



**Elementary**

**School Handbook**

**2011-2012**

**Mountain Brook Schools Mission Statement**

**The purpose of Mountain Brook Schools is to provide an effective, challenging, and engaging education for every one of our students.**

## Absences/Attendance

Please call the school between 7:30 – 8:00 a.m. daily if your child is absent. Your cooperation helps us to be sure of the safety and whereabouts of each child.

If we do not hear from you and your child is absent, you will receive an email concerning your child's absence.

**A child must be in school for at least ½ the school day in order to be counted present. Therefore, if a child checks out before 11:30 and does not return, he/she will be counted absent. Likewise, if a child checks in after 11:30, he/she will be counted absent. (11:00 on 2:00 dismissal days)**

After an absence, a student must bring to the **office** a written, signed, and dated note by their parent or legal guardian or doctor's excuse. This note must be received within **three** days after a student returns to school, or the absence will be unexcused. This excuse is kept on file for the remainder of the school year. **Another option available to parents is to use the Crestline web page to report the absence electronically at [www.mtnbrook.k12.al.us/ces](http://www.mtnbrook.k12.al.us/ces).** Choose the Parent Resources Tab on the left side of the screen. Choose the Absence Email Account on the left side of the screen and then follow the directions.

**Excused absences** include: illness of the student, death in the immediate family, weather preventing attendance, legal requirements, religious holiday, or an emergency condition as determined by the principal.

**Unexcused absences** are those not listed above as excused. When a students' unexcused absences exceed seven (7) days in any semester, the principal may refer the issue to the district attendance officer, who shall consider filing a complaint/petition with the Family Court.

**Excessive absences:** Missing more than ten (10) days of school per semester is considered excessive absence. If a student misses more than 10 days for medical reasons per semester, the parent of legal guardian may be required to provide written medical verification for subsequent absences from a licensed physician stating that the absence was a medical necessity. If written medical verification is not received, the absence will be unexcused unless the absence is due to excused reasons other than illness.

**Requests/pick up of assignments during absences:** Requests must be made by 10:00 a.m. All homework can be picked up after 2:30 from the table in the front corridor or taken home by another child designated by the person requesting assignments.

Students exhibiting chronic attendance problems (absences, tardies, and truancy) will be referred to a child study team to determine appropriate student centered intervention needs. (*District Policy J-12*)

Perfect attendance is defined as being present every day.

## Academic Support

An academic support teacher will be available to help students in the following areas:

- Study skills

- Academics

- Managing assignments and materials

Academic support teachers will work with parents by:

- Communicating the child's progress

- Helping with plans to monitor homework

- Helping to motivate their child

Regular classroom teachers will make referrals to the child study team and the student's needs will be addressed.

## Art

The art program combines history, aesthetics, techniques, and projects in a once a week class for each student. A variety of materials in two and three-dimensional form is offered at every grade level. Several lessons during the year are integrated with classroom subjects or school enrichment themes. Each year, art contests are selected for different grade levels. Artwork is exhibited throughout the school and community.

## Band

This opportunity is available to interested 6<sup>th</sup> graders. Students learn how to play and perform in an ensemble. For further details, contact the band director, Mike Holmes (871-3516 – MBJH). The band classes will be coordinated during the scheduled time for the 6<sup>th</sup> grade music and art classes. Therefore, if a student chooses to take band, they will miss these classes.

## Bicycle

Racks are available for bicycle parking at school. Students **must push bicycles on and off school grounds** for the safety of all. Students must wear helmets when riding bikes to school and secure his/her bicycle upon arrival.

## Cell Phone

Students may have cell phones while at school. The cell phones are to be kept in the students' locker from 7:40 – 2:50 unless the cell phone is being used for academic instruction. If a student has a cell phone on their person, without teacher permission, the cell phone will be taken to the office. The child's parent can pick the cell phone up from the office.

## **Check In / Out**

A parent/guardian (or person approved to check out the student) must come to the office to check out a student if the child is to leave the school. Student will be called to the office after the parent arrives at school. A student who arrives at school after 7:50 a.m. or returns after being checked out must come by the office to get an admission slip.

