

Students riding the bus are expected to follow all bus rules. Consequences for violating these rules are as follows:

1st Offense: Warning/Seat reassignment

2nd Offense: Disciplinary Write-up – Parent contacted by Bus Driver or Transportation Director

3rd Offense: Disciplinary Write-up – 1 day bus suspension

4th Offense: Disciplinary Write-up – 3 day bus suspension

5th Offense: Disciplinary Write-up – 5 day bus suspension

6th Offense: Disciplinary Write-up – 10 day bus suspension

7th Offense: Disciplinary Write-up – 1 month bus suspension

8th Offense: Disciplinary Write-up – Bus suspension for the remainder of the school year

****When minor misbehaviors continue, or a major one occurs, a referral will be made to the Dade Elementary Positive Behavior Support Team. Further behavior problems may be referred to the Dade County Tribunal Team.**

Bullying

The following statement defines the Georgia law concerning bullying; however, in addition to supporting and enforcing the law, Dade Elementary School will take a proactive stance and provide our students and faculty with a positive plan of action to counter any perceived acts of bullying.

The Dade County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system. **Bullying is defined as follows:** An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. **Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;**
2. **Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or**
3. **Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:**
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

*Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, **either anonymously or in the person's name**, at the person's option, to report or otherwise provide information on bullying activity.1)Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. 2.) **Any report will be appropriately investigated** by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken.3.) Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.*

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct.

*Such consequences shall include, **at a minimum** and without limitation, disciplinary action or counseling, as appropriate under the circumstances.* However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. **Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.** Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

Cell Phones

Cell phones must be powered off and kept out of sight during the school day. This is a county-wide policy. Students who violate this policy will be subject to the following:

1st offense - Cell phone confiscated and returned to the student at the end of the day

2nd offense - Cell phone confiscated and parent must pick up cell phone

3rd and subsequent offense(s) - This is considered willful disobedience/ insubordination and further disciplinary consequences will be utilized.

DRESS CODE

Students attending Dade County Public Schools in grades prekindergarten through fifth must conform to the following dress code: These rules are enforced to ensure a smooth transition between schools (Elementary > Middle > High). **If a child arrives to school without appropriate dress, he/she will remain in the front office and a parent will be called to bring appropriate clothing.**

- Students are expected to dress appropriately for school and to be clean and neat in appearance.
- Prekindergarten students should wear clothing that is comfortable and that the child can easily manipulate independently (Examples – elastic pants, pull-on shirts, Velcro tennis shoes, etc...)
- Halter-tops, shirts that expose the midriff, shirts with explicit pictures or phrases, spaghetti straps and see-through clothing will not be allowed. Slits/slashes in clothes are not permitted.
- Shorts must be reasonable in length. **Cheerleading shorts and/or “short shorts” are not permissible at school.**
- Proper undergarments must be worn.

- No hats, hoods, or toboggans may be worn in the building (unless designated by a school administrator as a special day).
- Shoes are required. Skate shoes are not permitted (Heelys)
- **Rolling book bags are not allowed for safety reasons.**
- When P.E. is on your child's schedule for the day, make sure he or she wears clothes that would be comfortable during physical activity. **ATHLETIC SHOES MUST BE WORN DURING P.E. CLASS FOR YOUR CHILD'S SAFETY AND COMFORT.** Girls should wear clothing that ensures modesty and ease of movement during games or exercise.
- Special days will be designated by the classroom teacher or school administrators. Parents will receive communication concerning those days (ex. Pajama day, hat day, spirit day, etc.).

HEALTH INFORMATION

It is the responsibility of the parent/guardian to provide DES with accurate and up-to-date contact information in case of an emergency. We request that parents provide at least two emergency numbers. If contact information changes during the school year, be sure to let the office know.

