



# **Calera Elementary School**

## **Student-Parent Handbook**

**2018-2019**

*Genét Holcomb*

Principal

*Krista Townsend*

Assistant Principal

# Welcome to Calera Elementary

Calera Elementary

855 10th Street

Calera, AL 35040

<b>Administration and Office Staff</b>	
Genét Holcomb	Principal
Krista Townsend	Assistant Principal
Tina Baugh	Bookkeeper
Kathleen Keelin	Counselor
Sherri McKinnon	Registrar
Cami Hammond	Secretary

<b>Main Number</b>	<b>682-6120</b>
<b>After School Care Program</b>	CES 682-6129 Main 682-5958
<b>Cafeteria/Katie Dixon</b>	682-6126
<b>Counselor</b>	682-6121
<b>Fax</b>	682-6125
<b>Health Room/Heather Standridge</b>	682-6193

**Any procedures not covered in this plan are included in the Shelby County Code of Conduct and Attendance Handbook developed by the Shelby County Board of Education. The information in this handbook is not intended to conflict with the Shelby County Board of Education's policies and procedures. Those policies supersede the information in this booklet.**

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## **Shelby County Schools 2018-2019 Calendar**

Aug 7	1st Semester Begins, full day for students
Sept 3	Labor Day (School/Office closed)
Oct 5	1/2 Teacher Workday, 1/2 Prof Dev (No Students)
Oct 8	Instructional Planning (No Students)
Nov 12	Veterans Day (School/Office Closed)
Nov 19-23	Thanksgiving Break (School/Office closed)
Dec 14	1st Semester Ends, Students Dismiss at 12:50 p.m.
Dec 17-Jan. 1	Christmas Holidays (School/Office closed)
Jan 2	Teacher Workday (No Students)
Jan 3	2nd Semester Begins (Full Day for Students)
Jan 21	M.L. King, Jr. Birthday (School/Office closed)
Feb. 15	Instructional Planning (No Students)
Feb. 18	Presidents Day (School Closed—Weather Day if needed)
Mar 8	Teacher Workday (No Students)
Mar 25 -Mar 29	Spring Break (School/Office closed)
May 23	2nd Semester Ends, Students Dismiss at 12:50 p.m.

### **Grading Periods**

1 <sup>st</sup> Period ends October 4	Grades go home October 11
2 <sup>nd</sup> Period ends December 14	Grades go home January 8
3 <sup>rd</sup> Period ends March 7	Grades go home March 14
4 <sup>th</sup> Period ends May 23	Grades go home May 23

### **7 Habits of Happy Kids**

- 1. Be Proactive: I am in charge of myself!**
- 2. Begin With the End in Mind: I have a plan!**
- 3. Put First Things First: I will do my work first, then play!**
- 4. Think Win-Win: I believe we can all win!**
- 5. Seek First to Understand, Then to Be Understood: I will listen to others before I talk!**
- 6. Synergize: I know that together is better!**
- 7. Sharpen the Saw: I have balance in my life!**

## ATTENDANCE

CES will comply with the Shelby County School System Attendance Policies outlined in the Code of Conduct.

### Absences

- Parents or guardians must send a note of explanation, i.e., doctor's excuse, parent's excuse, or court notes to school within **three days** after an absence. Failure of the parent or guardian to send a note will result in the absence being marked **unexcused**.
- A student is allowed a total of 12 absences documented by either parent notes (excused and unexcused), principal's permission, and absences without an excuse. Once 12 is reached, a doctor's note, court excuse or principal's permission is REQUIRED.
- Absence for reasons other than illness may be considered excused at the principal's discretion. A "Parent Request for Excused Absence" form is available in the Shelby County Code of Conduct book and on the Shelby County website.  
[http://www.shelbyed.k12.al.us/schools/cms/documents/Request\\_ExcusedAbsence.pdf](http://www.shelbyed.k12.al.us/schools/cms/documents/Request_ExcusedAbsence.pdf)  
It should be completed PRIOR to the absence.

Perfect Attendance is awarded to any student who has been present every day, with no check-ins or check-outs.

Exemplary Attendance is awarded to any student who has been present every day with no more than three check-ins and check-outs combined.

