

**Mt. Zion Elementary School**  
**Parent/Student Guide**  
**2022 - 2023**



**260 Eureka Church Rd.**  
**Carrollton, GA 30117**

**(770) 832-8588**

**[mze.carrollcountyschools.com](http://mze.carrollcountyschools.com)**

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*“Please refer to the Carroll County Schools Student Handbook for information on the Attendance Protocol, Dress Code, Discipline, Code of Conduct, and other important information.”*

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## **WELCOME FROM THE PRINCIPAL!**

Dear Parents, Guardians, and Students,

Welcome to the 2022 - 2023 school year at Mt. Zion Elementary School! We are excited to start the new school year with you all. There are many opportunities for success waiting for you here, so get ready to do your best!

Your child's Take Home Folder is the best way for parents and teachers to communicate, as well as help students with organizing their daily, weekly, and long-term assignments. Please take good care of this folder, and be sure to take it home and bring it back to school each day.

Please visit our website at <http://mze.carrollcountyschools.com> to access information and upcoming events. You can also follow us on Facebook for updates at [Mt. Zion Elementary School](#). Please connect with your child's teacher on Class Dojo for information specific to your child's classroom.

We welcome your participation and support during the school year, and we look forward to celebrating the achievements of our students! Please refer to the next pages for a few highlights from our Student/Parent Guide. The district student handbook can be found at [www.carrollcountyschools.com](http://www.carrollcountyschools.com).

Sincerely,

Melissa Dearman  
Principal

### **Mission Statement**

Mt. Zion Elementary School's mission is to provide a premier learning environment where our students build relationships, gain confidence, and acquire knowledge.

### **Vision**

Focusing on Learning. Providing Premier Experiences. Maximizing Our Talent. Practicing Good Stewardship. Serving Our Community.

### **Beliefs**

We believe:

- In creating a positive and safe climate conducive to learning and growth for all students
- In providing educational opportunities which allow for individual differences in development
- In educating students to become productive citizens in a constantly changing world
- In equipping students to cope with and adapt to any technological, social, economic, or emotional changes that they may encounter in life
- In using teaching methods that have positive effects on self-esteem and academic achievement
- In sharing the responsibility with the community and home in helping students reach their full potential

## **Non-Negotiable Expectations for Mt, Zion Elementary School**

- 1. Attendance-** Regular attendance is vital to learning. Students are expected to be at school on time every day, except in the case of personal illness, death in the family, or a religious holiday. A written note from the doctor, parent, or guardian must be sent to excuse the absence.  
Teachers begin class promptly at 7:40 am. When students are late, important work and instruction are missed. Therefore, students should be in class no later than 7:40 am. Because classrooms begin welcoming students at 7:00am, an earlier arrival time allows students to get a head start.  
*Please refer to the Carroll County Schools Student Handbook for additional information on the Attendance Protocol.*
- 2. Homework-** Homework is assigned to reinforce skills and to build responsibility. Homework must be completed and returned to school on time. Reading is a part of the assigned work, and parents should take an active role in seeing that their child reads in addition to completing other written tasks. Twenty minutes of reading time is suggested each night as a minimum.
- 3. Take Home Folder-** Take Home Folders will be used to communicate between home and school. Homework assignments, upcoming events, and notes between parents and teachers will be sent home in the binder. The parent is responsible for checking the folder each night. The student must return the folder to school daily. Take Home Folder use is an expectation at MZES.
- 4. Respect-** All students must conduct themselves in class so as not to interfere with any classmate's right to learn. Misbehavior that prohibits another student's right to learn may cause the offender to be removed from the classroom. Administrators will decide on the appropriate consequences.

**Arrival and Departure-** Students cannot be dropped off at school before 7:00 am when supervision of students begins. The school cannot be responsible for the safety or welfare of any students dropped off before 7:00 am. Classes begin at 7:40 am. Please have students at school by the 7:38 am bell to ensure that they are in their classroom by 7:40 am. Students who eat breakfast at school may need to arrive earlier. Any student arriving at school late must be signed in by a parent through the office. The student will be given a tardy slip to be admitted to class. Please do not wait until the last minute to drop off students, as this causes the line to back up. To avoid being tardy, please be in line by 7:15-7:20. Tardiness will not be excused for long lines. Daily attendance for a full school day is important. Unless there is a medical appointment, legal obligation, or occasional family emergency, students need to arrive on time. 11:30am is the cutoff time for being counted present for the day.