Medication

The school nurse or trained designee will dispense all medication to students. The physicians and parent must fill out the proper forms before medication will be administered. **The medication form can be obtained in the school office and MUST be updated every year.**

Delivery of Medications

Students are not allowed to transport medication by hand or book bag. Prescribed medication must be in the **original container** and **clearly labeled** as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

- All medication will be held in the nurse's office in a locked cabinet. A medical log will be kept on each student who receives medication at school.
- The school nurse does not keep aspirin, ibuprofen, or other headache and/or fever medicine. If you would like for your child to have these medicines, you must bring it to school and complete a medical form.

Head Lice Procedure

Students with live lice or a large number of untreated nits will be sent home for treatment. Students with a small number of treated or untreated nits will be allowed to stay at school but parents will receive notification requiring the treatment and/or removal of the nits before returning to school. In both cases, **students must be checked by the school nurse for clearance before returning to his/her classroom.**

Asthma Inhalers / Epi-pens / Diabetic Needs

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine (epipens) for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, **parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication**, if applicable, and **written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication**. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer an epi-pen, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. **Any school employee who in good faith administers or chooses not to administer an epi-pen to a student in such circumstances shall be immune from civil liability.**

Accommodating Children with Special Dietary Needs in the Dade County School Nutrition Programs

Accommodating Students with Disabling Special Dietary Needs

Schools participating in a federal Child Nutrition Program (School Lunch, School Breakfast or After School Snack Program) are required to make accommodations for children who are unable to eat the school meals because of a disability* that restricts their diet. In order to make modifications or substitutions to the school meal, schools must have a written Medical Statement on file that is signed by a licensed physician. The statement must identify:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity affected by the disability
- The food(s) to be omitted from the child's diet
- The food or choice of foods that must be provided as the substitute

Only a physician can declare if a student has a disability.

Accommodating Students with Non-Disabling Special Dietary Needs

The school food authority may, at their discretion, make substitutions for students who have a special dietary need, but do not meet the definition of disability. Examples include food intolerances or allergies that do not cause life-threatening reactions. The decision to accommodate a student's special dietary need can be determined on a case-by-case basis, however, the school will remain consistent with accommodating special dietary needs. In order to make modifications or substitutions to the school meal, schools must have a written Medical Statement signed by a recognized medical authority identifying the following:

- An identification of the medical or other special dietary condition which restricts the child's diet
- The food or foods to be omitted from the child's diet
- The food or choice of foods to be substituted

In Georgia, a recognized medical authority includes a physician, physician assistant, and nurse practitioner.

Milk Substitutions for Students with Non-Disabling Special Dietary Needs

For students with non-disabling special dietary needs which restrict their intake of fluid milk, the following applies.

- Parents/guardians may request a fluid milk substitute for a student due to cultural, religious or ethnic beliefs. A recognized medical authority (physician, physician assistant, or nurse practitioner) may request a milk substitute for a child with a non-disabling medical dietary need, such as milk intolerance. The requests must be made in writing.
- The written request from a parent/guardian or medical authority must identify the student's medical or special dietary need that prevents them from consuming cow's milk. Specifically referring to milk substitutions, a "special dietary need" can refer to cultural, ethnic, or religious needs, as well as medical needs.
- Nondairy beverages offered as a fluid milk substitute must meet the established nutrient standards, as indicated in Question 20 in USDA memo SP 07-2010, and the GaDoE SNP Criteria and Procedure MS-03-01: Fluid Milk Substitutions.
- Juice and water cannot be substituted for fluid milk as part of the reimbursable meal even when requested by a physician. Some schools may routinely offer fruit or vegetable juices on their menus as options for a fruit or vegetable choice. Fruit and/or vegetable juices cannot be offered in place of milk, but only as a fruit or vegetable choice for all students. All juice must be 100% full strength.

Responsibility of Parents

- Notify the school of any food allergy, disability or special dietary need.
- Provide Medical Statement completed by a physician (disability), a recognized medical authority (non-disabling special dietary need), or the parent (non-disabling special dietary needs for milk only).
- Participate in any meetings or discussions regarding the student's meal plan. Maintain a healthy line of communication with the school.
- Notify the school of any changes relating to the special dietary need (a new Medical Statement is required if the diet changes).

