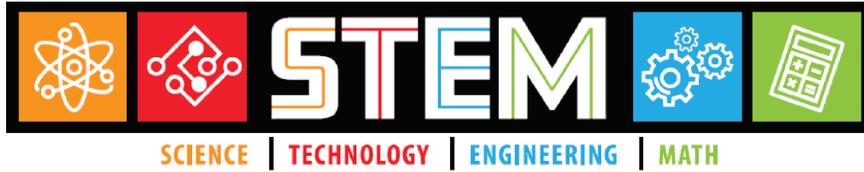


DOUGLAS COUNTY SCHOOL SYSTEM

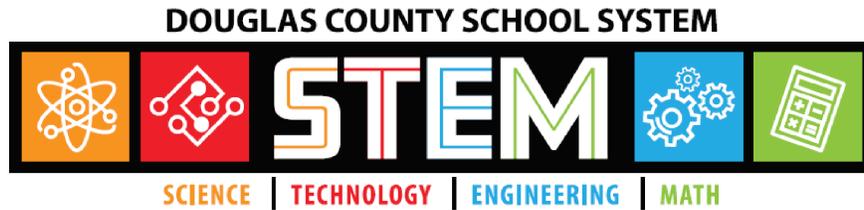


# Mason Creek Elementary School Family Handbook 2022-2023

*Home of the Wolf Cubs!*



3400 Johnston Road  
Winston, Georgia 30187  
Phone: (770) 651- 4900  
Fax: (770) 920-4282



***Welcome to Mason Creek Elementary!!!***

Dear Parents,

Greetings and welcome to another school year at Mason Creek Elementary! We are thrilled to open this year with great enthusiasm and energy generated by the school and community. Together, we will work as partners to promote your children in achieving their personal best. We have developed a quality program, with rigorous standards. We know we are tasked with preparing our students for the challenges they will face requiring 21<sup>st</sup> century technology skills. Additionally, we strive to provide a safe, nurturing and enriching school environment for your children to enjoy during their formative school years.

We are a Douglas County School System certified STEM (Science, Technology, Engineering and Math) School and have been working on this vision for several years. We continue to reach for the stars and earned Cognia STEM certification in September 2019. Our teachers are excited and enthusiastic to prepare our students for the challenges of a college and career ready skills education.

The teachers and staff need your support and assistance. We strongly encourage you to be actively involved in your child's education. You are always welcome at Mason Creek Elementary. Please feel free to contact your child's teacher to volunteer, to set up conferences and to keep the line of communication open. There are many opportunities to participate in and support school activities and your child's educational experience during the elementary school years!

Again, welcome! We are looking forward to a wonderful year!

***Kristin Martin***  
Principal

***Matthew Combs***  
Assistant Principal

# DCSS Vision

Our VISION is to build a community of lifelong learners who become responsible individuals, independent thinkers, and productive citizens in a global society.

## Mission

We will serve our community with excellence by:

- Helping our students reach their potential as we prepare them for college and career in a safe and supportive environment
- Recruiting, cultivating and retaining the best teachers, staff and administrators
- Providing a challenging curriculum and relevant learning opportunities
- Providing the highest quality instructional resources and tools
- Fostering a culture of continuous improvement

## Beliefs

We believe that we must:

- Understand how children and adults learn and continue learning.
- Build communities of lifelong learners.
- Cultivate the leadership potential of every employee, student and parent in our school system.
- Be creative, energetic visionaries who respond quickly to diverse and evolving issues.
- Meet the diverse needs of all stakeholders (students, parents, employees and community).
- Maintain efficient and effective administrative processes for instruction, operations, human resources and sound fiscal management.



## Transportation Regulations

At Mason Creek Elementary School our goal is to provide your children with a safe and orderly environment. In order to provide better supervision and to expedite the mass movement of children, it is necessary to implement certain regulations regarding the delivery and pick up of students.

Your careful adherence to the items listed below will help us provide a safer environment at Mason Creek Elementary for your child.