### Checkouts

Students who leave school during the school day must be checked out in the office by a parent or person listed on the student's checkout card. **Photo identification** will be required when picking up a student from school. Please limit checkouts and restrict them to valid reasons. A student checking out before 11:30 or checking in after 11:30 will be counted absent for the whole day. **Please do not check out your child after 2:30 P.M.** Please note the SCBOE policy in the Student Code of Conduct states that notes, faxes, e-mails, text messages, and telephone calls will not be accepted as documentation for students needing to be checked out of school.

### Tardies

Tardies will be closely monitored and students with consistent tardies to school and/or excessive unexcused check-ins and checkouts may be referred to the Early Warning Program. Tardies to school should not exceed more than **2 per month**.

### Illness At School

If a child becomes sick at school, the parent or guardian will be contacted and will be responsible for taking the child home. For this reason, it is extremely important that the school has the home, cell, and business telephone numbers of both parents and an emergency name and phone number in the event that a parent/guardian cannot be reached. The emergency contact should also be on the student's checkout form. If your child is sent home by the school nurse, the checkout will be excused, but if additional days are missed, you must provide a written excuse for those days. After a child has been sick, use the 24 hour rule to determine if they are still contagious.

### **Participation in School Sponsored Event**

In order to participate in a school sponsored event held during the day or after school, students must be present for school at least half of the day (student may not be counted absent).

### **CHECK POLICY**

Your Check is Welcome. The Shelby County School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Shelby County School System has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account. If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone (800-639-2435) using a credit card, debit card or electronic check.

### **CHILD NUTRITION PROGRAM**

Breakfast is served from 7:15-7:45 a.m. Bus Riders will always be offered breakfast. *Car Riders must be in the cafeteria by 7:40 in order to have enough time to eat prior to the tardy bell.* Student breakfast cost is \$1.50 and lunch is \$2.25. Reduced breakfast price is \$ .30 and lunch is \$ .40 per day. Extra items are priced at a la carte prices. Money can be placed in a student's lunch account, payable with check or cash. Please make checks payable to CES and include the child's first and last name, lunch account number, and a phone number. Parents can also add money to their child's lunch account by going to [myschoolbucks.com](http://myschoolbucks.com) The Alabama State Constitution and Board of Education policy do not permit charges. Parent communication regarding lunch accounts is as follows:

1. Parents receive a letter when lunch account balance is below \$5.00.
2. Parents receive a Blackboard phone call when lunch account has a negative balance.
3. Parents receive a letter when lunch account is at least negative \$7.00. If account is not cleared, a student may receive an alternate meal until the negative balance is cleared.

Free lunch applications are available in the school office. Parents are encouraged to complete a free or reduced lunch application. You may visit <https://www.myschoolapps.com/Application> or pick up a paper application from the school.

### **CLASS CELEBRATIONS**

Classroom teachers may schedule class celebrations throughout the year. Please do not bring refreshments or favors to school for unscheduled events such as a student's birthday, teacher's birthday, etc. without prior approval of the teacher. The academic day is our first priority and we

encourage the proper use of instructional time. No deliveries to students will be allowed such as flowers, balloons etc.. When distributing party invitations at school, it is allowed when there is one invitation for each student in the same class or one per each girl or one per each boy.

### **COMMUNICATION**

Calera Elementary strives to have open and consistent communication with all stakeholders. School information will be communicated through school listserv, blackboard messages, Facebook and weekly information will be sent home on Wednesdays in your student's folder. Teachers may be reached through the front office and school email accounts. Individual teachers will communicate other means of parent/teacher communication.

### **DISCIPLINE**

When students fail to follow school rules and parents have been contacted by the classroom teacher or bus driver, the students will be referred to the office. Some instances will result in an automatic referral to the office. CES will comply with the Shelby County School System Discipline Policies outlined in the Code of Conduct.

All students will have a daily behavior log that will indicate their behavior performance for the day. Codes will be used to indicate any negative behaviors and the location the misbehavior occurred.

### **DRESS CODE**

Students are required to wear appropriate shoes at all times, Flip flops are not appropriate for the school environment. Tennis shoes are REQUIRED for physical education class.

Parents, teachers, and administrators should work together to uphold the dress code. Parents are urged to supervise their child's dress and grooming on a daily basis. Parents/guardians will be notified if dress code is an issue with their child. CES will comply with the Shelby County School System Dress Code Policies outlined in the Code of Conduct.