School Nutrition Program Responsibility

- Provide food substitutions for students according to Medical Statement. The school food service staff may not revise or change a diet prescription or medical order.
- Provide training to cafeteria personnel on how to properly accommodate students with special dietary needs. Maintain documentation of this training.
- Communicate with parents, staff, and medical authorities regarding diet modifications.
- Maintain Medical Statement on each student with a special dietary need. Diet orders are not required to be renewed on a yearly basis, however, the Georgia Department of Education recommends that you confirm, on a yearly basis, the diet order has not changed. If there are any changes to the diet, a new Medical Statement is required.
- If the school is opting to make a milk substitute available for non-disabling dietary needs, research products to ensure they meet the USDA nutrient standards for a milk substitute. Notify the Georgia Department of Education, School Nutrition Division if you are making milk substitutes available for non-disabling special needs.

School Nurse Responsibility

- Collaborate with School Nutrition Program Director, school staff, parents, and physician to appropriately share pertinent information, obtain a copy of Medical Statement, and accommodate students with special dietary needs.
- Develop medical plan of care as appropriate (Individualized Healthcare Plan).

Lost and Found

Lost items turned in to the lost and found will be kept for one month, after which they will be given to charity. It is requested that your child's name be put in sweaters, jackets, coats, book bags, lunch boxes, etc.

SHAPE Act

The Georgia Student Health and Physical Education (SHAPE) Act was passed in the 2009 Georgia legislative session and is now Official Code of Georgia 20-2-777. Beginning in the 2011-2012 school year, the law requires each local school district to conduct an annual fitness assessment program for all students in grades 1 - 12 enrolled in Georgia public school physical education classes taught by certified physical education teachers.

Local school systems must:

- Comply with state physical education instruction requirements
- Conduct annual physical fitness testing of students enrolled in physical education classes
- Provide for reporting annual aggregate fitness assessment results to the state Board of Education
- Report individual results of fitness assessment to parent or guardian of each student

Can students fail the fitness assessment?

No. Students cannot fail, and are not compared to other students. FITNESSGRAM generates reports for parents, showing whether their child falls within the "healthy fitness zone" in each area. The report also provides recommendations for improvement.

PARENT INVOLVEMENT

The faculty and staff at Dade Elementary School look forward to working with you and your child. We hope that you will feel comfortable calling or stopping in the office whenever you have questions, ideas, or concerns. **You are always welcome.** Our goal is to "Reach Greatness Together" with every child and parent in order to achieve a productive and valuable school year.

The U.S. Department of Education research has shown that **parental involvement has a greater effect on a child's education than does a parent's income or level of education.** No matter how much money you make or how many years of school you completed, you are vital to your child's success at school.

Community Involvement Committee

Parent Involvement Team is composed of members of the School Council which include representatives from various stakeholder groups, including teachers, staff, parents, and community members. If you have questions about parent volunteer procedures, decision-making, or other issues about parent involvement, please contact the main office or your child's teacher. A copy of the DES Parent Involvement Policy can be found on the school's website.

PTO

DES PTO exists to benefit the students of Dade Elementary School. The PTO provides valuable assistance in the form of service, monetary donations, and publicity in the community. Information about meeting times, Fall Festival, and other PTO events will be sent home with your child as it becomes available. Contact any of the PTO officers to volunteer. Meetings are scheduled once a month and will spotlight student achievements.

School Council

Parent and community support is an important component of successful educational reform. School councils were created by law in Georgia to involve teachers, parents and businesspersons in local school issues focusing on student achievement. The DES School Council will meet 3 times during the school year.

