Camden County Schools

Mary Lee Clark Elementary School

Student Handbook

Important Notice:

Please check the school website for the most current version of the student handbook.

Maura Fegel, Principal

Joseph Allen, Assistant Principal

PRINCIPAL'S MESSAGE

Dear Mary Lee Clark Elementary Families,

At Mary Lee Clark Elementary, our **mission** is to provide a safe, positive learning environment that nurtures every student's potential. In partnership with parents and the community, we are committed to ensuring that every child feels valued, supported, and challenged. Our **vision** is to establish a strong foundation that prepares students for lifelong learning by fostering curiosity, resilience, and a love for knowledge.

We believe that:

- All students can learn and achieve in a safe, supportive, and disciplined environment.
- Students learn best when engaged in meaningful and challenging work.
- Teachers play a vital role in building confidence and self-esteem in students.
- Quality education thrives when parents and the community are actively involved.
- Every student deserves differentiated instruction from highly qualified teachers who set high expectations for success.
- Technology should be an integral part of the curriculum, preparing students for the future.

To uphold these values and create a thriving school culture, I will focus on:

- Establishing **a clear vision and shared values** that emphasize academic excellence, equity, and respect.
- **Building trust and open communication** by fostering strong relationships with students, families, and staff.
- **Empowering and collaborating** with teachers and staff to create a dynamic and engaging learning environment.
- **Recognizing and celebrating** the achievements of our Marlins, both big and small.
- **Ensuring a safe and inclusive environment** where every student feels valued and supported.
- **Promoting continuous growth and learning** for both students and educators through professional development and reflective practices.
- **Engaging families and the community** to strengthen our school's support network and enhance student success.

As we embark on this exciting journey together, I invite you to join me in making Mary Lee Clark Elementary the best it can be. Whether you are a student, parent, teacher, or community member, your voice and involvement are essential to our collective success.

Let's make waves together, Marlins!

Maura Fegel
Principal, Mary Lee Clark Elementary School



You may also visit our school's website at http://mlces.camden.k12.ga.us

You can also find us on Facebook to monitor fun news and other announcements (Mary Lee Clark Elementary). Please subscribe to the page and become a member today!

PURPOSE OF THE STUDENT HANDBOOK

The purpose of this student handbook is to acquaint the students and parents of Mary Lee Clark Elementary School with its programs, services and policies. An understanding of regulations necessary for efficient school functioning and an awareness of the growth and developmental opportunities at Mary Lee Clark Elementary School will create a positive working relationship among students, parents and staff.

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SCHOOL INFORMATION:

Principal:	Mrs. Maura Fegel
Assistant Principal:	Mr. Joseph Allen
School Counselor:	Dr. Demaris Cullen
Telephone number:	912-882-4373
Fax number:	912-576-5126
Cafeteria number:	912-882-6478
Extended Daycare number:	912-882-1648
Website:	http://mlces.camden.k12.ga.us/
Facebook page:	Mary Lee Clark-Elementary

MLCES DAILY SCHEDULE AND DAILY OPERATIONS

Arrival of buses	8:00
Arrival of Car Riders/Walkers	8:00
Breakfast begins	8:00
Students report to homeroom	8:20
Instructional day begins	8:30
Dismissal of car riders, bikers, walkers	3:25
Dismissal of students	3:25

We cannot accept the responsibility for students who arrive on campus prior to 8:00 AM who are not participating in the Extended Day Program (EDP). Walkers and bikers are not to arrive on campus before 8:00 AM. Car riders are not to be dropped off before 8:00 AM or get out of their car to stand outside of the entrance prior to 8:00 AM. Students arriving early before 8:00 should participate in the before care EDP.

ARRIVAL ON CAMPUS

Adult supervision will be provided at 8:00 AM. All students must be dropped off at the main front entrance. Please do not use common parking areas for drop off due to safety concerns and supervision.

