

EVANSDALE



MAGNET SCHOOL

Parent & Student Handbook

2014-2015

School Creed

“Every Evansdale student listens well, studies hard and soars like an eagle.”

School Colors

Red, white, and blue

School Mascot

Eagle

2914 Evans Woods Drive . Doraville, GA 30340

Main Office: 678-874-2702 . Fax: 678-874-2710

School Website: www.dekalb.k12.ga.us/evansdale

PTA Website: www.evansdalepta.org

Evansdale Education Foundation Website: www.evansdalefoundation.org

A 2006 Georgia School of Excellence in Student Achievement

A LETTER FROM OUR PRINCIPAL

Dear Evansdale Families,

Welcome to the Evansdale Parent and Student Handbook! I hope that it will help new families learn more about Evansdale and keep all families updated. The Handbook is intended to give Evansdale families a one-stop, quick source of information about the daily operations and instructional program at Evansdale Magnet School.

Evansdale is proud of its close relationship with its students and parents. Visitors and volunteers are always welcome at Evansdale. To keep our students safe and to ensure their school days run smoothly, it's important that everyone follows our rules and guidelines.

To keep communication fresh and timely throughout the year, please also keep tabs on the Courier (folder) that will come home every Friday with your child.

I am proud to serve as the new principal of Evansdale Magnet School, supporting our excellent and dedicated staff so that our students experience success in a safe, nurturing and academically enriched environment. I look forward to hearing from you about this Handbook as well as any other suggestions and feedback you have about Evansdale. My door is always open; my email is Stephanie_L_Chattman@fc.dekalb.k12.ga.us

Sincerely,

Stephanie L. Chattman

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This Parent and Student Handbook is a living document—it’s subject to change and suggestions are always welcome! If you are unable to find something, have a correction or any other suggestion, please contact the front office, and we’ll do our best to incorporate changes in future editions. The school’s principal can also change or modify the Parent-Student Handbook at his or her discretion. Revised August 2014.

GETTING STARTED

TOP 10 THINGS YOU SHOULD KNOW ABOUT EVANSDALE

1. School Hours

The school day begins at 7:45 a.m. and ends at 2:15 p.m. Afternoon dismissal is between 2:15 p.m. and 2:30 p.m. Please honor our arrival and dismissal times. The earliest children can arrive at school is 7:00 a.m. SCHOOL DOORS WILL NOT OPEN TO STUDENTS UNTIL 7:00 A.M.

After school, faculty and staff have professional commitments which begin promptly at 2:30 p.m. Students should not remain on campus later than 2:45 p.m., unless they are participating in a supervised school activity.

2. Morning Announcements

Morning announcements begin at 7:45 a.m. The Student Council Officers (four 5th grade students) “run” the announcements each morning from the front office, and our Assistant Principal Mrs. McCloud makes several announcements as well. Morning announcements are important; they tell students about lunch choices, events, special occasions, etc. Please make sure that your child arrives in time to be in the school building by 7:45 a.m. The morning announcements also include a song that plays over the PA system, pledge of allegiance, creed and moment of silence.

During the song, creed, etc...the front doors are closed and no one is allowed in or out of the building. Students and parents are asked to wait outside until it's complete, except in bad weather, when students and parents may wait in the front lobby. Plus, anyone (including parents/adults) in the hallway is expected to “freeze” during this time. Hint, hint....don't get caught....have your child in their classroom by 7:45 a.m.!

3. Tardiness

The tardy bell rings promptly at 8 a.m. Students arriving after 8:00 a.m. will be considered tardy, and parents must walk their child to the front office and present an excuse to the registrar to receive a pass to class. Teachers must mark a tardy as excused or unexcused. Please avoid tardiness at all costs! Children need some time to settle into the day and to get ready to learn. When your child arrives late, he/she misses valuable instructional time, as well as disrupts the instructional time of other students.

4. Absences

When your child misses a day of school, please give the teacher a note, email, or phone call stating the reason. Teachers must mark an absence as excused or unexcused. In order to be marked “present” for the school day, a student must be in attendance for three hours. If you receive an automated phone call from the school system telling you that your child has an unexcused absence, please contact the front office to ensure that the absence has been recorded properly.

If you'd like to request his/her homework, please telephone the office by 9:00 a.m. Assignments will be available for pick up after school. Do not come to the school during instructional time to pick up homework. Teachers cannot interrupt teaching to prepare a homework packet.

5. Check-out Procedures

Students leaving school early must be checked out through the front office. To check your child out, you will use the computerized check-in/check-out system. However, you cannot check your child out between 2:00 p.m. and 2:30 p.m. when dismissal procedures have started, unless it is a medical emergency.

If you attend your child's class as a visitor or volunteer and want to leave together with your child before dismissal, you must go to the front office and check your child out.

Students can only be checked out by parents/guardians or by persons that the parents/guardians have specified. If you are authorizing someone other than yourself to pick up your child, the office must have this information.

6. Transportation Changes

If you are changing the way your child leaves school, you must send a note to your child's teacher and if applicable, his/her bus driver. All students are registered as bus riders, walkers, or car riders (see transportation protocol for more details). This is also necessary if your child is taking part in an after-school program. We cannot allow a bus-riding child to stay off the bus without a note. These procedures are designed for the safety and well being of your children.

If you are at the school at the end of the school day as a visitor or volunteer (e.g. helping with a class party), and your child will be going home with you instead of their usual way, please sign your child out in the front office. We must be able to account for all children riding the buses or vans!

7. Parent/Guardian Contact Information

It is important that you let the front office know immediately of a change in your address, telephone numbers, or emergency contact information. Please review your emergency contacts a few times during the year to make sure the information is correct.

