



Montevallo Elementary

Student Handbook 2019-2020



Dr. Allison Campbell, Principal
Shannon Montgomery, Assistant Principal

Montevallo Elementary School

PARENT-STUDENT GUIDE

2019-2020

Contents

Calendar of Events.....	2
School Vision, Mission & Belief Statements.....	3
PTO Volunteer Program	4
Parent Guidelines	4
Guidance Program.....	4
School Day Schedule	5
Attendance	5
Truancy Definition.....	6
Arrival Procedures	6
Early Dismissal Plan.....	6
After School Care Program.....	7
Breakfast/Lunch/Snack Program	7
Student Withdrawal Policy.....	8
Emergency School Closing	8
School Safety.....	8
Shelby County Dress Code.....	9
Discipline	9
Nuisance Items.....	9
Health Room/Medication Policies	9
Insurance.....	10
Class Celebrations.....	10
Special Activities	10
Faculty/Staff.....	13
Title I Involvement Policy	15
School Board Members.....	18

Calendar of Events 2019-2020 School Year

August

5	Local Professional Development (No students)
6	System Professional Development (No students)
7	Teacher Workday (No students)
8	1 st Semester begins, Full Day for Students
21	Canvas Portraits

September

2	Labor Day (School closed)
4	Fall Pictures

October

10	1 st Nine Weeks Ends
11	Teacher Workday (No students)
14	Data Assessment/Instructional Planning (No students)
18	Report Cards Sent Home
21	Make-up Day for pictures

November

11	Veterans Day (School Closed)
25-29	Thanksgiving Holidays (School closed)

December

4-6	4-H Camp (5 th Grade)
10	Chorus Concert
19	2 nd Nine Weeks Ends/1 st Semester Ends Early Dismissal 1:00 p.m.
20	Teacher Workday (No students)
20-Jan. 6	Christmas Holidays

January

6	Teacher Workday (No students)
7	2 nd Semester Begins, Full Day for Students
10	Report Cards Sent Home
20	M.L. King, Jr. Birthday (School closed)

February

17	Data Assessment/Instructional Planning (No students)
19	Class Pictures

March

10	Spring Pictures
10	Fine Arts Day
12	3 rd Nine Weeks Ends
13	Teacher Workday (No Students)
20	Report Cards Sent Home
23-27	Spring Break (Schools & Offices Closed)

May

11-16	Washington Trip (5 th Grade)
21	2 nd Semester Ends, Last Day of School Report Cards will be sent home with students Early Dismissal 1:00 p.m.
22	Teacher Workday (No Students)
25	Memorial Day (Schools & Offices Closed)

VISION STATEMENT

To be the standard for excellence in elementary education

MISSION STATEMENT

The mission of Montevallo Elementary School, a school committed to the highest level of excellence from all participants of the learning community, is to provide a secure environment that ensures quality instruction while preparing all students socially, emotionally, and academically to become meaningful contributors of society.

BELIEFS

1. Every MES student can learn.
2. Each MES student deserves a safe and secure environment at school.
3. All MES students should be provided with a wide variety of learning possibilities that supports student diversity.
4. Each MES student has the right to the best education the staff and stakeholders can provide.
5. MES staff and stakeholders should maintain high expectations for all students.

Guidance Program

MES provides Elementary Guidance services for all students. One full-time counselor works with the Guidance Committee to enhance the educational, emotional and social needs of the students.

School counselors do not provide ongoing therapy. The counselor will see students no more than two times for non-school related issues; and can provide referrals to outside mental health service providers. The counselor works with parents, teachers, school administrators and other professionals to provide students with needed resources and services.

PTO Volunteer Program

MES PTO Volunteer Program is composed of parents, grandparents, University of Montevallo students, and friends who volunteer their time at MES. Some areas in which MES Volunteers work are popping popcorn, assisting teachers, working in classrooms making and participating in special projects and fundraisers. We want you as a volunteer at MES!

Parent Guidelines

- All students will walk into the building to their classrooms without parent assistance after the first day of school.
- Please refrain from unannounced classroom visits. If you need to talk to your child's teacher, please schedule a conference in advance.
- All visitors must sign in at the front office and receive a visitor's sticker and permission before going anywhere in the building.
- Please pick up and drop off your child at the appropriate, designated area.
- Parent volunteers and helpers must be approved by the classroom teacher in advance.
- Parent volunteers are asked to follow the school dress code.
- **Preschoolers and students not enrolled in MES are only allowed at the following activities: lunch, Lead Assembly, and Play Day. Siblings are not allowed at school parties, field trips, and volunteer activities.**
- If your child is absent for two or more days, please notify the school to make arrangements for picking up make-up work.

