



INSPIRE • CHALLENGE • ACHIEVE

DOLVIN ELEMENTARY SCHOOL

FAMILY HANDBOOK

10495 Jones Bridge Road
Johns Creek, Georgia, 30022
Telephone: 470-254-7020
www.dolvin.org

Karen Cooke, Principal

Andy Stein, Assistant Principal

Who should you contact with questions or concerns?

If you have any questions or concerns, please do not hesitate to reach out to a member of the administrative team. The first point of contact should always be your child's teacher.

Mrs. Allison Polaski- Instruction Support Teacher (IST), polaski@fultonschools.org

- Mrs. Polaski coordinates programs and service delivery for our special education students. Questions about special education services at Dolvin should be addressed to the IST.

Mrs. Amber Fisher- School Counselor, fishera@fultonschools.org

- Mrs. Fisher works with school personnel to foster a positive learning environment for our students. She provides classroom guidance instruction and works with students individually and in small groups as needed. Mrs. Fisher is the 504 chair.

Mrs. Jennifer Shaffer- Administrative Assistant, shafferj@fultonschools.org

- Mrs. Shaffer coordinates and leads SST meetings.

Mrs. Carrie Halron- Curriculum Support Teacher (CST), halron@fultonschools.org

- Mrs. Halron is the point of contact for questions regarding curriculum, continuous achievement, and class placements.

Mrs. Shelley Noles- Literacy Coach, noless@fultonschools.org

- Mrs. Noles supports teachers with collecting, analyzing and interpreting data to guide instructional decisions.

Mr. Andy Stein- Assistant Principal, steina@fultonschools.org

- Mr. Stein oversees student information (Infinite Campus, Parent Portal), grading, standardized testing, discipline, and transportation.

If further assistance is still needed, contact the principal, **Ms. Karen Cooke**, cookek1@fultonschools.org

Table of Contents	
Attendance	p.4
Birthdays	p.4
Board Policy	p.5
Calendar	p.5
Change of Personal Information	p.5
Clinic	p.5
Communication	p.5
Conferences	p.5
Discipline	p.6
Dress code	p.6
Early Checkout	p.6
Foundation	p.6
Grades	p.7
Homework	p.7
Instruction Materials and Supplies	p.7
Instructional Program	p.7
Lunchroom Visitation	p.7
Lost and Found	p.8
Parent Volunteers/ Visitors	p.8
Personal Communication Devices	p.8
PTA	p.8
Report Cards	p.8
School Governance Council	p.8
School Hours	p.9
School Nutrition Program	p.9
Transportation	p.9
Withdrawal Procedures	p.10

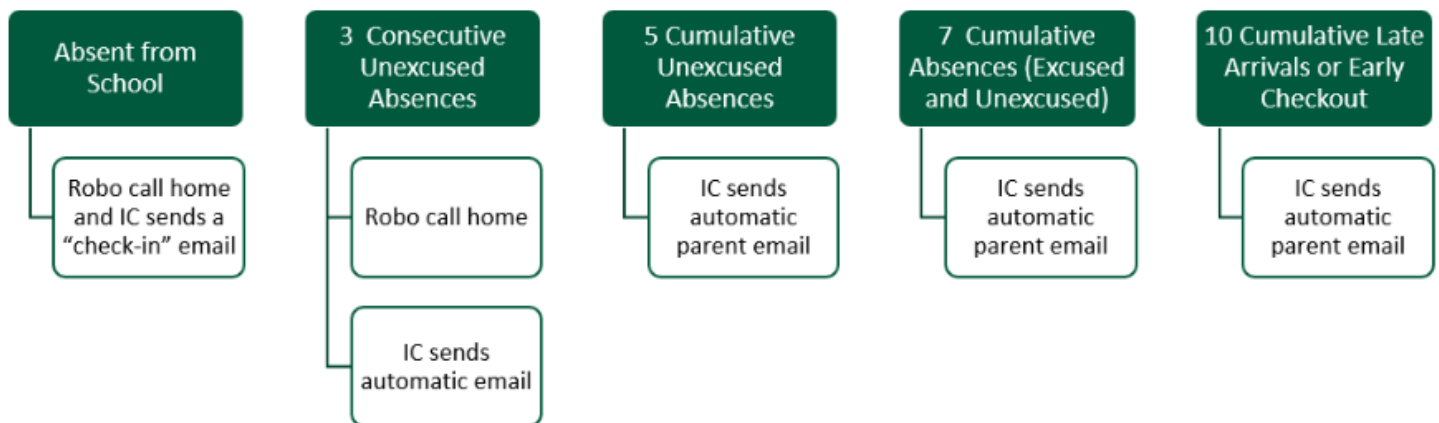
ATTENDANCE

For the comprehensive Fulton County attendance policy, visit: <https://www.fultonschools.org/attendancematters>

Student attendance is taken daily. Students must be present one half of the instructional time of the day (11:00 a.m.) to be counted present.

