

# **Chelsea Park Elementary**

## **Parent/Student Handbook 2019 - 2020**



9000 Chelsea Park Trail  
Chelsea, Alabama 35043  
682-6700 Phone  
682-6705 Fax

## Letter from the Administration

Dear Parents and Students,

Welcome to the 2019 - 2020 school year! This handbook is intended to inform you of procedures and practices at Chelsea Park Elementary. Please discuss it with your children and refer to it throughout the year. If you have any questions, please contact the school at 682-6700.

The faculty and staff of Chelsea Park Elementary are committed to excellence and the academic success of each and every student in our school. Our continued success is possible only through the collaborative efforts of quality teachers, caring parents, and a supportive community.

By adhering to the procedures and practices in this handbook, you help us provide an optimal and safe learning environment for your child. Please keep your child's teacher informed of any special situations that may arise during the school year, and do not hesitate to ask questions.

Chelsea Park Elementary is truly blessed to have such a winning combination of excellent teachers, caring and cooperative parents, a generous PTO, and a supportive city government and community. Together, there is no limit to what we can achieve.

On behalf of the faculty and staff of Chelsea Park Elementary, thank you for entrusting your children to us, and we look forward to working with you and your children!

Sincerely,

Jennifer Galloway  
Principal  
[JGalloway@shelbyed.org](mailto:JGalloway@shelbyed.org)

Assistant Principal  
Mrs. Mary Anderson  
[m3anderson@shelbyed.org](mailto:m3anderson@shelbyed.org)

**CHELSEA PARK ELEMENTARY FACULTY AND STAFF**

<i>Kindergarten</i>	<i>First Grade</i>	<i>Second Grade</i>	<i>Third Grade</i>	<i>Resource Teachers</i>
Sarah Beck	Amanda Banks	Anna Byers	Abbie Akers	Jessi Adams - Counselor
Robyn Conn	Sarah Cooley	Paige Chatta	Karen Epperson	Marcel Bailey - ESL
Jessica Cummings	Jessica Galamore	Sarah Cox	Angie Harris	Vickey Bailey - GRC
Jacqueline Garrett	Laura Harris	Anna Hewett	Keaghan Hinson	Carrie Cashion - Counselor
Sydney Hall	Michelle McLean	Erin Moody	Heather Russell	Brooke Dunham - Music
Shelly Roark	Karen Pruitt	Morgan Turner	Kari Sides	Ashley Grainger - Library
Jordan Stanley	Ashlea Staples	Amanda Wade	Erika Singletary	Valeria Hackett - PE
Kendall Vinsant			Kim Smith	Cherry Moody - GRC
				Kelly Scales – ½ PE
<i>Fourth Grade</i>	<i>Fifth Grade</i>	<i>Learning Support Teachers</i>	<i>Paraprofessionals</i>	Austin Self - Art
Amy Floyd	Leah Green	Hannah Burton	Tanya Adams	Kelly Stewart - PE
Lydia Lewis	Daryl Hyde	Georgia Gennari	Mayela Clinkscates	<i>Bus Drivers</i>
Jennifer Martinez	Madeline Jones	Ashleigh Johnson	Brandy DiGiovanna	Brandi Cleckler
Lana Morris	Jennifer Means	Milynn Moore	Amy Galamore	Betsey Hallmark
Alison Parnell	Bekah Morrison	Cammie Schwallie	Amy Harika-Williams	Jackie Ingram
Lydia Riggins	Lindsey Schoeneck	Melissa Topazi	Pam Moore	Matthew Jones
<i>Office Staff</i>			Lisa Peacock	Tommy Keller
Kristy Archer - Registrar	<i>Maintenance Technician</i>	<i>Child Nutrition</i>	Andrea Peek	Ray Lenning
Melissa Rasco - Secretary	Darrell Lowery	Tina Bassett	Bree Tinch	Billy Parker
Martha Zedaker - Bookkeeper	<i>Custodial Staff</i>	Cynthia Blackerby		Lori Phillips
<i>Administration</i>	Cindy Gasaway	Alisha Cooper - Manger	<i>Nurse</i>	Frankie Robinson

Jennifer Galloway, Principal	James Osborn	Glenda Goicochea	Heather Long, R.N	Angie Seabolt
Mary Anderson, Assistant Principal	Tina Whitfield	Leigh Fran Jones – Reg. Mgr.		Rose Welch
		Thomas Payne		
		Sharon Rogers – Assistant Manager		

### Accreditation

All of Shelby County schools including Chelsea Park Elementary, are accredited by the Alabama State Department of Education and AdvancedEd, a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of Pre-K-12 schools and school systems. Southern Association of Colleges and Schools, Council on Accreditation and School Improvement (SACS CASI) and the Board of Trustees of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) unified their respective organizations. The National Study of School Evaluation (NSSE) also joined the unification. The result was **AdvancED**—a single, comprehensive organization dedicated to advancing the quality of education for students worldwide.

