



MPE STUDENT HANDBOOK

ABSENCES/TARDIES

- It is important for you to be in school every day. When you are absent for any part of a school day, you miss instruction and activities. When you return to school after an absence, you must bring a **written note within signed by your parent**. Based on HB 1190 guidelines, if you have five or more unexcused absences, your parent/guardian may be subject to legal consequences.
- You must be in attendance until 11:10 a.m. to be counted present for the day. It is your responsibility to arrive in your classroom on time each day - by 7:40 a.m.
- **Parents must accompany tardy students to the office and sign them in.** A student is never considered tardy due to a late bus.
- Ten (10) tardies result in an automatic referral to the School Social Worker.

BIRTHDAYS

Birthdays are announced each morning on the WMPE news. Kindergartners may share an edible, nut -free treat with their classmates. First through fifth graders may bring a pencil, eraser or other non-edible treat for each student in their classroom. **Personal party invitations may only be distributed at school if you are inviting your whole class or all of the boys or all of the girls. Balloons are prohibited.**

CAFETERIA

Rules

1. Enter and exit quietly – walking at all times.
2. Have your money & card or number ready before you go through the line.
3. Do not lend nor borrow money. If you forget your lunch or milk money, ask the cashier to please charge your lunch. If you are told you cannot charge, please come to the office for assistance.
4. Pick up all necessary items from the cafeteria line. This includes utensil pack, ketchup, dressing, and snack/dessert items.
5. Sit at your assigned table. Do not leave your seat without permission. Use the restroom before coming to lunch. The clinic restroom is for emergency use only.
6. **If you are eating peanut products, sit at the opposite end of the table from the peanut free zone.**
7. Eat only your own food. Because of food allergies and germs, sharing food is not allowed.
8. Use good table manners and talk softly with friends at your own table.
9. Show respect for cafeteria workers, monitors and custodians. Say please and thank you!
10. Wait to be dismissed from the table by your teacher.
11. Pick up and throw away **all** trash, including what may have fallen on the floor..

Parents are welcome to join students for lunch after the first week of school.

1. Your parents will need to sign in at the office and wear a visitor's badge.
2. Visitors will meet you outside the cafeteria.
3. Remind your parents that any fast food will need to be transferred into another container (available in the office), and that they cannot buy or bring in ice cream or treats for other children. (We have a number of students with severe food allergies).
4. Say good-bye to your visitor(s) outside the cafeteria when your class finishes lunch.
5. In order to establish our routines, no visitors are invited during the first week of school.



MPE STUDENT HANDBOOK

Free and Reduced Lunch

Fulton County Schools (FCS) offers healthy meals that are reasonably priced. Breakfast is \$1.05 and lunch is \$2.35. Families meeting specific income requirements may be eligible for Free and Reduced-Price Meals and can apply for this program through an application in the packet you will receive at Open House.

Process:

- Parents/guardians complete one application per household indicating the school attended for each student.
- The application should be returned to the school cafeteria manager of the youngest student.
- New students to FCS will pay for meals until the household application is approved.
- Returning FCS students will maintain last year's meal status until the application is approved
- The approval process will be completed within 10 days.

For more information about Free and Reduced-Price Meals or the application process, contact the FCS School Nutrition Program at 470.254.8960.

CLINIC/MEDICINE

We are fortunate to have a full-time clinic aide at our school. If you become ill, the clinic aide will check you and call your parents. If you need to take medicine at school, bring the medicine to the office as soon as you arrive. You must bring a completed Fulton County Medication Authorization Form from your doctor for prescriptions or from your parent if it's over-the-counter medicine. When it is time for you to take your medicine, get permission from your teacher and go to the clinic.

CONDUCT

As part of our school-wide expectations, we expect all Mountain Park Elementary students to stick to the Mustang TRAIL throughout the building. The TRAIL stands for:

Trustworthy
Respectful
Act responsibly
I show good citizenship
Leadership

Throughout the year, our counselor will teach classroom lessons on these characteristics, and students that embody these characteristics will be recognized.

Please read the Fulton County Code of Conduct with your parents. An electronic Code of Conduct is available on the Fulton County website- www.fultonschools.org and will be emailed to your parents.