## **Child Study Team**

The child study team consists of a counselor, an administrator, a special education staff member, and a minimum of two regular classroom teachers. Teachers refer students to receive assistance in dealing with any aspect of the student's education. The team may offer suggestions, a plan of action, or a referral for 504 or special education services.

## **Conferences**

As a part of our reporting procedure, all parents will be scheduled for conferences in the fall. Teachers are available at specific times daily for parent conferences. Appointments should be requested at least 24 hours in advance if at all possible. Instructional time cannot be used for parent conferences.

## **Counseling**

The elementary school counseling program is a supportive service to the teachers, students, and parents of the school. Opportunities for parenting workshops and parent support groups are scheduled throughout the year. Students have the opportunity to learn life skills through programs offered for large groups, small groups, and individual conferences.

The counselors play a role in committees and groups that support students as they become responsible learners and develop habits that will help them become successful in life. Specific topics are introduced by the counselor, such as problems associated with being handicapped or peer pressure, through special activities brought to the school. A parent or student has the option of discussing everyday concerns by scheduling an appointment. The goal of the counseling program is to make support and services available to each student so that he/she may develop to his/her potential.

## **Daily Schedule**

Students in grades K – 3 will be supervised in the auditorium beginning at 7:20 each morning. Students in grades 4 – 6 will be supervised in the gymnasium beginning at 7:20 each morning. At 7:40, students will be dismissed to go to their classrooms. Students who arrive at school between 7:40 and 7:50 are to go directly to their classroom. If a child arrives after 7:50, he/she will be tardy. Any student who arrives at school after 7:50 needs to stop by the office before going to their classroom. He/she will sign in and be given an "Admit to Class" slip. Once a student is on the school grounds, he/she is not to leave the grounds without permission from a school official.

## Demonstration Teams

This year we will select students who will perform at various programs throughout the year. The activities may consist of rope jumping, dancing, tinikling or ball handling skills. The students will be chosen according to their skills and behavior in physical education class. They will have practices to prepare them for the performances. The number of students chosen for these programs has not been determined. Parents will be contacted when their child has been chosen.

## Discipline Program K-6

The discipline program that will govern student behavior includes the following list of severe disruptions of the total school program, together with the consequences, which will follow. The student who engages in the type of misbehavior listed under severe disruptions may be placed on **any** step listed on the discipline ladder as determined by the administration.

### SEVERE DISRUPTIONS CONSEQUENCES (Probable Placement)

- |  |              |
|--|--------------|
| 1. Open defiance of a teacher  | 1. Step 1-6  |
| 2. Profanity or vulgarity (including gestures or symbols directed at another person)   | 2. Step 1-6  |
| 3. Possession of tobacco or tobacco-related products at school                         | 3. Step 1-5  |
| 4. Use, sale, or possession of drugs or alcohol on school grounds                      | 4. Step 1-9  |
| 5. Defacing/damaging property that belongs to school district (to include restitution) | 5. Step 1-9  |
| 6. Fighting at school or at school functions   | 6. Step 1-9  |
| 7. Use or possession of dangerous objects  | 7. Step 1-9  |
| 8. Use or possession of fireworks  | 8. Step 1-5  |
| 9. Improper behavior in the cafeteria or on campus                                     | 9. Step 1-9  |
| 10. Improper behavior at assemblies or other school activities                         | 10. Step 1-9 |
| 11. Stealing (includes restitution)  | 11. Step 1-9 |
| 12. Cheating   | 12. Step 1-5 |
| 13. Cutting classes  | 13. Step 1-3 |
| 14. Truancy  | 14. Step 1-5 |
| 15. Leaving campus without authorization   | 15. Step 1-5 |
| 16. Gambling or possession of gambling devices   | 16. Step 1-5 |
| 17. Harassment, intimidation or threatening other students                             | 17. Step 1-5 |
| 18. Refusal to properly identify oneself   | 18. Step 1-5 |
| 19. Continuous disobedience  | 19. Step 1-5 |
| 20. Other misbehavior as determined by the administration                              | 20. Step 1-9 |
| 21. Violation of technology contract   | 21. Step 1-9 |

# Discipline Ladder

There will be a conference with the student and contact with the parent or legal guardian (by phone, by letter, or in person) for every referral to the office.

