



**Elementary**

**Parent Handbook**

**2019-2020**

**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 a phone call 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) Perfect attendance is defined as being present every day.**

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 submit an absence form through the Crestline website.** Choose Resources then For Parents in the middle of the screen. Choose the CES Absences Form on the left side of the screen and then follow the directions.

Please note: We are required to send a letter to parents, outlining truancy laws and policies after the **first unexcused absence**. This is a state law. While we do not want parents to be alarmed by the letter, it will serve as a reminder of the importance of attendance and of getting those excuses in.

**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 student's unexcused absences exceed seven (7) days per year, the principal may refer the issue to the district attendance officer, who shall consider filing a complaint/petition with the Family Court. Prior to reaching that level, we will call parents in for a conference.

**Absences for Medical Reasons:** 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 or 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 on the front patio or taken home by another child designated by the person requesting assignments.

## Academic Intervention

An academic intervention teacher will be available to help students in the following areas: math, reading, and written language. Homeroom 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. 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, Michelle Beck (871-3516 – MBJH). The band classes will be coordinated during the scheduled specials time for 6<sup>th</sup> grade, and will be held at Crestline. Therefore, if a student chooses to take band, they will miss specials classes.

## Bicycle

Racks are available for bicycle parking at school. Students **must walk 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.

## Cellphone

Students may have cellphones while at school. The cellphones are to be kept off in the students' lockers from 7:40 – 2:50 unless the cellphone is being used for academic instruction. If a student has a cellphone on their person, without teacher permission, the cellphone will be taken to the office. The child's parent can pick the cellphone 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. The 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 reading and/or math coach, an academic interventionist, 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 Tier III, 504 or special education services.

## **Cougar Mascot (Champ)**

Sixth grade students have the privilege of trying-out to be Champ. Students will be expected to perform a routine, and will be selected through student voting. A mascot and an alternate will be selected. The mascot will need to make appearances at extra-curricular events.

## **Counseling**

The elementary school counseling program is a supportive service to the teachers, students, and parents of the school. Students have the opportunity to learn life skills through programs offered for large groups, small groups, and individual conferences.

## **Hula Hoop/Jump Rope Team**

The Hula Hoop and Jump Rope Team will be selected in October. The team will perform at venues from December – March. They will have practice at least 2 times a week and are expected to attend in order to practice their routine for their performance.

## **Digital Devices (i.e. I-Pads, Kindles, etc.) BYOD (Bring Your Own “Digital” Devices) Guidelines**

Students are under the same guidelines with personal digital devices as they are when using computers and other digital devices at school and at school-sponsored events. The Technology Usage Policy all students and parents sign each year applies to, but is not limited to, all digital devices, storage devices/media, and digital content. Students are subject to disciplinary action for misuse of personal devices during the school day or at school-sponsored activities. For example, cyberbullying, harassment, accessing of pornographic or other inappropriate content, and other misuses of technology—even personal technology—are subject to disciplinary action when they occur at school or at school-sponsored activities.

Students using personal devices at school must use the internet access available at school for educational purposes. School filters are automatically employed for Wi-Fi connections to Mountain Brook Schools networks. However, schools have no way to filter content that comes to personal devices via 4G data plans. We recommend students NOT bring personal devices with 4G data plans, but if they are brought, 4G data services may not be used during the school day. Students may not have wearable devices (i.e smart watches) nor devices smaller than a tablet (i.e. phones) in the classroom without direct permission of the teacher.

Texting, making phone calls, taking pictures or making videos, emailing, messaging, gaming, and accessing digital content is a privilege that is extended in our schools, which can be withdrawn at any time at the discretion of the teacher or school administration. Violating any of these rules will result in losing digital device privileges for a period of time to be determined by the administration.

The school system or school system employees are not responsible for any damages to or loss of personal devices brought to school by students or employees.

## **Discipline Plan**

It is fundamental that an orderly school have clearly defined rules for behavior to which students must conform. Non-conformity to these rules is a violation of the Code of Student Conduct. Violations are grouped into three classes (Class I, Class II, and Class III) which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary actions to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events. Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases.

See policy J-2

<http://www.mtnbrook.k12.al.us/Page/879>

## **Discipline Plan for Special Subjects**

Crestline Elementary School promotes learning for life in a caring environment dedicated to the total child. Art, Counseling, Media, Music, Physical Education, and Spanish 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 plan.