CONFERENCES

Your teachers welcome conferences with your parents about your progress in school. A conference will be scheduled with all parents during the first nine weeks of school. If your parent would like a conference with your teachers at another time, they should e-mail the teacher to set up a time.



MPE STUDENT HANDBOOK

COUNSELOR

Mountain Park has a full-time counselor. Any time you wish to talk with the counselor, put a note in the mailbox in the counseling suite. Our counselor will conduct lessons in your classroom and hold special group meetings. The counselor is available to talk with students, parents, and teachers.

DRESS CODE

Dress in a way that does not distract others nor disrupt classroom and school procedures. Short-shorts, tank tops, see-through clothing, and bare midriffs are not allowed. A sweater or shirt must be worn under or over a spaghetti strap tank top. Shirts should be long enough to prevent showing the stomach when arms are raised. Any shoes worn to school should be acceptable for P.E. class and recess. **If you can't run in them, don't wear them.**

GRADING

- Home Access Center, report cards, work samples, graded papers, conferences, notes, emails and telephone calls are all ways to let you and your parents know how you are achieving in school.
- Your teacher will carefully and fairly use a variety of ways to determine your grade. Grades should never be a surprise. Graded papers are sent home on a regular basis. Report cards are sent home every nine weeks.
- The Home Access Center (HAC) is available for your parents to monitor your progress. HAC codes are distributed at Curriculum Night or your parents will need to come to the front office with a photo ID to pick up their log-in information for the system. Each parent has his/her own log-in.
- The following grading system is used for report cards for Fulton County Schools:

Grades K & 1		Grades 2 - 5	
S	= Satisfactory	A	= Excellent 90-100
N	= Needs to Improve	B	= Good 80-89
U	= Unsatisfactory	C	= Average 70-79
NG	= Not Graded	F	= Failing Below 70

Remember – grades are important, but the most important thing is to learn and do your very best.

HOMEWORK

- We believe that homework can help you to be a successful student. Homework will usually be assigned four nights a week. Having a quiet place to work and setting a regular time to do your homework will help you review what you learned in class. Most homework assignments are due the following school day. You may also have long-range homework assignments, such as reading a book, writing a report or completing a project.
- Homework should generally take about 10 minutes per grade level, in addition to the required 20 minutes of nightly reading.
 - K – 10-15 minutes
 - 1st - 15 minutes
 - 2nd – 20 minutes
 - 3rd – 30 minutes
 - 4th – 40 minutes
 - 5th – 50 minutes.



MPE STUDENT HANDBOOK

* If you are stuck on your homework and have gone over the recommended time for your grade, have your parent write a note on the homework about how long you worked and show your teacher for help.

INSTRUCTIONAL PROGRAM

Mountain Park Elementary School includes Preschool Special Education and grades K - 5. Your teachers will instruct you in reading/language arts, mathematics, science, social studies, and health. Special area teachers will instruct you in art, music and physical education.

LOST AND FOUND

PLEASE label your belongings with your first and last name. If you misplace something, you may check the Lost and Found rack. Unclaimed items left in Lost and Found are periodically washed and donated to North Fulton Community Charities.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

We begin each school day with an opportunity for students to recite the Pledge of Allegiance and to observe a moment of silent reflection during our WMPE school news broadcast.

SCHOOL COLORS AND MASCOT

The Mountain Park school mascot is the Mustang. The Mountain Park Mustang is named Spirit. Our school colors are blue and white. We have spirit day every Friday. On Fridays, wear your school colors or spiritwear.

SCHOOL HOURS

School hours are 7:40 a.m. to 2:20 p.m. Please do not arrive at school before 7:10 a.m., as supervision is not available.

SCHOOL PICTURES

Individual pictures are taken in the fall, and class and individual pictures are taken in the spring. A notice will be sent home and picture days are listed on the school calendar.

SCHOOL SUPPLIES

Required materials will be provided by Fulton County. However, a supply list is provided by your teacher for additional, recommended items. Supply lists are posted on the Mountain Park website www.mpes.org

SNACK

You may bring a nutritious snack to eat during class. Examples of nutritious snacks are: fresh fruit, dried fruit, granola bars, popcorn, dry cereal and cheese. We encourage all students to bring a nut free snack. If you are in a peanut free class, a nut free snack is required. You are encouraged to bring a water bottle to school.

