



STUDENT HANDBOOK

2017-2018

Mrs. Melinda Roulier

PRINCIPAL

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Dr. Brian V. Hightower, Superintendent of Schools

Principal's Message

Dear Parents and Students,

Welcome to Mountain Road Elementary! The teachers and staff have been enthusiastically planning to make this a special year for your child. We are dedicated to providing a safe and supportive environment in which every student is challenged to achieve to his/her fullest potential. The dedicated teachers at Mountain Road are committed to utilizing the most current and effective strategies, materials, and technology to ensure a rigorous school year for your child. Please take the time to familiarize yourself with our policies and procedures and then review them with your child. A clear understanding of school-wide expectations will enable your child to have a successful year. I am looking forward to serving as your child's principal. Thank you in advance for your cooperation, commitment, and support of MRES staff and students. It will be a pleasure to work closely with each parent as we continue Mountain Road's tradition of excellence in education.

Mrs. Melinda Roulier
Principal

SCHOOL DAY

- The instructional day begins at 7:45 a.m. and ends at 2:15 p.m. Students should arrive between 7:00 a.m. and 7:30 a.m. **Please do not bring your child to school before 7:00 a.m. unless your student is attending a teacher supervised club or activity.** Teachers will be on duty to supervise students at 7:00 a.m. for early morning bus duty and breakfast.
- In the afternoon, buses will be dismissed beginning at 2:15 p.m. Please do not enter the building to check out your child after 2:00 p.m., as we will be beginning our afternoon dismissal process.
- The After School Program (ASP) is available daily from 2:30-6:00 on a pre-paid basis of \$8.00 per day. Registration and pre-payments are required for ASP. Pick-up for ASP is through the ASP door to the right of the front entrance of the school.
- Car riders will be dismissed beginning at 2:20. Supervised pick-up will be provided between 2:20 - 2:35 p.m. At 2:35 p.m., students will be enrolled into ASP for a drop-in fee of \$12 and will need to be picked up from the ASP desk. Cars dropping off or picking students up from the car rider line will enter and exit via the parking lot to the right of the school. The traffic pattern is one way in a counter clockwise direction. Students should exit the vehicle on the passenger side closest for safety. Please do not pull around the car in front of you unless directed by a school employee. Please follow all car-rider directions and have your tag visible each day.

SCHOOL VISITS

- Visitors are always welcome to our school. For the safety of our children, visitors must first **always** sign in at the front office first, obtain a **Visitor's Pass**. All visitors are required to wear proper identification and remain in the areas designated for the visit.
- Under no circumstances may a parent or visitor go directly to a classroom without first reporting to the school office.
- Conferences should be arranged in advance and at a time when the teacher does not have a child or children in the classroom and is not on duty elsewhere.
- If you are in our building without a badge, please do not be offended if a staff member questions you and/or asks you to report to the office for a visitor's sticker. Be assured that our motive is merely a shared concern for our children's safety and welfare. Prior arrangements with the teacher **MUST** be coordinated prior to classroom visits. It is imperative that visitors follow directions/requests made by MRE Staff.

ATTENDANCE

- Children should arrive at school between 7:00 a.m. - 7:30 a.m. Dismissal time for students is 2:15 p.m.
- For the purpose of figuring PERFECT AND EXCELLENT ATTENDANCE, any child leaving school BEFORE 11:00 a.m. or arriving to school AFTER 11:00 a.m. will be marked as absent. Tardies and early check-outs do count toward attendance. Students are expected to remain at school throughout the school day. Please schedule doctor, dentist, and orthodontist appointments after school whenever possible.

- Although incentives are on a quarterly basis, interventions and consequences for unexcused absences, tardies, and checkouts are cumulative for the year. Prior to 7 absences, interventions may include parent conferences, attendance agreements, notifications, extended day tutoring (EXP), or counselor referral. After 7 unexcused absences or excessive cumulative absences without a required physician's note, a referral to the school social worker will be made. The GA DOE deems 15 days absent from school as "unacceptable attendance". One of the greatest indicators of academic success and graduation is attendance.
- Students may not be checked out to attend parties or activities in the classroom of a sibling.
- A written excuse MUST be sent to the teacher within two (2) days of any absence. Include the child's complete name, teacher's name, date(s) of absence, reason for absence and parent signature.

