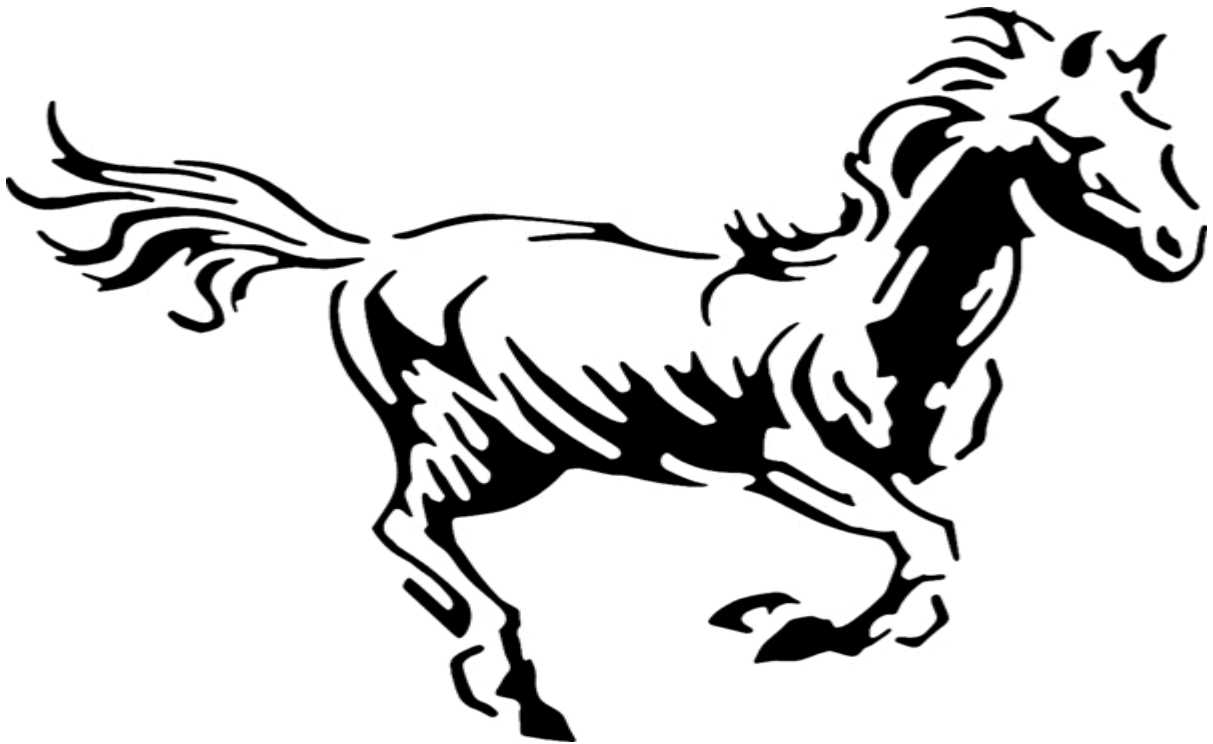


REVISED JUNE 3, 2015

[Charles] Murphey Candler Elementary School

**2015-2016 Theme: Mustangs Galloping Into Excellence
Title 1 School-wide Program**



2015 Kohl's Healthy Halls School
Children Healthcare of Atlanta and Kohl's Cares
Parent and Student Handbook

**Ms. Angelique L. Smith, EdS
Principal**

STUDENT HANDBOOK AND PLANNER

6775 South Goddard Road
Lithonia, GA 30038

Office: 678-676-9102

Fax: 678-6776-9110

<http://www.murpheycandleres.dekalb.k12.ga.us/>

Ms. Angelique L. Smith, EdS
Principal

Mission Statement

Our school's mission is to work with the DeKalb County School District and community members to implement a curriculum that emphasizes academic and life skills for the development of responsible students who can compete successfully in an ever-changing world.

Our Beliefs

- ✓ All students can learn.
- ✓ All students have a right to learn.
- ✓ A home/school connection is essential for student progress.
- ✓ Each individual has worth.
- ✓ Each individual deserves respect.
- ✓ Each individual can contribute to society.