Remember to allow adequate time for the classroom teacher to gather the work. Make-up work will not be faxed.

- If you have a problem or concern: first, discuss concerns with the teacher, and second, if necessary, conference with the principal or assistant principal.
- Students must ride and return to school with the entire class on field trips. Exceptions must be approved by the principal prior to the field trip. Chaperoning parents may ride the bus when space is available and reservations have been made. No siblings or guests (regardless of age) will be allowed to accompany classes on field trips.
- Parents may not join field trips at the designated field trip site. You must be a chaperone to participate in field trip activities.

School Day Schedule

The school day is 7:50 a.m. – 2:50 p.m. Because school begins promptly at 7:50 a.m., it is essential that all students report to school no later than 7:25 a.m. if they plan to eat breakfast. Instruction starts at 7:50 a.m. If students report to school after 7:50 a.m., parents **must** accompany them to the school office for a tardy slip before they can be admitted to class. Students who arrive after 11:15 a.m. or who check out prior to 11:20 a.m. will be counted absent.

Attendance

Children must be in school every day that they are physically able to achieve academic success. The following are the Shelby County School System Attendance Policy Regulations:

- Students who are absent must bring a written explanation of the absence from the parent or guardian within three days of returning to school, regardless of the reason for the absence.
- Absences for reasons other than illness may be considered excused at the principal's discretion. A "Parent Request for Excused Absence" form will be available in the Shelby County Code of Conduct and must be submitted before the absence.
- MES will comply with the Shelby County Attendance Policy Regulations by sending letters to students having **2, 5, and 10** unexcused absences. An attendance conference with the Assistant Principal will be required after 4 unexcused absences. An Early Warning can be issued after 5 unexcused absences. A pattern of tardies may result in a referral to Early Warning Court.

- Absences beyond 10 (excluding 2x and 3x absences) must be documented with a doctor's or court excuse or permission of the principal. Parent-written notes will not excuse time missed from school after any combination of absences coded 1X, 4X, 6X, or 7X has exceeded 10 or more. Once a student has accumulated 10 or more absences (coded 1X, 4X, 6X, and 7X), a doctor's excuse will be required to explain any future absences through the end of the school year.

Truancy Definition

Any student absent for whom a written excuse is not on file at the student's school is considered to be truant.

***Please refer to the Shelby County Code of Conduct for specific procedures.**

Arrival Procedures

Early Morning Care is available at 6:30 a.m. in the school cafeteria for a fee of \$2.50 per morning. Parents may not leave children at school prior to 7:15 a.m. unless they register to stay in Early Morning Care.

Bus riders arriving prior to 7:30 a.m. go directly to the school cafeteria if they are eating breakfast or directly to the gym if they are not eating breakfast, and wait to be released to their classrooms at 7:30 a.m.

Car riders cannot arrive to school before 7:15 a.m. They will go directly to the cafeteria or gym and be dismissed to their classrooms at 7:30 a.m.

Students are **not allowed** to wait outside of the building on the benches if they arrive before 7:15 a.m.

Early Dismissal of Children

Parents desiring to check out students during the school day for doctor/dentist or other valid reasons are to come to the office and sign the child out of school. **Parents are not allowed to check students out of school after 2:30 p.m.** See the principal if you have questions regarding the above request. Should a parent send another person to pick up his/her child(ren), written authorization from the parent is required. Those persons must be listed on the child's enrollment card. **Any changes in dismissal procedures for children must be in writing. Telephone calls will not be accepted.**

After School Care Program

The After School Care Program operates from 3:00 p.m. - 6:00 p.m. each day. Registration forms are available in the school office. For more information, contact the front office (682-6420) or the After School Care Program (682-6426).

Breakfast, Lunch, and Snack Program

MES has an outstanding breakfast and lunch program. Meals are of high quality and meet strict federal and state guidelines.

School lunches are \$2.25 per day. Children will be given notice when their balance is \$3.00. The cafeteria does not offer loans for lunch and breakfast. All students with 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 this negative balance has been cleared.

Breakfast is \$1.50 per day; served from 7:15 a.m.–7:35 a.m. A child who desires to eat breakfast must arrive at the cafeteria before 7:20 a.m. No one is served after 7:35 a.m.

Free/reduced lunch applications are available to all students. Parents are encouraged to participate in the Free/reduced lunch and breakfast program by completing a lunch application and returning it to the school (this is a confidential program). Please apply!

Parents are welcome to eat breakfast and/or lunch with their children. Please remember to sign in at the office.