TARDINESS

- It is important that a student arrive at school in time to be IN CLASS AND READY FOR INSTRUCTION no later than 7:45 a.m. Students are given instructions and explanations pertaining to the day's activities at that time. If the student arrives in carpool, it is recommended that he/she arrives no later than 7:30 a.m. daily.
- Students arriving after the 7:45 a.m. bell MUST report to the office with their parent/guardian to sign-in and receive a tardy slip.

MAKE-UP WORK

- It is the student's responsibility to ask for all assignments that were missed due to absence from school.
- Make-up work is available to a student when he/she returns to school.
- When a student is absent for two or more days, parents should call for make-up work. Parents should call before 10:00 a.m. and allow 24 hours for work to be ready for pick-up in the office.

TRANSPORTATION

- Riding the school bus is a privilege. This privilege can be withheld for disruptive or unsatisfactory behavior. Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep heads, arms and hands inside the bus, keep hands and feet to themselves, cooperate with the bus driver, and act in a respectful manner.
- All students being transported are under the authority of the bus driver and MUST obey his/her requests.
- If your child is to be transported in a way other than he/she is normally transported, he/she MUST have a written note from home stating these changes.
- Students must get on and off the bus at the same stop each day. Changes in bus stops MUST be approved by the Transportation Department of the Cherokee County Board of Education.
- Bus notes MUST be brought to the office for approval in the morning. Students are not allowed to ride any other bus except their regular bus unless it is for childcare purposes. ALL students must have a note from BOTH parents if they are going home with another student for any reason.
- Please do not come inside the building to check children out between 2:00-2:15 p.m. We are beginning our dismissal procedures and will not be able to call your children during this time. For the safety of children, refrain from making transportation changes after 1:30 p.m.

CAFETERIA

Good table manners and respect for others in the cafeteria are expected. Lunchroom monitors are responsible for supporting and supervising the students in the cafeteria. All students should obey the directions and requests of the lunchroom monitors. We expect children to eat and handle food properly. If behavior problems arise, the monitors have the option to move students to the silent table for the remainder of the lunch period.

- Menus are posted on the school website each month. Students are encouraged to pay **monthly**. Lunch envelopes are available in the office. Make sure you have carefully completed the front of the envelope before sending it to school. Envelopes can be requested from the front office.
- Student meal accounts may also be paid on-line @ <https://k12paymentcenter.com/>. The lunchroom notifies each child when he/she is out of money. **Below are the prices for the 2017-2018 school year.**

○	Breakfast	\$ 1.50
○	Reduced Breakfast	\$.30
○	Lunch	\$ 2.35
○	Reduced lunch	\$.40

- Breakfast is served from 7:00-7:30 a.m. All students in grades K-5 must finish eating breakfast and be in class by 7:45 a.m. Students are not allowed to charge for breakfast.
- Although we do not encourage students to charge lunch, a student may charge lunch money on an emergency basis. A student may accumulate no more than two charges. The student may not charge again until the two charges are paid.
- Free and reduced lunch forms are available in the school office or can be filled out online at www.lunchapplication.com.
- You are welcome to arrange to have lunch with your child. Adult lunches are \$4.00. **Remember, when you come to have lunch with your student you must not interrupt the lunch of other students. Therefore, you may only supervise and eat with your child during his or her lunch period. All visitors MUST stop at the office for a Visitor Pass and pay as you go through the lunch line with your child.**
- NO CANNED, BOTTLED (glass or plastic) and/or CARBONATED DRINKS ARE PERMITTED IN THE CAFETERIA, CLASSROOM, OR SCHOOL BUS.
- FOOD and/or SOFT DRINKS FROM LOCAL AREA RESTAURANTS ARE NOT ALLOWED IN THE LUNCHROOM and CANNOT REMAIN IN THEIR ORIGINAL PACKAGING.

BIRTHDAYS or SPECIAL OCCASIONS

- Balloons, flowers, gifts, or presents shall not be brought to school or delivered to classrooms for students.
- Unless all students in the classroom are invited to the event, invitations may not be distributed at school.
- If bringing birthday treats, please check with the teacher first. You may then drop them off at the front office, and we will distribute to the classrooms.