- Please follow all traffic signs located on and around the school campus. The entrance and exit areas to the school are clearly marked.
- Parents who bring students to school may do so no earlier than 7:00am
- Students must be dropped off at the side entrance until 7:40 a.m. After 7:40am, parents must park in the front parking area and escort your child safely into the building and sign them in. Please do not just drop your child off as your child will be unsupervised until he/she enters the office.
- There will be **no student checkouts from the office after 1:45pm.** Early checkouts to avoid waiting in the car rider line will not be allowed. We are committed to preserving our instructional time and ensuring student safety.
- All transportation changes **MUST** be in writing, fax or email by 1:45pm to [Adrienne.Wood@dcssga.org](mailto:Adrienne.Wood@dcssga.org), [Patti.Young@dcssga.org](mailto:Patti.Young@dcssga.org) **AND** [Abbie.Jackson@dcssga.org](mailto:Abbie.Jackson@dcssga.org). Make sure you receive a confirmation email from Ms. Wood or Ms. Jackson before you assume the change has been made. Otherwise, call the office to double check. Your email address and/or phone number **MUST** match what is on file on the green emergency card for your child. If you are sending a fax, you must have a copy of your drivers' license included for identification purposes. Faxes for transportation changes will only be accepted until 1:45pm. Do not send a transportation change via email to your teacher. There is no guarantee that it will be read and we do not want to jeopardize your student getting home the correct way. Please be aware that we have approximately 600 students and changing a student's transportation at the last minute or multiple times throughout the week creates a potential for

mistakes to be made. **Please avoid continual transportation changes unless it is an emergency for the safety of your child.**

- Parents of car riders are to wait in their cars. All students must be picked up by 2:45pm. We require a placard to be in your window showing you have authorization to pick up a child as a car rider. This can be obtained at Sneak a Peek Night or in the front office. If a child does not have a change of transportation note and no placard, you must come into the office to have your ID checked.
- All adults authorized to pick your child up at school must be listed on your child's green emergency card.
- It is recommended as a safeguard that you register for our MAES After-School Program in the event of a transportation emergency. The registration fee is \$10.00 per family. This way if a transportation issue arises, your child will have supervised activities until you are able to safely arrive at school to pick your child up. Our After School Program costs \$8.00 per day/per child.
- **Children not picked up by 2:45pm will be sent to the After School Program for their safety and supervision, due to no one being in the office.** Parents will be charged after school fees including a one time registration fee of \$10.00 for students brought back to school and \$8.00 each day that the student is returned to school. There will be no exceptions.
- Any student brought back to school, because no one was available to answer your door, will be sent to the after school program (ASP) upon returning to the school. You will be expected to pay the registration fee of \$10.00 and \$8.00 for every day they stay. There will be no exceptions.
- There must be no parking or student drop off in the bus lanes at any time. When you come to the first stop sign on the elementary school property, the buses will take a left to unload bus riders. Car riders will take a right at that stop sign to proceed to the back of the school to drop off those children.
- Buses will park at the left side of the school and students will board in an orderly manner. All students will be issued bus tags for their afternoon ride. This tag is their "ticket" to load the bus. Students riding the bus who do not get onto the correct bus will be taken home by the bus driver or returned to the school. The school needs to be notified as soon as the parent is aware that a child did not get home.
- The school is responsible for children who ride the school buses from the time they are picked up in the morning until they are returned home in the afternoon.

- Every student is to respect and obey the school bus driver. The driver is responsible for the safety of every rider. Please see County School Bus Discipline Procedure provided in the Ride Guide.



## School Information, Rules and Regulations

### Accidents and Illnesses at school

If a student is hurt on the bus or at school, he/she should report the accident immediately to the supervising adult. First aid for minor accidents will be handled at school. Parents or guardians will be contacted in the event of a serious accident. If a student becomes ill during the school day (i.e. has a fever, is vomiting, or is seriously injured), a parent or authorized designee will be expected to pick up the child.

Every child should have ***current*** emergency information on file in the school office. We must know how to locate a parent ***at all times*** in the event of an accident or illness. Please make sure that your child has medical insurance in the event of an injury at school. Go to our website at <https://maes.dcssga.org/>.