### Long Range Strategic Plan for All Shelby County Schools

**Vision** - To be a model for excellence in education

**Mission** - To make every student a graduate and every graduate prepared

### Beliefs

**Collaboration for Results** - We believe in a collaborative environment where every individual recognizes their important role in the team effort toward achieving excellence.

**Commitment to Excellence** - We believe in having a strong commitment to our overall mission and to every individual.

**Community Partnerships** - We believe community stakeholders are important and recognize that building relationships and trust are vital to our continued success.

**Continuous Improvement** - We believe in the intentional process of continuous improvement in every school and department because it is the standard for excellence.

**Culture of Success** - We believe in a positive and caring school culture that celebrates the character, integrity, and diversity of our students and staff.

## **Mission Statement of Chelsea Park Elementary**

Children  
Parents  
+ Educators  
Success

### **Shelby County School System**

410 East College Street  
P.O. Box 1910  
Columbiana, Alabama 35051

### **Shelby County Board of Education Members**

Mr. Aubrey Miller, President  
Ms. Peg Hill, Vice President  
Mr. David Bobo  
Mrs. Jane Hampton  
Mr. Jimmy Bice

### **Acceptable Use Policy (AUP)**

The Shelby County Schools Acceptable Use Policy is located in the Shelby County Schools Student Code of Conduct and Attendance. Please read the AUP policy in its entirety and notify the principal, in writing within fifteen (15) school days of the student's first day of attendance, if you wish for your child not to access the Internet independently. This notification only prohibits the independent access of the Internet, not the view of Internet sites presented as part of a lesson or the Internet-hosted software used by the school. Internet usage is only one aspect of the AUP. Chelsea Park will enforce all other aspects of this policy. Again, please read the policy in its entirety.

### **Arrivals**

School begins at 7:45 a.m. and students are expected to be in their classrooms by 7:40 a.m. Students may not arrive before 7:05 unless they have been signed in for "Early Morning Care." This service costs \$3.00 per day and begins at 6:30 a.m. each school day. During "Early Morning Care" the children will be supervised by a certified teacher from 6:30 a.m. until 7:05 a.m. The children will need to be accompanied by a parent to the CPES gym to sign-in his/her child each morning. Breakfast begins at 7:05 and ends at 7:40. Students, who arrive between 7:05 and 7:30 and are not eating breakfast, need to go directly to their supervised hallway and sit by their classroom. At 7:30, all students are welcomed into their classrooms by their teachers.

The car-rider line supervision will begin at 7:05 a.m. and end at 7:40 a.m. Students should be out of the car prior to 7:40 a.m. to arrive in their classroom by 7:45 a.m.

Parents or guardians are required to come to the front office to sign a “Tardy Slip” for students who arrive at 7:45 a.m. or later. Elementary students are not allowed to check themselves in or out. Students who arrive after 11:30 a.m. will be counted absent the entire day.

Parents are welcome to walk children to classrooms the first day of school. Parents of kindergarten students can walk kindergarteners to their classroom the first two days of school. After the first two days of school, all children should be walking to class independently. We have staff and Chelsea Park student leaders stationed throughout the hallways to assist students who need help finding their classrooms. If your child needs help carrying projects or special items to the classroom on occasion, please sign-in at the front office, get a name tag, and then you may assist your child to his/her classroom.

### **Attendance**

Regular daily attendance of your child is essential if academic progress is to be made. Please refer to Shelby County School Code of Conduct and Attendance for detailed attendance policies. Note that parents must send a written note (doctor’s notes, court notes, or parent excuses) within 3 days of the absence for it to be excused. However, all notes from parents will not automatically be excused. The registrar and the administration will review the reason for the absence to determine whether or not it will be considered excused. Please send written excuses to the registrar, Kristy Archer, or by email to [karcher@shelbyed.org](mailto:karcher@shelbyed.org).

Should your child miss school due to an out-of-town trip for a specific reason, the **Parent Request Form for Excused Absence** must be completed and submitted to administration prior to the departure for the trip. This form can be obtained in our front office. Absences such as these should be limited during the school year and planned around the school calendar. However, we understand family emergencies do occur. Completing and submitting the form to administration does not guarantee automatic approval.

Arrangements for missed work must be made within 3 days of the child’s return to school. When a student is absent, the parent or guardian will receive a phone call from *Blackboard Connect Rapid Notification System* to verify the absence. The following are consequences from the Shelby County Board of Education for unexcused absences:

- After two unexcused absences, the parent will receive a letter from the school.
- After three or four unexcused absences, the local school will schedule a pre-referral parent meeting to review the student’s attendance records.
- After the fifth unexcused absence, the parent is referred to Early Warning Court.
- Upon the seventh unexcused absence, the local school will make a subsequent Early Warning referral for the purpose of filing a truancy petition.