- Step 1** Conference held with student (first offense). Student informed that continuation of behavior in question would result in further action.
- Step 2** **After-school detention** for thirty minutes for a day  
*REMOVAL FROM LADDER IF NOT REFERRED TO OFFICE FOR TEN SCHOOL DAYS FROM DATE OF LADDER ENTRY*
- Step 3** **After-school detention** for two consecutive days for thirty minutes  
*REMOVAL FROM LADDER IF NOT REFERRED TO OFFICE FOR TEN SCHOOL DAYS FROM DATE OF LADDER ENTRY*
- Step 4** **After-school detention** for three consecutive days for thirty minutes  
*REMOVAL FROM LADDER IF NOT REFERRED TO OFFICE FOR TWENTY SCHOOL DAYS FROM DATE OF LADDER ENTRY*
- Step 5** **Out-of-school suspension** for one school day  
*REMOVAL FROM LADDER IF NOT REFERRED TO OFFICE FOR TWENTY SCHOOL DAYS FROM DATE OF RETURNING TO SCHOOL FOLLOWING SUSPENSION*
- Step 6** **Out-of-school suspension** for three school days  
*REMOVAL FROM LADDER IF NOT REFERRED TO OFFICE FOR THIRTY SCHOOL DAYS FROM DATE OF RETURNING TO SCHOOL FOLLOWING SUSPENSION*
- Step 7** **Out-of-school suspension** for five school days  
*REMOVAL FROM LADDER IF NOT REFERRED TO OFFICE FOR THIRTY SCHOOL DAYS FROM DATE OF RETURNING TO SCHOOL FOLLOWING SUSPENSION*
- Step 8** Assignment to the alternative school  
*REMOVAL FROM LADDER IF NOT REFERRED TO OFFICE FOR THIRTY SCHOOL DAYS FROM RETURNING TO SCHOOL FOLLOWING SUSPENSION*
- Step 9** Recommendation for expulsion  
*A STUDENT MAY BE RECOMMENDED FOR EXPULSION AT ANY TIME IF THE ADMINISTRATION FEELS THAT THE STUDENT'S BEHAVIOR WARRANTS SUCH A RECOMMENDATION.*

## Disease Control

<b>Disease</b>	<b>Incubation Period</b>	<b>How Transmitted</b>	<b>Contagious</b>	<b>Restrict from School?</b>	<b>Return to School</b>
<b>Athlete's foot (Ringworm)</b>	Unknown	Direct or indirect contact with skin lesions of infected persons, shower stalls, floors, benches	Yes	No	
<b>Chickenpox</b>	7 –21 days after exposure	Respiratory and direct contact	2 days prior to lesions and until last lesion crusted	Yes	Usually 5-7 days after first lesion appears
<b>Conjunctivitis (Pink Eye)</b>	24 – 72 hours	Contact with discharge from eye or upper respiratory tract of infected person	Yes	Yes	After exudate and irritation edema no longer present
<b>Fifth Disease</b>	4 – 12 days	Airborne droplets	Yes	Yes	When fever subsides
<b>Impetigo</b>	Few days	Direct or indirect contact with skin and secretions from sores	Yes	No	After treatment
<b>Lice</b>	Eggs hatch in one week. Mature in two weeks	Direct contact with an infested person, or clothing or hats, combs, etc.	Yes	Yes	After proof of treatment (original treatment container or other proof)
<b>Scabies</b>	Several days or even weeks before itching noticed	Transfer of parasites by direct contact, clothing, bed linen	Yes, if share clothing, bedding, etc.	Yes	After treatment
<b>Scarlet Fever</b>	3 – 5 days	Nasal or oral secretions	Yes	Yes	When symptoms subside
<b>Strep Throat</b>	1 – 3 days	Direct contact with respiratory secretions	10 – 21 days if untreated	Yes	After 24 hours of effective treatment

## Dismissal Procedures

**Early dismissal:** In the event that a student must leave school early for whatever reason, that student must be checked out in writing in the school office by the parent or legal guardian. A note from the parent or legal guardian is requested to notify the teacher of the need for early dismissal.