### Agenda

Agendas are a great communication tool between school and home. Any notes that you would like to send to the teacher, please write in the agenda.

### Admission/ Withdrawal

Students seeking admission to Mason Creek from another school should have withdrawn from the previous school. Withdrawal papers should be presented at the time of admission at the DCSS registration center.

The following items should be on file in the school office:

- Birth Certificate with raised seal (we make a copy)
- Certificate of Immunization – form 3231
- Copy of Social Security Card or waiver
- Legal documents (i.e., custody papers), if appropriate
- Vision, Dental, Hearing and Nutrition screening certificate – form 3300 (rev 2013)

- 2 proofs of residence (recent gas/electric bill, deed, lease agreement, tax bill closing statement if recently closed)

The school office must be notified at least one day (24 hours) prior to student withdrawal. All textbooks, library books, and other materials must be returned and paid for. All lunch charges must be paid. All After School Program charges must be cleared. A copy of the withdrawal form, birth certificate, immunization form and vision/hearing/dental screening form will be given to the parent/guardian to take to the new school. All other student information will be sent upon request from the receiving school.

### **After School Program**

Mason Creek offers one after school program. It is a fee based program for students at our school. There is a one-time registration fee of \$10.00 for the fee based program. The After School Program hours are from 2:45p.m. – 6:00p.m. The fee for the program is \$8.00 per child each day. ***All fees must be paid in advance on a weekly basis.*** Parents are expected to be prompt in picking up their student(s). After three late pick-ups the director will meet with the parent to discuss possible withdrawal from ASP.

### **Attendance/Tardies/Continuous Early Checkouts**

#### **When students are absent:**

Attendance at school is very important. If your student must be absent, upon returning to school a written excuse must be given to the homeroom teacher within three days. Students who are absent miss instruction that is vital to mastery of the standards. Excessive absences will be reported to the school social worker.

#### **Students are tardy to school after the 7:40am bell:**

Students who are tardy miss valuable instruction and disrupt the class. **If a student is late, a parent is expected to escort their child to the office for a tardy pass before the student goes to class.** Continual absences and tardies will be reported to the school social worker. See the Compulsory Attendance Law and Douglas County Board Policy.

Students who are repeatedly checked out prior to the end of the instructional day (2:25pm) miss valuable instructional time and disrupt the class.

It is important to note that in order to have **PERFECT ATTENDANCE** designation at the end of a school year, there are no absences, no tardies and no early checkouts.

### **Bus Discipline**

If your child is a bus rider, he or she is required to follow the rules set aside for bus safety. If your child receives a bus suspension, you must send in a note to the teacher explicitly stating how your child will be transported home from school until the suspension is over.

## Cell Phones at School

There is no reason at the elementary level for students to have cell phones at school. Students are strongly encouraged to not bring cellphones to school. The school bus is an extension of the school. Cell phone use is not allowed on the school bus either. It will be taken up by the driver and you will have to wait until the next day to come to the school office to pick it up. We are not responsible for unauthorized valuable items (ie. cell phones, iPhones, iPads, iPods, mp3 players, etc.) your child brings to school. You allow them to do this at your own risk of loss.

## Check Outs

Students leaving before 2:25pm must be signed out through the office. Office personnel will call the student to the office. No student may be taken directly from the classroom. This is also true if a parent wants one child to attend a sibling's event. This procedure is necessary for the protection and supervision of our children. This is also based upon available seating at the event.

If someone other than the parent or guardian is to pick up a student, that person must be on the emergency card. Otherwise, please notify the school by note. That person is required to be included on the emergency card on file in the front office. We will ask for identification if we do not know the person who is picking up a child. This is including parents/guardians who we are not familiar with. **Everything we do is for the safety of our students.**

## Clubs

### Refer to Board Policy JHC/JHCA

After school clubs at Mason Creek are in place to enhance the instructional program.

- **4<sup>th</sup> and 5<sup>th</sup> Grade Chorus** – The purpose of the chorus is to encourage students to appreciate, practice and perform a variety of musical experiences.