Student/Teacher/Parent Compact

Each student/parent will be given a Student/Teacher/Parent Compact by their homeroom teacher during fall parent/teacher conferences. Please read it with your child then sign and return the attached form to your child's homeroom teacher.

Gift/Delivery Policy

- Parents/Guardians may bring refreshments to share with the class to celebrate student birthdays. Please check with your child's teacher concerning any dietary limitations within the classroom (ex. allergies).
- Check with the teacher to set up a convenient time to do so.
- NO individual gifts may be brought in or delivered for students for any occasion or holiday.**

PARENTAL RIGHTS AND EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians the right to access his/her child's educational records. FERPA grants the parents the right to inspect and review the educational record and prohibits the release of educational records to third parties without prior written parental consent.

NONDISCRIMINATORY STATEMENT

No person shall, on the basis of sex, race, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity under the direction of the local educational agency.

QUESTIONS OR CONCERNS

1ST – Contact your child's teacher, 2nd – Contact the principal or assistant principal, 3rd – Contact the Superintendent, 4th – Contact the Board of Education

SAFETY & SECURITY

Visitors

ALL PARENTS AND OR VISITORS ENTERING THE BUILDING MUST REPORT DIRECTLY TO THE MAIN OFFICE, SIGN IN AND OBTAIN A VISITORS STICKER- WITH THEIR NAME. THIS IS EXTREMELY IMPORTANT FOR THE SAFETY OF THE STUDENTS, FACULTY, AND STAFF. WE APPRECIATE YOUR COOPERATION WITH THIS PROCEDURE. IF YOU DO NOT HAVE A STICKER WITH YOUR NAME, YOU WILL BE ASKED TO RETURN TO THE OFFICE TO OBTAIN ONE.

Locked Doors

During regular school hours, all outside doors will be locked except for the main entrance. To enter the building, you must press the call button located on the left side of the front entrance. After the button is pressed, someone will buzz you in or ask for additional information. Please make sure to **have a picture ID available** when trying to access DES. This provides additional security for students and staff and allows the school to monitor adults in the building.

Safety Drills

Fire drills are practiced at least nine times each year. Correct practice makes the process of evacuation automatic should we ever have a real emergency. We encourage all families to practice fire drills in their homes. Take cover drills are practiced in the fall and spring and students are instructed on safety practices during tornado watches and warnings. A bus evacuation drill is held early in the school year and again in the spring.

Weapons Policy

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit or use any instrument that is considered a weapon or "look-alike" weapon in school, on school grounds, at school activities, at bus stops, on buses, or at school events.

Harassment Policy

The Dade County School District prohibits discrimination, harassment or violence on the basis of sex, race, religion, age, disability, sexual orientation, marital status, or public assistance status.

Management Plans

The management plan for asbestos-containing building materials (ACBM) required by the federal Asbestos Hazard Emergency Response ACT (AHERA) has been performed for this facility. The management plan is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

SPECIAL SCHOOL SERVICES

EIP (Early Intervention Program) - a state program that targets students who need additional instruction in reading and/or math to increase achievement on grade-level standards- if you have questions, please contact Mrs. Melissa Valtierra or Ms. Ashlie Blalack at 706-657-6165.

RTI (Response to Intervention) – A research based process is followed for students who a) fall significantly behind their peers in academic achievement or development b) have significantly higher achievement than their peers, and/or c) have significantly more behavior issues than their peers. ***Please see graphic on next page.***