Carbonated drinks are not allowed by students or parents. All grades K-5 will participate in the Healthy Fruit and Veggie Snack program daily. No snacks will be sold directly to students. Students may bring a small nutritious food snack from home each day.

Shelby County Schools realize that students may forget or lose lunch/breakfast money. To make it easy for parents to view charges, fund accounts, and get notified of low balances, we have partnered with www.myschoolbucks.com. There is no charge for parents to create, monitor, or receive emails regarding low student meal balances. Parents may also utilize the myschoolbucks mobile app on their mobile devices to monitor accounts. Parents will still be notified in writing of negative student balances and will be afforded a reasonable opportunity to clear the bad debt.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents are responsible for providing funds for student accounts. If parents need financial assistance paying for school meals, a meal benefit application for free/reduced price meals must be completed.

The meal application only takes a few minutes to complete and can be found online at www.myschoolapps.com or www.shelbyed.k12.al.us/cnp/mealbenefits, at the local school, or at the Central Office. Applications for meal benefits can be completed at any time during the school year. If a parent refuses to complete a meal benefit application or provide funds for student meals after a reasonable amount of time, an alternative meal may be provided at the principal's discretion after parent notification.

Students Withdrawing from School

Parents withdrawing students from MES are to formally inform the school of the withdrawal and receive a Notice of Transfer Form from the office at least one day prior to withdrawal. This form contains important information that assists the new school in facilitating proper grade placement. Before withdrawing from school, students must return all textbooks and library books. Teachers will check off and sign the final withdrawal form if all textbooks and library books have been returned.

Emergency School Closing

When inclement weather occurs **before** regular school opening, county administrators will decide if the school will open or remain closed and announced the decision on area radio and television stations.

If inclement weather or other emergencies occur **during** the school day, county administrators will decide if schools will remain open for the remainder of the school day. If schools close early, area radio and television stations will air the decision. MES will send a message via ListServ and Blackboard regarding the closing of school.

***Please sign-up for MES ListServ Message Service and Blackboard.**

School Safety

The faculty and staff of MES believe that every child should feel safe and secure during the school day. Children will be supervised during every aspect of their day, including the classroom, lunchroom, early arrival, dismissal, in the halls, and in the restrooms.

Our physical education staff is committed to helping each child develop to their full potential based on developmental levels. Safety is stressed at all times and equipment is well maintained.

MES developed a Crisis Plan to assist in dealing with any emergency situation. We have standard operating procedures to address inclement weather, fire, intruders, and bomb threats as well as other emergencies that may occur. If a student is injured, the nurse and staff members who

have Red Cross and CPR certification are available to assist until emergency personnel arrive.

In the interest of school safety, play weapons of any sort (guns, swords, knives, etc.) are not allowed. Verbal threats of any sort are not allowed and will be referred to the office.

Shelby County Dress Code

Students are required to be neat, clean, and fully clothed at all times at school. Students who have questionable or inappropriate dress will call their parents to bring appropriate clothing and will not be allowed to attend class until they change

***Please refer to the Shelby County Code of Conduct for a minimum guide to acceptable dress for students.**

Discipline

When a student fails to follow school rules and parents have been contacted by the classroom teacher or bus driver, the student will be referred to the office. Fighting will result in automatic referral to the office and suspension from school. Discipline procedures will provide appropriate due process.

***Please refer to the Shelby County Code of Conduct for a minimum guide to appropriate discipline.**

Nuisance Items

Any item that disrupts the school program is not allowed. Nuisance items will be confiscated and turned in to the office. MES is not responsible for nuisance items (lost, stolen, or confiscated). A parent or guardian must pick up the item from the school office. Nuisance items may include radios, MP3 players, video games, trading cards, toys, etc.

Health Room Services/Medication Procedures

MES faculty and staff consider the health and safety of students to be a vital concern. The MES nurse coordinates the health program. Parents are encouraged to keep children at home if they are not feeling well or have a temperature of at least 100.4. If a child becomes ill at school, a parent will be contacted and will be responsible for taking the child home. For this reason, it is extremely important that the school have on file the home and business telephone numbers of both parents and an emergency name and phone number in the event parents cannot be reached.

All medicine to be administered at school should be brought to the nurse by the parent with specific instructions. Classroom teachers will not dispense any medicine.

***Please refer to the Shelby County Code of Conduct for specific medication procedures.**

Insurance

Standard Life and Casualty Accident insurance is available to cover children while at school and while traveling to and from school. 24-hour/year-round coverage is limited in its benefits, but does help defray medical expenses in case of an accident.

MES will provide insurance application forms but money for insurance is mailed directly to the insurance company by the parent.