CHAIN OF COMMAND

- If a parent has a concern for a student that needs to be addressed, a conference with the teacher should be scheduled. Only after the parent/teacher conference has not successfully resolved the concern should the parent make an appointment with administration.

CLASSROOM OBSERVATIONS

- If a parent wishes to observe in the classroom while classes are in progress, the parent must first obtain permission of both the principal and the teacher involved. Once permission is granted, the following Cherokee County Board policy must be observed.
 1. Maximum observation time should be one period or forty-five minutes, whichever is appropriate to the school's schedule.
 2. Classroom observations will be limited to one per semester. Scheduling of the observation must be completed twenty-four hours in advance.
 3. Observers must be parents or legal guardians of a child in the class they wish to observe and may only be scheduled for the class where the registered student has been assigned.
 4. Under no circumstances is there to be any interaction between the observer and anyone else in the classroom.

MEDICATION

- Students should NEVER have access to medication at school unless it is administered through the clinic.
- Any medication administered at school MUST be accompanied by a medication form, which has been completely filled out by the parent or the doctor. Forms are available in the school office. If a student is taking any medications, a note from the parent must be on file. Medications will be secured in the clinic.
- All prescription medicines MUST be in the original container with prescription, pharmacy, doctor and dosages clearly printed on the bottle. We are not allowed to administer any medication without proper directions and procedures. **PLEASE ENCOURAGE YOUR PHYSICIAN TO SET THE MEDICATION SCHEDULE AT TIMES THAT WILL ENABLE YOU TO ADMINISTER MEDICATION BEFORE YOUR CHILD LEAVES HOME OR AFTER THEY ARRIVE HOME IN THE EVENING.**
- All over-the-counter medications can be administered to your child ONLY if it has been sent from home in the original container along with a completed school medication form. Medication forms are available from the office or the clinic. All over-the-counter medications MUST be secured in the clinic and will be administered by trained office personnel or the nurse ONLY. Students who are ill or have a fever should stay home.

LOST & FOUND

- Lost items that cannot be identified are placed in the Lost & Found area. It is the student's responsibility to check Lost & Found. The Lost & Found items are periodically donated to area charities.

TECHNOLOGY & TELEPHONES

- We are a BYLD (Bring Your Own Learning Device). This is for educational purposes and not for texting and/or talking on the phone. Personal learning devices may not be out in the school building or on the school bus unless approved by the teacher/driver.
- Parents are encouraged to call their child's teacher at a time when classes are not in session. Please do not ask to interrupt your child's class to speak to your child. We will be glad to give a message to your child or his/her teacher if necessary.
- It is extremely important for us to have an accurate telephone number and email address on the registration form so that we can contact you in case of an emergency. If you do not have a telephone, please list the number of a close friend, relative or neighbor.
- Please notify the teacher and the school office of any change in home or office telephone numbers or email addresses as soon as possible.

TEXTBOOKS

- The Cherokee County Board of Education furnishes textbooks and library books to students. The care of these books is the responsibility of each student. If textbooks and/or library books are lost or damaged, the student and parent are responsible for the replacement cost of the book.

INCLEMENT WEATHER:

- If inclement weather is approaching our area, and it becomes necessary to cancel school or close school early, the announcement will be made on all Metropolitan Atlanta television stations (ABC, CBC, NBC and FOX), as well as the following radio stations: WSB 750 AM, WGST 640 AM, WLJA 101.1 FM / WLJA 1560 AM. Additionally, school closings will be posted on the School District's website at www.cherokeek12.net and [CCSD Facebook page](#).
- **RULES FOR BUS TRANSPORTATION DURING SEVERE WEATHER:**
 - TORNADO WATCH: Principal will make the decision on when to release students.
 - TORNADO WARNING: Principal will not release buses until the warning is lifted or the Superintendent or his designee gives permission.
 - THUNDERSTORMS: Principal will make the decision on when to release students.