## **Expectations in All Special Subjects**

- Always be attentive
- Be respectful (of people and property)
- Control yourself
- Do your best

## **Additional Expectations for P.E.**

- Always wear tennis shoes
- Be a good sport

## **Consequences**

- Verbal warning
- Time out or seat relocation
- Behavior documented
- Parent contact
- Administrative referral

Certain behaviors may require skipping to higher steps depending on the severity of the behavior.

## Disease Control

Disease	Incubation Period	How Transmitted	Contagious	Restrict from School?	Return to School
<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 the student must be checked out in writing in the school office by the parent or legal guardian.

**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 school will be determined by the school superintendent. Parents will be notified by an automated phone system and email, as well as it being posted on the school website, and announcements on television and/or radio stations.

**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

**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.

**The Jessica Elkins Act:** The [Jessica Elkins Act \(SB0075, Act #2014-274\)](#) requires local school systems to provide meningococcal disease and vaccine information to parents of sixth through twelfth grade students. Download the [ADPH Meningococcal Flyer for Schools](#). [CDC General Meningococcal Information](#) provides answers to frequently asked questions, including the following:

- What is meningitis?
- What are the signs and symptoms of meningitis?
- How is meningitis diagnosed?
- Can meningitis be treated?
- Is meningitis contagious?
- Are there vaccines against meningitis?

The CDC created this [Vaccine Information Statement \(Meningococcal\)](#) with more information about the disease and its vaccine.

### **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.

**McKinney-Vento Homeless Education Assistance Act:** If a family lives in any of the following situations, then any and all preschool-aged and school-aged children in that family have certain rights and protections under the McKinney-Vento Homeless Education Assistance Act.

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or

- Doubled up with friends or relatives because the family cannot find or afford housing

If a parent or guardian of a preschool- or school-aged child or children believes any of the above applies to his or her family, he or she should contact the school district's liaison for homeless education: Lanie Kent (205) 871-4608.

**Enrichment:** 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 Student Support Team for consideration for placement in the enrichment program. Additionally, all second grade students are observed as potential gifted referrals using a gifted behavior checklist and referred to the Student Support Team as appropriate. For each student referred, information is gathered in the areas of aptitude, characteristics, and performance. This information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for the enrichment program. To make a referral, contact your child's classroom teacher.

**Program for Exceptional Children:** 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, Ed.S. at the Mountain Brook Board of Education, Special Education Department, 205-414-3836.

**Physical Restraint:** This policy is intended to prevent the use of physical restraint in limited circumstances where a student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Physical restraint is prohibited as a form of discipline or punishment. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will be required to exercise their professional judgment and discretion. Therefore, this policy is not intended to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel. For schools and programs within the school district that use physical restraint as defined within the State Board of Education rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include, at a minimum, the following:

1. Staff and faculty training on the use of physical restraint and the district's policy and procedures related thereto;
2. Documentation in written or electronic form of staff and faculty training on the use of physical restraint, including a list of participants in each training, which list must be made available to the Alabama Department of Education or any member of the public upon request;
3. Written parental notification of the use of physical restraint within a reasonable time, not to exceed one school day from the date of the incident;
4. Documentation of the use of physical restraint and a debriefing session held by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
5. Periodic review of the use of restraint and the documentation described in paragraph 4 above;
6. Annual reporting to the Board of the use of restraint and the accompanying documentation, as well as any prohibited use of seclusion and chemical, mechanical or physical restraint;
7. Annual submission to the Alabama Department of Education of the documentation submitted to the Board in accordance with paragraph 6; and
8. Inclusion of the procedures in the school district's Code of Conduct and/or the school's student handbook.

**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:

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

**Seclusion:**

The Board of Education also prohibits the use of seclusion, as that term is defined in State Board of Education Rule 290-3-1-.02(1)(f).

**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.

## 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. 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 board offices as soon as possible to report any changes of information (871-4608).

## Exclusion of Ill Persons

There are certain infectious diseases, which require the exclusion of persons from work or school in order to avoid further spread. Students and staff members should be excluded from school when they present certain symptoms associated with these infectious diseases. Exclusions should continue until symptoms have disappeared or until a physician has declared that the symptoms are not associated with an infectious agent.