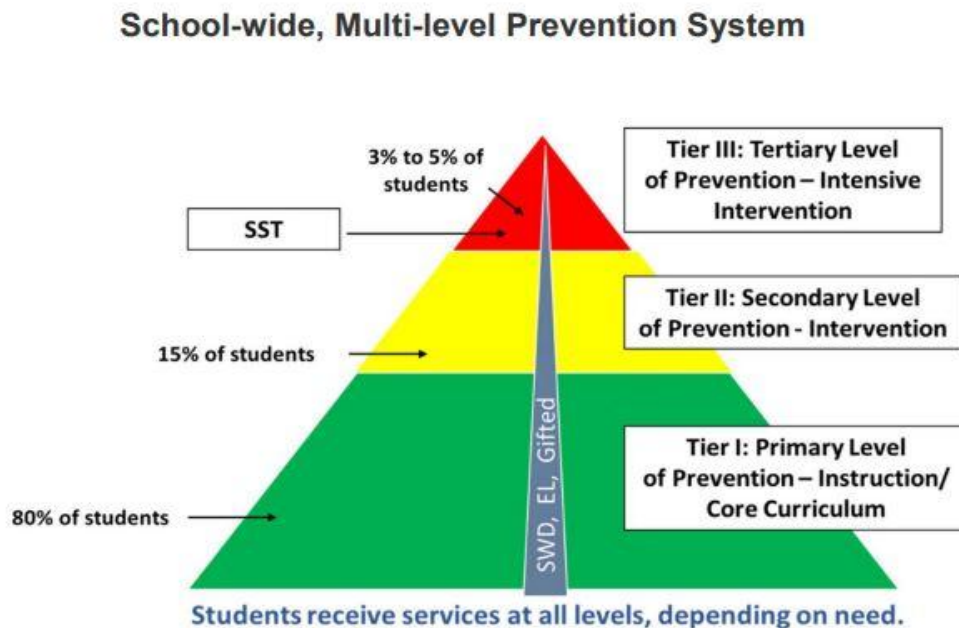
Gifted program- Beginning in first grade students can be recommended by their teacher for gifted testing. A parent will be notified and will have the opportunity to give permission for this testing process. Trained, certified school personnel will administer and evaluate the tests and parents will be contacted concerning their child's referral into the program. We use the "cluster" model for our gifted program. Please contact Ashlie Blalack (706-657-6165) if you have questions concerning this program.

Speech and Language services – a federal program for students who have problems with pronunciation, understanding the words and phrases they hear, or expressing themselves.

Special Education - a federal program for students who need specialized, intense instruction to promote achievement; an Individualized Educational Plan (IEP) is required to document plans and results.

Counseling Program - Our counseling program promotes the social, emotional, and behavioral development as well as academic progress of our students. Mrs. Tinena Bice and Mrs. Carissa White serve as counselors at Dade Elementary.

Dade Elementary School's Pyramid of Interventions



Grade-level MTSS/RTI Teams meet to recommend research based strategies or programs the teachers should try with their students. Student progress is monitored and the data is analyzed to determine whether to continue the current strategy or try another strategy. If little or no progress is noted after the use of multiple strategies/programs over 25 – 30 weeks, the grade-level RTI team makes a referral to the SST (Student Support Team). The SST, a committee composed of teachers, a counselor and an administrator, meets with the student's parents to determine further action.

504 Plans - A 504 plan spells out the modifications and accommodations that will be needed for students to have an opportunity to perform at the same level as their peers, and might include such things as wheelchair ramps, blood sugar monitoring, an extra set of textbooks, a modified lunch environment, etc.

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

**Dade County School System
P.O. Box 188
Trenton, GA 30752
Phone: 706.657.4361**

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at anytime; file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. Additional information on Section 504 Procedural Safeguards can be found at www.dadecountyschools.org under the Section 504 tab.

TESTING SECURITY

Dade County Schools wants to assure parents that test security is a high priority. For information on the guidelines we use when handling tests, please check the district website at dadecountyschools.org. To report a suspected violation, please call County Test Coordinator, Chris Davis.

TRANSPORTATION

Your child's usual means of transportation must be written in his or her agenda. Home and emergency phone numbers must also be listed.

Any changes in transportation should be sent via note to the front office 48 hours in advance. We will not allow student pick-up or bus changes to be made over the telephone – this has become a safety issue. Written communication ensures that your request is clearly communicated to your child's teacher.

