Camden County Schools

Matilda Harris Elementary School

Student Handbook

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Kingsland, GA 31548
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Mr. James Workman Principal

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"Where our staff goes ABOVE, and our students go BEYOND!"

Important Notice:

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

WELCOME TO MATILDA HARRIS ELEMENTARY!

Dear Matilda Harris Students & Parents,

It is with great honor that I serve as principal of Matilda Harris Elementary School. It is a tremendous privilege to be part of a school with such a rich tradition of academics and success. Offering students opportunities to be successful and to flourish, both now and in the future, is our goal at Matilda Harris Elementary. Our mission is to educate all students to become responsible, productive citizens and lifelong learners.

I am very excited about the upcoming school year, and I look forward to working with each of you. Please communicate with the staff at MHES throughout the year if there is anything that we can do to help you. We are here to assist our students in being the best they can be.

Go Jaguars!

James Workman

Principal

#mhesstrong

#jaguarlife

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PARENT/TEACHER ORGANIZATION

The Parent/Teacher Organization (PTO) is a vital part of Matilda Harris Elementary School. Our PTO supports the school by providing equipment and supplies, conducting family festivals, and sponsoring fundraisers that support many of the school's programs and projects. Parents are encouraged to join and support the Matilda Harris Parent/Teacher Organization.

SCHOOL ARRIVAL AND DISMISSAL

8:00 a.m. Student arrival begins (Students dropped off before 8:00 will not be supervised)
8:30 a.m. Tardy bell rings; instructional day begins
3:25 p.m. Dismissal of walkers
3:30 p.m. Dismissal of car riders
3:30 p.m. Dismissal of bus riders

Morning car riders must unload at the bus port located at the end of the building. Students will not be allowed to unload in front of the building. The front of the building is for bus drop off only. **Students may not arrive on campus before 8:00 AM, as there is no supervision.** To escort children into the building, please park in the side parking lot.

Walkers, bikers, and bus riders will be escorted to the front of the building for dismissal. The bus port is for students who will be picked up by cars in the car rider lane for afternoon dismissal. All cars must have visible car rider number tags hanging from the mirror or displayed in the front windshield. These tags are provided by the school. **Please do not park and walk to the bus port. Students may NOT meet parents in the parking lot.** This is for the safety of our students.

END-OF-THE DAY STUDENT CHECK OUT-PROCEDURE

If you need to pick up your child early, you must sign them out in the office before 2:30. Please remember that students learn bell to bell. Unless there is an emergency or scheduled appointment, please try to refrain from early dismissal.

LUNCH MONEY PROCEDURE

Please send your child's lunch money in a sealed envelope with your child's name and his or her teacher's name on the outside of the envelope. If there are two or more children in your family at Matilda Harris, you may send the money for each child in one envelope, but please write each child's name on the outside of the envelope. There is a metal box for lunch money in each grade level hallway. Your child should place the lunch money in the appropriate metal box. For families with more than one child, any of the children can put the envelope in the box in their hallway. Teachers will show children where the boxes are located. This procedure eliminates most problems with lost or stolen lunch money. Remember, you may write a check for the week or month, or you may send the money daily. Either way, the money must be in a sealed envelope with the child's name and the teacher's name written on the outside of the envelope. You may also pay for lunch online through the MySchool Bucks App.

PARTIES/AWARDS/LUNCH

Non-Student Children at MHES

Parents are welcome to bring children under the age of 18 who are not enrolled at MHES under the following conditions:

- Walking a child to class in the morning before 8:25 a.m. (First week of school only)
- Attending a parent conference before or after the school day.
- Eating breakfast with MHES children before the school day begins.
- School assemblies in the cafeteria and/or gym during the school day, space permitting.
- All school functions outside the school day, including PTO meetings, festivals, curriculum fairs, etc.

Parents may be invited to attend and help with parties, field trips, and other events if they complete the volunteer training. These events are for the students at Matilda Harris Elementary School only. Parents may not bring children to the classroom during instruction, class parties, or field trips, etc. Other activities may restrict the attendance of non-student children by virtue of the activity.

BIRTHDAY PARTY INVITATIONS

Invitations to a student's private party may be given out by students at school only when **all** students in the class are invited, **or** all boys and/or all girls. The school does not become involved for any reason in these events and if there is a conflict between parties.

END-OF-THE-DAY STUDENT CHECK-OUT PROCEDURE

Please remember that learning is in progress until it is time to go home. Unless there is an emergency or appointment, please do not check out your child or children early. **If you need to get your child or children early, you must sign them out in the office before 2:30 p.m.**

INCLEMENT WEATHER PROCEDURES

Bikers and walkers will be released as usual even if it is raining. These students will be held only in the event of severe weather (lightning, tornado watch, or other severe weather conditions). We will make this decision at 3:00 p.m. and post it on Dojo and text if possible.

If the severe weather has not passed by 3:30 p.m., walkers and bikers will be sent to the car pickup line. This will be the only area where these students may be picked up. **Parents cannot come to the front office to pick up students** as this creates an unsafe environment for our students. In the event of the Severe Weather dismissal, walkers and bikers will be released to the person designated and authorized by the parent/guardian that is listed on the child's check out list in Infinite Campus. On severe weather days, dismissal will take longer than normal. Please plan accordingly. Thank you for your cooperation and patience in this matter. If you have any questions, please feel free to contact our school at 912-729-2940.

MHES ACTIVITIES

Safety Patrol: Fifth grade students at MHES can be selected as Safety Patrol Officers. As officers the students will patrol the hallways from 8:00 AM until 8:25 AM. Safety Patrol Students will assist teachers in directing and monitoring students in the hallways and assist students at car drop-off. Officers must use good manners and judgment while dealing with students. Officers are expected to maintain passing grades and acceptable behavior to continue participation. Safety patrol students may be dropped off in the staff parking lot and then walk to

the front of the building.

SWAT (Students with an Aptitude for Tutoring): SWAT is a program which gives the fourth-grade students an opportunity to help younger students with reading, math, or other activities. Students who exhibit responsibility, respectfulness, caring, and enthusiasm are selected to be on a SWAT team by their teachers. SWAT students are assigned to a kindergarten, first grade, or second grade teacher. Each morning, SWAT students report to the assigned classroom to help in any way necessary.

Fall and Spring Tutoring: These opportunities are offered as funds are available. Announcements will be sent home detailing the activities offered prior to each session.

Jaguars Beautification Team: 3rd–5th grade students can be selected to be part of this team. Students will help in a variety of ways to ensure that Matilda Harris Elementary always looks its best.

Breaking the Chain: 4th & 5th grade girls**:** Purpose/Mission: “Girls Against Bullying" empowers girls to foster a culture of kindness, confidence, and sisterhood. Through education, advocacy, and peer support, we aim to eliminate relational aggression and bullying, transforming pain into purpose and ensuring every girl feels safe, valued, and empowered to raise her voice.

MHES DRESS CODE

A student shall not dress, groom, wear, or use emblems, insignias, badges, or other symbols where the effect is distracting to other students or causes disruption or interference with the operation of the school environment. The administrative team shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols result in such interference or disruption. The final determination concerning this policy will rest with the principal. Students should not wear spandex, hats, sunglasses, or 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. Leggings may be worn if the shirt follows the “fingertip” rule. Halter tops, tops with bare midriffs, backless tops or tank tops are not permitted at school. High heel 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. Shoes with wheels are not allowed on campus. Parents will be called and asked to bring a change of clothing to school when a student has violated the dress code.

IMPORTANT NOTICE:

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Procedures are subject to change based on current health and other safety precautions.