No Place for Hate Promise

- I promise to treat everyone fairly.
- I promise to do my best to be kind to everyone-even if they are not like me.
- If I see someone being hurt or bullied, I will tell a teacher (or an adult)
- Everyone should be able to feel safe and happy in school.
- I want our school to be No Place for Hate and No Place for bullying.

Our Web Site Address
<http://www.murpheyandleres.dekalb.k12.ga.us/>

WELCOME STUDENTS AND PARENTS

Welcome to the 2015-2016 school year! The Murphey Candler Elementary School faculty/staff are excited about another great year. This is a Student/Parent Handbook that will be very helpful to you. It provides general information about our school policies and procedures, as well as, the overall operation of Murphey Candler.

GENERAL INFORMATION

Morning Arrival

Due to safety and security reasons, students must not arrive at school before 7:00 a.m. and must not be dropped off at the front entrance. Students are to be dropped off and picked up at the side parking lot (7:00 a.m.-7:30a.m.). After 7:30 a.m., car riders will need to come through the front entrance. At 7:40 AM parents must bring their children inside the building to obtain a tardy pass and visitor's pass, if applicable.

- 7:00 Arrival/Breakfast
(Students who are not eating breakfast should report directly to homeroom.)
- 7:25 Homeroom
- 7:30 Morning Announcements
- 7:35 Breakfast Ended
- 7:40 Tardy Bell Ring; Student must be escorted by parents
- 7:45 First Period Begins

During the first week of school, Pre-K thru 1st grade students will wear a name tag with their bus route number, their Day Care name and number, or PPU (parent pick-up). Parents must ensure that the teacher has this information prior to the first day of school.

Afternoon Dismissal

Early checkout ends at 1:45 PM in order to maintain a safe and secure dismissal process. (Silent dismissal for preK-2nd grade begins at 1:45 PM.) Car riders will be dismissed to the parking lot area at 2:00 p.m. All students MUST be picked up no later than 2:30 p.m. We are asking that all car riders be picked up at the side parking lot area to avoid the bus traffic at the front of the school. **Any students left after 2:30 PM will be sent to After School Program; There will be a \$15.00 cash charge at the parent expense upon pick up.**

All bus riders must go directly to their buses as soon as they are dismissed from school. Students who come to school on the bus should return home on the same bus unless they have **written permission (submitted by 7:30 a.m. to the child's teacher.)** from their parents and approval from the principal or her designee. The principal or her designee will need a direct contact number to verify the written request prior to approval. **Unless there is an emergency, transportation request(s) must be done at least two business days prior to the day of the request.**

Change in Routine. Your child becomes more confident with a dependable routine. Should a change be needed in the way your child is transported home from school, a written notice from the parent or guardian is required with a direct contact number for verification. **The note should be given to the homeroom teacher by 7:40 a.m. In the absence of a notice that is verified to through phone from home, the child will be placed on their usual mode of transportation.**

Attendance Policy

The DeKalb County Board of Education mandates that we request a valid written excuse for each absent child on the first day of his return. A child will be considered absent if he leaves school before or reports after 11:00 a.m. that day. All absences will be classified as unexcused except for the following reasons:

- Personal illness
- Death or illness in the immediate family
- Religious holidays
- Serving as a Page for the General Assembly
- Instance where attendance by student will be hazardous

A note from a parent/guardian is required to classify an absence as excused. This note must be turned in to the main office personnel and a copy given to the teacher. Students will be given the opportunity to make up work missed during an excused absence. It is the responsibility and of both parent and student to coordinate make-up work with the teacher.

The state attendance law is as follows:

State law indicates that any parent/guardian who does not comply with compulsory attendance mandates (O.C.G.A 20-2-690.1[a]) shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent/guardian of five unexcused days of absence shall constitute a separate offense (O.C.G.A. 20-2-690.1[b]).