### **EMERGENCY SCHOOL CLOSING**

Any decision to dismiss school early will be broadcast via television, our district website, ListServ, and on Blackboard connect. Please sign-up for CES ListServ Message Service and Blackboard to receive important announcements. In the event of an early closing, students will be dismissed their normal way. ASCP and Daycare students will automatically be car riders.

Only those individuals listed on the enrollment cards will be allowed to check out students. It is very important to keep this information updated with any changes in phone numbers, addresses, emails, or designees.

### **FIELD TRIPS**

Throughout the year, field trips will be arranged to supplement and enrich the instructional program of the school.

Field trip permission forms and money should be turned in by the prearranged deadline date so final arrangements can be made.

Students must have written permission from parent/guardian to attend a field trip.

When needed, parents/guardians may serve as chaperones on field trips, but no siblings are allowed to

attend. The day of the fieldtrip, all chaperones will be required to sign in at the office and pick up a chaperone badge.

### **HEALTHROOM SERVICES & MEDICATION PROCEDURES**

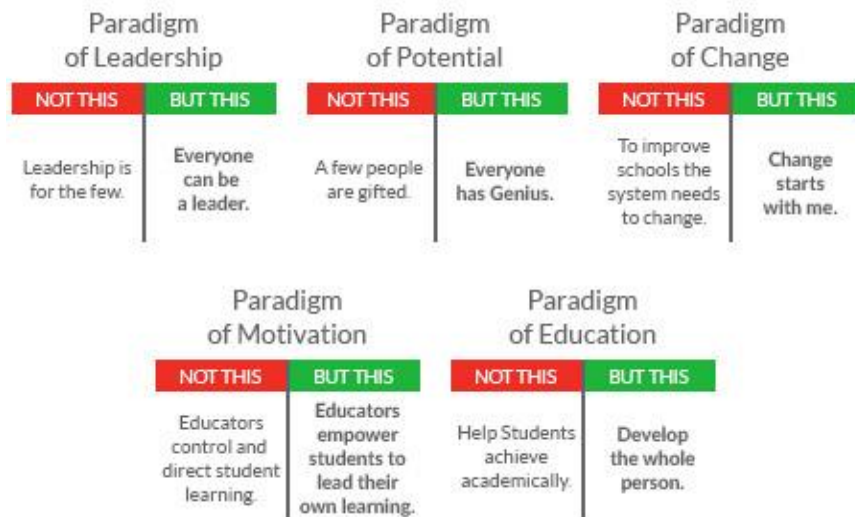
CES faculty and staff considers the health and safety of all students to be a vital concern. If your child is showing signs of unusual behavior, skin color, eating patterns, or sleep patterns, he/she may not be ready to return after illness. Please be sure to send a doctor's note or excuse to explain your child's illness within 3 days of the student's return.

Do not send your child if he/she has signs or symptoms of diarrhea, vomiting, or drainage from eyes or ears. Per Shelby County guidelines a child cannot come to school with a fever over 100.4. Please do not give fever reducers to your child and send them to school, as this does not reduce the spread of infection. Your child will be sent home if they exhibit signs or symptoms of vomiting, diarrhea, or fever. Please allow 24 hours from the time of the last onset of symptoms before sending them back to school. All medicine to be administered at school should be given to the school nurse by the parent/guardian with specific instructions. Appropriate forms must be completed before medication will be administered. Students are not permitted to carry prescription or over-the-counter medication either on the bus or on school property.

Please refer to the Student Services section of the website to obtain proper forms and medication policies found in the Nursing Services/Student Health Quick Links.

### **LEADER IN ME PROGRAM**

*The Leader in Me* is Franklin Covey's whole school transformation process. It is based on the idea that every child can be a leader. Through this process 21st century leadership and life skills are taught to students, creating a culture of student empowerment. The 7 Habits of Healthy Kids are integrating into our daily lives at Calera Elementary School. The following represents our mindset...every child is capable, every child is a leader.





### **LIBRARY**

- Any student in good standing (no overdue books) may check out books.
- Books may be checked out for one week at a time.
- Replacement fee for lost or damaged books:
  - LOST BOOKS – \$15.00 (This will be refunded if the book is returned in good condition.)
  - DAMAGED BOOKS – \$15.00

A student may not check out additional books until reimbursement has been made for lost or damaged items. Overdue fines will not be charged or collected.