MES also has *AllKids* Insurance packets. This is the No-Fee or Limited Fee Health Insurance for children under 19. Families who have no health insurance for their children are urged to take advantage.

Class Celebrations

Christmas, Valentine's Day, and End-of-the-Year celebrations are allowed. **Siblings are not allowed.** Celebrations will be held under the direction of the classroom teacher and the homeroom mothers, and the dates must have the prior approval of the principal. Student gifts (flowers, balloons, etc.) are not to be sent to the school. Snacks for celebrations can be left in the office or taken to the lunchroom during the student's scheduled lunch time.

***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.**

KONA ICE/Candy/Frios/Popcorn

When available for purchase, students must bring money to school with them. Office staff will not accept money for the purchase of these items.

Special Activities

MES Chorus—Third through Fifth grade students are invited to participate in the MES Chorus. There is no formal audition. Students are expected to participate in two major performances during the school year (Christmas and the Fine Arts Festival). The Chorus also participates in

the Shelby County Elementary Choral Festival in the spring. Students must maintain a “C” average in all academic course areas. Students are allowed three (3) unexcused absences from rehearsal. After that, students will not be allowed to participate.

LEAD Assembly—Each month teachers select two students. One student is selected based on leadership criteria derived from *Leader in Me* principles. The second student is selected for academic excellence or improvement. These students are recognized at a ceremony on a monthly basis.

Statewide Parenting Day—MES joins the entire state in recognizing Parent Involvement Day. MES has a schedule of activities to involve and inform parents.

Christmas Sing-Along—On the last school day before Christmas holidays, the music teacher provides a group sing-along for students and faculty.

Fine Arts Festival—During the month of March, MES hosts a Fine Arts Festival to celebrate Music in Our Schools and Youth Art Month. There is an art show and a music program. Parents are invited to attend.

Book Fairs—The MES media center holds two book fairs a year. One is scheduled in the fall and one in the spring. Parents are welcome to visit the Book Fair during their child’s scheduled time.

Play Day—Physical education teachers plan a day in late spring for competition and PE skills mastery performance. Parents are invited to attend.

National Elementary Honor Society— The NEHS chapter of Montevallo Elementary School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in two areas of initial evaluation: scholarship (academic achievement) and responsibility. General standards for selection are established by the national office of NEHS and have been revised to meet the needs of our school and fall within our strategic goals.

Students are selected to be members of NEHS by a Faculty Council, appointed by the principal and supervised by an additional member of

the faculty serving as the chapter adviser. This group awards the honor of membership upon qualified students on behalf of the faculty of the school during each school year. Our NEHS chapter will conduct its selection procedures during the first nine weeks of the fifth grade school year. Students in the 5th grade are eligible for membership.

Please note the following criteria used to qualify a child for NEHS:

Based on the 4th 9 weeks report card of 4th grade:

-yearly average of an A in all subject areas

-must be enrolled at MES for at least one semester

The Faculty Council uses two forms of input: first, school administrative records are reviewed; second, members of the faculty are asked for input regarding their professional reflections on a candidate's personal responsibility qualities. These forms and the Candidate's Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule established by the chapter.

Following notification, a formal induction ceremony is held at the school to recognize all of the newly selected members. Once inducted, new members are required to maintain the performance (or better) in all of the criteria that led to their selection. This obligation includes regular attendance at chapter meetings held (monthly) during the school year, and participation in other chapter service projects and activities.

Student Council—Two Student Council representatives will be selected from each homeroom class in fourth and fifth grade. The fifth grade students will be eligible to run for office.

Awards Days—5th grade students will participate in an end of the year program. Parents are invited to attend.

After School Art- This program is offered to students in grades K-5 one day a week.

FACULTY/STAFF

Administrative and Office Staff

Dr. Allison Campbell, Principal
Shannon Montgomery, Assistant Principal
Amanda Jones, Bookkeeper/Office Manager
Debbie Smith, Registrar
Maria Fletcher, Secretary
Abigail Whitfield, Counselor