Students are tardy if they are not in the building by the 7:40 bell. Tardy students must check in with the office with their parent/guardian. Exception: Students are not counted tardy if they ride the bus and the bus is late.

Parents and guardians will be notified regularly when students are absent. Infinite Campus (IC) will send an email when an absence occurs. In addition, an automatic phone call will be made when your child is absent. Below shows when parent contact will be made. **When students miss 5% or 10% of school, parents will receive additional text messages and letters about student attendance.**



Parents should email or send a note in to the school letting them know why their child was absent.

The school may request additional documentation if a student has reached the following benchmarks.

- After 3 consecutive ill absences, a doctor's note may be required.
- 7 or more days for any reason (not including assigned remote)
- 10 or more late arrivals or early checkouts

Make up work for Excused and Unexcused Absences

Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted. When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed. Should there be an extenuating circumstance for a prolonged absence and/or missing assignments/assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning.

Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task(s) for full credit. If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

BIRTHDAYS

Birthday party invitations may **not** be given out at school. Birthday treats (cupcakes, etc.) are not to be distributed in the cafeteria or in the classroom. Parents are encouraged to purchase a birthday treat for the class via the cafeteria. Parents should contact the cafeteria manager to place their order at least two days in advance to ensure treats are available.

BOARD POLICY

The official policies of the Fulton County Board of Education are available online at <https://go.boarddocs.com/ga/fcss/Board.nsf/Public>. These are available for teachers and parents to read at any time on the Fulton Schools website.

CALENDAR

The Fulton County district calendar can be accessed online at <https://www.fultonschools.org/Page/2#calendar1/20211118/month>

CHANGE OF PERSONAL INFORMATION

Please notify the data clerk, Lisa Carper carper@fultonschools.org, of any change of address, emergency contact, email or phone number as soon as possible. We must keep accurate records and be able to notify parents in case of an emergency.

CLINIC

Dolvin Elementary has a clinic staffed by a clinic assistant. However, we are not staffed or equipped for a serious injury or illness. Students who are ill must be kept at home. Parents will be contacted when students are injured or become ill at school. Help us keep our students and staff safe and healthy by keeping your children home if they are ill, have a fever 100.4 or greater, diarrhea, vomiting and/or may have a contagious illness. Students exhibiting these symptoms SHOULD NOT be sent to school and will not be permitted to remain in school. To return to school, a student should be well (have improved symptoms) and must be free of fever without the use of fever reducing medications, vomiting or diarrhea for at the least 24 hours. Please click [here](#) for additional information on the Student (District) Health Services website.

If the student is in need of prescribed and non-prescribed medication (cough drop, etc.) during the school day, the parent must fill out an authorization form from the clinic and take the medication to the clinic for storage until needed. If a prescribed medication is necessary for a student to attend school on a regular basis, a school employee must assist in administering the medication to the student. An authorization form must be completed and returned to the school before prescribed and non-prescribed medications can be administered to a student on a regular basis. The full board policy on medication administration can be found here:

<http://go.boarddocs.com/ga/fcss/Board.nsf/goto?open&id=ACYJ5T4B8EDB>

COMMUNICATION

We welcome and value parent/community feedback. Parents are encouraged to communicate with the classroom teacher via email. Teachers will respond within 24 hours. The school counselor is available to assist with any personal/ social/ emotional needs your child may have. Specific curriculum questions can be supported by our Curriculum Support Teacher. Any other questions or feedback can be directed to the assistant principal or principal. Twice a month parents receive the Dolvin Diary from the principal via school messenger. This newsletter gives important dates, upcoming events, etc. Teachers communicate via emailed weekly newsletters.

CONFERENCES

Parents are given the opportunity to discuss his/her child's progress at an individual conference with the teacher held during the month of October. We believe that the educational success of your child is a joint venture between the school and home, and we want to keep communication lines open. Additional parent conferences may be initiated by the parent, teacher or principal and held at mutually agreeable times.

DISCIPLINE

All students have the right to learn in a safe, warm climate. We believe strongly in positive reinforcement and work to create a positive atmosphere in which students can learn. Yet, we believe that our students are responsible for their own behavior and academic success. It is our duty to help students become more responsible for their own behavior. A variety of methods are encouraged to ensure appropriate conduct, including, student and parent conferences, time out, opportunity classrooms, action plans, in-school and out-of-school suspensions, and tribunal referral.