### **PARENT TEACHER ORGANIZATION (PTO)**

Cooperation between home and school is essential to develop an educational program that enriches the student and emphasize the importance of education. The Parent-Teacher Organization (PTO) is an important component of the total school support system. The PTO is only as strong as the parents, volunteers, and teachers make it. Your active participation in this organization is strongly encouraged. Please show your support by joining the PTO. Dues for 2018-2019 are \$10.00 per family.

**President—Domini Jones**

**Vice President—Carrie Boyles**

**Treasurer/Fundraising Coordinator—Jennifer Richardson**

**Secretary/Parliamentarian—Jamie Findley**

**Volunteer/Room Parent Coordinator—Rebecca King & Natalie Bores**

**Hospitality Coordinator—Shay Bailey**

**Contact:** [caleraelementarypto@gmail.com](mailto:caleraelementarypto@gmail.com)

Follow PTO on Facebook

#### **Parent Volunteers**

We encourage the participation of parents as volunteers in our school. PTO sponsors events throughout the year to help teachers and the school with specific needs. Volunteering at other times need to be coordinated with your child's teacher and should not interrupt the instructional day.

### **PHYSICAL EDUCATION**

Students are expected to participate in all PE activities unless parents/guardians send a written request for nonparticipation due to illness or injury. Extended exemptions of more than 2 days require a doctor's excuse.

Securely fitting tennis shoes and appropriate clothing should be worn each day in physical education for student safety, modesty, and comfort.

If a student is exempt from PE for any reason, the student will participate in a health-related activity that honors the limitations noted in the excuse.

### **SCHOOL OPENING AND CLOSING**

The school building opens each day at 7:15 a.m. and closes at 3:30 p.m. unless there are activities that require a student to stay later. Due to lack of supervision, students are not allowed in the building prior to 7:15 a.m. and should be picked up by 3:15 p.m.

## STUDENT TRANSPORTATION

### Morning Arrival

Between 7:15 a.m. and 7:35 a.m., students should enter the building and report to the cafeteria for breakfast, gym or walking track (weather permitting). Students arriving after 7:35 a.m. should go directly to their classroom or to the cafeteria for breakfast. Any student who does not arrive in their classroom by 7:50 a.m. is tardy and must be signed in by a parent/guardian.

### Bus Riders

CES will comply with the Shelby County School System Transportation Policies outlined in the Shelby County Code of Conduct.

Bus service is available for all students. Bus schedules are posted on the Shelby County Board of Education's website. We also have a copy in the front office. Should you need further assistance, contact the front office (682-6120) or the transportation office (682-7130).

Students may only ride the bus they are assigned based on their home • address, unless approved by an administrator.

- Students should arrive 5 minutes before estimated pick-up time.
- Times may vary 5 minutes for pick-up and drop off depending on traffic and weather conditions.
- It is recommended that a parent/guardian or adult be at the assigned bus stop during the AM and PM routes. *Bus drivers will distribute forms if you wish for your child to be left at the bus stop without adult supervision.*
- During the first two weeks of school, the bus is establishing the route. Please be patient if the bus is not on time.

The sole purpose of a school bus is to transport students safely to and from school. The school bus is considered to be an extension of the classroom and all SCBOE rules apply. Our goal is to ensure that all students who ride the school bus exhibit good behavior while on the bus. In the event the bus driver deems it necessary to issue a disciplinary notice, an administrator will take appropriate action. The guidelines outlined by the code of conduct will apply when handling bus discipline issues.

### Car Riders

#### Morning Drop-off

- All car riders must be dropped off in the BACK of the school, next to the playground, in the car rider line upon arrival but not before 7:15 a.m. Do not unload before reaching the sidewalk or if there is no adult on duty. The car rider line will close at 7:48 a.m. in order for students to have enough time to get to their classrooms prior to the tardy bell.
- Parents may not park and walk their students into the building.
- At no time should students be dropped off to walk into the building alone from any area other than the car rider line where supervision is provided.
- If your child is tardy, park in the front and walk him/her inside the building and obtain a tardy pass.