Unexcused Absences- The following apply to all unexcused absences:

Number of Unexcused Absences	School Action Per Occurrence
1 – 2	School notifies the parent/guardian of absences.
3 – 5	School notifies the parent/guardian of absence and refers student to the counselor or assistant principal who will then meet with the student and/or parent/guardian for the purposes of discussing the reasons for absences and signing an attendance contract.
6 – 7	Letter sent to parent/guardian informing him/her of the students' absences and the administrative and legal consequences of continued absence from the school.
8 +	Counselor will make a referral to the school social worker to conference with the parent/guardian and students for assessment and/or possible referral to Juvenile Court, Solicitor-General's Office, DFACS, or other agency.

Chronic Tardiness - Repeatedly late to school, class, or to a school activity.
 The following apply to all unexcused tardies:

Number of Tardies	Consequences Per Occurrence
1 – 2	Student receives a warning. Teacher is responsible for contacting the parent(s).
3 – 6	Student receives one day detention or comparable consequence. Referred to the counselor who is responsible for contacting the parent(s).
7 – 10	Student receives a discipline referral and a one-day in-school suspension (ISS) or comparable consequence. School to schedule a student/parent conference for the purpose of signing an attendance contract.
11 +	Student receives a discipline referral and ISS or comparable consequence pending a local formal hearing. Parent/guardian contacted and referral to counselor and social worker. Student is given choice of 10 days ISS, alternative school/program placement, or comparable consequence.

School Procedures and Protocols

Parent-Teacher Association- Our school thrives because of a strong PTA that supports our school. All parents/guardians are expected to join PTA each year (\$10.00 annual membership fee) and to attend all four PTA general meetings.

Visiting the School - The DeKalb County School District is an open system and encourages parental participation and involvement. To assure safety for all students, parents must sign in and out at the main office upon arrival and departure from the school. During the parents visit, they must wear our MCE Visitor’s Badge. Parental visits should not exceed 20 minutes in length, if they are not actively volunteering in the school.

If the daily school visitation creates a hostile instructional working and learning environment for any school personnel, the parent will be asked to only attend the school during special events e.g. Honors programs, field day, special luncheons, etc. Also, The School Police Officer will be notified and an incident report will be filed.

Parental Classroom Observation (20 minutes Only) - If the parent has questions regarding the competence of a teacher, this matter should be properly addressed to the teacher first and then school administration, if the concern was not resolved. **Please be advised that children who do not attend our school cannot be in the classrooms at any time due to safety and liability of everyone.** When appropriate, the principal may choose to sit with the parent during the 20 minutes observation. While visiting in classrooms, parent cannot interrupt teaching and learning by walking around the room, talking to the teacher or students during class. A parent/guardian may jot notes and complete rubric during the observation. If, at any time during a visit, the principal considers the parent’s activities to be other than in the best interest of the school and students being served, she may terminate the visit/observation and ask the parent to leave. **To maintain an optimal learning environment, parents should arrange classroom observation with the main office in order to avoid testing days, field trips, or other similar preplanned group activities.**

The rights of all students to privacy and proper learning environment must be strictly observed. A parental observation in a classroom should be only for the following purposes:

- (1) To observe how one’s child is participating in the instructional setting
- (2) To observe the instructional program as a part of considering a particular program and, or school placement.
- (3) *To shadow student as a discipline option given by administration only.*

If the parent has any questions regarding the observation, all questions should be directed to administration. No audio, photography, and in other recording devices can be used during the observation due the FERPA laws.

School Telephone Number - The school telephone number is (678) 676-9102. The nurse clinic number is 678-676-9107. Students are not allowed to use the telephone during the school day, except for serve emergencies. Interruptions during instructional time will be kept to a minimum. Therefore, please refrain from requesting that students call you or come to the office to receive your call. We will, however, take a message for you child.

Messages for Teachers- Messages will be taken for teachers to return calls. Instructional time will not be interrupted for incoming calls. Messages may also be left directly on the teacher's voice mailbox. You are encouraged to email the teacher via First Class.

Parent Conferences- Parents are invited to schedule a conference with the teacher at any time deemed necessary. Conferences cannot be held during instructional time, but teachers are available each day with the exception of Wednesday (faculty meeting) before and after school. You will need to contact the teacher for conferences that are not scheduled during our parent-teacher conference nights. These conferences can be scheduled by calling (678) 676-9102 and leaving a message for the teacher.