SEVERE WEATHER PROCEDURE:

- PLEASE do not call the school to obtain closing information. If no announcement is made prior to 7:00 a.m., school will be in session as usual. If weather becomes severe during the school day and school is to be dismissed early, an announcement will be made one hour in advance of dismissal time. Parents are asked to allow their children to ride the Cherokee County school bus or daycare bus. These drivers are well trained in driving in bad weather.
- It is essential that student records, especially emergency information, be kept up to date. Please notify the school office and your child's teacher IMMEDIATELY of any changes in any of the following: Address and telephone number of the parents, parent's employer, or person to be called in case of emergency.
- Your child will be sent home the way you selected on the Emergency Dismissal Form. Please do not come to or call the school during an emergency. The safety and security of our children is our top priority.

CHEROKEE COUNTY SCHOOL DISTRICT DRESS CODE

- The purpose of a dress code is to promote an orderly learning environment in our schools while preparing all students for later success in the world of work. This dress code was developed through the direction of the Superintendent and with the cooperation of parents, students, teachers, and administrators.
- Students of Cherokee County School District are expected to dress in a manner that is conducive to a good learning environment. The administration reserves the right to determine if items of clothing are too casual, too revealing, or too distracting for school dress.
- The school administration reserves the right to alter the dress code for special occasions or extracurricular activities. Parents who require an exemption from the dress code for religious, cultural, or short-term medical reasons may make application to the principal.
- Failure to comply with the Dress Code will be handled according to the Cherokee County School System's Discipline Code.

PARENT VOLUNTEERS

- Parent volunteers are parents who become involved in the school life by offering their time, services, and resources to benefit the students. Parent volunteers are used in many ways to supplement and enrich the many school programs and activities in the media center, the office and the classrooms. PTA sponsored luncheons, classroom holiday activities, end of year celebrations, etc. are additional volunteer activities. To ensure that parent volunteers are able to provide the greatest level of support possible, it is sometimes necessary for parents to leave preschoolers and younger siblings at home during the instructional school day.

DISCIPLINE

- Mountain Road students will follow the policies and procedures for discipline set forth in the school system's discipline guide found in the Cherokee County School District Student/Parent Handbook.

MEDIA CENTER

- The facilities of the media center are for use by students and teachers. The media center has an open schedule providing accessibility to all students during the school day. Students are encouraged to read books and use other material available in the media center. Books may be checked out for two weeks. Check out privileges will be suspended when students have an overdue, damaged, or lost book. However, students will be allowed to use materials while they are in the media center.

FIELD TRIPS

- Field trips must be educational and in accordance with Cherokee County School System Rules and Regulations. If you plan to attend a field trip with your child as a chaperone, you will be assigned a few students who you will be responsible for during the day. Children not enrolled at Mountain Road ES may not attend field trips. All chaperones are expected to ride the school bus. If you drive your vehicle to the field trip location, your child **MUST** return to the school on the school bus. You may follow the bus back to school and then check your child out in the office. Preschool children or children from other Mountain Road classes **MAY NOT** attend field trips with their siblings.

FORGOTTEN ITEMS

- If your child forgets to bring an item he or she **MUST HAVE** at school, please bring the item to the front office. Please write the item(s) you have for your child in the notebook and place the item(s) on the counter or other designated area. We will deliver it to the student or have the student come to the office for it. Keep in mind that this causes a disruption to classroom instruction and should be avoided unless absolutely necessary.

GRADING

- Grading is a matter requiring extreme care. Grades are determined in the best interest of the student after careful evaluation of all factors involved. Initial responsibility for grade determination is given to the teacher. The decision of the teacher is subject to review by the principal. The importance of accurate and fair assessment of student progress cannot be overemphasized. Teachers are encouraged to use a variety of formative and summative assessments for obtaining data that leads to final grades.
- Elementary report cards, describing a student's progress, are sent to parents and/or legal guardians at the end of each nine-week period. Conferences may be scheduled as necessary by calling the school office or contacting the teacher. The purpose of report cards and conferences is to communicate clearly with parents and enlist parental support and help.

End of Term	Day	Report Card Day	Day	Total Days in Term
October 10, 2017	TU	October 17, 2017	TU	(45)
December 21, 2017	TH	January 11, 2018	TH	(46)
March 19, 2018	MON	March 26, 2018	MON	(45)
May 25, 2018	FRI	See Notes Below	---	(44)

- These dates are subject to change due to days missed as a result of school closings, furlough days or schedule changes.
- End-of-Year report cards will be sent home on the last day of school.