**Emergency dismissal:** In the event that dangerous or potentially dangerous weather conditions are present at the time school is normally dismissed, the principal or his designee shall require that all students remain in the school until such conditions are no longer present. If tornado conditions, snow, or other types of severe inclement weather exist, an authorized person must check out students. In the event that snow or icing conditions develop during the school day, the decision to dismiss or not dismiss school will be determined by the school superintendent. Parents should tune to television or radio stations for announcements of dismissal. In addition, parents will be notified by an automated phone system.

**Illness:** If a student becomes ill during the school hours, attempts will be made to contact his/her parent or legal guardian. A student must be checked out in the office by an authorized person.

## District Policies

**Program for Exceptional Children:** Special programs for handicapped children are provided in accordance with P.L. 94-142 and Alabama Act 106. Child Find is an attempt to locate and provide appropriate educational and related services to all exceptional children between the ages of 3 and 21. If you are the parent of an exceptional child who is **not** receiving services, please contact Shannon Mundy at 414-3836.

**Child Find Notice:** Special education services for children with disabilities are provided in accordance with the Individual with Disabilities Education Improvement Act, Amendments of 2004 and Alabama Act 106. Child Find is an attempt to locate and provide appropriate educational and related services to all children with disabilities between the ages of birth to 21. If you are the parent of a child with disabilities who is not receiving services, or if you would like more information, please contact Shannon Mundy at the Mountain Brook Board of Education, Special Education Department, 414-3836.

**Sexual Harassment:** It is the policy of the Mountain Brook Board of Education that no employee, student or volunteer in the Mountain Brook School System shall engage in conduct constituting sexual harassment. Sexual harassment is illegal and will not be tolerated.

It shall be a violation of this policy for any member of the Mountain Brook School System staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature.

**School Personnel Designated for Discrimination Complaints and Grievance Procedures:** Students, as well as their parents/guardians, who feel they have a discrimination (civil rights, disability, or sexual harassment) complaint/grievance must first report the behavior or condition believed to cause the discrimination to any school staff member with whom he/she has confidence. The individual may also choose to contact the district coordinator appointed by the superintendent to handle complaints, grievances associated with discriminatory practices.

Any staff member receiving such a complaint shall immediately report the behavior/conditions to his/her immediate supervisor and/or the Title IX Coordinator. A conference will be held with the complainant and appropriate school personnel to arrive at a mutually satisfactory resolution of the complaint/grievance.

The following staff member has been assigned by the superintendent of the Mountain Brook Board of Education to handle discrimination complaints based on gender, disability, race, national origin, color, creed, or age:

Title IX, VI, & 504/ADA Coordinator:

Dr. Dale Wisely  
Mountain Brook Board of Education  
32 Vine Street  
Mountain Brook, AL 35213  
Phone #: (205) 871-4608  
Fax #: (205) 802-4982

**Library Materials Selection Policy and Reconsideration Process:** Selection:

It is the goal and the responsibility of the school library media center to provide information access for the school community, to promote literacy and the enjoyment of reading at all levels of development, and to provide leadership in the use of informational skills and instructional design. The environment is conducive to self-discovery and inquiry with a focus on facilitating the learning process. A set of criteria has been developed to use in the selection process of library materials to assure that these goals and responsibilities are met.

Reconsideration: Occasional objections to instructional materials in a library media center may occur despite the quality of the selection process. The Mountain Brook Board of Education endorses the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. Objections to materials may be expressed through an outlined process by a member of the school's faculty or the parent or guardian of a child in the school.

A copy of the selection criteria and the reconsideration process can be found in the individual schools.

## Dress Code

Clothes that create a distraction to other students or staff are not permitted. Clothes that are too revealing, shorts or skirts that are too short, tight-fitting clothes, or clothes that have objectionable slogans or advertisements will not be allowed. If the clothing of a student is in question, the administration will make a determination about the appropriateness of the item(s) in question.

It is not permissible for students to wear pierced body jewelry, except girls may wear pierced earrings in their ears. If a student violates this dress code, one of his/her parents will be called and asked to help correct the situation.