### I. General Guidelines for Exclusion

The following symptoms require the removal of a student/staff from the school setting:

- **Fever**  
Exclusion should occur for a temperature  $\geq 100^\circ$ , for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines.
- **Diarrhea**  
Exclusion should occur until the diarrhea stops or until a physician determines that it is not related to an infectious disease.
- **Vomiting**  
Exclusion should occur until vomiting (2 or more times in a 24-hour period) stops.
- **Rash with Fever or Behavior Change**  
Exclusion should occur until a physician determines the condition is noninfectious.
- **Eye Discharge**  
Exclusion should occur for thick mucus or pus draining from the eye, or pink eye, until 24 hours after treatment has begun.
- **Mouth Sores with Drooling**  
Exclusion should occur for mouth sores associated with an inability to control saliva or until a physician determines the child may return.
- **Other**

Exclusion should occur when an illness prevents the student from participating in daily school activities or the illness requires more care than the staff is able to provide without compromising the needs of other children.

## **II. Specific Diseases**

Exclusion should occur for specific diseases as instructed by the Jefferson County Department of Health and the Mountain Brook Board of Education.

## **Field Trips**

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

## **Foreign Language**

Spanish is the foreign language taught at all grade levels in all of the Mountain Brook elementary schools. The exploratory program is designed to give students the opportunity to learn and use the Spanish language and gain understanding of the Hispanic culture.

## **Forgotten Items**

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

## **Health Screenings**

Kindergarten through sixth graders receive vision screening by PTO volunteers at the beginning of each school year. Additionally, kindergarten and second grade students are screened by a state-funded test. Fifth and sixth graders will be screened 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, fidget spinners, etc.) are to be left at home unless a teacher authorizes the bringing of such items for use in a school project.
2. Gum is not to be chewed on school grounds.

## **Library/Media Center**

The Crestline library/media center is open each school day from 7:40 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. The Crestline library /media center, in conjunction with the PTO, hosts at least one book fair during the school year.

## **Lockers**

Lockers are issued to students to store their belongings during the school day. Students are not allowed to decorate their lockers.

## **Lost and Found**

A student's personal possessions should be labeled with name and/or other identification. Lost and found items are housed in the gym. Unclaimed items will be collected periodically 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.** Use of the microwave will not be allowed. Lunch price lists are included in this handbook. Kindergarten through second grade students will be served a pre-selected, well balanced plate lunch.

## 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.

Parents can also deposit money online through "PayPAMS." To use this service follow the directions below:

- Go to PayPAMS.com and click on the "**Register Now!**" button on the home page
- Select **your state**, then select your **school district**.
- **Create a username and password** and enter your contact information.
- **Add children** to your account.
- **Make payments or set up automatic payments** based on low balance.

## Lunchroom Price Sheet

<b>All Mountain Brook Students</b>	<b>\$3.00</b>
<b>All Mountain Brook Employees</b>	<b>\$3.50</b>
<b>All Visitors</b> (anyone not a student or Mountain Brook Employee)	<b>\$4.50</b>

## Medication

Each of our schools has a school nurse and their role is to administer medications, not prescribe them. Parents are responsible for bringing medications to the school nurse and in all cases must have the appropriate paperwork completed. No medication will be accepted or administered without the proper forms completed.

### Prescription Medications:

- School needs completed Prescriber/Parent Authorization form, signed by physician and parent.
- Medication must be in original pharmacy container with prescription label.
- Medication should be delivered by adult, not student, to the school nurse.
- Each refill must be in a new bottle with a new label.
- Any changes in doses or medication schedule require new doctor's order.
- Any discontinued medications require doctor's order.

### Over-the-Counter Medications:

- School needs completed Provider/Parent Authorization form.
- Physician's signature is not required unless the dosage is different from the directions on the label.
- Medication must be in the original, unopened container- the smallest size available would be appreciated.
- Homeopathic medications require a doctor's signature.
- The nurses do not keep over-the-counter medications in the health room for general student use.