Absences for which no written explanation is received within the 3-day time frame will be considered unexcused and truant. Alabama State Law, Section 16-28-3, Code of Alabama, 1975, requires all children between the ages of 6 and 17 to attend school regularly. Please read Shelby County Schools Student Code of Conduct and Attendance for more information regarding truancy.

Absences beyond 10 must be documented with a doctor's or court excuse, or permission from the principal. Parent notes will no longer be accepted after the 10<sup>th</sup> absence excused with a parent note. A student who accumulates 10 total absences during a school year is subject to retention.

### **Birth Certificates**

We ask that all new students enrolled in school submit a birth certificate with the child's legal name for age verification.

### **Bus Transportation**

Bus transportation is available for students in Shelby County Schools. To inquire about bus stops, please call the County Bus Shop at 682-7130. Students transported at public expense are subject to the Shelby County Schools Code of Conduct. School rules will apply on all school buses while traveling to and from school, on field trips, and at bus stops. Should a student misbehave on the bus during a regular bus route, the following actions will be taken:

- The first offense, the bus driver will discuss the behavior with the child.
- The second offense, the bus driver will discuss the behavior with the child and contact the parent using a "Note from Your Bus Driver" that will require a parent signature before returning a copy of the note to the bus driver.
- The third offense, the CPES administration will discuss the behavior with the child and contact the parent via phone or disciplinary note.
- The fourth offense, the child will be suspended from the bus for one day.
- Subsequent offenses will result in a longer suspension period and/or possible removal from the bus.

Any severe behaviors (hitting, spitting, profane language, throwing objects, etc.) will result in an automatic discipline referral to the CPES Administration. Regular classroom consequences will be followed when behavior occurs on the bus during a field trip.

Any carry-on equipment (i.e. book bags, science projects, school fundraiser items) must be held by the student owner and must not interfere with either the seating or safety of the students on the school bus. Glass items (i.e. flower vases) and balloons are not permitted on the buses.

Bus routes, including pick-up and drop-off times, can be found on the Chelsea Park Elementary website by clicking on "School Info." Then, select "Bus Transportation." Next, select "Schedule of Current Bus Stops" and scroll down to the Chelsea Park Elementary PDF.

### **Check-Out procedures**

Only authorized adults whose names are listed on the Student Check-Out Authorization Form may check-out a student. Everyone, including the child's parent, must present a valid driver's license to check-out a student. This practice is for your child's protection so please have your driver's license with you when checking out your child. Check-outs must end daily at 2:30 p.m. due to dismissal. It becomes confusing for the students and

faculty when children are checking out while walking to dismissal locations. If your child should need to be checked out for any reason, please do so before 2:30 p.m. Please remember that check-outs are counted as “tardies.”

### **Check Acceptance Policy**

All checks written to Chelsea Park Elementary School must have the following items:

- Commercially Printed Name
- Current Date- Post-dated checks will not be accepted.
- Commercially Printed Current Address
- Phone Number
- Signature

Checks must be written for the exact amount—no change will be given from a check written for more than the amount due. Always send checks (or cash) in a sealed envelope with your child’s name, the teacher’s name and the reason for the enclosed money on the envelope. Please write a separate check for your child’s lunch account. All checks returned NSF or Account Closed will go directly to NEXCHECK (our collection agency). NEXCHECK will electronically withdraw the funds to cover the check, as well as the allowable fee (currently \$30.00). After we have received two returned checks, we can no longer accept your personal checks, and further financial transactions with the school must be by cash or money order.

### **Child Nutrition Program**

Our staff does a wonderful job of providing nutritious meals for our students. Menus are provided on a monthly basis to each student and are posted on the Shelby County Website under “Child Nutrition”. For students, breakfast is \$1.50 and the reduced price is \$.30. Lunch is \$2.25 and the reduced price is \$.40. You may pay daily, weekly, or monthly, and checks need to be made out to Chelsea Park Elementary. Please write your child’s lunch account number on the check. You also have the option to pay online with a credit card at [www.myschoolbucks.com](http://www.myschoolbucks.com). For adults eating at school, breakfast is \$3.25 and lunch is \$4.25.

Since this is a federally funded program, meals cannot be charged, so please make sure your child has adequate money in his/her lunch account each day. If your child wishes to purchase a la carte items, i.e. ice cream, he/she should bring extra money for these purchases. Please notify your child’s teacher and the lunchroom manager in writing if you do not want your child to purchase a la carte items. If your child brings home a notice of a delinquent lunch account, please don’t assume that it is a mistake. Call the lunchroom at 682-6706 for details regarding this notice. All students who have a negative lunch account of \$10 or greater will be served a reimbursable sack lunch that will include all components required by the USDA. Students will continue to receive this sack lunch until the negative balance is cleared. In order to clear your child’s negative balance, please send the amount listed on the negative balance report that is sent home with your child.

