# Family Handbook

# 2026-2027

DOLVIN ELEMENTARY

INSPIRE • CHALLENGE • ACHIEVE

**Dolvin Elementary School, Fulton County Schools**
**10495 Jones Bridge Road Johns Creek, GA 30022**
**470-254-7020 phone 470-254-7025 fax**

**OUR MISSION**
To educate every student to be a responsible, productive citizen.

**OUR VISION**
For all students to learn to their full potential.

**OUR VALUES**
We value teamwork by working together to meet common goals.
We value integrity by being honest, ethical, and transparent.
We value accountability by taking responsibility for decisions and outcomes.

**OUR ADMINISTRATIVE TEAM**

**Mr. Andy Stein**-Principal**,** steina@fultonschools.org
- Mr. Stein leads strategic planning, operational management, and community engagement.

**Mrs. Robyn Boateng-** Assistant Principal, boatengr@fultonschools.org
- Mrs. Boateng oversees student information (Infinite Campus, Parent Portal), grading, standardized testing, discipline, and transportation.

**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 and instruction and works with students individually and in small groups as needed.

**Mrs. Brittany Brewer-** Curriculum Support Teacher (CST), brewerb3@fultonschools.org
- Mrs. Brewer 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.

**Mrs. Rebecca Plaisance -** Instructional Support Teacher (IST),
- Mrs. Plaisance coordinates programs and service delivery for our special education students. Questions about special education services at Dolvin should be directed to the IST.

**Mrs. Jennifer Shaffer**- MTSS/504 Specialist, shafferj@fultonschools.org
- Mrs. Shaffer coordinates and leads Student Support Team meetings and serves as the 504 Coordinator.

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.

## ARRIVAL / DISMISSAL

### School Hours

Students should be in class and ready to learn by 7:40 a.m. each day. Dismissal begins at 2:20 p.m. Students should leave promptly at the end of the school day.

### Tardiness

Students arriving after the 7:40 a.m. bell are tardy and must check in with a parent/guardian. Bus riders are not marked tardy if the bus is late.

### Dismissal

All dismissal procedures are monitored by staff to ensure students leave safely with authorized individuals.

At the beginning of the year, parents will inform their child's teacher of how their child will go home each day. Permanent changes to dismissal should be communicated to the teacher.

If a child will dismiss differently on a certain day, parents should notify both the school office and homeroom teacher in writing before 1:30 p.m.

Early checkout ends at 2:00 p.m. Students must be signed out in the front office by a parent, legal guardian, or approved designee. Photo ID is required. Students leaving early must be checked out through the front office.

## ATTENDANCE

For the Fulton County attendance policy, visit: https://www.fultonschools.org/attendancematters. When a student is going to be absent, please email their full legal name and reason for the absence to dolvinattendance@fultonschools.org. You may also copy their teacher(s).

### Daily Attendance

- Students should be in the building by the 7:40 a.m. bell to be considered on time.
- Staff must record student attendance in Infinite Campus or send a roster to the office before 8:00 a.m.
- Tardy students must check in at the office and bring a tardy slip to class.
- Bus riders are not marked tardy if the bus is late.
- Students arriving after 11:00 a.m. or leaving prior to 11:00 a.m. will be marked absent for the day.

### Remote Learning

Families can access the remote learning request form here or through the link on the Dolvin website and should complete the top part of the form and submit it to the teacher at least three days before the absence.

The teacher will provide work to complete while away. Once the student has returned the work, the teacher will fill out the bottom portion of the form and submit it to the data clerk, who will change the absences to "remote learning" in Infinite Campus.

### Absence Documentation

Parents should their child's teacher a note or email for absences. Additional documentation may be required:

- After 3 consecutive sick days, a doctor's note may be needed.
- After 7 total absences (excluding remote learning).
- After 10 or more late arrivals or early checkouts.