Students are permitted to ride bicycles only to school. They must walk their bicycles/scooters upon approaching, while on, and upon leaving school property. Bicycles should be secured at the bicycle racks with a bicycle lock. We cannot accept the responsibility for bicycles that are not properly secured. Federal law requires that each child under the age of 16 to wear a federally approved bike helmet. This law went into effect on July 1, 1993. Students are required to wear a helmet while riding their bikes to and from school. Scooters and hoverboards may not be stored at school during the school day so we ask that students not ride these to campus.

Parents are encouraged to contact their child's teacher by email, Class Dojo, or leave a note in the front office when desiring to contact their teacher. Parent conferences can be scheduled as well. We appreciate your support.

SAFE DISMISSAL OF STUDENTS

3:25 Car riders are dismissed at back of school
3:25 Walkers and bikers are dismissed at the crosswalk
3:25 Bus Riders are dismissed at the front of school

Car-rider dismissal begins at 3:25 PM each day. Students should be picked up from school in a timely manner each day. Students whose parents neglect to pick them up later than 3:45 PM will be taken to the office where they will then have to be signed out by their parents. Students

who are out of zone must be brought to school on time and picked up promptly at the end of the day, or they will need to return to their home school.

Your child's safety is a top priority at Mary Lee Clark Elementary School. Specific procedures must be followed during dismissal. Please do not walk up to the canopy/bus port or come in the hallways to pick up your child. We are asking that all parents stay in their cars in line and pull up as far as possible so that a staff member may bring your child to the car.

Please send written notification of a change in your child's regular dismissal procedure (bus rider/car rider/walker) to the homeroom teacher. These notes will be turned in at the front office to be documented as a transportation change. Do not email the teacher or send a class dojo message with changes. If it is necessary to call the school's office for a transportation change, **please do so prior to 2:00 PM.** Students may not be checked out of school between 3:00 pm and 3:30 pm. This procedure is for the safety of all students. The staff of Mary Lee Clark Elementary will not release a child to anyone not on the original check-out list without written direction from the parent or guardian. Individuals picking up children from school who are not known by the office personnel will be asked to show a photo ID to establish their identity. Please make sure those individuals on the pick-up list are aware of this policy.

When it becomes necessary for a student to be dismissed during the school day, the parent/guardian must come to the office to sign out the child. We will not be able to call a student to the office prior to the parent's arrival at the school. Students will not be released to anyone other than the custodial parent or guardian without specific authorization. The school administration should be notified in writing of any special circumstances.

VISITORS/SIBLINGS ON CAMPUS

All visitors arriving on campus for special events or lunch must check-in. Most of the time, check-in is in the front office. If there is an event such as field day, check-in will be located near the event. To preserve instructional time and to provide a safe and secure learning environment for all students, no visitors will be permitted in the school unless there is a special event. Exceptions will be made for scheduled parent conferences, scheduled volunteers, and other events when appropriate. All visitors must sign-in at their arrival and always wear a visitor's badge unless otherwise instructed by the MLCES staff.

CHILD CUSTODY ISSUES

In the past few years, we have seen an alarming increase in the number of courts cases involving disputes between parents regarding child custody. It is vital that the school administration have all pertinent court documentation regarding the custody of any child who attends our school and show custody is in dispute. School personnel do not wish to know details of such cases unless those details directly impact the learning of the child involved. Simply bring the principal or school counselor a copy of the court documentation to place in the child's records. If a non-custodial parent requests copies of school pictures or report cards or requests to meet with a teacher, we will comply unless the court denies such access.

PHOTOGRAPHS, WEBSITE, FACEBOOK AND VIDEOS

At times Camden County School's media office asks or is invited to attend our school events. If you do not want your child to be photographed, videoed (contests, performances) or placed on the school or system website, school Facebook page or other media, please send the principal a letter requesting that the child's picture and/or name NOT be shared. This letter is due by the tenth day of school.

PHOTOGRAPHS Taken of Students by Visitors

No video or photography may be taken on school premises without the expressed permission of the administration.