Applications for Free and Reduced lunch forms are sent home at the beginning of each school year. A new form **MUST** be completed and submitted annually to be eligible for free or reduced meals. Free/Reduced lunch forms may be obtained from the CPES office or can be submitted through the Shelby County website at [www.shelbyed.k12.al.us](http://www.shelbyed.k12.al.us); under Child Nutrition. You will need to obtain a student ID # prior to using this program and this number can be obtained from the CPES registrar at 682.6700.

In accordance with the Alabama State Board of Education and Shelby County Schools, any snack brought from home to be shared with other students must meet nutritional guidelines. Therefore, certain food items like cake, carbonated beverages, candy, etc. are not allowed in the classrooms. If you are unsure if an item is allowed, please contact your child's teacher or the administration.

In order to give our kindergarten students time to learn lunchroom procedures, we are asking that kindergarten parents wait until Sept. 1 before coming to eat lunch with their students.

### **Class Parties**

PTO room mothers will be in charge of party arrangements and will plan parties in keeping with school policy. Each grade level has certain procedures for classroom celebrations and certain restrictions due to food allergies. Please check with your child's teacher before bringing food items for events such as student birthdays, etc. ***Shelby County Board of Education prohibits the attendance of siblings at classroom parties.***

### **Conduct**

One of our goals is to assist parents in preparing students to be productive and contributing citizens. This goal includes learning how to behave appropriately, cooperate with others, and follow the rules. The Shelby County Code of Conduct and Attendance provides the schools with behavioral expectations of general rules of conduct and the consequences for not following those rules. Teachers also have specific classroom rules to be followed. All rules and regulations are developed and implemented with one thought in mind: To provide each student with the maximum opportunity to acquire an education in an environment that is safe and conducive to learning.

As a school, we have three general school-wide expectations: Be Safe, Be Respectful, and Be Responsible.

### **Conferences**

Parent-Teacher conferences are encouraged. A conference with your child's teacher may be scheduled by directly contacting your child's teacher either by email or a note. Please help us protect instructional time by not interrupting class with an unscheduled conference.

### **Daycare - After School Care Program (ASCP)**

The “After-School Care Program” at Chelsea Park Elementary offers supervision of students from 3:00 until 6:00 each day. Students are received by the After School Care workers at the end of the regular academic day. Registration forms are available in the school office. This program is managed by the Continuing Education Department of the Shelby County Board of Education. For more information regarding the After-School Program, please call Geri Antonio at the Community Education office at 682-5958.

### **Dress and Grooming**

Guidelines for dress and grooming are listed in the Shelby County Code of Conduct and Attendance and will be followed at Chelsea Park Elementary. Please consult this publication for specifics and review the specifications with your child. Students not dressed according to the Shelby County guidelines will call parents to bring appropriate clothing to school. The Dress Code also includes hairstyles. Hairstyles that draw attention to oneself in a manner that may be disruptive to the educational process are prohibited.

### **Enrollment**

A valid Alabama immunization form and two proofs of residency are required to be on file for each student. We also request a copy of each child’s certified birth certificate and a copy of the child’s social security card be available as well. Students enrolling from another school or homeschool must also provide a current report card.

### **Equal Education Opportunities**

No student will be subjected to discrimination or excluded from participation in any programs or activities, based on age, race, sex, religion, national origin, handicap, color, or creed.

### **Field Trips**

Occasionally, field trips will be arranged to supplement the instructional program of the school. Parents will be informed of the time, place, purpose, cost, and any special arrangements for such trips. ***Students must have a permission form signed by a parent or guardian to go on field trips.*** Students will not be allowed to go on a field trip without the proper written permission. All school rules of behavior are in effect at all times during the field trip. ***Students must leave the school and return to the school with the group from the school.*** Only students of the classes involved and approved chaperones may attend. Board policy does not allow other students, siblings or preschool children to go on school trips. ***Chaperones must be listed on the child’s Student Check-out Authorization Form to attend any field trip and do not ride on school buses.*** The chaperone must also sign in at the front office and obtain a Visitor’s sticker prior to leaving for the trip. If your child will need medication while on the field trip, make sure you inform the teacher and check with the school nurse several days before the trip to make sure the proper forms have been completed. Teachers depend on chaperones to help during the entire field trip. It is important that the chaperones stay with the group the entire time. Again, chaperones should sign in at the front office and pick up a visitor’s badge before leaving for the trip.

Monies collected for the field trips are calculated on the number of students and parents who plan to attend. Therefore, monies collected for field trips are non-refundable.

### **Gifted Program**

All second grade students will be observed for potential gifted referrals. Criteria for qualifications for the program are outlined in the Student Code of Conduct & Attendance.