Kindergarten Teachers

Hannah Clements
Amanda Hyslop
Rachel Jordan
Emily Lightsey
Shay Wynne

First Grade Teachers

Andrea Lackey
Latrece Leonard
Mabrey Marsalis
Giulia Mugnaini
Abbi Rachels

Second Grade Teachers

Loryn Acker
Ashleigh Bivins
Trivisha Dawson
Amie Gordon
Lauren Morris

Third Grade Teachers

Ashley Brewer
Emily Carroll
Beverly Hendrick
Kamie Jones
Loran Murphy

Fourth Grade Teachers

Chris Brown
Kelsey Deason
Ann Dirr
Karen Guarino
Kendra Robbins

Fifth Grade Teachers

Teresa Burden
Nakeia Burney
Christina Chapman
Lauren Sheehan
Mollie Thrash

Gifted Education

Kylee Adams

ESL

Stephanie Ledbetter
Jennifer Rosado

Reading Coach

Tonya Littlejohn

Interventionist

Rachael Ruis

Math Coach

Roxanne Ponder

Special Education

Barbara Brown
Amanda Clowers
Dora Newell
Alexandria Ried
Stephanie Schlueter
Mary Sharman
Meka Smith
Emily Trantham

Art

Kymerlee Lewis

Media Specialist

Betsy Huddleston

Music

Julia Hixson

Physical Education

Chris Shelton
Christan Traylor

Math Coach

Roxanne Ponder

Reading Coach

Tonya Littlejohn

Support Staff

Beth Copeland
Hunter Freeman
Becky Gentry
Kay Goggins
Shanon Johnson
Polly Martin
Laurie Myer
Rebecca Oden

Lori Preece
Patricia Smartt
Lisa Templin
Carmen Vaccarella

Cafeteria Personnel

Cynthia Russell, Manager
Rhonda Miller, Asst. Manager
Frances Buie
Carol Johnson
Laurie Lucas
Shasta Sanders
Phyllis Weeks

Nurse

Meagan Howard

Maintenance Technician

Wally Franklin

Custodial Staff

Patricia Bailey
Scott Flippo
Bob Stricklin

SHELBY COUNTY SCHOOLS

Title I Notice to Parents

Parents of students in a Title I school have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Alabama State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Alabama State Department of Education decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major, whether that teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or paraprofessionals provide services to your child and, if they do, their qualifications.

Montevallo Elementary School Title I Parental Involvement Policy

I. Policy Involvement

- The school shall hold an annual meeting for all parents of participating children to inform them of their school's participation and to explain its requirements and their right to be involved.
- The school shall offer a flexible number of meetings and may provide transportation, childcare, home visits, translation services, etc.
- The school shall involve parents in the planning, review, and improvement of the parental involvement program including the school Parental Involvement Policy, School/Parent Compact, Title I Plan, and School Improvement Plan.

- The school shall provide parents with timely information about programs, as well as allowing time for school staff to respond to parents' recommendations.
- The school shall provide school performance profiles that show school progress toward meeting the state's challenging performance standards and provide individual student results and interpretation of results to parents.
- The school shall explain to parents the curriculum, the ways their child's progress is measured, and the achievement levels that students are expected to meet.
- The school shall provide opportunities for regular meetings to make suggestions, share experiences with other parents and participate, as appropriate, in decisions relating to the education of their children.

II. Share Responsibilities for High Student Performance

- Each school receiving Title I services shall develop a school-parent compact that outlines how parents, the entire school staff, and the students will share the responsibility for improved student achievement.
- The school has the responsibility to teach all children and to include parents in reinforcing the high quality of instruction that will help students meet high performance standards.
- The school should address the importance of communication between teachers and parents on an ongoing basis.
- The school should provide training for parent volunteers and match parent skills to the needs of the school.
- Parents will be responsible for supporting their child's learning by reading and being accountable for system and school procedures and rules.
- Parents are encouraged to provide input for planning student instruction, to serve on committees and to be active in PTO.
- Parents are responsible for providing pertinent information to teachers which will affect their child's learning.
- Parents will provide information to the teacher concerning their child's community/home activities.

III. Building Capacity for Involvement

- Each school shall help parents understand how to monitor progress while participating in their child's education, and how to work with educators toward their child's improved performance.
- Each school shall provide materials and facilities to train parents, teachers, pupil services personnel, principals, and staff to work with each other and work with parents as equal partners.
- Each school shall educate teachers, pupil services personnel, principals, and staff with assistance from parents, on how to reach out to, communicate with, and work with parents as equal partners.
- Each school shall develop appropriate roles for community – based organizations and businesses while encouraging partnerships between schools and businesses.
- Each school shall conduct other activities, as appropriate and feasible, such as parent resource centers.
- Each school shall ensure, to the extent possible, that information sent home is in a language and form parents can understand

SCHOOL BOARD MEMBERS

Aubrey Miller, President

Peg Hill, Vice President

Jane Hampton

David Bobo

Jimmy Bice

SUPERINTENDENT

Dr. Lewis Brooks

*The information in this handbook is not intended to conflict with Shelby County Board of Education's policies and procedures. Those policies supersede the information in this booklet.