8. Contacting Your Child During the School Day

The school telephone number is 678-874-2702. We ask that you not use school phones for personal reasons. Delivering messages to children is very time consuming and disruptive so it should be requested in **emergency situations only**. Please clarify your child's afternoon plans with him/her before your child leaves for school. Children or teachers cannot be called to the phone during the school day. If necessary, a message can be taken to your child. Teachers will return calls after school.

9. Spirit Day and Spirit Wear

Each Friday, students are encouraged to wear Evansdale spirit wear shirts (or red tops) to see which class has the most school spirit. Teachers tally how many of their students are wearing spirit wear (or red) and the classes with the highest percentage are announced Monday morning. Spirit wear can be purchased throughout the year during most PTA events. Students who do not have Evansdale-specific attire may wear red tops on Fridays to express their school spirit.

10. Library and Computer Lab

Come visit our media center (library) and computer lab! Each class visits the school library on a weekly basis. Books checked out from the library are required to be returned or renewed during the next class visit to the library. Grades Pre-K-3rd are allowed to check out one book. Grades 4th and 5th are allowed to check out two books. Parents are also allowed to check out two books.

The Computer Lab is used for keyboarding, internet research, word processing, online tutorials, and software applications.

WHAT YOU CAN DO TO HELP YOUR CHILD

1. Start each day with a **calm beginning at home**. This will help make the school day much better for your child.
2. Make certain your child **sleeps at least eight hours each night**. Encourage your child to eat a **good breakfast and lunch**.
3. Have a **special place to put your child's schoolwork** or whatever is brought home. **Offer praise each day for something he/she has accomplished**.
4. **Teach your child how to organize their** school notebooks, materials, and important school communications.
5. **Laugh and talk with your child** about school experiences and listen attentively to stories shared about the school day.
6. **Stress attendance**. If your child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
7. **Arrive to school on time**. Make sure your child is present for all instructional time. Important information is given during school announcements at 7:45 a.m. and at 7:50 a.m. the teacher begins the day.
8. **Keep the lines of communication open** between yourself and your child's teacher. Inform the teacher of any situation that could influence your child's behavior or academic performance.
9. **Encourage reading for pleasure** and make frequent trips to a library.
10. **Provide school supplies as needed** for your child's use. The PTA School Store is open before the school day begins on Tuesdays and Thursdays.
11. **Assist your child at home with the skills being taught at school**. A STRONG PARTNERSHIP BETWEEN HOME AND SCHOOL maximizes your child's potential for success.

IMPORTANT CONTACTS

Contact

Stephanie L. Chattman, principal
Pamela McCloud, assistant principal of instruction
Shanell Alexander, counselor
Karen Roth, front office secretary/bookkeeper
Dawn James, front office secretary

Email

Stephanie_L_Chattman@fc.dekalb.k12.ga.us
Pamela_A_McCloud@fc.dekalb.k12.ga.us
Shanell_C_Alexander@fc.dekalb.k12.ga.us
Karen_E_Roth@fc.dekalb.k12.ga.us
Dawn_L_James@fc.dekalb.k12.ga.us

HANDBOOK CONTENTS

ACADEMIC INFORMATION

Student Performance/Evaluation

Written evaluations are sent home at the end of each progress reporting period to let you know your child's progress in each subject.

		Grading Scale	
A	90-100	E	Excellent
B	80-89	S	Satisfactory
C	71-79	OR	N Needs Improvement
D	70	U	Unsatisfactory
F	Below 70	X	No Evaluation
I	Incomplete		

A –I are for core subjects (Math, English Language Arts, Science, and Social Studies), E-X are for conduct and special subjects (e.g., music, PE). More information on conduct grades can be found in the Discipline Plan.

Deficiency Report

If a child is not progressing satisfactorily, a deficiency report will be sent to the parents regarding academic work or conduct. The deficiency report will tell you where your child is experiencing problems. Your teacher, with the support of the school counselor and administrator, will discuss a plan of remediation to help your child improve and develop a timeline for accomplishing certain tasks.

Student Honors

Honors Day is held at the end of each semester and all parents and family are invited to attend. Honors Day Criteria are as follows:

Principal's Honor Roll: All A's, E's and S's. All S's in conduct summary

Academic Recognition: All A's, B's S's or E's in all academic areas

Citizenship: All S's in overall conduct summary and in conduct for PE, Art, Music, Discovery, French and Health

AFTER SCHOOL EXTENDED DAY PROGRAM (ASEDP)

Evansdale After School Extended Day Program operates every FULL day that DeKalb County Public Schools operate. This means that when there is a school closing for inclement weather or any other reason, Evansdale ASEDP will be closed.

The program runs from 2:45 – 6:30 p.m. A nutritious snack will be provided to the children each day. The program includes time for homework, sports/games, arts/crafts, computer lab, supervised free play, and other educational and fun activities. Registration for ASEDP is held at the end of each school year for the following school year on a first come first serve basis. It is best to reserve a spot early, but there is no limit to the number of children accepted to the program. The weekly cost for ASEDP is:

\$60 - One Child

\$110 - Two Children

\$170 - Three Children

After School Care Pickup

In the afternoon, the third grade hallway door will be open for parents who are picking up their child from aftercare.

ART AND MUSIC PROGRAM

Evansdale is fortunate to provide its students with art and music instruction at least one day a week. Fifth grade students also learn the recorder. Fourth and fifth graders may also select to participate in a Band program which is held once a week. Musicals, concerts, and student art shows are also held during the year, under the instruction of Evansdale's dedicated art and music teachers.

BEHAVIOR/DISCIPLINE PLAN

Appropriate behavior at school is required at all times. Each staff member at Evansdale Elementary actively helps maintain school discipline and promote responsible student behavior. We look for and need parental support when it comes to conduct in the school. Please reinforce with your child that appropriate behavior is expected at school, on field trips and on school buses. Children need to show self-respect and consideration for the rights and feelings of others.