### **Grading**

Grading standards in all subject areas are established by the Shelby County Board of Education. Nine weeks grades will be assigned from such materials as class-work, tests, reports, projects, and other sources identified by the teacher. Report cards will be sent home at the end of each nine weeks and include a legend to explain the grading. ***Report cards should be signed and returned to your child's teacher promptly.*** In addition, parents may expect to receive graded papers and tests from the teacher on a regular basis.

### **Guidance Program**

Chelsea Park Elementary has a wonderful counseling program implemented by Mrs. Jessi Adams and Mrs. Carrie Cashion. Each counselor works with whole classes and small groups to provide a planned, purposeful, and sequential program of activities. These activities address the following issues: bullying, drug awareness, decision making, goal setting, career awareness, respect for self and others, and bodily and emotional changes. School counselors are not able to provide repeated counseling sessions for just one particular child. If your child is facing a situation that warrants consistent visits to the counselor, you may want to contact a certified counselor, or counseling service outside of the school.

### **Gymnasium Rules**

Every child will participate in Physical Education activities each day for 30 minutes, according to the Alabama State Course of Study. Some rules for making the P.E. experience pleasurable are as follows:

- Tennis shoes are required for participation in sports activities. This is for the comfort and safety of your child as well as others.
- Girls wearing dresses to school should wear shorts under their dresses during P.E.
- Equipment is to be used with proper supervision and when the teacher in charge has given permission.
- A child may be excused from participation in P.E. class by a written note from his/her parents that includes the reason the child needs to be excused and length of time the child needs to be excused. A doctor's note may also excuse your child from P.E. A doctor's note is needed when a child needs to be excused from P.E. for five consecutive class days. The excuse must state the reason why the child needs to be excused from physical activity, as well as when the student will be able to return to normal activity.

### **Health Issues**

Parents of students having a serious health condition should alert the teacher immediately. If a student becomes ill during the school day, parents may be contacted

after the child visits the registered nurse in the school's health room. We ask that all students have updated emergency contact numbers on file in case a parent cannot be contacted. Students with contagious health issues like head lice, pink eye, scabies, and undiagnosed rashes, will be sent home.

Whenever a case of head lice is discovered, the child is immediately removed from the classroom in a way that does not embarrass the child. All other students in that particular classroom are also checked for head lice by the school nurse. Parents of the infected child are contacted and a notice is sent home with the other students in that class. The name of the child infected with lice is always kept confidential.

A child may return to school only after being treated with special shampoos from the Health Department or local pharmacy. To return to the school, your child must be lice free, and a thorough effort has been made to remove nits, and must be accompanied by a parent to the school nurse's office to be cleared for re-entry to the classroom. No more than two consecutive absences should be considered excused due to head lice.

Students with pink eye may return to school after doctor-prescribed medication has been used for at least 24 hours to treat the affected eye.

Students with scabies and undiagnosed rashes may return to school with proof of treatment or physicians release.

The school nurse and other trained school officials may administer prescription drugs only with written permission from the parent/guardian and attending physician. A medication form must be signed for prescriptions and over the counter drugs prior to the medication being administered at school.

Prescription medications must be in the original bottle identified with the child's name, doctor's name, medication's name, strength, dosage, and times to be administered. An adult must take the medication to the nurse, and a form must be completed giving the nurse permission to administer the medication. Only in approved situations (such as an asthma inhaler) should a child have medication in his/her possession.

Over-the-counter medication can be given to the student if a medication form is signed by the parent and returned to the school nurse by the parent along with the medication. When the medication to be provided is a nonprescription medication, the original container of the drug identifying the medication and the entire manufacturer's labeling, plus the student's name (written legibly on the container) should be supplied by the parent or guardian. The school nurse can only administer children's or junior strength medications without a physician's signature. A measured medicine cup, spoon, or syringe must accompany all liquid medication. The form and medication should be delivered to the school nurse by the child's parent. Please see the school nurse regarding the specifics of medication administration.

All medications (prescription and over the counter) stored in the school nurse’s office will need to be picked up during the last week of school. New authorizations must be completed at the beginning of each school year and will be good for the entire school year. Medications not picked up by the last day of school will be properly disposed of by the school nurse.

How sick is too sick to attend school? There are times when your child should stay home to prevent the possibility of spreading illnesses. Please refer to the chart below for when a child should be kept at home.

Fever	Temperature of 100 degrees or above, child should remain at home until fever free for 24 hours.
Vomiting	Your child should not attend school if he/she has vomited in the last 12 hours.
Diarrhea	Your child should remain at home if he/she has diarrhea in the last 12 hours.
Undiagnosed rash	Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox, scabies or some other contagious disease.
Pink eye (conjunctivitis)	This is very contagious. Your child should be treated with a physician prescribed medication before returning to school

**Homework**

Homework assignments are very important part of the total school program. Homework assignments are based on the following purposes:

- Drill and additional practice to strengthen new skills introduced in the classroom.
- Complete unfinished classroom assignments.
- Participation in research activities.