### Parent Notifications of Student Absences

Email and phone alerts are sent via Infinite Campus when a student is absent. Additional texts and letters are sent when a student misses 5% or 10% of school days.

## BEHAVIOR

### PBIS

Every student should learn in a safe, supportive, and positive environment. Through our Positive Behavioral Interventions and Supports (PBIS) program, staff encourage good behavior through relationship building and positive reinforcement. We use the following to help students understand appropriate conduct in spaces throughout the school.

| The Big 3: | SPLASH Rules: |
|---|---|
| Respect Myself | Stay in control of my body and mind |
| Respect Others | "Please" and "thank you" – use kind words |
| Be 100% Accountable | Listen and wait my turn |
| | Always have materials to help me learn |
| | Stay on task and have fun learning! |

### Discipline

Staff create an environment that sets students up for success, and students are expected to take ownership of their behavior and academic outcomes. Parental partnership with the school is essential for maintaining a productive learning environment. For details, visit the Student Discipline - Fulton County School System page.

## BIRTHDAYS

Invitations and treats brought from home may not be distributed at school. Students will receive birthday treats in the cafeteria during lunch time.

To request birthday treats through the school, print and fill out the Birthday Celebration form on the Fulton County website and send a paper copy to the school nutrition manager, Yasmin Rogers, at least 10 days prior to the celebration to ensure we have the inventory. Birthday celebrations are not accepted through email or phone. For more information, reach out to rogersy1@fultonschools.org.

## BOARD POLICY

The official policies of the Fulton County Board of Education are available on the Fulton Schools website: Policy Listing

## BUS TRANSPORTATION

While riding the bus, students must:

- Ride only their assigned bus and get on/off at their designated stop.
- Have written permission from the transportation department for child care-related bus changes.
- Get principal approval for one-day emergency changes.
- Follow directions of the bus driver and always maintain safe and respectful behavior.

Violations of safety rules may result in disciplinary action, including temporary or permanent suspension from the bus.

Families may download the Here Comes the Bus App at Find Your Bus Stop - Fulton County School System.

## CALENDAR

The Fulton County district calendar can be accessed online at Calendar - Fulton County School System

## COMMUNICATION

We value your feedback! Parents are encouraged to email classroom teachers with questions or concerns. Teachers will respond within 24 hours, excluding weekends and holidays.

Families will receive the following regular communication from school:

- Dolvin Diary – weekly newsletter from the principal via School Messenger
- Classroom newsletters – weekly information and updates from teachers via email
- Conferences – yearly in person or phone communication. During the fall semester, the teacher will schedule a conference with each family to discuss their child's progress. Additional conferences may be requested by parents, teachers, or administrators and will be scheduled at a mutually convenient time.

## DRESS CODE

Students should dress in a way that reflects neatness, cleanliness, and safety. Students must wear shoes and clothing that is appropriate for the weather and for learning and playing.

## GRADES

Students' grades reflect each student's mastery of the state standards for their grade level.

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

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

## HEALTH SERVICES

### Clinic

The school clinic is staffed by a clinic assistant and is not equipped for serious injuries or illnesses. Parents will be contacted if a student becomes ill or is injured at school.

### Illness

Students must stay home if they are sick and exhibit symptoms such as a fever of 100.4°F or higher, vomiting, diarrhea, cough, rash, etc.

Students must be symptom-free (without medication) for at least 24 hours before returning to school.

### Medication

Parents must complete a medication authorization form for any prescribed or over-the-counter medication (including cough drops). Medications must be stored in the clinic. A school employee will assist with administering medication.

## HOMEWORK

Homework is not required or graded. Students may need to complete unfinished classwork at home. Daily reading at home is strongly encouraged for all students.

## INSTRUCTIONAL MATERIALS AND SUPPLIES

Textbooks, devices, and supplies are provided to all elementary students at no cost. Issued materials belong to Fulton County Schools and must be handled with care. A fee may be charged for lost or damaged textbooks, devices, or library books.