CAR RIDERS:

Morning drop off

- DO NOT DROP YOUR CHILD OFF AT SCHOOL BEFORE 7:30 AM. The doors are locked and no supervision is provided for students before that time.
- The morning drop off location is at the cafeteria door/entrance only– behind the school. Do not drop your students off and allow them to walk to the front entrance alone. There is not any supervision stationed in the front parking lot during morning arrivals. This area is designated for bus drop off only.
- THERE IS ONLY ONE LINE DURING MORNING DROP-OFF- PLEASE DO NOT DRIVE IN THE INSIDE LANE.
- PLEASE WATCH FOR CHILDREN AND REFRAIN FROM USING YOUR CELL PHONE WHILE DROPPING OFF YOUR CHILDREN.

Afternoon pick-ups

- Students **cannot** be signed out early through the office after **2:30**. From 2:30 to 3:00, students are in transition from class to their transportation areas. The front office personnel are unable to locate certain students during this transitional time. **Parents must sign out students before 2:30 if they are unable to wait until the 3:00 release time.**
- Parents can pick up students through the car rider line located behind the school. Parents may not enter through the cafeteria doors to pick up their student/s. This is for the safety of all students at DES.
- Students not picked up by 3:40 will be sent to the DES aftercare program and charged the daily rate.
- THERE ARE TWO LINES FOR CARS TO USE DURING AFTERNOON PICK-UP.
- PARENTS PLEASE BE CAUTIOUS- YOUNG CHILDREN DO NOT WATCH, SO IT IS UP TO US TO WATCH FOR THEM. PLEASE DO NOT USE YOUR CELL PHONE WHILE YOU ARE PICKING UP YOUR CHILDREN.
- Early release pick-up for pre-k and kindergarten students ONLY – No other students - 2:45 p.m. from the upper parking area (bus drop off area).
- Please do not walk to your child's classroom to pick him/her up, unless directed to do so by school personnel. This is disruptive to the other students and the teacher who is instructing.

Field Trips

- Field trips are educational in nature and are extensions of classroom study.
- Parents will be notified in advance of a field trip and must sign a permission form for their children to go on the trip.

- Funds are requested to defray costs of the trip. Although no child can be denied attendance on a field trip due to financial need, sufficient funds must be collected to cover the costs of the trip. Otherwise, it may be canceled.
- Students who pose safety concerns for themselves or others or who have been displaying chronic misbehavior may not be allowed to go. In certain cases, attendance with the supervision of the parent or guardian may be allowed. Students who are not allowed to participate in a field trip must come to school that day and will be given alternate assignments that achieve the objectives set for the trip.
- The supervision of students on the field trip is the first priority of all chaperones. They are expected to participate as individuals and **will not be allowed to bring along other children or companions on the trip.**
- **School age siblings will not be allowed to attend another grade level's field trip without permission from the attendance committee. Failure to comply with this rule will result in an unexcused absence and will be reported to the DES truancy committee.**

TITLE I & TITLE II

DISTRICT ESEA FLEXIBILITY WAIVER PARENT NOTIFICATION

August 4, 2023

Dear Parent(s)/Guardian(s):

Elementary and Secondary Education act (ESEA) of 1965 requires that parents or guardians who have children attending a Title I school be notified of how well their child's school is preparing its students for college and/or a career, as well as the school's designation status under Georgia's ESEA Flexibility Waiver.

Under the 2015 renewal of Georgia's ESEA Flexibility Waiver, certain Title I schools continue to be designated as Reward, Priority, or Focus Schools. The Waiver allows the use of the College and Career Ready Performance Index (CCRPI) as the comprehensive report card for all schools in Georgia, providing a score between 0-100 for each school-measuring how well the school is doing in preparing students to be successful in college and/or career.

Dade County school system's 2019 CCRPI score is 78.4. Dade Elementary School earned a score of 83.6. You can find more information at the following website: <http://ccrpi.gadoe.org/2019/>. By selecting Dade County and Dade Elementary on the site, you can find more information about the details of the score, including your child's individual school CCRPI score.