- Parents can access grades for students in 3-5 via CANVAS at <https://myccsd.instructure.com/login/canvas>. Please contact your child's teacher if you need assistance accessing CANVAS.

TEACHER WEBSITES

- Teacher websites can be accessed through CANVAS for all grade levels at <https://myccsd.instructure.com/login/canvas>. Please contact your child's teacher if you need assistance accessing CANVAS.

HOMEWORK GUIDELINES

Research has shown that homework at the elementary school level has a very low effect on academic achievement. Therefore, we encourage parents to provide their children with opportunities to get outdoors, be active, play with friends, spend time with family, and read after they have worked hard all day at school. Teachers may assign homework, but it should align with the following guidelines:

- Homework should not take longer than the following per night:
 - Kindergarten (5 – 20 minutes)
 - Grades 1–3 (20 – 30 minutes)
 - Grades 4 and 5 (30 – 50 minutes)
- No homework will be assigned over the weekend, holidays, or on other nights when students are involved in school activities.
- Homework should not be given on new material.
- Reading for pleasure constitutes a homework assignment. Encourage students to read 10 to 15 minutes each night.

VIDEOTAPING / NEWSPAPERS / WEB PAGE

- During the school year, your child may be videotaped and/or photographed while participating in various school activities. Pictures may be released to the media throughout the school year. *If you do NOT wish for your child's picture to appear in the newspaper, or on a class/school webpage, or for him/her to be videotaped, parents must annually notify the principal in writing by Sept. 1st or within one week of enrollment if enrollment occurs after Sept. 1st.*

EXTRACURRICULAR ACTIVITIES

Many social activities are provided for the students. Some of the activities are listed below:

1. **Academic Bowl** –A district-level academic competition. Fifth grade students are eligible try out for this team.
2. **Student Council** – A representative from each classroom in grades 3-5 meet monthly before school to help make student body decisions and provide input to the administration of the school. In addition, the student council helps with PTA/school community outreach. Officers are from the fifth grade classes and are elected by the student body.
3. **Science Olympiad** –Science Olympiad is a district-level competition for 3-5 students. The team meets for practice one afternoon each week from January through March. Students are required to participate in a county meet on a Saturday morning in late March. Due to numbers, tryouts could be possible.
4. **National Jr. Beta Club** – The purpose of the National Jr. Beta Club is to promote character, develop leadership skills, encourage service involvement, recognize achievement, and provide technological advantages to students in grade 5. The Mountain Road Beta Club is a student-centered organization that continually develops and nurtures individuals by providing opportunities and experiences enabling them to demonstrate the ideals of character, achievement, service and leadership in a global community.
5. **Lego Club** – A free building and robotics club open to all grade levels. Will meet one day per week after school.
6. **Reading Bowl** – A district-level reading competition open to students in grades 4-5.

7. **Rainbows** – A 12-week program available for student's grades 2-5 who have experienced a significant loss in their life due to death, divorce, or deployment. The purpose of the program is to help them through the grieving process.

Students absent on day of activity are not eligible to participate in extracurricular activities on that day.

MISCELLANEOUS INFORMATION

- Unless stated otherwise, all checks should be made payable to Mountain Road ES. Separate checks should be written for ASP, field trips, and lunch money. We have a NEW ability for parents to pay with VISA, Discover or Master Card credit or debit cards. Our Web Store accepts payments over the internet 24/7. Visit <http://cherokeek12.net/mountainroadess/payments/>
- Frequent communication will be sent electronically through Aspen Parent Portal. However, from time to time, your child may bring home notes or bulletins. Please be sure to review all communication to stay abreast of important information.
- Students MAY NOT bring items to school such as video games, toys, etc. If brought, these items will be taken from the child and put in a secure location in the office. These items will not be sent home with the student. Parents will have to come to school to reclaim the item.
- Any student who damages school property or equipment is responsible for retribution equal to the cost to replace or repair the item.
- Per CCBOE policy, all students who wish to attend Mountain Road Elementary from another school district must complete a Reassignment Form. (See Board Policy on Reassignment)