**Buses-** Buses unload along the front of the building in the morning beginning at 7:00 and load on the gym side of the school in the afternoon at 2:20. To provide for the safety of our students, cars may not load and unload individual vehicles in the bus zones until buses have left. An adult must be present at the bus stop to receive students in Pre-K through 3rd grade or they will be returned to school. When they are returned to the school, they will be placed in the After School Program and the fee is \$7 per day. The first time a student is suspended from the bus, they will have a three day suspension from the bus. The second offense will be a five day suspension from the bus. The third offense will be a ten day suspension from the bus. The fourth offense will be a twenty day suspension from the bus. The fifth will be a recommendation to the Superintendent to suspend from the bus for the remainder of the year and a school referral to DFCS for child neglect. **If you have any questions or concerns about county transportation, please contact the transportation department (770)834-3346.**

**Car riders-** Parents may drop off students on the side of the building at the yellow hall starting at 7:00 when duty staff is in attendance. Please do not drop off students until duty staff arrives. Please follow staff directions. After 7:38 am, car riders will be directed to the front office to check in your child.

Parents should establish the method of transportation for their child at the beginning of the school year. If you need to change your child's normal transportation method, a written note should be given to the homeroom teacher. Changes can also be faxed to the office at (770)832-0326. Notes to go home with another student by car must be brought to the office by 9:00 am for approval. Transportation no longer allows students to ride home with each other on the bus. Only in case of an emergency should transportation changes be called into the office. For the

safety of our students, no transportation changes will be accepted over the phone except in an emergency situation. Car riders must have a car rider sign from the office with the child's name on it.

**\*Car riders not picked up by 3:00 will be sent to the After School Program and charged \$7.00 for the day- no matter how soon after 3:00 they are picked up.**

### **School Day Schedule-**

7:38 - Drop off ends

7:40 - Tardy Bell

2:20 - Dismissal

**Checking Students In/Out-** If a student must be checked out early, parents or any person checking the student out must be listed in the Student Information system on Infinite Campus and scan their drivers license. Students should not be checked out after 2:00 unless it is an emergency.

**After School Program -** The After School program is open to all students at Mt. Zion Elementary. The program operates until 6:00 pm. The cost is \$7.00 per day for the first child, \$7.00 per day for the second child, and \$3.00 per day for each additional child. Charges for the After School Program are due each week the student attends. Failure to pay will result in removal from the After School Program. Car riders not picked up by 3:00 will be sent to the After School Program and charged for the day.

**BYOT (Bring Your Own Technology)-** Mt. Zion Elementary School has enough technology for each student and does NOT ALLOW personal devices at school. This includes cell phones. Devices brought to school and outside of the child's book bag will be collected, and parents will be notified to pick them up from the front office. The devices must be picked up during school hours (7:00 am – 3:00 pm).

### **Clubs -**

More information about clubs and their sponsors at MZES can be found on our school website at

[www.mze.carrollcountyschools.com](http://www.mze.carrollcountyschools.com)

**Art Club-** Allows for students to further their understanding and appreciation for art through hands-on learning.

**Broadcast Crew-** 4th and 5th grade students deliver morning announcements and school news.

**Honor Chorus-** Allows students to further their understanding and appreciation for music through singing.

**Eagle Student Ambassadors-** Being a part of the Eagle Student Ambassadors at Mt. Zion Elementary is a very prestigious honor. Some of their duties include leading the Pledge and Moment of Silence during School-wide assemblies, helping with visitors during special events, and a daily, morning hall duty.

**FCA-** Provides an opportunity for children to learn about the guiding principles of Christianity.

**Garden Club-** A club for students interested in learning about the process of gardening, and a desire to make MZE a beautiful place to be! Students in this club will tend to the garden areas behind the playground.