## Emergency Numbers

The office personnel must have a current record of parent telephone numbers, e-mail addresses and the telephone number of a relative or friend to be contacted in case of an emergency. Please call the school as soon as possible to report any changes of information on the emergency card.

## Field Trips

Field trips are scheduled throughout the year in each grade. Teachers will notify parents about the details regarding the field trip. Parents will need to sign a permission slip allowing their child to go on field trips.

## Finance Committee

This committee is responsible for the budgeting and oversight of the finances of the PTO. It will consist of the President, 1st Vice President, Treasurer, Assistant Treasurer, 3rd Vice President, 3 members at large, Principal, Assistant Principal, and 2 teacher representatives.

## Foreign Language

Spanish is the foreign language taught at all grade levels in all of the Mountain Brook elementary schools. The program is designed to give students the opportunity to learn and use the Spanish language and gain understanding of the Hispanic culture. The sequential approach used builds on material previously taught and constantly introduces new material to facilitate communication, comprehension and retention. The curriculum is based on the National Standards in Foreign Language Education, the Alabama Course of Study for Foreign Language and the book, *Practical Handbook to Elementary Foreign Language Programs (FLES\*)* by Gladys Lipton.

## Forgotten Items

All items should be placed on the table in the front corridor. It is the child's responsibility to check and see if he/she has an item that has been left. Lunch money should be brought to the office. **Parents/Guardians should not interrupt the instructional process by taking items to the classrooms.**

## Fundraisers

The PTO will sponsor two fundraisers this year: the Boosterthon Fun Run held in the fall, and the Fall Festival held Thursday October, 27. Income generated from these fundraisers is given back to the school through PTO committees, i.e., health room supplies, designated annual projects, teaching materials and/or equipment.

## Grade Representative Responsibilities

1. The Sixth Grade Representative will be responsible for the Sixth Grade Graduation program.
2. If a Grade Representative is contacted by anyone other than the Head Grade Representative, they should have that person contact the Head Grade Representative or the PTO President before agreeing to the request.

## Grievances

The proper channeling of complaints or grievances to the Board of Education should involve contacting individuals in the following sequence:

1. Teacher, Specialist, or non-administrative staff member against whom a grievance or complaint is directed.
2. Principal or program supervisor (if applicable).
3. Superintendent.
4. Board of Education.

## Health Screenings

Kindergarten through sixth graders receive vision screening by PTO volunteers at the beginning of each school year. Kindergarten, 2<sup>nd</sup> and 4<sup>th</sup> grade students are screened by a state-funded test. The speech teacher will administer hearing tests at the request of parents or teachers. Fifth and sixth graders will be tested for Scoliosis. Abnormal results will be reported to parents.

## Items Inappropriate for School

1. Toys of any kind (such as yo-yos, water guns, miniature cars, electronics, etc.) are to be left at home unless a teacher authorizes the bringing of such items for use in a school project.
2. Gum and candy are NOT to be chewed or eaten in the building, in the gym, on the school grounds. This means **no gum or candy at school** unless given as a treat by a teacher or packed in a child's lunch by a parent.

## Library/Media Center

It is the goal and responsibility of the school library/media center to be a central source of accessing for all information needs and requests within the school community, to promote enjoyment of reading and literacy at all levels of development, and to provide leadership in the use of informational skills and instructional design. The Crestline library/media center is open each school day from 7:30 a.m. until 2:50 p.m. Students are responsible for the care and safe return of all books or materials they borrow. Lost or damaged books must be paid by the student or parent at the end of each nine-week period. Report cards will not be issued until books are returned or paid for.

The Crestline library /media center, in conjunction with the PTO, hosts at least one book fair during the school year.

## Lost and Found

A student's personal possessions should be labeled with name and/or other identification. This is especially important for items of clothing. Unclaimed items will be collected on the first Friday of each month and given to charity.

## Lunch

Students may purchase their lunch, bring lunches from home, or bring part of their lunch and purchase part of their lunch. **Carbonated beverages are not allowed to be brought to the lunchroom. If fast food, such as Gus's McDonalds, Taco Bell, pizz, etc., are brought to school, then the packaging cannot display the name of a restaurant.** Leftovers sent in school lunches are acceptable, however use of the microwave will not be allowed. Lunch price lists will be sent home at the beginning of each school year and are included in this directory. Kindergarten students will be served a pre-selected, well balanced plate lunch during the year unless they bring their lunches from home.