Student discipline is the joint responsibility of the school and home. Parental support for good discipline enables us to maintain a productive environment for learning. For more information about student discipline including the Code of Conduct, visit <https://www.fultonschools.org/studentdiscipline>

The Big 3: Respect Myself, Respect Other, Be 100% Accountable

SPLASH Rules

1. **S**tay in control of my body and mind
2. **P**lease and thank you, we always use kind words
3. **L**isten and wait my turn
4. **A**lways have the materials to help me learn
5. **S**tay on task
Have fun learning

DRESS CODE

Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoe lessness; short-short clothing; bare midriffs; tank tops; see-through clothing; apparel which designates gangs or similar organizations, or alcohol/drugs; or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule. If the rule is determined to have been violated, the student will borrow appropriate clothing from the clinic or the parent will be asked to bring a change of clothes to school. If a family needs help getting clothing, please contact the school counselor or social worker.

EARLY CHECKOUT

Any student leaving before the regular dismissal time must be signed out in the office by a parent or legal guardian or a parent designee. **Proof of identification is required.** If the need for a change of dismissal for your child occurs during the school day, please notify the school office and homeroom teacher via writing, or email before 1:30 p.m. Early checkout ends at 2:00pm. Please do not attempt to pick your child up from their classroom or the school bus. Dolvin staff must monitor all dismissal procedures to ensure students leave safely with appropriate persons.

FOUNDATION

The Dolvin Foundation is a charitable organization that provides support for Dolvin Elementary. Donors receive a tax credit for their contribution. The goal of The Dolvin Foundation is to enhance the learning opportunities for every student.

GRADES

Teachers use a variety of ongoing, developmentally appropriate methods to measure student progress such as tests, exams, rubrics, quizzes, projects, reports, homework, class participation and other assignments. Grades are based on the individual student's mastery of state standards for the grade level.

Listed in the chart below are the academic symbols used for the Report Card and the Non-Academic Skills in grades K-5.

	Report Card	Non-Academic Skills
Grades K -2	EM Exceeding Mastery (90-100) M Mastering (80-89) AM Approaching Mastery (70-79) NYM Not Yet Demonstrating Mastery (69 and Below) NG No Grade	Self-Direction Collaboration Problem Solving Work Habits
Grades 2 – 5	A 90 and Above B 80-89 C 70-79 F Below 70 W/(1-100) Withdrawn P/F Pass or Fail NG No grade I Incomplete CR Credit NC Non-Credit	Self-Direction Collaboration Problem Solving Work Habits

HOMEWORK

Homework is not required or graded. Some home study is a necessary part of each student's educational program. Each student may be expected to spend some time finishing assignments in addition to scheduled class instruction. All students are encouraged to read at home daily.

INSTRUCTIONAL MATERIALS AND SUPPLIES

Textbooks, devices, instructional materials and supplies are furnished free of charge to all elementary students. Textbooks and devices issued are the property of Fulton County Schools. They should be used with care and returned in good condition. If a textbook, device or library book is lost or damaged, a fee may be charged.

INSTRUCTIONAL PROGRAM

Dolvin Elementary is organized to include pre-kindergarten through fifth grade. The curriculum includes the following: language arts, reading, mathematics, social studies, science, health, music, physical education, and art. The emphasis on the curriculum is hands-on, manipulative, and standards based with active participation. Fulton County has a Curriculum Hub for parents with instructional resources that can be accessed from the home page, www.fultonschools.org, under departments and at this link: <https://safarihub.fultonschools.org/PORTAL/>

LUNCHROOM VISITATION

Parents are welcome to eat lunch in the cafeteria on the stage with their child. However, please do not join your child for lunch during the first or last week of school. Please be sure that you sign in at the office. Students are not permitted to bring a friend with them on the stage. **Food and drink from outside vendors are not allowed in the lunchroom.**

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's lost and found. Unlabeled and unclaimed property is given to a local agency at the winter break and at the end of the school year.

PARENT VOLUNTEERS/ VISITORS

Parents must follow the required volunteer process set forth by the county in order to participate in the classrooms. All visitors must report directly to the office if they are in the building for classroom visitation or reporting as a volunteer. Classroom observations must be scheduled through the CST (Curriculum Support Teacher).

PERSONAL COMMUNICATION DEVICES

Fulton County Code of Conduct states: Possession of Personal Communication Devices (PCD) (i.e., cell phones, tablets, recording devices, smart watches, etc) by a student at school during school hours is not allowed in grades Pre-K through 5. Students are not permitted to contact their guardians via a PCD during school hours.

If a student is using their cell phone during school hours, the phone will be confiscated by the teacher and a parent will have to come collect it from the office.

Students are permitted to use smart watches as watches only. If students are using watches to play games, text, make phone calls, etc, the watch will be confiscated by the teacher and a parent will have to come collect it from the office.