#### Afternoon Pick-up

- Please have your Calera Elementary car rider tag clearly displayed. If you do not display your tag you will be asked to pull around to the front and check your child out in the office.
- If your child is not out in the front when you pull up, you may be asked to pull forward until he/she is located.

All students should be picked up prior to 3:15 p.m. All students who are not picked up by 3:15 p.m. will be brought into the office and parents must come inside to sign them out. There will be a late pick-up fee for children not enrolled in ASCP.

- Children who are not picked up by 3:15 p.m., and are enrolled in the After School Care Program, will be taken to ASCP. Payment will be the responsibility of the parent.

#### **Reminders:**

- Please follow car rider procedures.
- We ask that all parents in carpool line **refrain from using cell phones and smoking/vaping** while in line. Please drive slowly when entering and leaving the loading area.
- Cars entering from either 10th Street or Whippoorwill will follow the direction of the staff member directing traffic.
- Car riders should exit and enter their vehicles on the right/passenger side of the vehicle.
- When loading or unloading during carpool, please pull your vehicle up as far as possible so other vehicles may load and unload at the same time.
- Please place your vehicle in park while students are loading and unloading.
- Staff members are on duty in the mornings and afternoons to help ensure children's safety.

#### **Transportation Changes**

**Any transportation changes must be provided in writing and approved by the front office by 2:00 p.m. If a student is going home with another student, a note must be provided by both students to the office and approved by the administration. Students may not ride the bus to a friend's house. Written requests for changes should be made to school office on the morning of the proposed change. (Phone calls, emails, text messages, and faxes are not allowed for transportation changes.)**

#### **TITLE I**

Title I is a partnership between the federal government, the state educational agency and the local school district. It is the largest federal aid program for elementary and secondary schools. The federal government appropriates money to help schools that meet the criteria of having at least 35% of its students on the free or reduced lunch program. Each district must apply for these funds each year. The money is released to the state, and then to the school districts. This money is used to:

- Identify students experiencing academic difficulties and to provide timely assistance to help these students meet the state's challenging content standards.
- Purchase/provide supplemental staff/programs/materials/supplies
- Conduct parental involvement meetings/trainings/activities
- Recruit/hire/retain Highly Qualified Teachers

We ask that each family complete a free/reduced lunch application each year to assist with meeting the criteria mentioned above.

## **VISITORS**

Shelby County Board of Education policy and academic/safety integrity require that **all visitors to the school must report to the school office, sign in, and receive permission to visit the school campus for a specified reason.** Photo identification is required. Visitors will be asked to wear a visitor's pass (or sticker) available in the office. This is for the safety and the confidentiality of all students. **All visitors for events, volunteers, and lunch must be on the students checkout card.**

**In order to protect instructional time, teachers are not free to conduct unscheduled conferences.** Conferences may be scheduled directly with the teacher.

### **Lunchroom**

Parents are welcome to eat lunch at school with their children. Visitors who eat with a student should join the student in the hall by the lunchroom once they have signed in at the office. If the school is serving sack lunches for special events and programs, there will be no lunch guests.