First grade students will be served pre-selected, well-balanced plate lunch until teachers notify parents that children may choose items for their lunches.

After the first two weeks of school, parents are welcome to eat lunch with their children any day except half days or a short lunch schedule. Please make a reservation for eating in the lunchroom the day before you visit by calling 877-8323.

## Lunch Money

Lunch money is to be brought to the office. Money that students deposit for lunch will be on a declining balance. A notice will be sent home at \$5.00 or less stating the balance in your child's lunch account. When a student's balance gets to zero, he/she will only be allowed to purchase on credit a sandwich and drink. If a student's balance is below negative \$4.00, no more credit will be extended. Therefore, other arrangements must be made if the child is going to eat at school. It is advisable that you deposit at least \$25 per week to your child's lunch account.

## Medication

Only **prescription medication such as Ritalin** or other medication prescribed for Attention Deficit/Hyperactivity Disorder, **or medication requiring more than three doses per 24 hours**, will be administered at school to elementary school students. Then, only one dose will be given during school hours. Prescription medication must be brought to the school office by a parent, and a medical form completed.

Medications must be brought in the prescription container with a note **indicating the time that the medication is to be taken during the day** (before lunch, after lunch, etc.), **dosage, and the length of time the medication is to be given** (one week, three weeks, all year, until further notice, etc.) The pharmacist should split medicine given both at home and at school into two bottles and both bottles labeled.

Children with a history of severe allergies and anaphylaxis (stings) may have medication kept at school for emergencies upon written request of the child's physician. The school office will keep inhalers for students who suffer from asthma or related problems. Clearly written instructions about the frequency of use of these inhalers regarding the "usual" dosage usage and usage if the student is wheezing are required.

School personnel will not administer over-the-counter medicine during the school day.

Exceptions to the above will be made on written request from the child's physician.

**Please remember** that children do not need to be in school if they are vomiting, have diarrhea, or have temperature greater than 99.5. Also your child needs to be fever free (no greater than 99.5 without the assistance of Motrin or Tylenol) for 24 hours prior to returning to school. This will help prevent the spread of germs to the other students and assure that your child is feeling up to par to perform their academic best.

## Mentor Moms

This is a PTO program which establishes a "buddy system" for those kindergarten parents who are new to Crestline School and would like a little additional guidance or help in their first year here. If desired, the kindergarten mom is matched with a first grade mom, who will answer her questions and help navigate her way until she "learns the ropes".

## Music

Crestline has a rich history in music education. Students receive general music instruction every week and are provided performance opportunities throughout the school year. The music curriculum is based on the *National Standards in Music Education*, the *Alabama Course of Study-Arts Education*, and our series textbook *Making Music*.

## **PAGE**

The Program for Academically Gifted Education (PAGE) in the elementary schools is multi-faceted in order to meet the needs of all students. All students receive services through opportunities such as field trips, assembly programs, speakers, fine arts/cultural arts programs and other opportunities, which vary from year to year. Many students receive services in the regular classroom with the opportunity to do more challenging work and go beyond what other students may be doing. A few students receive services directly from the PAGE teacher at some time in their elementary career. These students are referred to the Child Study Team for consideration.

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student to the Child Study Team for consideration for placement in the gifted program (Program for Academically Gifted Education or PAGE). Additionally, add second grade students are observed as potential gifted referrals using a gifted behavior checklist and referred to the Child Study Team as appropriate.

For each student referred, information is gathered in the areas of aptitude, characteristics, and performances. This information is studied and considered to determine if the student is eligible for PAGE services. Students are re-referred each year.

To make a referral, contact your child's classroom teacher.

## **Parties**

Each year homeroom parents will work with the teachers in planning a winter and end of year party. The principal must approve any other school parties. The principal must approve the passing out of invitations to after-school functions, such as birthday parties.