A student's behavior should conform to acceptable standards of conduct as established by the principal, teachers, Evansdale's Discipline Plan and as outlined in the DeKalb County Code of Student Conduct: Student Rights and Responsibilities brochure. Parents receive a copy every school year. It is also available online at this address: <http://www.dekalb.k12.ga.us/www/documents/student-relations/code-of-student-conduct-%5Ben%5D.pdf>

Bullying and other forms of aggression, whether using actions or words, are not tolerated at Evansdale. Students who experience or observe bullying should tell their teacher. They may also speak with the counselor about bullying, as well as anything else that makes them feel upset or distressed. The counselor will keep conversations with students confidential as needed. If further intervention is needed, parents will be included.

BREAKFAST AND LUNCH

Nutritious breakfasts and hot lunches are served daily in the cafeteria. For grades K-5, breakfast is served from 7-7:30 a.m. PreK has breakfast at 8:30 a.m. You have different choices to pay. No matter how your child pays, they will be required to put in their student ID number on a key pad. Please help your child memorize their student number so that the checkout process at the lunch line goes smoothly.

Menus

Menus are posted on the DeKalb County web site every month- <http://www.dekalb.k12.ga.us/school-nutrition> . Copies of the menu are also available in the front office.

Breakfast Prices

Student - \$1.25	Reduced - \$0.30	Adult - \$1.75
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Lunch Prices

Student - \$2.00	Reduced - \$0.40	Adult - \$3.00
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Meal Payment Options

Pre-paid Account - Visit www.mylunchmoney.com to create an account using your child's student ID. You can get the ID from the teacher or from the front office if you do not know it. You can pay with a credit or debit card, and you have the option of scheduling automatic payments. See the website for more details.

Cash or Check Directly to School - Put a check (made payable to Evansdale) or money in a sealed envelope and send it in your child's courier on Monday mornings. On the outside of the envelope, write the student's name, homeroom teacher's name, student's lunch number and the amount enclosed. You may send a single check for more than one child—just be sure to include the necessary information for each child. Lunch charges are limited to three per student. If a child exceeds this number, an alternate lunch (like a cheese sandwich) will be provided.

Free or Reduced Lunch - Students may also qualify for free or reduced lunch charges through the National School Lunch Program for families with limited income. Please see the front office if you wish to apply. Make sure to send money while your application is being reviewed.

Lunch from Home

Your child can also bring lunch from home, but please do not send or bring lunch purchased from restaurants. Also, do not send meals or drinks in glass containers.

CELL PHONES AND ELECTRONICS

Students may have cell phones but they must be turned off during the instructional day. If a child is found using a cell phone in class, it will be taken by the teacher and returned at the end of the day.

Parents, please DO NOT use your cell phone in any capacity while driving near or in our school zones.

CLASS PARTIES

The DeKalb County Board of Education Policy permits two class parties per year. Room parents will collect money from each student to cover the cost of parties. These activities may begin at 1:30 p.m. A party cannot be given to recognize student or teacher birthdays; however, a dessert or treat may be sent for the class or grade level to enjoy after lunch. Party invitations may **not** be brought to school to be distributed unless everyone in the class has been invited.

COMMUNICATION PROTOCOLS FOR CONCERNS

We are fortunate to have caring and involved families at Evansdale and want to make sure you have access to information and solutions when you need them. At Evansdale, we are committed to helping your child succeed, and want to work as a team to achieve this goal.

Concerns

To reach our goal of success more quickly, it is helpful if we all work toward the goal by taking steps in the same order. Skipping a step will actually *slow down* the process of getting help for your child, as the person you contact will have to back-track and gather additional information. By starting with the person who spends the most time with your child – the teacher – you are most likely to get the information you need and reach a solution more quickly.

To best help your child and get to a solution promptly, please reach out to school personnel in this order:

Teacher → Administrator

If you feel it would be helpful, you are welcome to ask the counselor to join the parent-teacher conference.

Steps for a Solution

1. Communicate with your child's teacher before the problem escalates. Sometimes something that seems like a problem is merely a miscommunication. By communicating with the teacher when the concern first comes up, we can often create a solution before it grows large.
2. Set an appointment with your child's teacher. Your conference will be most effective if your child's teacher can set aside time to speak with you and prepare information to share with you. Because of duties required outside of the hours students are in the building, drop-by meetings can be challenging.
3. Tell the teacher specifically why you would like to meet prior to the meeting. By providing specific information, your child's teacher will be prepared with information that will be most helpful.

Ways to Contact the Teacher for a Conference

1. Send a note to the teacher in your student's courier (be sure to include the best way to contact you)
2. Email your child's teacher (email format for all staff is: firstname.middleinitial.lastname@fc.dekalb.k12.ga.us or you can look the email up on the school website)
3. Call the school office and leave a message for the teacher (678) 874-2702.

Impromptu conferences before school or during the school day are not permitted. Please help us preserve instructional time by not asking for a quick hallway conference with a teacher who needs to be presenting a lesson to his/her class. If you have an emergency, call the school office and the office staff will guide you through the best way to address the issue.

COURIER – AN IMPORTANT COMMUNICATION TOOL

The Evansdale Courier provides teachers and parents a weekly opportunity to communicate. Each Friday, the weekly courier (a plastic pocket folder provided by the school) will be sent home with your child. Please review all the material inside. The courier will also contain notices of PTA and other school events, as well as school-wide notes from the principal. Read and discuss the contents with your child. Each child must return the courier to his/her homeroom teacher on the following Monday morning.

The following information is allowed to go home in the couriers each Friday.