Homework can count as a grade that is averaged into the final nine weeks grade. Also considered in the grade will be class-work, tests, projects, reports, and other assignments.

While homework assignments are the major responsibility of the student, it is very important for the parent to supervise and check that homework is completed. It is also very important to establish a regular time and place to do homework. Homework should supplement, compliment, and reinforce classroom teaching and learning. Assignment books are used by teachers in second, third, fourth, and fifth grades to communicate with parents and inform parents of nightly homework assignments. Please check these daily.

**Immunizations**

All students attending Chelsea Park Elementary are required to have proper documentation of immunizations (usually referred to as a blue card) on file. The proper immunizations include a second MMR immunization, or a medical exemption form (IMM 51), or a religious exemption form (IMM 52), or a temporary medical exemption form (IMM 49). Students entering Kindergarten MUST have an updated immunization form that is consistent with their age. For more information, go to [www.adph.org/immunizations](http://www.adph.org/immunizations).

### **Inclement Weather**

In the case of inclement weather, please listen to the local radio and television stations for school closing information. Also, check the Shelby County List Serve for any announcements concerning early school closings. *Blackboard Connect Rapid Notification System* will be another method to contact you in case of an early school closing due to inclement weather. Please be sure your Blackboard Connect profile contain your current contact information. If school must be dismissed early due to bad weather, regular bus routes will be followed unless other information is given by the media. *If your child will have a different means of transportation in situations of bad weather, please notify your child's teacher before an event such as this occurs and make a note of the change as a reminder to yourself.* **If After School Care or the YMCA is your child's normal mode of transportation, your child will become a CAR-RIDER during an Early Dismissal and will need to be picked up through the car-rider line at the time of dismissal.** When under a tornado warning, our policy is to keep students, teachers, visitors, and parents in the school until an all clear signal is given. Our attention is to focus on the safety of all. However, you may check-out your child using standard check-out procedures, including presenting a valid driver's license. Again, this procedure is for the safety of our children.

### **Instructional Program**

Chelsea Park Elementary serves grades kindergarten through fifth grade. Classroom teachers provide instruction in the areas of reading, language, spelling, handwriting, mathematics, social studies, science, health/PE, character education, music, technology and art as appropriate to the level of the students. We also have a gifted program, a special education program, and an ESL program for those students who meet the criteria for eligibility. These programs are supplemented by instruction from the counselor, music teacher, art teacher, librarian, school computer technician, and physical education teachers.

Exceptional Education services are available for students who qualify for services under federal and state guidelines. Related services such as occupational and physical therapy may also be available for those who qualify. Students with a medical diagnosis which ***significantly*** impacts classroom performance may qualify for a 504 Plan. Please contact the assistant principal for further information regarding exceptional education services, 504, and PST.

### **Library Media Center**

Library books can be checked out on a weekly basis. Children are expected to return books before they check out other books. Please remind your child to return library books when they are due. Please notify your child's teacher AND the school librarian of any titles you DO NOT want your child to check-out from the school library. Please make your child aware of your expectations also. The cost of any lost library book will be the responsibility of the parent.

### **Lost and Found**

*Please label all garments, book bags, and lunch boxes in order to reduce the possibility of lost items. Parents and students are urged to check the hallway outside of the gym for lost items. Any unclaimed items will be given to a charitable organization at the end of every nine weeks (October 10, 2019; December 19, 2019; March 12, 2020; May 21, 2020).*

### **Lunchroom Visitors**

Parents must obtain a visitor's badge and present a photo identification card before enjoying your meal with your child. Lunch visitors must be listed on the child's approved Student Check-out Authorization Form in order to enjoy lunch with the child. Check with your child's teacher for correct lunch times. Parents will meet their child in the lunchroom after signing in, presenting your photo identification card, and obtaining a Visitor's badge. For safety reasons, parent visitors may eat lunch with their child only at designated tables. Lunchroom visitors may not accompany students to the classroom after breakfast or lunch.

In order to give our kindergarten students time to learn lunchroom procedures, we are asking that kindergarten parents wait until Sept. 1 before coming to eat lunch with their students.

### **Media and Web Release**

The Shelby County Schools Media and Web Release are located in the Shelby County Schools Student Code of Conduct and Attendance. Please read the policies in their entirety and notify the principal, in writing within fifteen (15) school days of the student's first day of attendance, if you DO NOT grant Shelby County Board of Education permission to publish your child's image and/or intellectual property. If this notification is not done, then these images or intellectual property may be used for publication, broadcast, or reproduction without limitations, or reservations, or any fee. The principal also needs to be notified within fifteen (15) school days of the student's first day of attendance, if you do not grant Shelby County Board of Education the right and permission to publish your child's image and/or intellectual property on its various official websites, then these images and/or intellectual property can be used in web publications without limitations, or reservations, or any fee. Chelsea Park will enforce all other aspects of this policy. Again, please read the policies in their entirety.