The district charges full price for damaged and lost devices, as opposed to the reduced fees. To help families avoid unexpected repair or replacement costs, the district offers an **Optional Student Device Protection Plan** that provides affordable coverage throughout the school year.

**What the plan covers:**

- Accidental damage
- Loss or theft
- Device replacement or repair without disruption to your student's learning

Enrolling in the plan gives families peace of mind and helps ensure that students have uninterrupted access to the technology they need.

**How to enroll:**

You may sign up for the Optional Device Protection Plan during the **Online Census Verification** process in the **Infinite Campus Parent Portal**.

For more information, including plan details and coverage terms, please download the **FCS Student Device Handbook**.

## LUNCHROOM VISITATION

Outside of the first week of school, parents are welcome to eat lunch with their child on the cafeteria stage. Parents must check in at the front office before entering the cafeteria. Students may not bring friends to join them on the stage.

No food or drink from outside vendors is allowed in the lunchroom.

## LOST AND FOUND

Labeled clothing and personal items will be returned to your child. Found items are placed in the school's Lost and Found. Unclaimed and unlabeled items are donated to a local agency at winter break and at the end of the school year.

## PARENT PORTAL

Parents are encouraged to set up their own parent portal at Infinite Campus - Fulton County School System. Family contact information (phone numbers, emails) can be changed in the portal. To update emergency contact information or household address, a census update must be completed in the portal. You can see attendance, grades, assignments and more within the portal.

## PERSONAL COMMUNICATION DEVICES

Devices such as cell phones, tablets, smart watches, and recording devices may not be used during school hours. Students are not permitted to contact guardians using PCDs during the school day.

If a student uses a cell phone or other PCD, it will be confiscated and must be picked up by a parent from the office.

## PTO

The PTO (Parent-Teacher Organization) is a vital part of Dolvin Elementary. All parents and teachers are encouraged to join and support its efforts to enhance and enrich the school experience for all students.

## REPORT CARDS

Progress Reports are issued every 4.5 weeks to track academic progress and are available electronically via the Infinite Campus Parent Portal. A printed copy of each student's report card is issued at the end of each semester to show final grades. Report cards may also be accessed through Infinite Campus.

## SCHOOL GOVERNANCE COUNCIL

Each school has a Governance Council made up of parents, staff, and community members, who serve two-year terms.

The council assesses school needs, sets improvement goals, recommends strategies, and evaluates progress.

## SCHOOL NUTRITION PROGRAM

**Meal Prices**

| Elementary Students | Adults |
|---|---|
| Breakfast: $1.70 | Breakfast: $3.25 |
| Lunch: $3.10 | Lunch: $5.25 |

**Meal Details**

Meals include up to 1 entrée, 1 fruit, 2 vegetables, and 1 milk.
Students must select at least ½ cup of fruit or vegetable + 2 other food groups for a complete meal.

**Payment**

Families may prepay online at My School Bucks and access the account to view balances and purchase history and set low-balance alerts. Cash or check payments are also accepted in the cafeteria.

Free & Reduced Meals are available through the National Child Nutrition Program. To participate in the program families:

- must submit a new application each school year
- may apply online at School Lunch App or request a paper form from the cafeteria
- are responsible for meal costs until the application is approved

## VOLUNTEERS/ VISITORS

Volunteers must complete the required Fulton County volunteer process before participating in classrooms. Information on volunteering be found here: Register as a Volunteer - Fulton County School System

All visitors and volunteers must report directly to the front office upon entering the building and wear their identification sticker for the duration of their visit. Classroom observations must be scheduled through the Curriculum Support Teacher (CST).

## WITHDRAWAL PROCEDURES

To withdraw a student from Dolvin, parents should notify the front office at least one week in advance and return all school property, including textbooks, library books, and devices, and pick up any medication stored in the clinic.

Any outstanding lunch fees must be paid before student records can be forwarded.