Sponsor: Holly Robbins, Music Teacher

Activities: Schoolwide Performances

- **Jr. Beta Club** – Jr. Beta is a service organization that recognizes children who exemplify outstanding academic achievement, character and behavior. These role models are inducted into the organization after demonstrating on a continuous basis the above characteristics. They provide leadership to peers.

Sponsors: Elizabeth Landers, PC Teacher

Activities: Community Projects

- **Robotics Club** – Our Robotics club is designed to promote development of STEM skills, the value of team work ethic and outside the box thinking.

Sponsor: Sarah Anthony, STEM Teacher

Activities: Weekly Club Meetings

- **Road Runners** – Our Road Runner Program is designed to promote development of better physical fitness, leadership skills, team work ethic and teaching students the value of working to attain their personal best.

Sponsor: Lindsay Hurley, PE Coach

Activities: Practice Tuesday 2:45 – 4:00 during Fall and Spring

- **Safety Patrol** – The Safety Patrol Program is designed for 4<sup>th</sup> and 5<sup>th</sup> grade students to be role models and promote development of safety around the school. Safety Patrollers encourage students to follow the rules and procedures during morning hall duty.

Sponsor: Elizabeth Landers, PC Teacher

Activities: Morning Duty in hallways on a rotation

- **Science and Engineering Fair Club** – This club prepares students to further explore the opportunities that science and engineering offers our students. There will be monthly meetings with guest speakers and other presentations.

Sponsor: Sarah Anthony, STEM teacher

Activities: Monthly Club meetings

- **Art Club** – The Art Club is designed for 4<sup>th</sup> and 5<sup>th</sup> grade students who are interested in learning to enhance their artistic talents.

Sponsor: Rebecca Leitz, Art Teacher

Activities: Weekly Club Meetings

- **TOME Reading Team** – This is a competition reading team.

Sponsor: Diereshe Collins, Media Specialist

- **Math Competition Team** – This is a competitive math team.

Sponsor: Haley Cox, 5th Grade Teacher

- **All Girls Coding Club Team** – This team is designed to encourage girls in the computer science major.

Sponsor: Sarah Anthony, STEM Teacher

- **Planet Agricultural Club** – A agriculture club for all grade levels. If you love gardening or animals, the club will be adding animals and plants to French's Farm.

Sponsors: Tonya Freeman and Crystal Evans, 3rd and 1st Grade Teachers

## Conferences

Teachers are required to have *at least two* face-to-face conferences (not including over the phone, SST, IEP or phone conferences) with parents/guardians. Parent conference appointments are readily available to parents. Please call your child's teacher and let the teacher know you want to set up a conference with her/him.

Your child's teacher has voicemail, email (accessible from our website) or can be contacted via your child's agenda. Our teachers are more than happy to accommodate parents' schedules all year long within a reasonable time frame.

## **Discipline**

### **Refer to Board Policy JD – R(2)**

#### **Appendix: Mason Creek Discipline Cycle and Discipline Referral Form**

Students are expected to show respect for and obey school personnel's directions. Students are required to follow school rules and classroom rules. Bullying or physical aggression will result in significant consequences and could result in out of school suspension.

The Opportunity Room (OR) is created to allow students opportunities to correct and remediate inappropriate behavior. It is a room separate from the classroom and is supervised by a trained OR Supervisor. Students are sent to OR for repeated disruptive behaviors or for serious disciplinary offenses.

Procedures for office referrals are the following: (after step three on the discipline cycle or after a serious violation of the school rules)

1. A teacher completes a discipline referral for documenting offenses and sends the child to the office with a copy of the Mason Creek Elementary School Discipline Cycle signed at enrollment by the parent/guardian.
2. The principal or assistant principal discuss the behavioral expectations and offense with the child and may assign the child to OR time out.
3. An assignment of OR time is determined by the principal, assistant principal, or designee. The Douglas County School System Discipline Policy will be followed.
4. While in OR, the student is required to complete assignments given by the OR clerk, teacher or administrator. The work assigned will be appropriate for the student's level.
5. Restroom breaks and lunch are scheduled.