TRANSPORTATION

Bicycles

- Students who ride their bicycles to school must carefully follow bike safety rules, including wearing a helmet. Bicycles may be parked in the rack in the front of the school. You may not ride your bike on school property.



MPE STUDENT HANDBOOK

Bus Riders

- If you ride the bus, it is important that you follow all of the bus rules:
 1. Wait for the bus in a safe place away from traffic and the street. Remain orderly at the bus stop.
 2. Stay away from the bus until it comes to a complete stop and the driver gives his/her signal that it's okay to approach.
 3. Obey the driver, stay in your seat, and keep your hands to yourself.
 4. Speak in a quiet voice.
 5. Keep head, hands, and arms inside the bus.
 6. Do not throw anything.
 7. Use the handrail to enter and exit the bus.
 8. Always keep a safe distance from the bus and cross at least 10 feet in front of the bus. If you drop something near the bus, do not pick it up. Ask the driver for help.
 9. Be aware of the street traffic around you and walk directly home.
 10. For K and 1 students, parents must wait with students at the bus stop and be there to meet the bus in the afternoon.
- Proper bus conduct is expected of all students. It is a privilege to ride the bus. If bus safety rules are not followed, you may lose your privilege to ride the bus.

Car Riders

- If your parents bring you to school or pick you up after school, they must use the carpool entrance on the side of the building. Students are not allowed to be dropped off at the Wildwood Springs/Mountain Park Road intersection. Always use child safety seats and/or seatbelts correctly. Make sure to enter and leave the car on the sidewalk side where we have adult supervision. Remember that the back seat is the safest place for children of any age to ride. Drivers are not to use cell phones in the carpool lane. Your parents can choose to park at the top lot and walk you down to the door.

Day Care

- If you go to day care after school, your parents can arrange for your day care van to pick you up in the carpool area.

Early Checkout

- All early student dismissals must be completed by 2:00 p.m.

Walkers

- When walking to and from school, follow these important safety rules:
 1. Parents should not park at the Wildwood Springs/Mountain Park School intersection. This creates a dangerous traffic situation.
 2. Choose the safest route and walk it with your parents.
 3. Children under the age of 10 should walk with an adult or older child every day because they do not have the necessary skills to judge the speed or distance of oncoming traffic and their peripheral vision is one-third less than that of adults.
 4. Always look to the left, to the right and to the left again for moving vehicles before crossing the street.
 5. Make sure not to enter the street from between parked cars or from behind bushes. Darting into the street accounts for 50% to 70% of pedestrian injuries among children age 9 and under.



MPE STUDENT HANDBOOK

6. Follow all directions from the crossing guard.
- Your safety is very important to us. Remember to walk only on the sidewalk, respect the property of your neighbors, learn the safety rules for walking, and never talk to strangers. When you are called for dismissal from school, meet in the front hall area. Follow the staff member to the street and then wait for the crossing guard to help you cross the street.

TRANSPORTATION CHANGES

- To change the way you go home, you need a Transportation Change form or a note signed by your parent.
- **E-MAIL IS NOT TO BE USED FOR TRANSPORTATION CHANGES.** Teachers cannot always check their email during instructional time and could miss an important message.
- This note must be given to your teacher when you arrive at school in the morning.
- If you leave school early, you must be signed out through the office by a parent/guardian or a parent designee, who is listed in your emergency contacts.
- Only in an emergency can the Transportation Department, the principal, or the assistant principal approve for you to ride a bus other than your regular bus without a written note.
- If your parents need to pick you up early from school, we ask that they check you out **NO LATER THAN 2:00 p.m.** because the office and parking lot get very busy after that.
- No changes after 2:00 p.m. can be accommodated

VISITORS

For everyone's safety, all parents and visitors are required to sign in at the office and wear a visitor's badge. Visitors to classrooms are not allowed during school hours without an appointment. School hours are 7:15 a.m. to 2:45 p.m.

VOLUNTEERS

We encourage your parents to volunteer at school. In order to volunteer, your parents need to visit www.fultoncountyschoolssafety.org to register. The steps are:

1. Complete the mandatory Child Abuse Virtual Training
2. Complete the volunteer information form
3. Wait for confirmation email from the Raptor system
4. Visit the school and begin volunteering