**Jr. Beta Club-** The purpose of Jr. Beta is to encourage effort and reward merit, and to promote those qualities of character that make for good citizenship.

**K-Kids Council-** K-Kids is a "student-led" community-service organization. It is unique because it's associated with the local Kiwanis Club, composed of leading business and professional people of the community. They help the students raise funds for school wide projects. They also assist the community when they are in need of aid.

**Running Club -** 3rd-5th graders can run after school with friends!

**STEM Club for K-2 & STEM Club for 3-5-** Science, Technology, Engineering, and Mathematics

**Technology Club-** Students in this club participate in the CCS Technology Fair, with the possibility of moving on to the regional and state competitions.

**Yearbook Club-** Allows students to take part in the creation of our school's yearbook.

**Other competitive academic teams will be formed to participate in such events as: Reading Bowl, Perennial Math Competition, History Bee, Science Olympiad, and Academic Bowl competitions.**

**Discipline & Code of Conduct-** Please refer to the Carroll County Schools Student Handbook for information on Discipline & Code of Conduct.

**Dress Code-** Please refer to the Carroll County Schools Student Handbook for information on the Dress Code.

### **Educational Accountability-**

**Student/Teacher/Parent Compact-** Each student will be given a Student/Teacher/Parent Compact by the homeroom teacher. Please read it with your child and sign where indicated; then return this form to your child's homeroom teacher.

**Parent/Teacher/Student Conferences-** At Mt. Zion Elementary School education is a partnership among parents, students, and teachers. In order to provide success for all students, it is necessary to be in constant communication with all stakeholders. Teachers are available and willing to meet students and parents in order to provide for clarity and support for the school/home connection. Appointments must be made in advance to conference with a teacher. Teachers are not available on a "drop-in" basis.

**Carroll County's Promotion/Retention Policy-** Carroll County's Promotion/Retention Policy establishes a set of academic and attendance standards to guide the placement of a student in a grade level or program. MZES adheres to all county policies.

**Academic and Attendance Standards** - Academic and attendance standards may vary with the grade level of students. To view a copy of Carroll County's Promotion Retention Policy and Rules (Policy IHE), please log on to <http://www.carrollcountyschools.com> and click on the eboard tab. Select policies and scroll down to IHE.

**Make-up Work-** Many classroom experiences cannot be recreated because of the nature of instruction. Therefore, it is very important for students to be in class as much as possible. Per board policy, it is the responsibility of the parent or the student to make arrangements regarding make-up work.

### **Field Trips-**

Field trip permission forms must be signed and returned to the teacher by the due date listed on the form. There is a cost involved with all field trips. Payment in a timely manner will prevent possible cancellation of the trip. Student transportation to school sponsored events must be on system owned buses or vans. Students are not to be transported by public carriers, private vehicles, or any other means unless prior approval is given by the principal. The principal may exclude students from participating in field trips if warranted. Children not enrolled in the class taking the field trip are not allowed on the field trips. Parents interested in helping on the field trip should contact their child's homeroom teacher. Parents will need to provide their own transportation if attending field trips.

### **Food and Drink**

**Snacks-** All teachers allow a snack at some point during the day. Your child's teacher will give guidelines for how snacks are handled in the classroom. Only water is allowed at school, and we encourage only healthy snacks (no chips or candy bars).

**Water Bottles-** We encourage every student to bring in a water bottle each day. There will be filling stations where your child can refill their bottles. Water fountains will not be in use in order to prevent spreading germs.

**Ice Cream-** Ice cream will be sold daily for \$1.00. Money should be turned in to the homeroom teacher.

**Special Occasions/Birthdays-** We love celebrating our students' birthdays! If you would like to send in a special treat for your child's class, please either send it in with your child or drop it off at the front office and we will deliver it. All food brought into the school to share with other students must be store-made and bought. Per county policy, we are not allowed to serve homemade food. All birthday snacks are given out in the cafeteria at the end of that student's lunch. You are welcome to eat with your child in the cafeteria as well. We do not allow deliveries of flowers or balloons for students, which includes parents bringing these items to the school. Food purchased outside of the school should not be brought to eat lunch with your child.