Parent/Teacher Conferences are scheduled four times a year after Progress Reports are issued. These dates will be published school website and shared through our calling post system. Parent/Teacher Conferences are scheduled from 3:00 p.m. – 5:00 p.m. Please contact the main office to schedule a parent/teacher conference.

Checking Students Out of School - Your child's instructional time is very important. We are asking that you schedule regular health appointments for times when school is not in session. When children must be checked out, they will be released from the main office only. Parents or designees must personally sign to check a student in or out at the main office. Students will only be released to a parent or the persons listed on the emergency contact and/or registration form. Early Release ends at 1:45 PM.

Closing of School - Local radio and television stations will carry all school closing announcements beginning at 6:00 a.m.

Communication- Effective communication is our goal. School web page, weekly calling post, marquee, courier days (Thursdays), teacher web pages and student agenda planners are the methods we use to communicate with our parents, students, and community.

<http://schools.dekalb.k12.ga.us/murpheycandler/files/E1872F0D33B8498EB8462EB93F552D90.pdf>The Governor's Education Bill 1187 provides for schools to offer "nursing services" to students. First aid will be administered in the clinic. However, we are unable to give medication that is not prescribed by a doctor. All prescribed medication must be sent in its original container, along with a note authorizing the nurse to administer the medication.

When your child is ill or running a temperature, please do not send him/her to school and risk the health of others. Parents will be called if students are too sick to remain in school, if they are injured, or running a temperature of 100 degrees or more.

NO CHILD IS TO CARRY MEDICATIONS ON HIS/HER PERSON!

Accidents - In spite of all precautions and supervision, accidents will occur. In case of an accident of any kind, the parent will be notified when possible, and first-aid will be given if necessary. It is very important that you designate on the registration form whether or not you delegate authority for the principal to get your child emergency aid should the occasion arise and you cannot be located.

Insurance - Scholastic insurance may be purchased through the approved DeKalb County agent. Application forms are available at registration through the school office. It is the responsibility of the parent to mail the insurance information directly to the approved agent, T.W. Lord Insurance Agency, (770) 427-2461.

Entrance and Immunization Requirements - Students entering Kindergarten must be five on or before September 1st, and Grade 1 students must be six on or before September 1st. All students entering Kindergarten or 1st grade must present:

- (1) A copy of a certified original birth certificate;
- (2) An official Georgia Department of Human Resources Certificate of Immunization Form 3231;
- (3) A Georgia Vision, Hearing, and Dental Certificate Form 3300
- (4) Certification of Immunization GA form 3231;
- (5) Proof of Residence Documents (Current gas, electric, or water only-no phone bills); signed lease of residence; or home mortgage contract;
- (6) Social Security Card;
- (7) Photo ID of parent/guardian enrolling child.
- (8) Proof of custody or guardianship if not the birth parent.

A student shall not receive provisional enrollment while awaiting evidence of immunization requirements. Georgia law, specifically O.C.G.A.20-2-771 (b), requires a certificate of immunization prior to enrollment.

All students are required to have an official Georgia Department of Human Resources Certificate of Immunization; a Georgia Vision, Hearing and Dental Certificate and two proofs of residence (utility bills). Students will be withdrawn if paper documentation is not provided within the allotted time period.

Emergency Drills - Fire drills are held monthly throughout the school year and twice in August. A tornado (severe weather) drill is held on the date designated by the State of Georgia usually in February. Other security and safety drills, such as intruder alerts and evacuations, will be held throughout the year.

School Schedule

7:00 a.m.	Breakfast Begins
7:25 a.m.	Early Bell Rings/Students Dismissed from Breakfast
7:35 a.m.	Breakfast Ends
7:30 a.m.	Homeroom/Morning Announcements
7:40 a.m.	Tardy Bell Rings
7:45 a.m.	First Period begins (Instructional Begins)
2:00 p.m.	Dismissal- School, Daycare, Bus/Car Riders
2:10 p.m.	Tutorial, After School Care, Extra-Curricular Activities Dismissed to Designated Locations

Murphey Candler will provide an After School Extended Day Program -After School Extended Day Program care will be provided from 2:30 p.m. - 6:30 p.m. daily **with a fee**. Please contact the main office for details at (678) 676-9102. Slots are available on a first come, first serve basis. Students must maintain appropriate behaviors at all times during ASED. Please contact the Director for more details at 678-676-9102.