### **Messages for Students**

The telephone in the office is for conducting the daily business of the school office. Students may be permitted to use the phones only in case of an absolute necessity as determined by school officials. Students who use the office phone must have a pass from a teacher and permission from office personnel.

Naturally, there are emergencies which arise from time to time which necessitate a message to or from a parent or the delivery of an item to a child. The school is happy to cooperate with the delivery of messages or items, but this can become very time consuming, and your cooperation in keeping phone messages to a minimum will be appreciated. Students will not be called to the phone to speak with a parent/guardian.

Please do not send flowers and/or balloons to students during the school day requesting delivery to your child. These do become a distraction and are not permitted on the school buses.

### **Parent Volunteers**

Parent volunteers offer an invaluable contribution to the learning process and we encourage the participation of parents as volunteers in our school. Please arrange volunteer schedules with the classroom teacher, and please remember we must not interfere with the children's instruction during these times. Volunteers must sign-in and obtain a visitor's sticker before entering the hallways/classrooms. Shelby County Schools Board of Education policy does not allow siblings to accompany parents during volunteer times. Volunteer services outside classrooms are also needed and can be arranged through the school office.

### **Parental Contact Information**

It may be necessary during the school year to contact parents regarding school-related matters (illnesses, attendance, emergencies, etc.). Please make sure that the home telephone number, cell numbers, and business numbers are current and accurately listed on the registration sheet. Please notify the office of any changes that may occur during the school year.

### **Parking**

Parents and visitors should park in the front of the school in available parking spots. Please be mindful of Handicapped Parking and do not use these parking spots unless you have a Handicapped sticker.

The car-rider line is to be used to drop off students in the morning. However, parking in the parking lot is permitted IF a parent has business to attend the school. When parking in the parking lot, an adult must accompany the student through the car-rider crossing section. Because the safety of our children is our primary focus, we ask that you sign in at the Front Office whenever you visit our school.

### **Promotion Guidelines**

#### **Grades K – 5**

- Students must earn passing grades in 4 of the following 5 subjects: reading, language arts, math, science, and social studies. At least 2 of the 4 must be in the basic skills subjects of reading, language, and math.
- Students must comply with the Shelby County Attendance Policy.
- Summer school is not offered for students in Grades K-5.
- Kindergarten students follow the same guidelines as the other grade levels regarding promotion and retention. Parents of kindergarten students can no longer request their kindergarten student be held back.

### **Proof of Residence**

Parents must provide the school with two forms of documentation demonstrating proof of residency at registration. This documentation must be provided annually, not just at the initial registration. The following items may be used to verify your address at registration:

- Current lease agreements, deed, or mortgage note
- Current utility bill (electric, gas, or water) in your name

If documentation is not in your name, verification forms will have to be completed and approved by the Shelby County Board of Education. Periodically, during the school year, parents may be asked to provide the school with current proof of residence.

### **PST (Problem Solving Team)**

This is a team of educators who meet every five weeks to provide assistance for students who are exhibiting difficulty academically and/or behaviorally. Parents will be notified of the initial referral meeting and will receive progress reports after each of the meetings following the referral. The Problem Solving Team meets once every five weeks to complete new referrals and discuss the progress of existing plans. Students, who do not make adequate progress from the accommodations recommended by this team, may be referred to the eligibility process of Special Education.

### **PTO**

The PTO is as strong as the parents and teachers make it. Therefore, we urge every family to participate in our parent/teacher organization. By working together, we can optimize learning for all students. Our PTO purchases materials and other items needed to make learning successful at our school. Cost of membership for the PTO is \$10.00 per family. Our current PTO Co-Presidents are Michelle Tomlinson and RaeAnne Pruitt. They can be reached by calling the school and leaving a message, and they will return your call.

### **Safety Drills**

Fire drills and Tornado drills are conducted at least once a quarter. An intruder drill will also be conducted at least twice a year in order to prepare for any school-wide emergencies. Bus evacuations will be practiced twice a year as well.

### **Security Measures**

Our foyer is enclosed and visitors to the school have to be “buzzed” into the main office. You must be able to show a valid driver’s license or photo ID in the main office. After your ID is checked, the front office staff will then be able to buzz you into the main hallway of the school if your visit requires such access.