## **Dismissal Procedures**

There are three dismissal modes for leaving the school premises at the end of the instructional day:

1. Bus
2. Car Rider/Daycare Van
3. ASP/Wolfpack

A parent must **NOT** park their car and come into the building to pick up their child during dismissal procedures. Please proceed to the car rider line and wait in order for dismissal. **This is for the safety and orderly dismissal of all our children.**

This includes if you are volunteering at the school. Please do not go to your child's teacher and ask to take your child with you. Volunteers are asked to go to the

gym to pick up your child seated with the teacher's children. You must follow our dismissal procedures.

## **Dress Code**

### **Refer to Board Policy JCDB –R(1)**

Every student enrolled in Douglas County Schools is expected to observe a standard of grooming and dress consistent with the level of formality of the school setting. Certain items of dress are not considered appropriate and are not acceptable and as such, could result in a child having to call parents at home or work to bring appropriate clothing. Purses are not allowed.

Good taste and good judgment should be used by parents and students alike in the selection of school dress. Many “fads” in dress are not appropriate for school.

## **Emergency Drills**

State law requires that schools conduct drills for emergencies such as fire, severe weather or other emergencies. Fire drills are held each month on “good” weather days. Some months are not cooperative and students must go out in the cold. Students will be returned to the building as quickly as possible.

There are also two bus evacuation drills held in September and February. Students (bus riders only) will practice how to exit the buses in the event of an emergency.

We also have emergency drills related to bomb threats, lock down for possible intruders, high alert, or possible evacuation. At times we practice a Silent Evacuation Drill.

**IMPORTANT: If you are present in the building during one of these drills you will be required to participate.**

## **Food Service Information**

### **Meal Prices:**

Student Breakfast -All Levels \$1.25      Reduced- \$.30      Guest Breakfast \$1.65  
Staff Breakfast \$1.65

ES Lunch \$2.25  
MS/HS Lunch \$2.50                      Reduced- \$.40  
Staff Lunch \$3.75                      Guest Lunch \$4.00

**ParentOnline.net** ParentOnline is a secure, online system that allows parents to make cafeteria meal payments to their child(ren)'s cafeteria accounts via credit or debit card. Parents can remotely monitor their child(ren)'s accounts anytime from any Internet-enabled computer.

- Remotely monitor your child(ren)'s cafeteria account balance and purchases.
- Make a one-time online payment anytime, anywhere.
- Set up hassle-free automatic payments for each child.
- Set up low balance e-mail message alerts.

Our food service department will send a flyer home with students with directions on using this system.

A student who has no lunch money and does not bring a lunch from home may charge his/ her lunch. Students will be allowed up to \$4.00 in accumulated charges. After \$4.00 in charges, the child will be offered a meal alternative consisting of a sandwich and a beverage. We know this is a difficult time economically for many of us. Please be aware that you can fill out a form for free or reduced lunch to help ease the financial strain at a difficult time. Ask our cafeteria manager, Ms. Moody ([Darlene.Moody@dcssga.org](mailto:Darlene.Moody@dcssga.org)) for details.

All parents/ guardians are given a meal application to apply for free or reduced-price meals for their child(ren) at the start of the school year. The application is also on the DCSS website. Notification of eligibility will be made within ten (10) days. If this need should arise at any time during the school year, please call Ms. Moody to obtain another form.

A student who brings lunch from home may purchase milk for \$0.60. Students may purchase extra milk to go along with their lunch, which includes one milk. Milk may not be charged.

### **Guidance and Counseling Service**

In Douglas County, the elementary school guidance program is designed to help students by assisting them in making decisions and changing behavior. The purpose of guidance and counseling is to impact specific skills and learning opportunities in a productive and preventive manner which ensures that all students can achieve school success through academic, career, and personal/social development.

Guidance is defined as the help all students receive to assist them in making appropriate educational and career choices. Counseling is defined as the help some students receive from a professionally trained counselor to help them overcome personal and social problems, which may interfere with learning.

