



Elvin Hill Elementary

Parent & Student Handbook

2017-2018

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Elvin Hill Elementary

EHES Website

www.shelbyed.k12.al.us/schools/ehes

Our Mission

Courage

Achievement

Teamwork

Service

Central Office

410 East College Street

P.O. Box 1910

Columbiana, Alabama 35051

Shelby County Board of Education Members

Mr. Aubrey Miller, President

Ms. Peg Hill, Vice President

Mr. Jimmy Bice

Mrs. Jane Hampton

Mr. David Bobo

Principal's Letter to Parents

Welcome to the 2017-2018 school year at Elvin Hill Elementary School. I am so excited about the great things going on and each one of you is a special part of our family.

We are actively involved in The Leader in Me process. We want every student to reach their full potential! Watch for amazing leadership from all students! We are excited to have student led conferences again this year. Students will set goals, create an action plan, track progress and celebrate success!

Each classroom will develop a mission statement this year. I hope that all families will work on a family mission statement also. I want to share my family mission statement with you. My family used our last name: SMITH to write our mission statement. We brainstormed all the things that were most important to us, and then picked just the right words to describe our priorities:

As a family, we will live:

S- Super Simple, surrounded by things that Spark Joy

M- Making Memories

I- Inspiring love and laughter, Inquiring

T- Thankful for everything,

H- Honoring each other and God by being Helpful and Humble and making Healthy choices.

You are a special part of Elvin Hill Elementary School, and I want each of you to feel welcomed and loved! We are committed to providing instruction and activities to help each student become well-rounded students and citizens, and we thank you for your support!

Sincerely,

Dr. Betsy Smith

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# About Elvin Hill Elementary

**Accreditation** Elvin Hill Elementary is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). In order to maintain this accreditation, strict standards must be maintained especially in the areas of curriculum, instruction, and assessment.

**Teacher Certification** 100% of the teachers at EHES are Highly Qualified educators.

**Title I** EHES is a Title I school, which means that we receive federal Title I funds because 40% or more of our students are on free or reduced lunch. We have a Title I committee that develops a budget for these funds. We need parent input, so contact Dr. Smith if you would like to serve on this committee.

**21st Century** Our goal at EHES is to meet the needs of the 21st century learner. Our work is guided by the Framework for 21st Century Learning as outlined by the Partnership for 21st Century Learning Skills. 21st century student outcomes are the skills, knowledge and expertise students should master to succeed in work and life in the 21st century. Find out more about 21st Century Skills by visiting this link: [www.p21.org](http://www.p21.org)

Elvin Hill Elementary is proud to be able to offer instruction to enhance 21st century learning. With the help of Title I funds, each homeroom class is equipped with at least 5 networked computers, a digital projector, and an interactive white board. Students at EHES are exposed to a wide-array of technology through teachers promoting technological integration during instruction and class visits to the technology lab.

**AMSTI** The Alabama Math, Science, and Technology Initiative, commonly referred to as AMSTI, is the Alabama Department of Education's initiative to improve math and science teaching statewide. AMSTI was designed by a Blue-Ribbon committee comprised of K-12 educators, higher education representatives, and business leaders. The committee pursued every step possible to design the most effective statewide initiative for improving math and science teaching. AMSTI is research-based and incorporates the best practices for math and science teaching. It provides students with well-trained teachers and the equipment, materials, and resources needed for hands-on, activity-based math and science education. After completing our second week of AMSTI science training this summer, EHES is proud to be a fully-implemented AMSTI site this year! Additional AMSTI math information can be found for parents at the following link: <http://investigations.terc.edu/families/about-investigations>

**ARI** The Alabama Reading Initiative is a statewide K-12 initiative managed by the Department of Education. The goal of ARI is to significantly improve reading instruction and ultimately achieve 100% literacy among public school students. The Alabama Reading Initiative training for teachers helps them teach reading in proven and effective ways. Elvin Hill is proud to be an Alabama Reading Initiative school.

**WAY** In the spring of 2013, EHES became a WAY Model school. The WAY to a Healthier Alabama Initiative is presented by the Institute for America's Health and sponsored by Blue Cross Blue Shield of Alabama and The Department of Agriculture and Industries of Alabama. The WAY program motivates, educates and inspires students to make healthy lifestyle choices. Model Schools are schools in which all faculty members attend a WAY Workshop learning how to incorporate healthy messages throughout their day in all areas of the school. This is just another way that we are helping to prepare our students for success.

