Camden County Schools

Mamie Lou Gross

Elementary School



Student Handbook

Important Notice:

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

Mrs. Ina Patterson, Principal

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WEBSITE



Parents, please check out our website or Facebook page. These are great ways to keep up with the news from our school. Our website is listed on the main CCS page **www.camden.k12.ga.us** or visit Facebook with the QR code.

SCHOOL HOURS 8:30 – 3:30

Students may not arrive before 8:00 a.m. unless they are in the Extended Day Program or a morning club. Parents are welcome to walk children to their classrooms during the first week of school. For new students starting later in the year, parents may escort them for one day only, accompanied by a school staff member.

Time Schedule:
Arrival of buses 8:00 a.m.
FREE Breakfast begins 8:00 a.m.
First Bell 8:15 a.m.
Breakfast ends 8:30 a.m.
Classes begin 8:30 a.m. (Tardy Bell)
Dismissal 3:25 p.m.

MORNING DROP-OFF

- Please do not drop your child off in the morning before 8:00 am.
- Car riders should be dropped off in the car rider line at the back of the school. Due to bus traffic, parents are not allowed to drop students off in front of the school before 8:30 a.m.

TARDY TO SCHOOL

Classroom instruction begins at 8:30 a.m. Because class start promptly each day, your child cannot afford to be tardy. Any student arriving to school after 8:30 must be escorted into the front office by a parent to get a tardy pass.

DISMISSAL

- Car Riders are dismissed at 3:25 pm. Car Riders are dismissed in the back of the school. Parents should stay in their car and pull up as directed by school personnel. A staff member will assist your child during arrival and/or dismissal. Remember, students should be checked out of school prior to 3:00 pm. Traffic etiquette is expected at all times. Those who do not follow the dismissal expectations and behaviors that would be expected inside the building, will be referred to the School Resource Deputy.
- Buses start dismissal at 3:30 pm. All Students riding bus will be dismissed from the bus drop-off / pick-up lane in the front of the school. **For safety reasons, parents are not allowed in this area for any reason during dismissal.**

CHECK-OUT PROCEDURES

When checking your child out of school, please adhere to the following:

- Be prepared to show picture identification.
- Check out your child prior to 3:00 pm (IN ORDER TO PROTECT OUR INSTRUCTIONAL ENVIRONMENT AND PREVENT DISRUPTION TO DISMISSAL, WE WILL NOT CALL STUDENTS UP AFTER 3:00 PM. THE STUDENT WILL BE IN THE BACK FOR DISMISSAL AT 3:25 PM) EMERGENCY SITUATIONS CAN ONLY BE APPROVED BY ADMINISTRATION.
- Wait in the car rider line if you arrive to the front office after 3:00 pm for check out.

CAFETERIA

To ensure student safety and health, food sharing is strictly prohibited regardless of whether lunch is purchased or brought from home. Starting after Labor Day, parents and guardians listed in Infinite Campus may join their child for lunch on Wednesdays and Fridays, provided they have a clear background check and have completed volunteer training. These visits are limited to two guests per student and are subject to space availability. Please note that underage children are not permitted in the cafeteria, and guests may only eat with their own child in the designated parent seating area.

TRANSPORTATION CHANGES

To provide the safest environment possible for your children while they attend school, we **do not** accept phone requests or faxed information for transportation changes. Any changes in the way your child is to go home in the afternoon must be submitted in writing or emailed from the address listed in the student information system. In your signed request, please include your child's name, teacher's name, and the person who will be picking up the child, your contact number, and the effective dates of the request. Please send the request with your child and/or email **mlgestransportation@camden.k12.ga.us.**

PARENT INVOLVEMENT

MLGES encourages parent involvement. Throughout the year, your child's teacher or the school may invite you to attend special events. We hope you will plan to attend these events and support your child's learning experience.

PAWS

Parents **A**lways **W**illing to **S**upport (PAWS) Committee, consists of families and teachers working together to support and enrich all students. With the help of our PAWS volunteers, we can support school staff, help promote student self-esteem and assist in efforts to solve school needs through providing funding.

PARENT VOLUNTEERS

Our counseling team will provide parent volunteer training several times throughout the year. There will be an online training option for your convenience. All parents wishing to volunteer (and attend in-class parties/activities) in our school must attend this training session. Additionally, a yearly background check will be required. This can be done at one of our local law enforcement agencies, please submit the completed background check to the BOE directly. Volunteer opportunities will vary by the needs of the school. (A background check **will not** be required to attend awards ceremonies, parades, or special celebrations held in the cafeteria/gym such as Muffins with Moms, Thanksgiving lunch, Donuts with Dads, etc.)