The lessons taught in classroom or small group guidance provides a link to define student competencies. These standards are included in the guidance curriculum. Counselors coordinate and implement delivery of guidance lessons in the areas of academic, personal/social and career development. Lessons can incorporate study

skills, test taking skills, problem solving, decision-making, self-knowledge, life skills, personal safety, and career planning. All of which will help facilitate your child's academic achievement.

Small group counseling may address specific needs such as understanding-self and interpersonal skills or help students dealing in crisis situations, such as divorce or death in a child's life. Students may participate in these small groups as a result of referrals from parents, teachers or themselves. This counseling relationship with students will be treated as confidential except when a student poses an imminent danger to themselves or others; or when the student reveals matters that by state law must be reported. The Douglas County Board of Education provides all students the opportunity for counseling services.

The elementary school counselor consults and collaborates with parents, guardians, teachers, and significant others such as school psychologists, special education personnel, school social workers, and medical professionals in the community. They are also involved with classroom performance and behavior, childhood growth and development, a positive school climate, identification of exceptional children, interpretations of test results, psychological reports and other relevant data and communication between home and school.

Students in First and Third grades will be taught the *GOOD-TOUCH/BAD-TOUCH* program. *GOOD-TOUCH/BAD-TOUCH* is a body safety program, which teaches children in a very comfortable way to talk about a very sensitive problem. Unfortunately, every year more than 100,000 children are sexually abused in our country. Informing children of the following concepts helps to lessen their vulnerability to abuse.

1. Touch can be good, and/or confusing.
2. Children are special and they have the right to know all the safety rules.
3. Children can say no to inappropriate touches.
4. Children should tell a trusted adult if they ever have a problem with bad or confusing touches.
5. Sexual Abuse is never the child's fault.

Professionals from the University of Georgia have validated this program as being effective. The Douglas County Board of Education has approved this program and is very pleased and excited to be involved. Mrs. Ashley Shealey, our school counselor, will be teaching this program. You may contact her at 770-651-4913, if you would like to preview this program. If you have any questions or concerns about your child's involvement in any guidance or counseling group activity, please call your school counselor.

### [Head Lice](#)

Head Lice is most common among school-aged children. Should you have any questions for treatment options, please feel free to contact our Health Monitor, [Adrienne.Wood@dcssga.org](mailto:Adrienne.Wood@dcssga.org) or Douglas County Nurse, [Skye.Regan@dcssga.org](mailto:Skye.Regan@dcssga.org).

## **Inclement Weather**

Radio station WSB (750 AM) and other major Atlanta radio and TV stations will be contacted concerning school closings. Closings will be announced as close to 6:00am as possible. Please listen to these stations for information. We will post this on our Facebook page and send an email or text message notifying you of the closure.

## **Lost and Found**

Most articles found will be placed in a designated location. Please label all articles of clothing, lunch boxes, etc. with your child's name so that articles may be returned. On the last day of each month, items that remain in lost and found will be donated to a charitable organization.

## **Lunch**

Students may bring their lunch from home. Healthy and nutritious lunches are encouraged. **There are no carbonated beverages or glass bottles allowed.** Parents are allowed to bring lunches for their child(ren) only.

Many students rely upon parents/guardians to bring in their lunches after school begins. We want to avoid all disruptions to the classroom instruction once class begins. Anyone bringing lunch boxes for children after school begins must leave the lunch box with the child's name on it on the counter in the front office. We do not call down to the classroom to disrupt instruction. Please do not make this a habit as you are not instilling personal accountability with this practice.

We are happy to see parents and family members come to have lunch with their children. We have provided "special" lunch tables for that purpose. We request that parents joining their student for lunch sit at the tables provided around the windows for your comfort..

## **Make-up Work**

For absences of two or more days, parents may call the school and request make-up work for their child. This work will be left in the office and may be picked up between 2:45pm. and 3:45pm.

## **Media Center Rules**

1. All books, materials and equipment in the main section of the Media Center are available for the students.
2. Materials can be used in the Media Center and returned to the check out desk. It is not necessary to check out materials if they are used in the Media Center.
3. All materials taken from the Media Center must be properly checked out.
4. When a student has overdue items, no further checkouts will be allowed until the overdue items are returned. If items are overdue for an extended time, parents will be contacted.