**Healthier US Gold** EHES is proud to be a Gold school when it comes to our nutrition program. All twenty Shelby County elementary and intermediate schools were the first schools in the nation to earn the coveted Healthier US School Challenge Gold Award with Distinction on a system wide basis. Sponsored by the USDA Food and Nutrition Service, the initiative encourages all schools to take a leadership role in helping students to make healthier eating and physical activity choices that will last a lifetime. More information can be found at the following link: [www.fns.usda.gov/tn/healthierus/index.html](http://www.fns.usda.gov/tn/healthierus/index.html)

**USDA Fresh Fruit & Vegetable Program** EHES is a yearly recipient of the USDA Fresh Fruit and Vegetable Grant (FFVP). This FFVP grant provides our students with a daily free snack of either a fruit or a vegetable, usually starting in Mid-August and running throughout the school year until about Mid-May. The program has been successful in introducing our students to a variety of produce and will help support us on our WAY to healthy lifestyles. Find out more about our child nutrition program through this link: [www.shelbyed.k12.al.us/cnp.htm](http://www.shelbyed.k12.al.us/cnp.htm)

## **EHES has something for everyone!**

### **School Activities & Special Features:**

Student News Broadcasting

Student Lighthouse Teams

School Choir

Library H.A.N.D.S.

4-H Club

Kids' Mercedes Marathon

Technology Lab

After School Care Program

### **Before/After School Activities:**

Battle of the Books Team

Dance & Baton Classes

Run Club



# EHES Faculty and Staff Directory

## Homeroom Teachers

### **Kindergarten Teachers**

Gibson, Helen - HGibson@shelbyed.org  
King, Kara- K2King@shelbyed.org  
Rutherford, Misty - MRutherford@shelbyed.org  
Shultz, Mary Caitlin- MSchultz@shelbyed.org

### **1st Grade Teachers**

Cardwell, Sonia - SCardwell@shelbyed.org  
Cole, Ashlee- ACole@shelbyed.org  
Jeffries, Hayden - HJeffries@shelbyed.org  
Odgers, Jennifer - JOdgers@shelbyed.org  
Ruston, Lauren - LRuston@shelbyed.org

### **2nd Grade Teachers**

Dudley, Courtney - CDudley@shelbyed.org  
Fitzgerald, Sabrina- SFitzgerald@shelbyed.org  
Long, Jennifer - JLong@shelbyed.org  
Klimchack, Leah-LKlimchack@shelbyed.org

### **3rd Grade Teachers**

Aaron, Patricia - PAaron@shelbyed.org  
Fant, Hailey- Hfant@shelbyed.org  
Nix, Kristina - KNix@shelbyed.org  
Rogers, Sharon - SRogers@shelbyed.org

### **4th Grade Teachers**

Dickinson, Heather- HDickinson@shelbyed.org  
Kirkland, Catherine - CKirkland@shelbyed.org  
Vansant, Emily - EVansant@shelbyed.org  
Woods, Kerri - KWoods@shelbyed.org

### **5th Grade Teachers**

Byrne, Scott- GByrne@shelbyed.org  
Cole, Ashlee - ACole@shelbyed.org  
Merritt, Felicia- Fmerritt@shelbyed.org  
Watkins, Catherine- CWatkins@shelbyed.org

## Administration

### **Principal**

Smith, Betsy - BSmith@shelbyed.org

### **Assistant Principal**

Kearley, Christy- CKearley@shelbyed.org

## Special Services

### **Special Education Teachers**

Brown, Denna - D2Brown@shelbyed.org  
Heisler, Brenda - BHeisler@shelbyed.org  
Lespi, Jenny - JLespi@shelbyed.org  
McGuirk, Kaitlin- KMcGuirk@shelbyed.org  
Phillips, Chandal - C2Phillips@shelbyed.org  
Nicewonder, Jennifer – Jnicewonder@shelbyed.org

### **Speech Teacher**

Piazza, Wendy- WPiazza@shelbyed.org

### **GRC Teacher**

Bentley, Martha - MBentley@shelbyed.org

### **ELL Teacher**

Antuna, Tanya - TAntuna@shelbyed.org

### **Math Coach**

Howard, Misty - M2Howard@shelbyed.org

### **Reading Interventionist**

Pearson, Merrie Lynn -MPearson@shelbyed.org

## Paraprofessionals

Bulger, Jennifer - JBulger@shelbyed.org  
Evans, Rhonda- REvans@shelbyed.org  
Littlefield, Lacey-LLittlefield@shelbyed.org  
Scoggins, Tabatha - TScoggins@shelbyed.org  
Snyder, John - J3Snyder@shelbyed.org  
Vick, Beverly – B2Vick@shelbyed.org  
Rogers, Diane – drogers@shelbyed.org

## **Special Areas**

### **Art Teacher**

Cunningham, Jeffrey- jcunningham@shelbyed.org  
Rangel, Mari- Mnewton@shelbyed.org