- Classroom information/newsletters
- School/PTA/School Council information/newsletters
- Evansdale Foundation information/newsletters
- Evansdale approved after school activities flyers

No other flyers or announcements are allowed in the couriers. This includes any and all public, private, for profit, and nonprofit organizations. After approval from school administration, private/public organizations may use the information table in the lobby to advertise their program/product.

DISCOVERY (GIFTED PROGRAM)

The Georgia Board of Education defines a gifted student as "a student who demonstrates a high degree of intellectual, creative, and/or artistic ability(ies), possesses exceptional leadership skills, or excels in specific academic fields and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities." The program for the gifted is part of the Teaching and Learning department and is funded by the state. The procedures for identifying and placing students in the gifted program are governed by the Georgia Department of Education's Gifted Program Office [http://www.gadoe.org/ci_iap_gifted.aspx].

Students enrolled in a DeKalb School are evaluated to determine Gifted Program eligibility during their first, third, fifth, seventh, and ninth grade school years. Students new to DeKalb schools may be evaluated during the school year of enrollment. Elementary students participate in the gifted program for a minimum of 225 minutes per week and are supported by a certified teacher of the gifted.

DRESS CODE

Students are expected to attend school properly dressed. It is recommended, but not required, that students dress in clothing that reflects the school colors – red, white, and blue. The clothing colors are: tops – red or white, and bottoms – khaki or navy. It is recommended but not required that students wear tops with collars and sleeves and also tuck their shirts in while at school.

The atmosphere of a school must be conducive to learning. A student's appearance can positively or negatively impact the climate of a school. Students must adhere to DeKalb School System dress code requirements. Students who fail to comply with the DeKalb School System dress code requirements, as described below, may be charged with Offense #25 in the DeKalb Code of Conduct.

1. Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, or other similar requirements.
2. Clothing or jewelry that disrupts the educational process or endangers the health or safety of other students, staff or visitors is prohibited.

3. The wearing of clothing, insignia, symbols, or adornments worn or carried on or about a student which promote gangs, the use of controlled substances, drugs, alcohol, or tobacco is prohibited.
4. The wearing of clothing which shows offensive and/or vulgar words, pictures, diagrams, drawings, or includes words or phrases of a violent nature, a disruptive nature, a sexual nature, or words or phrases that are derogatory regarding a person's ethnic background, color, race, national origin, religious belief, sexual orientation, or disability is prohibited.

The wearing of pants below the waist line, bare midriffs, halter tops/tank tops, tops/blouses revealing cleavage, short shorts, net/see through garments and dresses, pants, or skirts with high splits is prohibited. For your child's safety, flip-flops, between-the-toe shoes without heels, bedroom shoes, or other footwear that interferes with freedom of movement are also not allowed. Please remember that we value physical activity, and children are encouraged to do physical exercise and active play during unstructured play time on days when there is no PE (physical exercise class), so safe shoes are needed every day. Note: Students/Parents are urged to review local school handbooks for any additional requirements related to student dress.

More information about the dress code is in the Code of Student Conduct: Student Rights and Responsibility booklet you receive from DeKalb County Public schools in the beginning of each school year.

EVANSDALE EDUCATION FOUNDATION

The Evansdale Education Foundation is a non-profit organization committed to providing direct financial support to help Evansdale Elementary School reach its full potential. Information about events and fundraising activities are sent home via the weekly courier. Please visit the website, www.evansdalefoundation.org for more information.

FRENCH DUAL IMMERSION PROGRAM

Evansdale Elementary is pleased to participate in the Georgia Dual Immersion Program this 2014-15 school year, in Kindergarten and first grade. Following the 50/50 model, students in two of the classes will spend half the school day receiving content and language instruction exclusively in French, and the other half of the day in English. This model will be maintained throughout the elementary school years.

Enrollment into the program is by lottery. Parents must apply for the program in the spring before kindergarten.

For additional information regarding the benefits of the dual immersion program and the state goals, please refer to the following links.

Georgia Dual-Immersion Program

http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Documents/World%20Languages%20Documents/website_guidance_dual_immersion.pdf

Press Release

<http://www.doe.k12.ga.us/External-Affairs-and-Policy/communications/Pages/PressReleaseDetails.aspx?PressView=default&pid=109>

HEAD LICE

Children who have lice may not attend school until they have been treated. Having head lice has nothing to do with the cleanliness of your home. Head lice can be a nuisance, but they have not been shown to spread disease. Head lice are very common among elementary school children and are very easy to catch. It's common for there to be several outbreaks of lice a year at most elementary schools. From time to time, you may receive a letter from the principal if several cases of head lice pop up.

Although these insects cannot hop, jump, or fly, they are transmitted via head to head contact or the sharing of hats, combs, brushes, barrettes, etc. of an infested child. Please help us prevent head lice at Evansdale by examining your child's head on a regular basis.

What to Look For:

Nits (also called louse eggs) are the yellowish-white eggs the size of the head of a pin or sesame seed. Many lice do not cause an itch, so you have to look carefully to find them. Head lice are found on the hair itself and move to the scalp to feed. They have six legs which end in a claw and they rarely fall from the head. Nits are laid within 1.5 cm of the scalp and are firmly attached to the hair. They resemble dandruff, but can't be brushed off. Nits are often found behind the ear and along the child's hair line on the back of the neck.