PTA

The PTA is an active and integral part of our school. All parents and teachers are urged to become members. Support is requested from each family for the purpose of enhancing and enriching the total school program. The 2023-2024 PTA co-presidents are Lindsay Phillips and Jessica Breithaupt.

Volunteers are needed for a variety of PTA committees including:

Book Fair	Family Fun Night	Field Day	Hearing and Vision
Ice Cream Social	Lunch Bunch	Rocking Reader	Room Parents
School Store	Staff Appreciation	Yearbook	

REPORT CARDS

All schools will provide students and parents/guardians with a progress report that measures their academic progress on a 4.5-week basis throughout the school year. This will be done electronically and can be accessed in the parent portal. At the end of each semester, students will be issued a formal report card to represent the student's final semester average. A printed copy of the report card will be sent home.

SCHOOL GOVERNANCE COUNCIL

Each school has a Governance Council to assess the needs of the school's programs and services, establish goals to improve programs and services, make recommendations as to how they may be met, and to evaluate the success of these efforts. Members are selected from a representative group of local citizens, parents and staff members and serve a two-year term. The 2023-2024 SGC members are: Karen Cooke, Principal; Katelyn Cameron, Teacher; Sarah Fetz, Community Member; Carrie Halron, Appointed Staff; Ji Han, Community Member; Mark Norman, Parent; Kelly Morgan, Teacher; Brandy Hogan, Appointed Staff; Cynthia Hodge, Parent; Holly Warner, Parent.

SCHOOL HOURS

Elementary schools have six hours and forty minutes for an instructional day. Students should arrive at school no earlier than 7:10 a.m. and no later than 7:40 a.m. The first bell rings at 7:10 a.m. allowing students to go to homeroom. The school day begins promptly at 7:40 a.m. and ends at 2:20 p.m. Students should leave promptly at the end of the school day.

SCHOOL NUTRITION PROGRAM

School Breakfast & Lunch Meal Prices SY23-24

School meals offer all 5 food groups at an incredibly wallet-friendly price. Prices cover food and operational expenses to prepare the food.

Breakfast		Lunch	
Elementary School Student	\$1.10	Elementary School Student	\$2.45
Middle School Student	\$1.25	Middle School Student	\$2.70
High School Student	\$1.25	High School Student	\$2.70
Reduced Price	\$0.00*	Reduced Price	\$0.00*
All Adults	\$2.75	All Adults	\$4.75

**For families that qualify for reduced meals during SY23-24, households will not be required to pay the reduced price of \$0.30 for breakfast and the \$0.40 for lunch due to Georgia Department of Education funding that will be used to cover these costs.*

- At Elementary and Middle Schools, the meal price includes up to 1 entrée, 1 fruit side, up to 2 vegetable sides, and 1 milk choice.

All students can decline food groups, as long as there is at least a ½ cup of fruit or vegetable plus 2 other food groups on the tray. For the same price, students may select 3, 4, or all 5 food groups for a complete meal!

The **Free & Reduced Meal Benefits Program** is a part of the National Child Nutrition Program. This program makes Free or Reduced Priced meals available to qualifying households. Qualifications are based on the gross income of all household members and the number of persons living in the house. A NEW application must be completed for the 2023-2024 school year. Households are responsible for payment of meals until the Free and Reduced Meal Application is approved. Applications are available online at www.fulton.schoollunchapp.com and in paper from any school cafeteria. If able, families are encouraged to complete the online application to help expedite the application approval process.

Households are encouraged to prepay for student meals and extra sales using **MyPaymentsPlus**. Benefits of MyPaymentsPlus include online availability 24/7, viewing student account balances and purchase history, and setting up low-balance alerts. Visit www.mypaymentsplus.com to sign up and get started. Cash or check payments can also be made at your student's school in the cafeteria.

TRANSPORTATION

Safe school transportation is considered an integral part of the total educational program. Riding a school bus is a privilege contingent upon proper and courteous conduct. The Fulton County Board of Education recognizes that safe school bus operation is only possible with the full cooperation of our parents, students and school staff.

Students must get on and off the bus at their own stops. A student is not allowed to ride another student's bus, unless the parent obtains written permission through the transportation department for child care reasons only. In case of a one-day emergency, approval may come from the principal.

Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep heads, arms, and hands inside the bus, keep hands and feet to themselves, cooperate with the bus driver and act in a respectful manner. Students may be subject to disciplinary procedures when bus safety rules are violated. These procedures may include suspension from riding the bus for one or more days.

Download the Here Comes the Bus App <https://www.fultonschools.org/Page/7389>



WITHDRAWAL PROCEDURES

Parents should notify the front office at least a week before the student is to be withdrawn from school. All textbooks, devices and library books should be returned and lunch fees should be paid before records will be forwarded.