### **Counselor**

Etress, Alaina - AEtress@Shelbyed.org

### **Library Media Specialist**

Milstead, Jennifer - jmilstead@shelbyed.org

### **Music Teacher**

Cook, Jenni- vcook@shelbyed.org  
Woodham, Cindy-C2woodham@shelbyed.org

### **PE Coaches**

Baker, Chad - CBaker@Shelbyed.org  
Phillips, Ashley - APhillips@Shelbyed.org

### **Nurse**

TBA

## **Office Staff**

### **Secretary**

Kerr, Gayle- GKerr@shelbyed.org

### **Bookkeeper**

Wilder, Renee- Rwilder@shelbyed.org

### **Registrar**

Oliver, Pam - POliver@shelbyed.org

### **CNP Manager**

Miller, Stephanie- S2Miller@Shelbyed.org

### **PTO Officers & Coordinators**

President - Amy Dixon

Parent/Community Lighthouse Team – Nikki Virana

Vice President – Elizabeth Shelton

Event Coordinator – Jana Greer

Treasurer – Elizabeth Smith

Fundraiser Coordinator – Hope Cleveland

Secretary – Rachel Wood

# Join the EHES Listserv to get important school news!

## **Sign Up for EHES Email Announcements**

Visit our school website at the following address and click the Listserv link on the main page to sign up:

[www.shelbyed.k12.al.us/schools/ehes](http://www.shelbyed.k12.al.us/schools/ehes)

## **What is Listserv?**

EHES uses an email system called a ListServ to keep parents informed about school events and important information. Emails are sent several times per week to keep you informed. You must be the parent or legal guardian of a student at the school in order to sign up for this service. NOTE: If you have 2 children at one school, you only have to complete that school's survey form once. You may list up to two parent/guardian email accounts.

If you have questions, please email Mrs. Wilder at [RWilder@shelbyed.org](mailto:RWilder@shelbyed.org) or phone 682-6620.

## **Academic Goals**

As a parent, you should be aware of our school's academic goals for each year. These goals are determined by our School Leadership Team and Action Team members at the beginning of the year after we look at survey and assessment data from the previous year. A copy of these goals will be published on our website in our Continuous Improvement Plan (CIP).

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

The "After-School Care Program" at Elvin Hill Elementary offers supervision of students from 3:00 until 6:00 each day. Students are received by the After School Care workers at the end of the regular academic day. Registration forms are available in the school office. To attend, the student must be registered with A.S.C.P. This program is managed by the Continuing Education Department of the Shelby County Board of Education, not EHES. For more information regarding the After-School Program, Community Education, Shelby County Schools, 601 1st Street South, Alabaster, Al. 35007. Phone: 205.682.5958. For fees, forms and more information online at:

[www.shelbyed.k12.al.us/community/ascp.html](http://www.shelbyed.k12.al.us/community/ascp.html)

## **Arrival to School**

Students go to assigned areas for supervision after arrival, unless eating breakfast. Students are allowed to go to their classrooms after 7:30. The first bell rings at 7:40. The tardy bell rings at 7:45. All students are expected to be in their classrooms by 7:45 a.m. Students arriving later than 7:45 **MUST** be signed in by a parent for a "tardy slip" in

the office. Students are not allowed to check themselves in or out. Students that arrive after 11:30 will be counted absent the entire day.

Parents are welcome to walk children to classrooms during the first two weeks of school. After the first two weeks of school, children should be walking to class independently. Should the child need help carrying projects or special items to the classroom on occasion, parents must sign-in at the front office and assist your child to his/her classroom.

### **Attendance**

Regular daily attendance of your child is essential if academic progress is to be made. Alabama State Law, Section 16-28-3, Code of Alabama, 1975, requires all children between the ages of 6 and 17 to attend school regularly. Please read Shelby County Schools Student Code of Conduct and Attendance for more information regarding truancy.

Parents must send a written note within 3 days of the absence for it to be excused. However, all notes from parents will not automatically be excused. The registrar and the administration will review the reason for the absence to determine whether or not it will be considered excused. Please send written excuses to your child's teacher, or our registrar, Pam Oliver. You may also e-mail your excuse to your child's teacher or to poliver@shelbyed.org

Arrangements for missed work must be made with the teacher within 3 days of the child's return to school. It is the parent/child's responsibility for getting the work, seeking help, and returning the work in a timely manner for grading.

The following are the consequences from the Shelby County Board of Education for unexcused absences:

- After two (2) unexcused absences, the parent will receive a letter from the school.
- After three or four (3 or 4) unexcused absences, the local school will schedule an Early Warning Court Pre-referral parent meeting to review the student's attendance records.
- After the fifth (5th) unexcused absence, the parent is referred to Early Warning Court.
- Upon the seventh (7th) unexcused absence, the local school will make a subsequent Early Warning referral for the purpose of filing a truancy petition.