What to Do:

A lice infestation should not be a source of embarrassment to either parent or child since lice can infest anyone. The important thing is to treat your child promptly and correctly. Follow these rules if you suspect your child has this condition:

- Purchase a high quality lice-killing shampoo at your local retailer. No prescription is needed; however, persistent cases may require a prescription shampoo from your doctor.
- Shampoo your child's head following label directions on the package. Keep shampoo out of the child's eyes.
- After shampooing, comb child's hair with a fine-tooth comb (usually in package) to remove all nits. Metal combs work better; these are available for purchase at pharmacies.
- Inspect child's hair for nits daily for one week and regularly thereafter. Repeat shampoo treatment according to package directions.
- Wash clothing and bedding your child wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned or sealed in a plastic bag and stored for 2 weeks.
- Vacuum furniture, car and carpets where your child sat or lay...even their back pack, stuffed animals, etc. However, the Centers for Disease Control and Prevention point out that the risk of getting infested by a louse that has fallen onto a rug or carpet or furniture is very small. Head lice survive less than 1-2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the human scalp. Spending much time and money on housecleaning activities is not necessary to avoid re-infestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.
- Instruct child not to wear playmates' clothes, hats or other garments and not to use someone else's comb or hairbrush.
- Notify your child's teacher.
- As a matter of courtesy, please inform the parents of your child's friends so that they can check the heads of their children.

When to Go Back to School:

After treatment is complete and the child is completely free of nits, all children returning to school after being treated for head lice must be accompanied by the family and checked by school personnel for clearance to return to class. Do not send a student on the bus until the child has been cleared to return to class.

HOMEWORK

DeKalb County Public Schools has set limits on how much homework can be assigned per grade level .Please review the minimum and maximum time below that is allotted for elementary homework by grade level.

Kindergarten students should receive 15 minutes to 30 minutes of content area homework per night and reading for practice and/or pleasure can be beyond this time.

First Grade students should receive 20 minutes to 30 minutes of content area homework per night and reading for practice and/or pleasure can be beyond this time.

Second Grade students should receive 20 minutes to 40 minutes of content area homework per night and reading for practice and/or pleasure can be beyond this time.

Third Grade students should receive 30 minutes to 45 minutes of content area homework per night and reading for practice and/or pleasure can be beyond this time.

Fourth Grade students should receive 40 minutes to 60 minutes of content area homework per night and reading for practice and/or pleasure can be beyond this time.

Fifth Grade students should receive 50 minutes to 75 minutes of content area homework per night and reading for practice and/or pleasure can be beyond this time.

There will be no homework assigned on Fridays that is due the following Monday, nor any homework assigned the day before a holiday begins which is due immediately following the holiday, nor homework assigned the day of a PTA program.

Let your teacher know if your child is unable to complete homework in the time allowed on a regular basis despite being on task. Special projects such as book reports or displays count as homework if the students are expected to work on the project at home. These will be assigned over a period of days or weeks and work should be spread out over time to fit the homework rules. Please help your child plan. Leaving projects to the last day can be very frustrating to both student and parents.

Homework is meant to help students practice and strengthen skills. Your role as a parent is to help students become organized, plan, and stay on task until the homework is completed. If you find that you are not just supervising and helping your child fill in a few missed concepts, but need to teach new content during homework time on a regular basis, please let your child's teacher know.

When your child is absent, please telephone the office by 9:00 a.m. to notify the office and request his/her homework. Assignments will be available for pick up after school. Do not come to the school during instructional time to pick up homework. Teachers cannot interrupt teaching to prepare a homework packet.

IMMUNIZATIONS

All students entering this school for the first time are required to present the official Georgia immunization form upon registering. Although the Health Department may issue a 30-day waiver, in a majority of cases, it's "No Shots, No School."

INTERPRETER SERVICES-WHEN ENGLISH IS NOT YOUR PREFERRED LANGUAGE

If English is not your first language, and you are not fully comfortable using English, please let your teacher know. For parent-teacher conferences, an interpreter can be arranged, whether in person or assisting by phone. You are the teacher's partner in this process and it is very important that you understand everything, can ask questions, and can take part in the conversation. Printed materials (notices, newsletters, principal's letters, etc.) are routinely available in both Spanish and English.

K12 ALERTS SYSTEM

You can sign up for the K12 Alerts system, which sends school-related alerts about school closings or early dismissal and other important news through email, text message and telephone. You can sign up for these alerts at <http://www.k12alerts.com/portal/dekalbcountysd/>

LOST AND FOUND

STUDENTS ARE URGED TO CLEARLY LABEL ALL PERSONAL POSSESSIONS. Anything that is found, like clothing or other school supplies, is taken to the Lost and Found in the cafeteria. All unclaimed items are given to local charities at the end of each month. When you are in the school, please stop by the lost and found bin on occasion. You will be surprised by what you may find.

All toys, games, and audio-visual items must be left at home. If brought to school, teachers will collect these items; you can arrange to pick them up from the teacher. All items left at the end of a school year will be given to a charitable organization.

MAGNET SCHOOL

In December 2012, Evansdale petitioned DeKalb County School District (DCSD) for a conversion of our Magnet program to a Magnet school. The goal of this change is to maximize student achievement for all students at Evansdale Magnet School. Beginning at the start of the 2013-2014 school year, Evansdale became a Magnet school, appropriately named "Evansdale Magnet School."

Each grade may contain out-of-district students. The number of new magnet students from out-of-district is determined by the Magnet Program and the Planning Department and based solely on enrollment, class size, and grade size. Students will be selected via the existing DCSD School Choice Lottery. Application information for the lottery is on the DCSD website <http://www.dekalb.k12.ga.us/school-choice>. There is no need for students who live in the Evansdale school district to apply for the magnet program lottery.

MEDICATIONS AND FOOD ALLERGIES

Students who need to take medication during the school day must have an Authorization for Medication Form on file. The forms, available in the clinic, must be completed by a parent and prescribing physician before any medication is administered. Instructions for administration and dosage must be included. Medications are secured in the clinic.

Food Allergies and/or Inhalers

All students who have medications that are used only in case of medical emergency, like epi-pens or inhalers in the school clinic, also need a 504 plan. Please note that inhalers were a recent addition to this policy. A 504 plan is a plan that outlines the actions that school and parents take to best accommodate the student in times of medical need. A 504 plan requires a medical impairment form to be completed by your child's doctor.