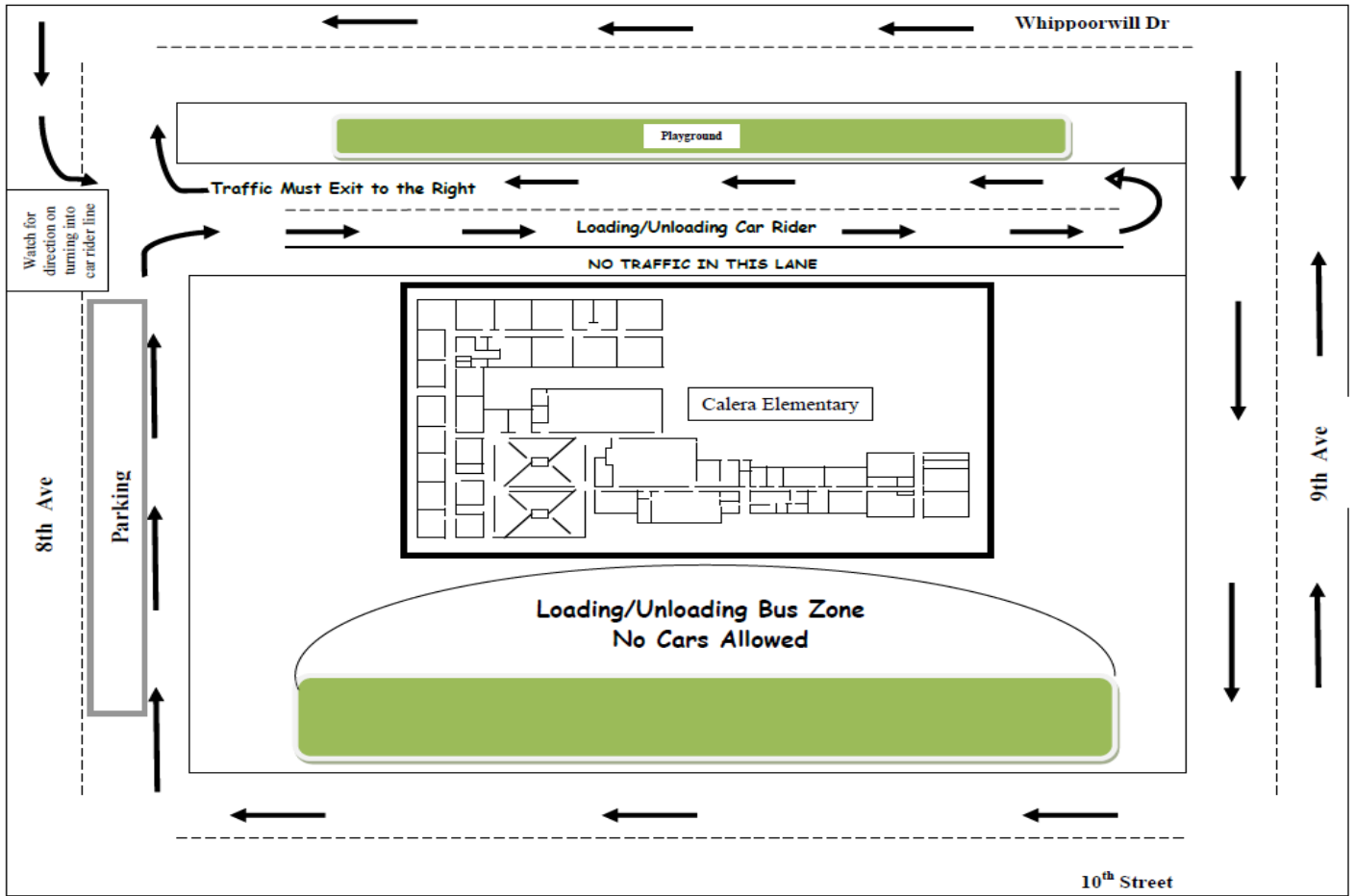
### **Programs**

For programs/events during the school day, the custodial parent/guardian may come to the school during a designated time and pick-up a "Fast Pass" for visitors to use the day of the event. With a "Fast Pass", visitors are able to avoid the identification line the day of the event. There will be a second line for visitors with a "Fast Pass" to just sign in. The "Fast Pass" will be your visitor badge for the event. Each badge will be specific to each event and can only be used for the event in which it was given.

***Visitors may use adult restrooms located across from the main office or inside the library. Please do not use student restrooms during the school day.***

## 2018-2019 Bus Listing

<b>Bus</b>	<b>Animal</b>	<b>Driver</b>
18-54	Elephant	R. Broadhead
18-62	Zebra	L. Tiller
09-77	Tiger	K. Stewart
18-20	Horse	P. Huffman
13-23	Flamingo	W. Johnson
16-07	Turtle	C. Miles
09-26	Bear	K. Leonard
08-11	Nemo	A. Denard
18-29	Frog	A. Duncan
13-01	Eagle	F. Bryant
13-43	Dog	L. Davis
18-27	Pig	T. Thomas
09-64	Monkey	L. White
08-19	Cow	A. Tucker
18-10	Panda	C. Wilson
18-12	Lion	L. Langley





### **OUR VISION**

Every student a graduate and every graduate prepared for the future.

### **OUR MISSION**

To build a foundation that inspires learning.

### **OUR BELIEFS**

Calera Elementary School believes:

- All students can learn and achieve in a safe, disciplined environment.
- Parent and community involvement are keys to student success.
- Teachers and staff support learning by setting high expectations.
- Teachers use various strategies to meet the individual student needs.