DRESS CODE

At Mary Lee Clark Elementary, the administration feels that shoes with high heels do not provide appropriate support for students as they exercise in physical education classes, play outside, or interact with other students in group situations. Students should wear athletic shoes on their assigned PE days. Students should not wear spandex, hats, sunglasses, handkerchiefs or bandanas. Students' pants should be worn on their hips and not sag. The length of shorts, skirts and dresses should meet the "fingertip" rule. Halter tops, tops with bare midriffs, backless tops, racer-back or spaghetti strapped tank tops are not permitted at school. Shoes with wheels ("wheelies") are not allowed on campus.

BIRTHDAY CELEBRATIONS/INVITATIONS/FOOD ON CAMPUS

If parents send party invitations to school with their student, all students are to be included in the student's class. It creates a problem when only a small number of students in a classroom are invited to a party.

Students always enjoy celebrating their birthdays at school with friends. Parents may bring packaged cupcakes or other snacks which are not made with peanut oil and are not HOMEMADE. Please bring the food items in the sealed container with the nutritional label secured. These birthday snacks may only be served during lunch or during a time arranged with your child's teacher (at least twenty-four hours in advance.) Parents are encouraged to purchase ice cream for the child's class from the school ice cream cooler as an option. The price per ice cream choice is $1.00.

FIELD TRIPS

The purpose of a field trip is to extend learning into the "real world." By definition, a field trip must involve an experience that cannot take place in the regular classroom; field trips are considered an extension of the classroom. During field trips, students are counted as present at school and must use the approved transportation to/from the field trip. Because each school day begins at school, students must be present in homeroom before the field trip. The only exception is in the instance of an overnight field trip. The school may limit the number of chaperones attending because of space limitations. Parents acting as chaperones may not ride the bus without permission from the principal.

Chaperones may not bring student siblings or other children along during the field trip because they will have chaperone duties that involve supervising students from the class. Parents may not sign out their own child at the field trip site. Please note that refunds for field trip costs cannot be provided to a student who cannot attend on the day of the trip or after the trip is concluded without permission from the principal.

DISCIPLINE

Teachers employ various classroom strategies throughout Camden County Schools using the PBIS program – Positive Behavior Interventions and Supports. When the PBIS strategies don't result in needed change that supports the classroom learning environment, school administrators get involved. School administrators have broad discretion to determine consequences for student misconduct at the school level. The range of consequences for misconduct that can be assigned may include without limitation: student conference, warning, parent conference, lunch detention, work detail, bus suspension, Student Time Out (STO)/ISS,

out-of-school suspension, and alternative school placement. A student could be referred to a disciplinary tribunal which may result in long-term suspension, alternative school placement or expulsion. Law enforcement and/or a school social worker may be contacted as necessary. Behavior Improvement Plans (BIP) can be implemented in special situations

STUDENT G-MAIL ACCOUNTS

The use of the internet and school technology is a privilege that if misused can be discontinued. Students in grades 1-5 will be issued Google E-mail accounts for instructional purposes. Students are not to use their accounts for personal reasons. Teachers will review proper Internet and Google uses/guidelines with students.

ELECTRONIC/CELLULAR DEVICES

Students should not have any electronic/cellular devices during the school day. Students who do not comply with this practice are subject to disciplinary action. The school is not responsible for any damaged or stolen electronic devices.

AFTER SCHOOL ACTIVITIES/CLUBS

Mary Lee Clark Elementary School will hold several afterschool events during the school year. Some of these events will be held by club such as K-Kids (Kiwanis Club). Throughout the school year, look for announcements about these events on MLCES's school website, Face Book page, DoJo, email, and school newsletters home.

ACTIVITIES and CLUBS

- Beta Club – Sponsor Kate Melvin
- Connections Club – Sponsor Demaris Cullen
- Fellowship of Christian Athletes – Sponsor Susannah Holmes
- Kiwanis Club K-Kids – Sponsors Cassie Griffis & Rachel Zipf
- Lady Marlins Cheer Team – Sponsors Dawn Bryan & Kirsten Pfeffer
- Running Club – Sponsor Lindsay Tillman
- Safety Patrol – Sponsor Nigel Parrish

IMPORTANT NOTICE: PLEASE CHECK THE SCHOOL WEBSITE FOR THE MOST CURRENT VERSION OF THE STUDENT HANDBOOK.