Priority Schools and Focus Schools receive their designation based on student achievement on statewide assessments. Schools keep their designation until they meet the exit criteria for Priority or Focus School status. Reward Schools are identified annually.

- **Reward Schools** are Title I schools that are either among the State's highest performing schools or schools with significantly high progress. They are identified annually. Highest Performing Reward Schools are among the highest 5% of Title I schools in the state based on the school's 3 year average CCRPI Content Mastery Category Performance score. High Progress Reward Schools are among the highest 10% of Title I schools in the state based on the school's 3 year average CCRPI Progress score.

- **Priority Schools** are among the lowest 5% of Title I schools in the state based on the school's 3 year average CCRPI Content Mastery Category Performance score or high schools with a four-year cohort graduation rate less than 60 percent in 2013 and 2014.
- **Focus Schools** are among the lowest 10% of Title I schools in the state based on the school's 3 year average CCRPI Achievement Gap score.

You will be receiving more information from your child's school regarding the school's academic performance and what academic supports will be taking place throughout the year if your child's school has been named as a Priority or Focus School.

If you have additional questions or concerns, please contact Jeremy Roerdink, Director of Federal Programs at **706.657.4361** or jeremyroerdink@dadecs.org.

Sincerely,

Jeremy Roerdink

Director of Federal Programs-Dade County Schools

Rev. July 2023

PARENT RIGHT-TO-KNOW

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the Dade County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact Mrs. Melissa Valtierra or Mr. Heath Johnson at 706.657.6165.

Thank you for your interest and involvement in your child's education.

TERMS AND DEFINITIONS

CCRPI- (College & Career Ready Performance Index)- The accountability system that replaces the No Child Left Behind adequately yearly progress measurement in Georgia

GSE (Georgia Standards of Excellence)- K-12 grade specific standards that define end-of-year expectations and a cumulative progression designed to enable students to meet college & career readiness expectations no later than the end of high school.

EBD- Emotionally Based Behavior Disorder- Special Education designation of student with behavior problems in class as opposed to learning disabilities or simply defiant or oppositional behavior.

ED- Economically disadvantaged. Students that receive free or reduced lunch.

EIP- EIP (Early Intervention Program) - a state program that targets students who need additional instruction in reading and/or math to increase achievement on grade-level standards.

ESOL/ELL/ESL- English Language Learners- students whose first language is one other than English.

Formative Assessment- is a check on progress that does not contribute to pass/fail decisions, but informs teachers and learners about strengths, weaknesses, and any problem areas. It is best used when accompanied by feedback to the student.

IEP- Individual Educational Plan- educational plan designed for classroom teachers for Special Education students.

ISS- In School Suspension- Punishment strategy for students to remove them from the classroom for various offenses. Allows students to remain at school and receive credit for assignments.

OSS- Out of School Suspension- Punishment strategy for students to remove them from the school for various offenses. A student cannot be suspended for more than 10 days without a hearing or waiver.

Performance Task- a performance task is a goal-directed assessment exercise.

RTI- Response to Intervention Teams – A process is followed for students who a) fall significantly behind their peers in academic achievement or development, b) have significantly higher achievement than their peers, and/or c) have significantly more behavior issues than their peers.

SST- Student Support Team- a team of teachers that meet periodically with students and parents to discuss student's progress. The student support team acts as a support system for student with academic problems, behavior problems, or personal problems.

Summative Assessment- takes the form of tests and often occurs at the end of a unit, term, or a course.

SWD- Students with Disabilities.

Please Complete and Return the Following Pages
To Your Child's Teacher

Dear Parents,

During the year, it may be necessary to dismiss school early because of bad weather or other unforeseen reasons (power failure, water shortage, etc.). We want to be prepared in case that time arrives.