If your child doesn't already have a 504 plan and you bring an inhaler or epi-pen to registration in August, you will be issued a medical impairment form. Once you have the form completed, a 504 meeting will be scheduled to get appropriate accommodations in place.

NEWSLETTER-THE EAGLE

The Evansdale Eagle (The Eagle) newsletter is a great way for you to stay up-to-date on Evansdale activities. Published monthly by the Evansdale PTA, it usually comes home in your child's courier the first Friday of the month. See the school's website for submission deadlines and more information.

OPEN HOUSE AND CURRICULUM NIGHT

Before the school starts there is a very important Open House day. It is typically held on the Wednesday before school starts. You should come to the school some time between 8 a.m. and 12 p.m. or 1 p.m. to 4 p.m. During Open House, you will finalize registration (if your child is already a student at Evansdale bring a proof of residency, such as a utility bill, to complete the registration process); meet your child's teacher; learn about PTA activities; shop at the school store; and finalize any remaining paperwork, including letting the teacher know how your child will be going home from school (e.g., walker, bus rider, car pool, etc.).

PARENT PORTAL (aka, Infinite Campus Parent Portal))

DeKalb County Public School maintains a Parent Portal website which allows you to review your child's academic progress and attendance history. Our previous student information system, ESIS, has been replaced by Infinite Campus. You can access the portal and find information about how to use it here <http://www.dekalb.k12.ga.us/www/infinite-campus/>. Once you access the portal, you can select Spanish as your language.

PARENT TEACHER ASSOCIATION (PTA)

The Evansdale PTA is an integral part of the success of our academic program. We encourage every parent and teacher to become an active member of this organization. Meetings promote and celebrate student growth, as well as offer enrichment to parents. Your attendance is invaluable.

Notices of PTA meetings and events are sent home via the weekly courier. Be sure to read through the courier information carefully. The PTA also identifies a room parent for each class who can be a great source of information about the events at school. Be sure to ask your child's teacher for the name of your room parent. Also, visit the PTA website, www.evansdalepta.org, for current event and volunteer information.

PTA email/website/social media

Every Sunday during the school year, and on special occasions, the PTA will send an email blast to share last minute information as well as reminders for information that was sent in the courier or newsletter. If you are a PTA member and have supplied the PTA with your email, you will receive a copy of the email blasts. But this information is also put on the PTA website home page (www.evansdalepta.org). If you do not have access to the internet at home, you can use the media center computers to check this information. In addition, you can sign up to receive reminders by text message to your phone. There is also a lot more information about the school for new parents on the website, including answers to frequently asked questions, enrolment forms, and a glossary of terms you may hear at school. The PTA also has a Facebook page called Evansdale Elementary PTA and a Twitter account at twitter.com/evansdalepta.

PTA Meetings

The PTA meets periodically throughout the year, about once per month, typically on Thursdays at 6:30 p.m. These meetings are very informative and are used to provide information about the PTA as well as about the school. The PTA business meetings start the evening and are followed by other informational or entertaining activities, including student performances. The first PTA night is the curriculum night where your child's teacher will tell you important information about what your child's class will learn, about assignments, and classroom events. Whenever possible, there will be a Spanish language interpreter present. Translation will be done simultaneously via headphones. If you prefer to listen in Spanish, please be sure to come early and pick up a headset.

PARKING

Evansdale's lovely campus has several areas for parking beyond that needed for staff, school deliveries, and student transportation. Visitor/parent parking is available in the lower lot (located in front of the lower field next to the school) and along the street directly in front of the school. Parents must park legally on all streets. Please observe posted parking signs, and do NOT park in the prohibited zones around or in front of the school. Also, please do not park on the right side of the lower parking lot (directly in front of the field) between 1:30-3:00 p.m. Cars parked here block the carpool dismissal lanes.

PETS

For the safety of all students, pets are not allowed in the building.

PLANNER/AGENDA

This planner is also known as the Evansdale Assignment book or Agenda. It is typically used for grades 2-5. Students write down homework, information about projects, etc., and notes about conduct may be in the planner, in the designated area (front of the planner). Students are expected to learn to keep track of their own

assignments, particularly in the upper grades, but parents continue to provide support, and may need to know about special projects if they require supplies.

RECESS (UNSTRUCTURED TIME)

All students receive 15 minutes of supervised, unstructured break time each day. DeKalb County Public School rules state that breaks shall not be withheld from students for disciplinary or academic reasons. (However, teachers may still set limits for students during unstructured break time if they show poor behavior). Whenever possible and weather permitting, unstructured break time will be held outside, so please make sure your child is dressed appropriately.

SCHOOL COUNCIL

The Evansdale School Council provides support for teachers and administrators to solve education problems and improve academic achievement. Its purpose is to bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns, and share ideas for school improvement. The School Council meets once per month, and announcements and minutes are posted in the school front hallway. Elections for School Council are held in May. You can find more information on the school website www.dekalb.k12.ga.us/evansdale, on the School Council blog site edaleschoolcouncil.blogspot.com, or at their Facebook page Evansdale Elementary School Council.

SCHOOL DIRECTORY

The directory is published at the beginning of each school year. It features class lists, school information, student family information, and Evansdale family businesses' advertisements. The directory is sold during Open House and at the beginning of the school year for a small fee.

SCHOOL PICTURES

Individual school pictures and a class picture are taken in the fall. You will be notified of the dates/times/prices shortly before. There is a make up photo session held later in the year. Club photos (e.g., friendly helpers, safety patrols, etc.) are usually held in January or February.

SCHOOL STORE

The PTA (Parent Teacher Association) provides a school store with all basic supplies: pencils, erasers, school planners/agendas, glue sticks, markers, rulers, writing tablets, etc. It is located in the front lobby of the school and staffed by Evansdale students. The school store is available during Open House, as well as several school day mornings. For further schedules of store openings refer to signs posted on the school store.

