



Calera Elementary School

Student-Parent Handbook 2016-2017

Genet Holcomb

Principal

Krista Townsend

Assistant Principal

Welcome to Calera Elementary

Calera Elementary
855 10th Street
Calera, AL 35040

Administration and Office Staff

Genet Holcomb	Principal
Krista Townsend	Assistant Principal
Tina Etrass	Bookkeeper
Kathleen Keelin	Counselor
Sherri McKinnon	Registrar
Deann Scholl	Secretary

Main Number	682-6120
After School Care Program	682-5958
Cafeteria	682-6126
Counselor	682-6122
Fax	682-6125
Health Room	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 2016-2017 Calendar

Aug 9	1st Semester Begins, full day for students
Sep 5	Labor Day (School/Office Closed)
Oct 10	½ Teacher Workday, ½ Prof Dev (No Students)
Nov 11	Veterans Day (School/Office Closed)
Nov 21-25	Thanksgiving Break (School/Office Closed)
Dec 16	1st Semester Ends, Students Dismissed at 1 p.m.
Dec 19-Jan 3	Christmas Holidays (School/Office Closed)
Jan 4	2nd Semester Begins (Full Day for Students)
Jan 16	M.L. King, Jr. Birthday (School/Office Closed)
Feb 20	Presidents Day (Schools Closed-Weather day if needed)
Mar 10	Teacher Workday (No Students)
Mar 27-Mar 31	Spring Break (School/Office Closed)
May 25	2nd Semester Ends, Students Dismissed at 1 p.m.

Grading Periods

1 st Period ends October 7	Grades go home October 14
2 nd Period ends December 16	Grades go home January 6
3 rd Period ends March 9	Grades go home March 17
4 th Period ends May 25	Grades go home May 26

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!**

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 or the gym. 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 will be posted during registration confirmation and on the Shelby County Board of Education's website. Should you need further assistance, contact the front office (682-6120) or the transportation office (682-7130).

- Students may only ride the bus to which they are assigned based on their home address.
- 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.
- A parent needs to be at the bus stop.
- 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 front of the building in the car rider line upon arrival but not before 7:15 a.m..
- 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 in the front of the building where supervision is provided.

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 park 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 up to the side until they are 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.
- Children who are not picked up by 3:20 p.m., and are enrolled in the After School Care Program, will be taken to ASCP. Payment will be the responsibility of the parent.

Proceed with caution; Please be patient

- Please follow car rider procedures.
- We ask that all parents in carpool line **refrain from using their cell phones and smoking** while driving through the line. This is an obvious danger as attention is diverted from the many young children who are waiting for their ride.
- Please drive slowly when entering and leaving the loading area.
- Cars will pull up to the employee directing traffic.
- Car riders should exit and enter their vehicles on the right 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. 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.)**

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**.
- 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.

Checkouts

Students who must 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 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 checkins and checkouts may be summoned to the Early Warning Program. Tardies to school should not exceed more than **2 per month**.

EMERGENCY SCHOOL CLOSING

If inclement weather occurs during the school day, county administration will decide if schools will remain open for the remainder of the school day. This decision will be broadcast via television, our district website, ListServe, and on Blackboard connect. Please sign-up for CES ListServe Message Service and Blackboard to receive important announcements.

Students will be dismissed their normal way.

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

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.**

Please be respectful of other staff and students if your child is sick. Please 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.

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.

A parent or doctor's note is expected upon the child's return when the child is sent home by the school nurse. After a child has been sick, use the 24 hour rule to determine if they are still contagious.

BREAKFAST AND LUNCH PROGRAM

Breakfast is served from 7:15-7:40 a.m.
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

The Alabama State Constitution and Board of Education policy do not permit charges. Parents will be notified when their child's lunch account balance reaches \$10 or less. Parents of students without lunch money will be called to remind them to send money the next day for their child's lunch.

Free lunch applications are available in the school office. Parents desiring to participate in the free or reduced lunch program must complete a Free/Reduced Lunch Application and return it to the school as soon as possible.

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.

DRESS CODE

Parents, teachers, and administrators should work together to up-

hold 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.

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 2016-2017 are \$10.00 per family.

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 needs 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.

FIELDTRIPS

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.

VISTORS

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.** Please do not visit classrooms unannounced. 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.

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..

LIBRARY

- All books are the property of Calera Elementary School.
- Any student in good standing (no overdue books) may check out books.
- Books may be checked out for one week at a time.
- Students are expected to read the books they check out.
- 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.

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 con-

venience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card or electronic check.



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.