### **Media Center**

Books may be checked out of the Media Center for one week. Students may renew books for an additional week. Books for which other students are waiting may not be renewed.

Pre-K, kindergarten, and first grade, may check out one book at a time. Second, Third, fourth, and fifth grades may check out two books at a time. If books are overdue or lost, a student may not check out additional books until the lost item is returned or remunerated.

**Accelerated Reader Books and Tests-** Students may earn AR points by reading books and taking tests on those books. Each AR book has a grade level and point value assigned. Students are invited to an AR celebration each nine weeks based on the points earned.

**AR Rules:**

- Students are encouraged to read books appropriate to their reading level.
- Students must earn the required number of points and maintain the required average to attend the celebrations.
- Students may not take quizzes for other students. Doing so will result in a consequence.
- Quizzes can be taken while at school from 7:00 am- 3:00 pm.
- Students must go to their classroom/grade levels to take quizzes. They should not take quizzes in the media center or computer lab before school begins.
- Awards are given at 100 points and 250 points.

**Medications-** *Please refer to the Carroll County Schools Student Handbook for information on the Medication Guidelines.*

**PTO-** Parental involvement is an excellent way to support your child and our school. Our Parent Teacher Organization (PTO) meetings and other events are scheduled throughout the year. We are very fortunate to have such an active PTO here at MZES. Please join the Facebook page Mount Zion PTO for more information and events from PTO.

**Parties-** In order to avoid too many instructional disruptions, classroom parties will be held twice per year, before Christmas break and at the end of the school year. Teachers will send more specific information regarding how other holidays will be celebrated.

**Safety Drills-** Safety drills are practiced throughout the year to ensure the process of evacuation is automatic should we ever have a real emergency. Fire drills, severe weather drills, bus evacuation drills, and lockdown drills are held periodically throughout the school year.

**School Advisory Council-** Parent and community support is an important component of successful educational reform. School councils were created by law in Georgia to involve teachers, parents and businesspersons in local school issues focusing on student achievement. The council meets quarterly, and the public is welcome to attend the meetings.

**School Pictures-** Pictures will be taken by Bill Miller Photography. Students will have pictures taken in the Fall (for the yearbook), Christmas, and Spring. Proofs will be sent home for the opportunity to purchase your child's pictures. Money must be returned by the listed due date in order to be included in the school's order.

**Counseling & Advisement-** Our counselor, Mr. Drew Veal, provides a program that promotes the social, emotional, and behavioral development of our students. Mr. Veal is available for individual sessions. Classroom guidance lessons are taught to promote good peer relations, decision-making skills and career awareness. Contact our counselor at (770)832-8588 or [drew.veal@carrollcountyschools.com](mailto:drew.veal@carrollcountyschools.com) for information related to guidance and counseling services. Student advisement lessons are also delivered to students monthly by homeroom teachers.

**Student Information-**

**Change of Address or Phone Number-** Student information must be kept updated in Infinite Campus at all times. Please notify the school of any change of address or phone number as soon as possible. These phone numbers are our only way to contact you if there is an emergency with your child. You may also make changes using the Infinite Campus Parent Portal. Directions for creating an account are located on our school website at <http://mze.carrollcountyschools.com>.

**Withdrawal Procedures-** Parents should notify the office staff at least one (1) day in advance when a student is to be withdrawn. All textbooks and library books must be returned. Any financial obligations must be cleared before the student officially withdraws

**Visitors / Volunteers-** We always welcome visitors and volunteers to MZES. If you are interested in volunteering at MZES, contact Renea Huddleston at [renea.huddleston@carrollcountyschools.com](mailto:renea.huddleston@carrollcountyschools.com). Visitors can enter through the front door by ringing the bell. A driver's license will be required to sign in. When visiting, please note a few reminders:

- Call ahead to arrange a visiting time with the teacher.
- Sign in and out at the front office/receive and wear a visitor's pass.
- Turn off your cell phone while in the school.
- If eating lunch with your child, they may choose one friend to join them.