SEVERE WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended or altered. Be prepared for school delays, closing, or even early release, depending on the conditions. It is your responsibility to monitor news reports via television, radio or internet, so that you can keep your child home or pick them up as needed. Announcements are normally broadcast beginning at 6:00 a.m. on the major network channels.

You can also sign up for the K12 Alerts system, which sends school-related alerts about school closings or early dismissal and other important news through email, text message and telephone. You can sign up for these alerts at <http://www.k12alerts.com/portal/dekalbcountysd/>

Emergencies: Every precaution is taken to ensure the safety of your child during school hours. We conduct periodic fire and tornado drills, as well as intruder alerts. These help students learn proper safety procedures and adhere to safety guidelines. If your child is a new student, please let them know to expect these drills, and possibly as early as the first week of school.

SICK AND INJURED

Please do not send a sick child to school. Students must be fever-free for 24 hours without the use of fever-reducing medicine before returning to school. The CDC defines fever as 100 degrees Fahrenheit or 37.8 degrees Celsius, measured by mouth.

If a child gets sick or injured at school, a staff member will notify the child's parent(s). In the case of an emergency that requires immediate medical attention, 911 would be called immediately. Please make sure that your emergency contact information is up to date at all times so that we can reach you or the persons you designated as emergency contacts when we need it.

STUDENT ID NUMBER

Every Evansdale student will be assigned a student ID # at the beginning of their first year at Evansdale. This number is mainly used to process lunch and breakfast payments. Please help your child memorize their student number as they will be expected to enter this number on a key pad if they buy breakfast or lunch.

TEACHER NEWSLETTERS/COMMUNICATIONS

Teachers often keep parents informed with regular newsletters, typically monthly, for lower grades also weekly. Teachers also may use websites, email (when available) and notes home to keep you informed. Please check the courier carefully for important announcements.

TEXTBOOKS AND LIBRARY BOOKS

Textbooks are provided to your child on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks. Some textbooks are available online; your child's teacher will provide you with the information.

TRANSPORTATION (ARRIVAL, DISMISSAL, AND RAINY DAY DISMISSAL PROCEDURES)

At registration, you will tell your teacher how your child will go home in the afternoon (bus rider, walker, or car rider). Based on this information, we compile master lists and children that ride buses are checked off each afternoon to ensure student safety. Please notify the homeroom teacher (changes in carpool AND bus) or the front office (bus only) if your afternoon arrangements change. Please notify the appropriate staff before 11 a.m. so the daily bus sheets are accurate. In the event you have an emergency that causes a last minute change of plans, please notify the front office before 2 p.m. so that they can make the change. *Students who are not normally bus riders will not be allowed on buses when their names are not reflected on the bus lists. Parents cannot pick up a bus rider at school after 2 p.m. unless prior arrangements have been made (e.g., note from home). Once bus riders are called, students must ride the bus even if the parents are at the school at dismissal.

The school opens for students at 7:00 a.m. Students who arrive before 7:30 a.m. will go to the cafeteria. There are several educational morning programs offered throughout the year, including math facts practice, reading for younger children, etc. During part of the year, sports programs like Kilometer Kids may be offered. Information on these programs will be sent home. At 7:30 a.m., students will be dismissed, by grade level, to go to their classes.

*In the event of rain, students will be dismissed according to the Rainy Day section of this handbook.

Bus Riders

Evansdale is served by several bus routes. Visit the transportation website to find the time and place where your child can take the morning bus – <http://www.dekalb.k12.ga.us/transportation/bus-routes/evansdaleEs> or ask during Open House registration. Please allow extra time in the first weeks while bus routes are still being finalized, particularly on routes with multiple stops.

Morning Arrival for Bus Riders

Each morning as buses enter and unload in the front circle, students will be greeted and supervised by staff members, parent volunteers, and student safety patrols. Buses usually arrive close to 7 a.m., and students will go to the cafeteria.

Afternoon Dismissal for Bus Riders*

Bus riders will be called each afternoon starting at 2:18 p.m. according to their grade level and bus route. For example, the students will hear, "The Lake Louise bus is loading at this time for students in pre k kindergarten and first grade." Students will walk to their bus and check off with the specialist at their bus. This process applies to the large school buses as well as the vans that provide transportation to off-site after care programs.

Walkers

Evansdale participates in the Safe Routes to School program. We encourage parents to walk to school with their children when possible. Consider forming a 'walking school bus' with your neighbors, by walking together or taking turns walking with your children. There is a crossing guard provided for the intersection of Evans Road and Evans Woods Drive. Student safety patrols also help students cross at the lower intersection of Evans Woods Drive and Evans Dale Drive from 7:30 until 7:45 a.m. and from 2:30 until 2:45 p.m. The intersections also have orange pedestrian flags. Please use those particularly when there are no guards on duty – just take a flag from the holder, cross, and put the flag into the holder on the other side.

If you cannot walk from home, consider walking part of the way, by parking on a side street. If you park on Evans Dale Drive along the lower edge of the school property, you can also walk the nature trail (there are signs marking the path).

Morning Arrival for Walkers

If your children walk to school by themselves, they need to enter the school through the front doors of the school. Parents who arrive by car but want to take their children into the school in person should park on the street (only the side closest to Evansdale) or in the lower lot. It is acceptable to walk your child to class during the first week or two of school. After this time, please drop your children off by the front entrance. This fosters independence and increases student confidence. If you walk your child past the front lobby, you will need to sign in at the front office and receive a visitor pass.

Afternoon Dismissal for Walkers

In the afternoon, walkers will leave the school through the front entrance. Parents who wish to pick their child up so they can walk home together can wait by the front entrance for them.