5. Any lost or damaged item will be paid for by the student who checked the item out.
6. Appropriate behavior is respecting the rights of others, using an acceptable voice level, walking and using all equipment and materials correctly.

### **Medications (Prescription and OTC)**

Board policy does not allow the school to give prescription medication unless it is in the original bottle. Students taking medications on a routine basis must complete a medication form. Medication forms are requested in the front office at MAES. All medications must be turned into the office. Notify the teacher that the student is to be given medicine and the times. **An adult must bring in and pick up all medicines. No medications should ever be sent in on the bus with a child**

### **Nuisance Items**

Nuisance items are categorized as any item that distracts students from the instructional focus. These items include but are not limited to toys, Pokemon cards or playing cards of any kind, electronic games, cell phones, cosmetics, purses, etc. These items will be taken up by the teacher and must be picked up by the parent. These items will not be sent home with the child.

### **Pack Facts**

Mason Creek Elementary will use a weekly communication tool called the "Pack Facts". This is a large paper folder that will contain completed student work, notes from the teacher and school and PTSO communication. The Pack Facts are sent home every Tuesday with the exception of the days that Progress Reports and Report Cards go home. Those weeks the Pack Facts will go home on the date that the Progress Reports or Report Cards are scheduled (See report cards/progress reports for schedule). Parents should review the information sent home in the Pack Facts, sign and date the folder, and return it to the teacher the next day.

### **Parties at School**

#### **Refer to Wellness Board Policy EEE**

Classes are allowed two parties during school hours per school year. At Mason Creek we will have class parties the last day before the winter break and during the last couple weeks of school. All foods, drinks and treats are thanks to the generosity of our parents. It is not the teacher's responsibility to provide these items. **Note:** All party preparations must have teacher approval.

Birthday parties are not allowed at school. We do allow cupcakes during lunch on a child's birthday as a special "snack". Due to our Wellness policy and concerns over food safety, all foods brought to school for student consumption must be commercially prepared and pre-wrapped. (Wellness Policy EEE). The principal will announce all student birthdays each day during Morning Assembly.

**Please do not send in invitations to your child's personal birthday party** for the teacher to give out. Your child may not give out birthday party invitations either. Parties, play dates or other non-school activities must be arranged outside the school environment.

### **PTSO at the Creek**

Mason Creek has a parent/ teacher/ student organization. All parents and teachers of Mason Creek Elementary automatically members of our PTSO at the Creek since you have a child/ren at our school! There are no dues!

### **Report Cards/Progress Reports**

**Report cards go home every nine weeks. Progress reports go home at the 4 ½ week point between report cards.** Progress reports are specific as to what is being taught during that time frame and include the students' areas of needs improvement. See the DCSS Calendar in this handbook for specific dates.

### **School Council (STEM Advisory Board)**

The School Council is an advisory board made up of at least two teachers, parents, business partners, and the principal. The purpose of the council is to review and make recommendations in matters of school improvement and STEM. Please contact Ms. Anthony ([Sarah.Anthony@dcssga.org](mailto:Sarah.Anthony@dcssga.org)) if you are interested in joining the Board!

### **Student Insurance**

Parents can purchase school accident insurance for students. School-time and twenty-four hour coverage are available. Information explaining the program is posted on our webpage. Payment is sent directly to the insurance company by you. It is important for your child to have medical insurance in the event that your child should get hurt at school and require medical treatment. The information is on our school webpage <https://maes.dcssga.org/>.

### **Student Support Team**

All schools in Georgia use Student Support Teams to identify alternative strategies for students having academic or behavioral problems. The team may consist of the teachers who work with the student, the principal, assistant principal, counselor, school social worker, and/ or special education teachers. This team also serves as a retention committee when retention is considered. Parents are considered a vital part of the Student Support Team and are invited and encouraged to attend meetings.

## **Transportation Changes**

**All transportation changes must be made through the front office.** Do not email or leave voicemails for your child's teacher for transportation changes. Teachers often do not have opportunities to check their email or voicemail all day long. For the safety of your child, it is mandatory that all transportation changes are made through the office.

