

Desoto Central Elementary

Grades 3-5



Parent Procedures 2022-2023

These procedures have been established for the safety and well-being of our students.

FORWARD

We at Desoto Central Elementary are committed to maintaining an orderly, safe environment for our students. The information listed in the following pages is intended to familiarize you with school rules and procedures that are designed to create an atmosphere that encourages growth, self-esteem, respect for oneself and respect for the rights of others. Desoto County has a Student and Parent Handbook on the DCS website. Please refer to this book for **County-Wide Policies**. Your cooperation in following the DCES Procedures will help give students a safe, positive, and consistent environment.

“KNOWING AND GROWING STUDENTS”

PROCEDURES FOR PARENTS

1. ***STUDENTS MAY NOT ARRIVE BEFORE 7:55 a.m.*** Doors will open at 7:55 am. For your child’s safety, please do not attempt to drop your child off in the parking lot or on the porch prior to 7:55. If you need supervision prior to 7:55 you can contact the YMCA to arrange care.
2. **OUTSIDE DOORS WILL BE SECURED AT 8:30 A.M.** The Tardy Bell rings at 8:30 a.m. After the tardy bell, late students must be checked in through the front office. Keep in mind that you may not block access to the front of the building. Children entering the building after 8:30 will require a tardy slip to enter their classroom.
3. We will allow class treats for Special Class Events/Occasions. Parent **MUST** ask/notify teachers and call the front office **Prior** to bringing the items. (They will be delivered by school staff at the appropriate time. All Edible items **MUST** be Store Bought and be in sealed containers from purchase. No birthday invitations may be passed out at school unless **ALL** students in the class receive one. **There are NO birthday parties at school and children may not receive balloons, flowers, or stuffed animals at school.**
4. There will be a Christmas party in all grade levels. This is the only major party of the year. Harvest treats may be sent in October and Valentine treats in February (Specific dates will be given later in the year). The homeroom teacher and room mother will coordinate appropriate treats for these non-party special times, however, **NO PARENTS**, even room moms will be in the classrooms at this time. Parents are invited to attend the Christmas Party, however, please **NO SIBLINGS**. This is both due to space in

the classrooms and the fact that this is to be a special time for you and your school-aged child to enjoy their school experience. We appreciate your cooperation in this matter.

5. Please assist us in helping your child develop a sense of personal responsibility by not bringing forgotten items on a regular basis.

PROCEDURES FOR LUNCH

We are excited to allow visitors for lunch this year. We are limiting students to two visits every nine weeks. Guests will sign in upon arrival at the front office. Please do not exceed two visits per nine weeks, or we will unfortunately have to turn you away.

Please note that this is not the time to “conference” with your child’s teacher. We have a special table for our guests. Also, please keep in mind during your visit that while you may talk with other children, for privacy reasons, you may not make inquiries about other boys and girls or discipline other students in any way. If there is an issue that you notice that needs to be addressed, please contact the teacher. Please wait for your child in the cafeteria. **Do Not go to the classroom before or after lunch unless a previous visit has been scheduled by the classroom teacher.** LUNCH PURCHASED FROM A FAST-FOOD RESTAURANT IS NOT PERMITTED UNLESS YOU ARE STAYING FOR LUNCH WITH YOUR CHILD. Student lunches cost \$2.75 and adult lunches cost \$3.50. Lunches may be prepaid online at www.mealpay.com. The student ID number is your child’s MSIS number. This will be given to you by your child’s teacher.

ATTENDANCE/EXCUSED ABSENCES

Students who have good attendance achieve higher grades, enjoy school more, and develop an understanding of responsibility and punctuality. In compliance with the Mississippi Compulsory School Attendance Law, absences will be determined to be excused or unexcused. **Please send in all parent and physician notes within two days following student absence from school.**

CELL PHONES/ELECTRONIC DEVICES

Refer to the DeSoto County Handbook for the Board Policy concerning items brought to school. (See attached CODE OF DISCIPLINE _LEVEL 2-6). BYOD (Bring Your Own Device) information will be sent home to parents. **DCES students may ONLY use personal devices at the request of their teacher.**

CHILD CUSTODY

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student’s educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student’s academic progress. Unless a court order decrees otherwise, either parent or legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal guardian with primary physical custody to provide current copies of court orders to the school. **Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents**

or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school Principal.

COMMUNICATION

Parents will receive feedback on student work on a regular basis. Teacher/Parent communication is crucial in working together for a positive school experience for our students. Teachers will be using School Status and Schoology to communicate with parents. School Status will use the e-mail address you entered when registering your student for school and students and parents will have a login for Schoology.

DeSoto County teachers have websites, and every effort will be made to make these websites as parent friendly as possible. Please note that while we try to be as uniform as possible on the different websites, there will be differences according to teacher preferences as to specifics listed.

DeSoto County Schools use the Student Information System called Power School. You can obtain your parent portal access and password through the school office. Photo Identification is required for this process.

DRESS CODE

Please note the Dress Code Policy in the DeSoto County Schools Handbook. This policy will be enforced **(With some consideration for the age of the student)**. Any clothing deemed immodest or objectionable by the administration **will not** be allowed. If it becomes necessary, parents may be called upon to bring a change of clothing to the school. Again, for more specific guidelines, refer to the DeSoto County Schools Handbook. It is expected and appreciated that parents and visitors who come to the school will dress with modesty to support our efforts to set good examples for our students.