Parents who wish to pick their child up so they can walk home together can wait by the front entrance for them. Please do not enter the school to wait for your child. However, if necessary, you will need to sign in at the front office and receive a visitor pass.

If you allow your child to walk home independently, you need to let your teacher know that your child has your permission. Walkers will be dismissed as a group around 2:27 p.m. and will walk to the crosswalk together where the crossing guard will allow for them to safely cross the street. Walking is a very healthy way to go to and from school, but please make sure your child understands all the rules for pedestrian safety. Consider letting your child walk home with a buddy.

Car Riders

Students may be dropped off between 7:00-7:50 a.m. each morning. If you arrive before 7 a.m., you will need to stay with your student since there will not be supervision provided. Drivers should drive slowly in the circle and pull forward as much as possible. Drivers should not talk on their cell phones while in the circle. Students cannot be dropped off on Evans Woods Drive unless you are parked.

Morning Arriving for Car Riders (Drop-off in the Front Circle)

Evans Woods Drive between Evans Road and Evans Dale Drive is a one way street during arrival and dismissal times. Between 7:15 and 8:15 a.m. and 2:15-3:15 p.m. you can only turn onto our street from Evans Road and drive down the hill, you may not drive up.

Please make sure that your child is ready to exit when your vehicle door is open to keep carpool moving efficiently. Following drop-off, parents must turn right out of the circle. Please watch closely for children who might be walking to school. DO NOT use your cell phone in the school zone, so that you can pay close attention to all pedestrians and cars.

Students dropped off before 7:30 a.m. will go to the cafeteria and then be dismissed as a grade level at 7:30 a.m. Students arriving after 7:30 a.m. will be asked to go directly to their classrooms.

Afternoon Dismissal for Car Riders (Pick-up in the Lower Parking Lot)*

Car riders are dismissed each day at approximately 2:27p.m. For their safety, all students need to be picked up before 2:45 p.m., as supervision after that time is not provided. Families who repeatedly have students unsupervised at school after this time will be referred to the school Social Worker.

Parents picking up their children should pull up as far as they can behind one of the three marked lanes. Drivers should not leave their cars unattended. Turn off all engines while you wait as the lower lot is a no-idling zone. Students will be lined up by grade level, and escorted to cars by teachers or student safety patrols.

Please do not park on the right side of the lower lot between 1:30-3:00 p.m. Cars parked here block the carpool dismissal lanes.

Please note: Evansdale is a Clean Air School. This means **no idling** when you pick up or wait near the school. Turn your engine off if you do not move the car for more than a minute. The only exception is in the morning during drop off in the circle when you need to keep moving quickly.

Rainy Day Dismissal Plan

Bus Dismissal (Rainy Day)

One bus will be called at a time. These students will be checked off in the lobby and walk together to their bus.

Car Riders (Rainy Day)

Rainy day car pick up is in the circle instead of the lower lot. Once the large buses have rolled out, all car riders will be called to the cafeteria. All but one classroom teacher per grade level will go with the car riders to the cafeteria to assist with dismissal. Ms. McCloud will have a radio in the cafeteria linked directly to Coach Harper and/or Ms. Chattman who will direct traffic in the circle, and call students over the radio for pick-up. Please be patient during rainy days, dismissals will take longer than normal using these procedures.

Van Riders (Rainy Day)

The van riders/day care and after school students in each grade will remain with their grade level supervised in a designated classroom. Daycare vans will be called over the intercom.

Walkers (Rainy Day)

Walkers will be dismissed using the usual procedure. During bad weather, you may wait for your student in the lobby.

VISION, MISSION, AND VALUES

Vision

Our vision is to develop and utilize teaching strategies that motivate and prepare all students to reach their academic potential, become contributing members of society, and become lifelong learners.

Mission

The mission of Evansdale Elementary School is to maintain a safe learning environment where human diversity is honored, and individual capabilities are promoted through a comprehensive program built on high expectations for student performance.

Values

1. Each individual has unique capabilities to learn

2. All people have a right to learn in a safe and orderly environment
3. Honoring human diversity while recognizing commonality promotes respect
4. Higher individual expectations yield increased performance
5. Providing timely, respectful communication honors the needs of the Evansdale School Community
6. PTA and community involvement enriches and supports education of all student

VISITORS

When arriving at Evansdale, please enter through the front doors only and come to the main office, sign in and get a name tag for security and emergency reasons. Please do not attempt to enter the building through a side door. Teachers have been instructed not to open those doors during the instructional day. All visitors must sign in at the front office via the computer program and receive a visitor pass, including during morning arrival, the instructional day, and after afternoon dismissal. Please know that you are always welcome at Evansdale (we just ask that you please sign in at the front office first).

VOLUNTEERING

Parents are encouraged to volunteer in many ways! Classroom volunteers are scheduled at the discretion of your child's teacher. If you volunteer at the school during school hours, you need to sign in at the front office via the computer program and receive a volunteer pass. Knowing who is in the building increases the safety of the students, staff, and volunteers.

Do you have a special talent or skill that you can share with our students or community? We'd love to hear from you. Each class has a room parent who helps the teacher coordinate volunteers, for example to read to the class, help with copying or assist with special events. The PTA website has a description of volunteer opportunities at www.evansdalepta.org and flyers with this information are available at the school. You can also contact the main office and the staff will help put you in touch with the right person. Evansdale depends on volunteers to provide our children with many enriching and educational activities. We need your help!

YEARBOOK

Every year, a PTA committee creates a yearbook for the school. These are available for sale and cost around \$25-\$30. If you have any digital pictures of school events throughout the year, please save them. Several times during the year, you will be asked to share them for possible inclusion in the yearbook. Yearbooks are usually given out the last week of school. Fifth grade students receive their yearbooks first during an annual yearbook signing party.