### Self-Administered Medications for Chronic Illnesses (Inhalers, Epipens ...):

- Unless arrangements have been made with the nurse, students should not keep medication on their person and never share their medication, to do so may result in disciplinary action.
- School needs completed Prescriber/Parent Authorization form with self-administered sections filled out by physician and parent.
- Parent Provider Authorization forms are available in the nurse's office.
- Medication must have prescription label.
- Student should demonstrate proper delivery technique and understand emergency plan with the school nurse in order to keep the medication on their person.
- Duplicate medication should be kept with the nurse in the health room.

## General Information:

- All medication should have a current expiration date.
- Whenever possible medications should be given at home.
- Students caught in possession of controlled substances, such as medication for ADHD or emotional problems, will be in violation of the Student Code of Conduct and be subject to disciplinary action.

## Morning Arrival

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 and must stop by the office before going to their classroom. He/she will sign in and be given a “Tardy” slip. Once a student is on the school grounds, he/she is not to leave the grounds without permission from a school official. Any student arriving before 7:20 will sit in the office until the first bell sounds.

## 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.

## Parties

Each year homeroom parents will work with the teachers in planning a winter and end of year party. Invitations distributed at school for after school functions, such as birthday parties, need to be given to every student in the class.

## Physical Education

Physical education is a vital part of the school curriculum. 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.

- **Tennis shoes** must be worn at all times.
- A parent or doctors excuse is required when a student cannot participate in P.E.

## Photos

Any photographs taken at school events cannot be placed on any social media account. It is our legal obligation to protect student privacy while engaged in CES sponsored events.

## PTO

PTO is a valuable partnership to the education of Crestline students. There are numerous volunteer opportunities and they sponsor fundraisers throughout the year. Income generated from these fundraisers is given back to the school. Please visit the PTO website at [www.crestlinepto.com](http://www.crestlinepto.com) for more information.

## Responsible Use Policy for Technology

The Mountain Brook Schools Responsible Use Policy provides a full description of policies and procedures related to the use of technology in an educational environment by students and professionals.

The Mountain Brook Schools Responsible Use Policy contains information on the following topics:

- Access
- Privacy
- Data Security
- Copyright
- Email and Internet Use
- Web Publishing
- Social Media
- Wearable Technologies

A full version of the Mountain Brook Schools Responsible Use Policy can be found on the Mountain Brook Schools website at <https://www.mtnbrook.k12.al.us/domain/118>

## Room Mothers

### Responsibilities of Room Mothers:

1. Assist classroom teachers in setting up parent volunteers and in communicating to parents for any special event.
2. Provide help to PTO special events when needed.
3. Plan and execute a simple holiday party for the classroom before winter break as well as an end of the year party. This should include no favors.
4. Assist with the Boosterthon Fun Run.

**No money should be solicited for any purpose by a room mother without approval from the principal. The only exception to this procedure is for collecting money for teacher gifts.**

## Safety Patrol

Adult crossing guards supervise school traffic. Fifth and 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 Safety

Crestline has a comprehensive crisis plan. The following drills will be conducted throughout the year:

- Fire
- Tornado
- Lockdown

All parents and visitors must report to the school to check in and out of the school immediately upon arrival and acquire a visitor's badge. All visitors must provide a driver's license to enter the building. In an attempt to provide a safe and secure environment, all exterior doors in the building except the office door will be locked after 8:00 a.m. **Visitors should not interrupt the instructional process by going to the classrooms.**

## Skating

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

## 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 fourth through sixth grade students may apply to be considered to represent their homeroom. Kindergarten- Third grade homerooms are assigned an older representative who is responsible for disseminating information about school events. Fourth - Sixth grade students elect from this group a president, vice-president, secretary, and treasurer.

## 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 Fifth and Sixth grade students.

## 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. - 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. No students should be dropped off on Church Street.

**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.

- Please do not use cell phones in carpool.
- Drop off lanes are for loading and unloading only. Please have all school preparation activities completed before arriving on campus.
- Please remember that the drop off area is filled with students between 5 and 13 years of age. Adults must take responsibility for watching out for all children on the school campus.
- Please remember that adults must adhere to the same safety procedures as students (i.e. adults need to use crosswalks when entering the school from the parking lot).
- Between 7:15 - 7:50 and 2:20 - 3:00 no parking is allowed on Jackson Blvd. If you are leaving your car, you must park in a designated parking space. If you are waiting in line for afternoon carpool, you must stay with your vehicle.