EARLY CHECKOUTS

Please allow your child to remain in school until dismissal. Students are not to be checked out except for doctor or dental appointments or in case of an emergency. An early checkout will be considered an unexcused tardy unless a physician/dentist note is presented to the attendance clerk the next day. Our teachers spend the last thirty minutes of the day with homework assignments, guided practice, closure, and frequent tests to determine proficiency or non-mastery of the day's work. **Teachers are not required to allow students to make up work or tests due to frequent unexcused tardies or early checkouts.** For this reason, **NO checkouts will be allowed from the office after 2:30 p.m. This will be ENFORCED! (Unless in the case of an emergency)**. If we call you to pick up a student due to illness, this will be considered excused. If your child misses additional days, a note is required for the additional days to be excused.

EMERGENCY CONTACT INFORMATION

Parents or guardians are required to keep **CURRENT** emergency numbers listed for the school. The school **MUST** have a way to contact the parents if necessary. Should there be issues with not being able to contact parents on a repeated basis, the Dept. of Human Services or local law enforcement may be asked to assist.

FOOD ALLERGIES

If your child has a food allergy, please inform the classroom teacher. You will need to fill out a medical form to be kept on file at school. A letter from your child's doctor will be required for ALL medical issues (allergies, asthma, etc.). This letter must be kept on file and updated annually or as needed.

HEALTH ISSUES/CONCERNS

It is our desire to preserve a healthy environment for all our students; therefore, it is imperative that the following procedures are followed:

1. If a student develops a fever or vomiting while at school, the parent will be called. **The student must be picked up as he/she will be unable to remain in the classroom. DO NOT** send your child to school if he/she has a fever or has been vomiting prior to the start of school. **DO NOT** give them medicine for fever to "get them through the morning" and send them to school. The medicine wears off around lunch time when we must call you...also, all the other students and staff have then been exposed to whatever virus a sick child may have. Please be courteous and keep sick children at home. The child is to be fever-free (without the use of fever reducing medication) for 24 hours before returning to school. ****Parents MUST contact our School Nurse for guidance regarding Covid-19. We must all work together for the safety of all our DCES students and staff.**
2. If it is determined that a student has head lice or nits, he/she must be picked up from school, treatment administered, and cleared through the office before being admitted to class. Students must be free of lice (checked in the office) before they will be allowed to return to their classroom. **One day of excused absence, not including the day of checkout, will be granted.** Regular shampoo will **NOT** remedy the problem. Special products available at the pharmacy should be used. Recurring cases will be reported to the county nurse and/or the Mississippi Health Dept.

MAKE-UP WORK

Teachers will send work home, if you request it, only on the third day of absence. Students who miss less than three days will make up work when they return. The parents will need to call the school on the **morning** of the **third** day and request that the work is sent to the office. Work may be picked up at the end of the school day. The office staff **will not interrupt** class to get to work. The number of days to complete make-up work coincides with the number of days absent.

PROOF OF RESIDENCY

The school must verify residency for returning students. It is the school's responsibility, and right to periodically (at the school's discretion) verify residency of students if the need arises. Therefore, affidavits, etc. may be investigated at any time. Should your address change during the school year, it is **your responsibility** to update that information with the Guidance Office. Proof of residency will be needed at the new address. Failure to do this could result in an interruption in your child's education.

TRANSPORTATION

Please inform your child and their homeroom teacher of any transportation changes **before** they come to school. You **must send a note to the teacher with the child** indicating the change. With continued emphasis on safety, a **verbal message** is not the best way to communicate changes; therefore, **TRANSPORTATION CHANGES WILL NOT BE TAKEN OVER THE TELEPHONE. Please do not leave transportation changes on the teacher's voice mail, or send in an e-mail, text message or REMIND.** As stated above, these transportation changes will not be made over the telephone and teachers are busy teaching and may not see your messages through other social media outlets. No transportation changes for "spending the night" or other conveniences are permissible. Students may only ride the bus to which they are assigned; riding home with a friend on a different bus is not allowed. Likewise, students may not change buses to ride to a grandparent's house or babysitter. **No Changes will be accepted after 2:00pm. (If a change is needed after your child has already come to school you will need to e-mail the secretary with those changes and check to make sure you have received a response indicating the change has been noted) tracy.gallimore@dscms.org** ***We must have telephone numbers of someone who can be reached in an emergency.

CONTACT INFORMATION

The administrators and teachers at Desoto Central Elementary are available for consultation and are happy to address the concerns of all parents. Please call the office to set up an appointment and we will be glad to meet with you as soon as possible.

School Phone (662) 349-6234

School Fax (662) 349-9387

Principal-Lisa Duke

lisa.duke@dscms.org

"Knowing and Growing Students"

STAY CONNECTED!

Twitter: [DCES@TweetDCS_DCES](https://twitter.com/DCES@TweetDCS_DCES)

Website: dce.desotocountyschools.org

Facebook: Desoto Central Elementary PTO



TEAMS

Essential Five

1. Respond with "yes ma'am" and "no sir"
2. Make eye contact when someone is speaking.
3. Respect other students' comments, opinions, and ideas.
4. Surprise others by performing "random acts of kindness."
5. No matter what the circumstances, always be honest.

DCES Teams help build camaraderie, positivity, pride, and praise. Students belong to their team throughout their time at DCES. Teams will have character and team building meetings to work on unity, leadership skills and our Essentials. The teams will "compete" for points throughout the day by displaying positive behavior and academic excellence.

Amizade - *"Friend"*

Sonadore - *"Dreamer"*

Isazi-*"Scholar"*

Vanguard- *"Leader"*