CHAPERONES, VISITORS AND VOLUNTEERS ON CAMPUS

To ensure a secure environment and protect instructional time, all visitors must report immediately to the front office to sign in and obtain an identification sticker. Access to hallways and classrooms is restricted between 8:30 a.m. and 3:30 p.m., except for pre-arranged parent conferences, scheduled events, or approved volunteers. Additionally, all volunteers must complete an annual background check and appear on the Board of Education's approved list prior to their visit**.**

UNDERAGE CHILDREN AT MLGES

The instructional day is of the highest importance. Parents may **not** bring children to the classrooms during instruction, class parties, etc. Parents are welcome to bring children under the age of 18 who are not enrolled at MLGES under the following conditions.

- Walking a child to class in the morning before 8:30 a.m. (first week of school)
- Attending a parent conference before or after the school day
- School Assemblies in the cafeteria and/or gym during the school day, space permitting

- School functions outside the school day, including PTO meetings, festivals, curriculum fairs, etc.

MAMIE LOU GROSS ELEMENTARY SCHOOL COUNCIL

This council has been established to provide advice, recommendations, and assistance to the school by representing the community of parents and businesses. The meeting dates will be determined and announced in August. The council is composed of teachers, parents, principals, and business partners.

PARTY INVITATIONS

Invitations to birthday parties or any other parties are not to be given out at school unless the entire class is to be given one. There will be no exceptions to this policy.

SCHOOL PICTURE

School pictures will be taken in the fall and again in the spring.

FIELD TRIPS

Field trips serve as essential off-campus learning experiences that bring the curriculum to life. To be counted present, students must report to homeroom on time and travel using school-provided transportation. Parents wishing to chaperone must complete a Camden County Schools background check and volunteer mandated training beforehand; however, please note that space is limited and siblings cannot attend. While chaperones may ride the bus if space allows those who drive separately are prohibited from transporting students. Additionally, all field trip fees are non-refundable, even if a student is unable to participate on the day of the event.

STUDENT FOLDERS/AGENDA BOOKS

Each student will have a folder or agenda book to communicate between home and school. Please check these daily to see assignments, conduct reports, graded work, or any other important information.

PARENT INVOLVEMENT

MLGES encourages parent involvement. Throughout the year, your child's teacher will invite you to attend special events. We hope you will plan to attend these events and support your child's learning experiences. Volunteers must attend the mandatory Volunteer Training and complete the Camden County Schools Background Check before serving as chaperones. The volunteer training and background checks must be completed yearly.

AFTER-SCHOOL ACTIVITIES

Only those students involved in after-school activities will be allowed to remain on the school campus. Parents should indicate transportation arrangements on the forms, and any change in transportation MUST be in writing. Students may be excluded from participating in the clubs or activities based on attendance and/or behavior.

CLUBS:

Kiwanis Kids

To empower students to become caring leaders by serving their school and community, developing strong character, and making a positive impact through teamwork and service.

Safety Patrol (5th grade only)

To promote a safe, respectful, and responsible school environment by modeling positive behavior, assisting peers, and supporting school safety procedures.

Running Club

Our mission is to empower students to develop a love for running while fostering resilience, goal-setting, and a commitment to healthy living.

MLGES DRESS CODE:

MLGES requests that students adhere to the dress code guidelines. Please visit school district Board Policy **Policy JCDA-R, Rule 1, i**

Students should not wear spandex, hats, sunglasses, handkerchiefs, or bandanas. Hats may only be worn in the building on approved hat days. Students' pants should be worn on their hips and not sag. The length of shorts, skirts, and dresses should meet the "fingertip" rule or midway down the thigh. Halter tops, tops with bare midriffs, backless tops, or tank tops (less than two fingers wide) are not permitted at school. High-heeled shoes do not provide appropriate support for students as they exercise, play outside, or interact with other students in group situations, and are strongly discouraged. Parents will be called and asked to bring a change of clothing to school when a student has violated the dress code. Thank you for your support.

STUDENT BEHAVIOR EXPECTATIONS

Mamie Lou Gross Elementary School is a PBIS (Positive Behavior Interventions and Support) school. PBIS improves school safety and promotes positive behavior. Your child's safety and well-being is our priority. We have established expectations throughout the school to ensure that students have a safe learning environment in which to thrive. Expectations for all areas of the school are based on three principles: respect, responsibility, and safety.

Proud to be MLG!
We are Respectful
We are Responsible
We are Safe

IMPORTANT NOTICE:

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