Food Service Program - Nutrition education is an intrinsic part of the instructional program. A breakfast program is open each morning from 7:00 a.m. – 7:35 a.m. and everyone is welcome to participate. You can contact the cafeteria manager at (678) 676-9128 with any concerns.

Well-balanced, attractive hot lunches are also served each day and include milk or juice. We hope that each student will take advantage of our food service program and we invite you to join us as well. **(Subject to change based on district policies.)**

Breakfast	\$1.15	Lunch	\$2.00
Reduced Breakfast	\$.30	Reduced Lunch	\$.40
Adult Breakfast	\$1.50	Adult Lunch	\$2.80
Extra milk/tea	\$.65		

Parents are encouraged to pay for breakfast and/or lunch online at Mylunchmoney.com or at the first of each week or month. Monies should be enclosed in an envelope with student's first and last name, teacher's name, and amount printed on the outside. These envelopes should be given to the homeroom teacher or cashier. **Breakfast may not be charged!** Students may charge lunch **ONLY IN EMERGENCIES**; however, only three charges will be allowed. After the third charge, **an alternative lunch will be provided**.

All families may apply for free or reduced breakfast and/or lunch. Parents are required to pay for school lunch until the application for free/reduced lunch has been approved. Parents of children who have been placed on special diets by a doctor should contact the school cafeteria at (678) 676-9128 for special arrangements.

School-wide Health and Wellness Balanced Policy- Murphey Candler Elementary promotes health and wellness for all of our school community. We received the Students who wish to bring their lunches from home must adhere to the nutritional requirements established by the State. **Carbonated drinks, glass bottles, and candy should not be brought to school.** If parents would like to send healthy snacks with your child or for your child class, approved by teacher then we suggest the following healthy options 100% fruit juices, low-fat milk options, bottled water, whole wheat goldfish, rice cakes, fresh fruit, dried fruit, string cheese, pretzels (no salt), low-fat frozen yogurt/ice cream, raisins, celery sticks, trail mix, baked chips, granola bars, or any snack that is 100 calories or less.

No Birthday parties' celebrations as the school cannot serve as a personal party vendor. Except for school-wide end of the semester parties, instructional time must be protected.

We do believe in nutrition balance! Therefore, student will have choice to support our school concessions, field days, cafeteria snacks, school-dances, PTA fundraisers, etc., if they choose.

However, it is not required. We will take in consideration of students favor snacks during these limited opportunities.

Parents are asked to monitor their children's lunches before they leave home. **Lunches from fast food restaurants are prohibited, and will not be eaten in the cafeteria this is federal law.**

Maintaining Cleanliness in School Building - Students are required to cooperate in maintaining cleanliness in the classroom, lunchroom, corridors, restrooms, and on the playgrounds. Students are expected to exercise proper care in the use of school furniture and equipment. Training in citizenship and responsibility is just as important as mastery of subject matter. A student will be expected to make financial restitution for deliberate destruction.

Valuables at School – Students, not the school, are responsible for their personal property/valuables including money, cameras, cell phones, jewelry, electronics, etc. It is expected that these items are left at home. Additionally, toys are not permitted at school and will be confiscated. Please note that students bring these items at their own risks. The school is not responsible for stolen personal items. Therefore, students should leave these items at home. These include items left on school buses or around the school.

Student Discipline

***Coming Soon PBIS....**

Murphey Candler has an overall school-wide discipline program (**CARES**) that promotes a positive instructional environment encouraging students to make good choices each day. We believe that a consistent approach to discipline contributes to the overall goal of individual self-control and achievement. We also believe that it is imperative that our parents work with us to ensure proper behavior of students in school. When the occasion arises, where you as a parent need to be informed of your child's misbehavior, please understand that we are asking for your assistance to eliminate future problems. All students have a right to learn in a productive classroom environment, which is free from disruption. When the conduct of a student becomes such that the classroom environment is being disrupted, necessary measures are taken to ensure the continued learning atmosphere within the classroom. A conference will be scheduled with the teacher and parent. If this is not successful, then appropriate action will be taken. Sometime this plan of action may include, but is not limited to (a) time out within school, (b) in-house suspension, and/or (c) suspension from school or from certain activities, based on the decision of the principal.