## Physical Education

Physical education is a vital part of the school curriculum. Please convey to your child the importance of participation. Physical education is an important part of each student's day. Students are provided with the opportunities to learn skills necessary to perform a variety of physical activities, to learn about fitness and a healthy lifestyle, and to participate in and enjoy daily physical activity.

The following articles apply to physical education:

1. **Tennis shoes** must be worn at all times.
2. A parent's excuse is sent when students are unable to participate for a short period of time.
3. A doctor's excuse is sent when students are unable to participate for an extended period of time.

## Pictures

Individual pictures are taken in the fall. Class and group pictures are taken during the winter.

## Pre-School Orientation

Incoming kindergarten students tour the school, visit kindergarten classrooms, and meet the kindergarten teachers, while parents attend an informational meeting in the auditorium. Kindergarten students currently attending Crestline will be dismissed at noon.

## Reporting Pupil Progress

**Interim reports:** For grades K-6, interim reports are sent home to indicate pupil progress in the middle of each grading period. (K-3 begins sending interims 2<sup>nd</sup> 9 weeks.)

**Conferences:** Grades K-6: Parents of students in grades K-6 will be scheduled for conferences in the fall. Adequate advance notice will be given. Scheduled conferences in the spring are optional. If additional conferences are desired, appointments should be requested (by note from the parent or a phone call to the school office) at least twenty-four hours in advance if at all possible. Teachers have specific times daily during which they are available for conferences.

**Report cards:** These are sent home via students at the end of each nine-week reporting period.

# Room Mothers

## Responsibilities of Room Mothers:

1. Room mothers will assist classroom teachers in setting up parent volunteers and in making calls to parents for any special event.
2. Room mothers will provide help to PTO special events when needed.
3. Room mothers will plan and execute a simple holiday party for the classroom on the last day of school before winter break as well as an end of the year party. This should include no favors.
4. Room mothers will coordinate with other classes in their grade to take up donations and decide upon a gift in memory of a parent.
5. Room mothers will assist the Boosterthon Fun Run.

## Guidelines to Follow:

1. **No money** should be solicited for any purpose by a room mother without approval from the principal.
2. Notes to be sent to parents from room mothers must be approved by the principal.

# Safety Patrol

Adult crossing guards supervise school traffic. Sixth grade students serve voluntarily to assist in maintaining safe conditions for all students coming to and going home from school. Parents and students must cooperate with the requests of the adult crossing guards and student patrol.

# School Standards

1. Move through the building in a quiet and orderly fashion.
2. Pick up litter when you see it.
3. Show respect for adults, each other, and each other's property at all time (yes, ma'am; no, sir; I beg your pardon; excuse me; etc.).
4. Do not wear hats in the building.
5. Gum and candy are not to be brought to school by students.
6. Do not throw anything other than the proper play equipment at the proper time.

# Skating

No form of skating is allowed on school grounds, i.e. skateboards, roller-blades, roller-skates or shoes with wheels.

# Special Education

A student experiencing learning difficulty, speech and/or language problems, or who displays behaviors that may interfere with learning may be referred for educational evaluation. If a student is eligible for special services, his/her teacher and parents write an individualized education program (IEP), which is designed to meet the educational needs of that student.

Questions or concerns about special education services should be directed to the principal or a special education staff member.

## **Spelling Bee**

Each 4th, 5th, and 6th grade homeroom has its own spelling bee. The two top spellers from each of these homerooms compete in a school-wide spelling bee. The winner of this contest receives a savings bond and goes on to compete in a system-wide spelling bee.

## **Student Council**

The purposes of the student council are to promote school spirit and to plan and direct service and environmental projects. Each fall, all third through sixth grade homerooms elect by secret ballot one representative and one alternate who serve a one-year term. Kindergarten, first, and second grade homerooms are assigned an older representative who is responsible for obtaining ideas from the classroom he/she represents. Student council representatives elect from this group a president, vice-president, secretary, and treasurer. The president is elected from the sixth grade representatives. The other officers are elected from the fourth through sixth grade representatives.

## **Student Records**

An accurate cumulative record shall be maintained for every child enrolled in the Mountain Brook City Schools. No one but authorized school personnel, parents, or legal guardians shall have access to the cumulative records of a student. Others may obtain access to the records by written permission of the parent or by a subpoena.