Please help us by completing the form below and talking with your child about what to do so that he/she will not become unduly concerned if it becomes necessary to dismiss school early. Make sure that your child's plan does not require the use of the telephone, if possible.

Keep in mind that every effort will be made to ensure the safe transportation of your child. Thanks you for your help.

Sincerely,
Melissa Valtierra
Principal

Date: _____ Emergency Numbers: _____

Child's Name: _____ Teacher: _____

Other Siblings who will be following the same emergency plan and their teacher's name: _____

_____ My child should follow his/her usual plan of transportation.

_____ My child should follow the alternate plan of transportation described below:

Parent Signature: _____

CORPORAL PUNISHMENT

Corporal punishment is one method of discipline used in the Dade County School System. You may request that you be present for this punishment. It is not the preferred method of discipline and will be used as a last resort. Only the principal or assistant principal will administer corporal punishment.

Please check below and sign

- ☐ Yes, I agree that corporal punishment may be used with my child/children (parent is notified prior to administering).
- ☐ No, I do not want corporal punishment used as a form of discipline with my child/children.

Trenton Field Trips

The staff at Dade Elementary School believes that students should become familiar with their community and take advantage of its resources. Walking and taking short bus trips makes this possible.

- ☐ My child may walk or ride the bus to destinations in Trenton.
- ☐ No, my child may not walk or ride the bus around Trenton.

Student Name (please print) _____ Grade/Teacher _____

Parent Name (please print) _____

Parent Signature _____ Date _____

Telephone Number _____ E-Mail Address _____

PLEASE COMPLETE and RETURN TO YOUR CHILD'S TEACHER **FERPA**

The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians the right to access their child's educational records. FERPA grants the parents the right to inspect and review the educational record and prohibits the release of educational records to third parties without prior written parental consent. Parents also have the right to request not to disclose directory information (name, address, telephone number) to the public, including the military, by completing the opt-out form and returning to the school's main office within two weeks of the beginning of the academic year.

Under current Federal Law, you do not have to allow your child's information to be shared publicly if you choose to opt-out.

Please **initial below** if you **do not** want your child's name, address, and telephone number disclosed publicly.

_____ *DO NOT DISCLOSE my child's contact information without my prior permission*

Parent's Name _____

Student's Name _____ Teacher _____

PLEASE COMPLETE and RETURN TO YOUR CHILD'S TEACHER

This form should be returned only if you do not agree with your child's use of the internet, publication of their work, or disagree with your child completing surveys. If this form is not completed and returned, it will signify your agreement for your child to participate in these activities. This agreement will be kept on file during the current school year and changes to the agreement must be in writing.

Internet Use Permission Form and User Agreement

Please check below and sign

- ☐ I would prefer that my child not use e-mail and the Internet while at school.

Parent's Permission for the Publication of Student Work/Pictures

Please check below and sign

- ☐ I would prefer that my child's work not be published on the Internet or the newspaper.
- ☐ I would prefer that my child's picture not be published on the Internet or in the newspaper.

Completing Surveys

Occasionally organizations (such as CHAMPS) or individuals (graduate students, etc.) want to survey students to improve their organization, to learn more about the best practices in teaching, or other worthy reasons.

Please check below and sign

- ☐ My child may not complete surveys.

Student Name (please print) _____

Grade/Teacher _____

Parent Name (please print) _____

Parent Signature _____ Date _____

Handbook Sign off

I have received and read a copy of the Dade Elementary School 2023 - 2024 Student Handbook. I also understand a copy of the DES Handbook can be found on the DES webpage at www.dadecountyschools.org/des. If I have questions or concerns regarding items in the handbook, I know that I may direct them to my child's teacher or school administrators- Contact Mrs. Valtierra or Mr. Johnson at 657-6165.

Parent's Name _____

Student's Name _____

Parent's Signature _____ Date _____

PLEASE SIGN AND RETURN TO YOUR CHILD'S TEACHER