## **Visitors**

For the protection of all students, the office personnel **must** know who is in the building at all times. Therefore, **all** visitors must use the front entrance, sign in at the office, and receive a pass/ nametag. You will be stopped by any school personnel and asked to return to the office if you are not wearing a visitor name tag. Office personnel may ask for identification if they are unfamiliar with an individual.

## **Volunteers**

Assistance by parents and other adults in our school increases learning and strengthens the relationship between home and school. Teachers will provide information about specific ways you might help. Report to the office and sign in **before** going to your assignment each time you visit any area in the building. You must check in at the office each time and get a new nametag and wear it at all times. Every volunteer is required to attend a Child Abuse training prior to this (contact school counselor for details).

## MASON CREEK ELEMENTARY SCHOOL

# Discipline Cycle

### Steps in disciplinary cycle prior to an office referral:

1. Teacher redirects student.
2. Teacher attempts to de-escalate and model student's expected behavior for school.
3. Student may be permitted a time out to collect thoughts and emotions.
4. If behavior continues, the teacher reteaches/reviews expected behavior.
5. After multiple cycles, the teacher may assign a classroom consequence.
6. Teacher contacts parent by phone call (not during instructional time).

### If the student continues the misbehavior:

1. The teacher requests a student conference with an administrator.

2. Teacher refers student to administration for serious offenses:

- |   |  |
|---|--|
| <input type="checkbox"/> Physical aggression with intent to do harm | <input type="checkbox"/> Major theft                       |
| <input type="checkbox"/> Threat or intimidation to others           | <input type="checkbox"/> Leaving the classroom or building |
| <input type="checkbox"/> Vandalism to school property               | <input type="checkbox"/> Direct threat to adults           |
| <input type="checkbox"/> Weapons or dangerous items                 | <input type="checkbox"/> Repeated offenses                 |
| <input type="checkbox"/> Harassment of others                       | <input type="checkbox"/> Bus misbehavior                   |

3. The administrator assigns a consequence such as the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Restitution of damages | <input type="checkbox"/> Opportunity Room         |
| <input type="checkbox"/> Parent conference      | <input type="checkbox"/> In School Suspension     |
| <input type="checkbox"/> Bus suspension         | <input type="checkbox"/> Out of School Suspension |

A student may be suspended at any level for a serious offense. A school resource officer will be called if serious injury or a weapon is involved. The classroom teacher will contact parents/guardians by phone following all referrals to the office. A detailed explanation of the elementary discipline code and rules of conduct (JD-R2) may be accessed at the Douglas County website: [www.dcssga.org](http://www.dcssga.org). A copy of this policy is also available in the school office and in the MAES Family Handbook on our website at <https://maes.dcssga.org>.

I have read these guidelines and consequences and discussed them with my child. We understand that appropriate behavior is expected at *Mason Creek Elementary* and that no child will be allowed to interfere with the learning of others. Please sign and return to your child's teacher.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent Signature



\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Date

7/19/20

## (Sample Elementary Discipline Referral)

### DOUGLAS COUNTY SCHOOL SYSTEM ELEMENTARY DISCIPLINE REFERRAL

<b>STUDENT</b>	
<b>GRADE/TEACHER</b>	
<b>DATE/TIME</b>	
<b>REFERRED BY</b>	

ADMINISTRATIVE USE ONLY	
<b>INCIDENT CODE</b>	
<b>ACTION CODE</b>	

INCIDENT EXPLANATION:			
TEACHER ACTIONS		ADMINISTRATOR ACTIONS	
WARNING		PARENT CALL/CONFERENCE	
TIME OUT		PARENT LETTER	
TIME OUT (ANOTHER CLASS)		DETENTION	
PRIVILEGES REVOKED		OFFICE REFERRAL	
PARENT CALL/CONFERENCE		SUSPENSION DATE(S)	
PARENT PHONE #			
ADDITIONAL NOTES:			
<b>PARENT SIGNATURE</b>		<b>ADMINISTRATOR SIGNATURE</b>	
White- parent copy, Yellow –teacher copy, Pink –school copy			