## **Mt. Zion Elementary School**

**260 Eureka Church Road  
Carrollton, Georgia 30117  
770-832-8588 phone 770-832-0326 fax  
<http://mze.carrollcountyschools.com>**



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**Melissa Dearman**  
Principal

**Shana Hartsfield**  
Assistant Principal

### **PARENT RIGHT-TO-KNOW LETTER**

**Date: July 29, 2022**

Dear Parent(s)/Legal Guardian(s):

At **Mt. Zion Elementary School**, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we are required to meet federal regulations under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) related to teacher qualifications. In compliance with the requirements of the ESEA/NCLB, you have the right to request information about your child's teachers' training and credentials. The following information may be requested:

- Whether the teacher met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please rest assured that our staff is committed to helping your child reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and delivering quality instruction to your child.

If you wish to request information concerning your child's teachers' qualifications, please contact me, Melissa Dearman, your child's principal, by phone at 770-832-8588 or by email at [Melissa.Dearman@carrollcountyschools.com](mailto:Melissa.Dearman@carrollcountyschools.com).

Thank you for your interest and involvement in your child's education.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Dearman".

**Melissa Dearman**  
Principal



## **Mt. Zion Elementary School**

**260 Eureka Church Road  
Carrollton, Georgia 30117  
770-832-8588 phone 770-832-0326 fax**



**Melissa Dearman  
Principal**

**Shana Hartsfield  
Assistant Principal**

### **Carta De Derecho A Saber De Los Padres**

29 de julio de 2022

Estimados padres / tutores legales:

En [Insertar el nombre de la escuela], estamos muy orgullosos de nuestros maestros y sentimos que están listos para el próximo año escolar y están preparados para brindarle a su hijo una educación de alta calidad. Como escuela de Título I, estamos obligados a cumplir con las regulaciones federales bajo la Ley de Educación Primaria y Secundaria de 1965 (ESEA), según enmendada por la Ley Que Ningún Niño se Quede Atrás de 2001 (NCLB) relacionada con las calificaciones de los maestros. De acuerdo con los requisitos de ESEA / NCLB, tiene derecho a solicitar información sobre la capacitación y las credenciales de los maestros de su hijo. Se puede solicitar la siguiente información:

- Si el maestro cumplió con los requisitos de la Comisión de Normas Profesionales de Georgia para la certificación para el nivel de grado y el área temática en la que el maestro brinda instrucción;
- Si el maestro está enseñando bajo una emergencia u otro estado provisional a través del cual se han renunciado las calificaciones o los criterios de certificación de Georgia;
- Qué títulos de pregrado o posgrado tiene el maestro, incluidos certificados de posgrado y títulos adicionales, y especialización o áreas de concentración; y
- Si su hijo recibe servicios de paraprofesionales y, de ser así, sus calificaciones.

Tenga la seguridad de que nuestro personal está comprometido a ayudar a su hijo a alcanzar su máximo potencial académico a lo largo de su carrera escolar. Ese compromiso incluye asegurarnos de que todos nuestros maestros y paraprofesionales sean altamente capacitados y brinden instrucción de calidad a su hijo.

Si desea solicitar información sobre las calificaciones de los maestros de su hijo, comuníquese conmigo, Melissa Dearman, el director de su hijo, por teléfono al 770-832-8588 o por correo electrónico a [Melissa.Dearman@carrollcountyschools.com](mailto:Melissa.Dearman@carrollcountyschools.com).

Gracias por su interés y participación en la educación de su hijo.

Atentamente,

Melissa Dearman  
Principal

**Parent/Student Guide & Parent Right-to-Know Signature Page**

**2022-2023**

**Please review the following statements concerning handbook information before signing:**

- 1. The signature of a parent/guardian on this page signifies that you have read the Parent/Student Guide, as well as have knowledge and an understanding of the Mt. Zion Elementary School policies and guidelines contained within the student handbook.**
- 2. The signature of a parent/guardian on this page signifies that you have read the Parent Right-to-Know Letter, and acknowledge the information that may be requested.**

**STUDENT NAME (PLEASE PRINT) \_\_\_\_\_**

**SCHOOL Mt. Zion Elementary School**

**STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**Sign and return to your child's school during the first week of school.**