All students are issued a copy of the DeKalb County Student Rights and Responsibilities brochure during the first two weeks of school. A class review and test over the contents of the brochure is administered to all students in Pre K – Grade 5. Each student signs a log indicating that he/she is knowledgeable of the rules. Parents are encouraged to review this brochure with their child during the first few weeks of school and at the beginning of second semester.

In 1994, the Georgia General Assembly established "School Safety Zones", which prohibits weapons, violence, and drugs in, on, or within 1,000 feet of any property owned by or leased to any public school, at any school function, and on school buses.

Bus Rider Conduct Code - Students are expected to follow directions of the driver. All students are to remain seated, keeping hands, arms, legs, and objects to themselves. Eating or drinking is not permitted on the bus. Consequences of violations may result in warnings, assigned seats, conferences, or suspension from the bus for major offenses and/or repeated violations. During suspension from the bus, it is the parent responsibility to transport student to and from school.

Mandatory School Dress Code - Murphey Candler School Council has a school uniform policy.

All students in grades Pre-Kindergarten thru 5th grade will be required to wear the uniform upon the first day, including outpost program students (GNET, if applicable). There are no exceptions to this policy. Thank you in advance for ensuring your child is dressed appropriately for school. Uniform Source carries our school uniform and crest.

The uniform will consist of the following:

Girls

Khaki, black or navy pants, shorts, capris, or skirts
Blue, white or gold polo style shirt with or without school logo
White, light blue or yellow blouse

Boys

Khaki, black or navy pants or shorts
Blue, white, or gold, oxford or polo style shirt with or without the school logo

Lost and Found. All students are responsible for their own belongings. Parents should clearly label all items brought to the school with the child's full name. Any articles lost by students during the first semester will be saved until the end of the semester. Parents and students may check the containers at any time, which is located on the school stage. At the end of each semester all unclaimed items will be donated to the children's shelter.

Instruction

Progress Reports. A progress report will be sent home at the end of every 4 ½ weeks usually on a Thursday (our courier days). This is a means to communicate with the parent his or her child's progress in every subject. The rating scale is the same as the semester report cards:

Mathematics, Language Arts, Science, and Social Studies, Discovery

A = 90 – 100	Excellent Progress	D = 70	Poor Progress
B = 80 – 89	Good Progress	F = Below 70	Failure
C = 71 – 79	Fair Progress		

Music, Band, Strings, Art, P.E., Technology, and Conduct

P=Passed F=Failed

**Report Cards will be issued at the end of each semester:
January 2015 and May 2015 (Last Day of School)**

Plans for Remediation and Improvement - It is the policy of DeKalb County Board of Education to inform and work with parents and students concerning improvements that are needed in school work and conduct when these are indicated by the teacher and/or parent. Teachers will use the Deficiency Report with a Plan for Remediation Form to specifically detail the area(s) that need improvement. **Deficiencies/Plan for Remediation** will be issued when

progress reports are sent home, and anytime during the semester when school work or conduct grades fall below a satisfactory performance level and/or a 75%.

Class Change Requests- We make every effort to assign students with teachers and classmates that will result in a positive learning experience for everyone. Classes are developed with a number of checks and balances and every child's placement considered. It is our belief that students are placed in the most appropriate academic setting. Grade level curriculum is the same regardless of the teacher.

Factors taken into consideration when balancing classes are: reading levels, math levels, behavior concerns, special education, speech, ESOL, and gender.

We are reluctant to change a child's classroom because a move of one child can disrupt the balance of each room at that grade level. A policy and set of procedures have been developed to address this situation. However, the principal reserves the right to keep the child in the same classroom.