### **Student Recognition**

Helping each and every child grow academically, socially, and emotionally is very important to the faculty and staff of Chelsea Park Elementary. In order to recognize the growth of all students, Student Recognitions are given throughout each day. These recognitions are given to those students who demonstrate extra effort and/or achievement

in learning, demonstrate respect and kindness to peers or adults in our building, and to those who demonstrate an effort to overcome personal obstacles. Students who receive a Student Recognition are sent to the office and receive a congratulatory sticker and lots of praise from the office staff! Each Friday morning, one child's name per classroom will be drawn and announced over the intercom as *Student of the Week* from each classroom. That child will receive a "special surprise" designed especially for this recognition. Please note when your child comes home with a Student Recognition and celebrate your child's accomplishment. Your child did something special to earn the recognition and should receive plenty of accolades for his or her accomplishment.

### **Supplies**

Supplies needed at school other than textbooks must be provided by the parent. This includes paper, pencils, notebooks, and other supplies designated by the teacher. Students should always come to school with the supplies necessary to do all class-work as assigned.

### **Textbooks/Library Books**

The parent, guardian, or other person having custody of the child to whom textbooks and library books are issued shall be liable for any loss, abuse, or damage in excess to that which would be the result from normal use of the book.

### **Title IX**

By law, no student may be denied participation in any school program because of his/her gender. Any Title IX complaints should be directed to the Shelby County Board of Education.

### **Tobacco-Free Environment**

The use of all tobacco products is prohibited in all school buildings and on any property owned or controlled by the Shelby County Board of Education. This includes car-rider lines and parents chaperoning on field trips.

### **Traffic Safety**

Please remember that we are a part of the Chelsea Park subdivision and want to be good neighbors to the rest of the neighborhood. Speed limits throughout the neighborhood are 35 mph.

Car-riders are to be dropped off and picked up using the drive at the front of the school. From 7:05 a.m. until 7:40 a.m., teachers will supervise students as they exit their cars after the whistles are blown. If you arrive before 7:15 a.m., please drive in the lane closest to the building having your child exit the car when you have reached the sidewalk to the front entrance of the school. If you arrive after 7:40 a.m., please pull forward, parallel park and walk your child into the building. The supervising teachers will not be in the parking lot after 7:40 a.m.

At the end of the day, parents should wait in the car line for the children's numbers to be called out so that each child enters the car rider lane safely and walks to his/her car. The

afternoon car-rider line will be supervised from 2:45 p.m. until 3:15 p.m. **Students should be picked up by 3:15 each afternoon.**

It is important that parents remain in the cars in order to keep the line moving smoothly and safely. Please follow the directions of the adults supervising the car-rider routines each day. They will guide you as to when to pull up and when to exit the car-rider line.

Please do not park in a parking space and allow your child to cross the parking lot and car rider line independently. If you should have to park for any reason, you should escort your child inside the school building. Parents should not take a child out of the car rider waiting area in the afternoons. The parent should notify the front office and office personnel will call for the child to come to the office.

***Please do not block the bus lane (the entrance right before the school's main entrance) during the morning or afternoon car-rider line. Also, the buses will enter the school parking lot using the third entrance (entrance to the right when exiting the main entrance). Please be sure to come to a complete stop and watch for oncoming buses as you exit Chelsea Park's parking lot.***

### **Transportation Changes**

If your child's means of transportation should change at any given time throughout the school year, you must send or deliver a note with the day's date and your handwritten signature stating the transportation change. Please note that ***transportation changes cannot be made without a written note from the parent/guardian. Your child must leave school as usual, if you do not send a note stating otherwise. Faxes and emails will not be accepted as transportation changes as we can't guarantee that either will be read prior to dismissal.*** Please do not call the front office to change the mode of transportation for your child unless you're in an emergency situation. Emergency situations should not occur regularly. This policy is to protect the safety of our students.

### **Visitors**

County policy and school safety require that all visitors to the school report to the front office, sign in, and receive permission to visit the school campus for a specified reason. Visitors will be asked to wear a visitor's sticker available in the front office. You will also be asked to go to the front office if you are seen in the building without a visitor's pass. This policy is intended to protect your child from possible physical harm and to ensure that the academic program is not interrupted. **Also, please return the Visitor's Pass to the office before leaving the building.**

### **Welfare and Safety**

Students must not bring chewing gum, knives, rubber bands, liquid paper, paper clips, and other items that could be hazardous to themselves or others. Electronic games, toys, animals, money not needed for the day's use, etc. should not be brought to school except by special permission from the teacher or principal. **If such items/devices are brought to school and are lost or stolen, the school will not be responsible for recovering the**

**lost/stolen item or device.** Please refer to the Shelby County Student Code of Conduct and Attendance for additional information.

***Any student found to be in possession of any type of article that could be considered a weapon (including pocket knives of any description), is subject to disciplinary action.***

### **Withdrawals**

When transferring or withdrawing a student, please notify the office one day in advance in order for the proper papers to be processed. Transfer and immunization forms may be picked up the last day your child attends the current school. Cumulative records will be sent to the receiving school upon written request from that school. All books, including library books, must be returned to the school. Lost books, lunch account deficits, or other debts must be paid before documentation can be sent to the new school.