Student records shall include all official records, files, and data directly related to children, including all materials that are incorporated into each student's cumulative record folder. All tests given for placement in the special education program and other special education data are kept in a separate file and available to parents or legal guardians on request. Parents or legal guardians shall have the right of access within a 45-day period from the date on which such request is received. Access shall include the right of examination, the right to challenge content, the right to copies of the record, and the right to have the record content interpreted.

## **Supplies**

A supply store is operated for the convenience of students. The store is open from 7:30 a.m. – 7:50 a.m. and is staffed by 6th grade students.

## **Technology**

Crestline provides a minimum of 2 networked computers for K-6 classrooms. In addition, grades 2 and 3 have access to 1 mini laptop cart per grade, one mobile laptop cart in grade 4 and 2 mobile laptop carts per grade in 5<sup>th</sup> and 6th. Special Education and Special Subjects classrooms have a minimum of 1 computer. High speed Internet as well as both hardwired and wireless network connectivity is available throughout the school. All classrooms, offices and the computer lab have telephones with voice mail and access to color laser printers. Wireless Response Cards (clickers) and Digital Cameras are available in grades K- 6. Each instructional classroom has a document camera, ceiling mounted data

projector, DVD/CD player, Interwrite Pad and field sound system. E-Mail is available to all faculty and staff.

The local technology coordinator and technology assistant work closely with Crestline teachers to coordinate technology use in the classroom and computer lab. The technology coordinator, in conjunction with the district technology coordinator provides staff development for faculty and staff.

## Telephones

The office phone is a business phone. Students may not use the phone to make plans for after school. These plans should be made before coming to school.

## Textbooks

Textbooks are issued to the students free of charge. As these books are the property of the State of Alabama, the student or parent has the responsibility of paying for lost or damaged books.

## Traffic Information

### Elm Street:

**Drop-Off:** The traffic flow on Elm Street will be one-way going from Dexter to Jackson Blvd. between the hours of 7:20 a.m. to 4:00 p.m., Monday through Friday. Use the designated lane next to the gym to drop off children. Passengers should exit the vehicle on the curbside.

**Pick-up:** Drivers may pull in the pick-up lane when waiting for passengers. Please move up as far as possible in this lane and do not leave your car. After the passenger(s) has/have entered your vehicle from the curbside, it is permissible to pull into the traffic lane and leave the area. Parking will be allowed on both sides of Elm Street except the pick-up lane.

### Jackson Boulevard:

**Drop-Off:** Jackson Boulevard (the street in front of the school) and Vine Street are one-way going toward Dexter between 7:20 a.m. - 4:00 p.m., Monday through Friday. Children should exit the vehicle on the curbside or may cross in front of the school at the designated crosswalk. Move up as far as possible in the curbside lane.

**Pick-up:** Drivers may pull in the curbside lane or the far left lane to wait for the passenger(s). Please do not leave your car. **DO NOT BLOCK THE CENTER LANE.** When all passengers are loaded, drivers may carefully pull into the center lane to leave the area.

We want to create the safest situation possible for the children. Your cooperation with these procedures will ensure that your child(ren) will enjoy the safety everyone desires.

## Visitors

All parents and visitors must report to the school office for permission to visit in the school and acquire a visitor's badge. In an attempt to provide a safe and secure environment, all exterior doors in the building except the office door will be locked after 7:50 a.m. **Visitors should not interrupt the instructional process by going to the classrooms.**

# Discipline Plan for Special Subjects

Crestline Elementary School promotes learning for life in a caring environment dedicated to the total child. Art, Library Media, Music, Spanish, and Physical Education play an important role in educating the whole child.

We believe that all students are capable of behaving appropriately and that no student should be allowed to prevent optimum learning for others. In order to maintain an atmosphere that is conducive to excellence in education, the special subjects have adopted the following discipline plan.

## ABC's of Expectations in All Special Subjects

Always be attentive

Be respectful (of people and property)

Control yourself

Do your best

## Additional ABC's for P.E.

Always wear tennis shoes

Be a good sport



## Consequences

Verbal warning

Time out

Sign discipline log

Parent contact

Administrative Referral