A parent or guardian may make a request change in the student's teacher only after the following steps have been completed:

1. At the first cause of concern, the parent and teacher must discuss the situation. This discussion must take place in person.
2. A plan of action should be established, explaining steps to be taken by all parties (teacher, parent and student). All parties will sign this agreement.
3. A time frame of no less than three weeks must be established to allow the action plan to take effect. The parent has observed the class.
4. A second meeting should take place after three weeks to evaluate the progress. An administrator should be a part of this meeting, and the plan may be modified at this time.
5. The time frame should be extended to the end of the grading period or an additional two weeks so the modified plan can have time for implementation.
6. Parents may request that a change be made after the two plans have been implemented. A final meeting between the parent or guardian, teacher, and administrator will take place.
7. The principal must give final approval for homeroom assignments after all procedures have been followed. However, there is a possibility that the principal will recommend for the child to remain in the classroom.

Open-mindedness, fairness, and calmness must be the hallmarks of all parties during this process. Parents and teachers are encouraged to stay in touch during the plan periods in hopes that improvement will take place.

Homework - Home study and parent engagement are a necessary part of each student's educational experience. Students are expected to spend time in addition to scheduled class instruction to make satisfactory progress. Some assignments will be long range in nature and require planned study time for its completion. The Student Planner/Handbook provides an excellent means for checking homework assigned each night. Parents are encouraged to initial the daily assignments/homework assignments completed by their child in the planner nightly. The following suggestions may help parents and students in preparing homework assignments:

Plan: Assign a specific time each day for study at home; utilize study periods and the Media Center at school.

Place: Have a specific place at home to study with all necessary books, paper, and materials available. Do not attempt to study while conversing or viewing television.

Procedure: Be certain you understand the assignment when it is given. Ask questions!

PLEASE DO NOT SEND HOMEWORK IN BY E-MAIL OR FAX!

Band - Music instruction in Band will be provided for students in **Grade 4 and 5**. If your child expresses an interest in this area, you may enroll them in the program at the beginning of the year. The only expense involved is the instrument, which may be rented or purchased.

Field Trips - Field Trips are an integral part of the instructional program. A permission slip signed at the beginning of the year gives permission for your child to attend field trips at various places, including Fernbank Science Center (Forest and Planetarium). You will be given notice of any trips requesting contributions to cover expenses. Overnight field trips for Grades 4 and 5 will require more detailed permission slip and student information.

Testing - Standardized tests, benchmarks/universal screener assessments, and Student Learning Objectives Assessments (SLOs) are given throughout the school year, which involves different groups of students. Listed below are the types of tests your child will take during the year:

Georgia Kindergarten Inventory of Developing Skills Test (GKIDS)
Norm Referenced Test (Grade 1, 3, and 5)
Cognitive Abilities Test (Grades 3, and 5)
Renzulli (Grades 3, and 5)
EOG (Grades 3-5)
EOG Re-Test for grades 3 & 5
Common Core Assessments of SLOs, if applicable
TKES and LKES surveys, if applicable

The school will send additional information before each testing period.

Supplies - The DeKalb County School District furnishes each student all instructional supplies needed by the student with the exception of personal supplies such as pencil, paper, notebooks, rulers, and crayons. Individual teachers or grades may request some supplies in addition to the above. These items are posted on the school web page.

Textbooks - Students are supplied with a textbook and/or workbook for each subject. Students, who lose, destroy, or otherwise damage textbooks and media center materials shall be required to reimburse the Board of Education for the replacement value of the items. Please note that teachers teach the state's Common Core Curriculum. Therefore, all assignments and projects will not be from the textbooks. The textbook is only one resource.

Students shall be issued a second textbook with the same title **only after payment for the first textbook has been received**. Students who transfer within the school system shall be subject to the same application of policy at their new school. Students who fail to pay for lost and/or damaged Library/Media Center materials shall lose the privilege of checking out additional materials. However, students may continue to use the learning resources within the confines of the Library/Media Center.

Title I Copy of Parent Rights To Know Letter

August 9, 2015

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

At Murphey Candler 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, Angelique L. Smith, your child's principal, by phone at 678-676-9102 or by email at Angelique_1_Smith@dekalbschoolsga.org.

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

Sincerely,

Angelique L. Smith

Angelique L. Smith