Absences beyond 12 must be documented with a doctor's or court excuse, or permission from the principal. Parent notes will no longer be accepted after the 12th absence. A meeting with the assistant principal will be scheduled after the 12th absence to establish an attendance contract.

Any student who accumulates 12 total absences during a school year is **subject to retention**.

### **Awards Day**

At Elvin Hill Elementary, we believe that all children can learn, and there is no excuse for not learning at our school! In May, we have a program for celebrating nonacademic achievements. All other class awards and certificates of participation may be given out in the classroom on this day after the program or at another time.

### **Birthdays**

Typically, unhealthy items are not allowed in the classroom for students to eat. However, since part of a healthy life-style is learning moderation, you are welcome to provide a special snack to celebrate your child's birthday if you bring a healthy treat. Please be mindful of common items that certain student's may be allergic to, such as peanut butter, and always check with your child's teacher for special instructions due to allergies.

Please only hand out invitations at school if there is an invite for every child in the class.

Students are not allowed to receive balloons/flowers, etc. at school due to safety rules for bus and car riders.

### **Breakfast**

Breakfast begins at 7:00 and ends at 7:40. Student breakfast pricing is \$1.50 (\$0.30 if reduced plan) and visitor is \$3.25. Visit [www.shelbyed.k12.al.us/cnp/meal_benefits.htm](http://www.shelbyed.k12.al.us/cnp/meal_benefits.htm) to apply for free or reduced meal benefits.

### **Bus Transportation**

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

- The first offense, the bus driver will discuss the behavior with the child.
- The second offense, the bus driver will discuss the behavior with the child and contact the parent via phone, email or note.
- The third offense, the assistant principal will discuss the behavior with the child and contact the parent via phone or note.
- The fourth offense, the child will be suspended from the bus for one day.
- Subsequent offenses will result in a longer suspension period and/or possible removal from the bus.

Regular classroom consequences will be followed when behavior occurs on the bus during a field trip.

Any carry-on equipment (i.e. book bags, science projects, school fund raiser items) must be held by the student owner and must not interfere with either the seating or safety of the students on the school bus. Distracting devices (Such as toys, paper airplanes, etc.) must be kept in a backpack while on the bus. Glass items (ex: flower vase) are not permitted on the buses.

### **Car Rider Safety and Procedure**

Car riders may be unloaded starting at 7:00. The car rider line ends at 7:40. Please refer to the map on page 28.

**For the safety of our students, we ask the cooperation of all parents and drivers in following our guidelines:**

#### **Guidelines for Morning Drop-off:**

1. Cars enter the road where the car-rider sign is posted, left of the school. This is one lane until it forms two lanes near the beginning of the awning at the back of the school.
2. DO NOT drive into the front drive of the school between 7:00-7:50. This is the bus lane.
3. Please drive slowly when entering and leaving the loading area.

4. Have your children's lunches, books, backpacks and other items ready before you enter the unloading area. Say your good-byes early and be ready to unload.
5. Cars in each line will pull up as directed by faculty supervising car-riders. Only the first few cars behind the line will be unloaded.
6. Please place your car in park while students are loading or unloading.
7. Unload on the right side of your vehicle only.
8. Parents, please remain in your cars. If you are having difficulty getting your child out of the car, please drive around front, park in the parking lot, and escort your child into the building.

#### **Guidelines for Afternoon Pick-up:**

1. Car riders are dismissed at 2:40.
2. DO NOT be parked or drive into the front drive of the school between 2:15-3:15. This is the bus lane.
3. Cars enter the road where the car-rider sign is posted, left of the school. This is one lane until it forms two lanes near the beginning of the awning at the back of the school.
4. Wait until you are directed to move as you approach the loading area.
5. Students are waiting in the lunchroom and will be called as cars are directed towards the loading area.
6. All car riders should be picked up prior to 3:00. At that time all students who are not picked up are brought back into the school and parents must come inside to get them at the office.
7. If you are not able to pick up your child before 3:00 on a daily basis, please consider changing their transportation to bus rider or enrolling them in the After School Care Program.

**Important:** If arrangements for normal afternoon pickup change, please notify your child's teacher **by note**. We must have your written and signed transportation change, and students will have this change checked and signed by the office personnel. Teachers cannot take the word of children that pick-up plans have changed. Without a written note of transportation change, children will be directed to follow their regular way of transportation. For the safety of our students, we will not be able to accept phone calls, faxes, or e-mails for transportation changes.

#### **Cell Phones**

If students have a cell phone for after school, it must be left in backpacks all day.

#### **Check Acceptance Policy**

All checks written to Elvin Hill Elementary School must have the following items:

- Name
- Current Date- *Post-dated checks will not be accepted.*
- Current Address
- Phone Number
- Signature
- Memo line- Please designate what the check is paying (Lunch, Field Trip, Book Fair, etc.) Lunch account # must be on child's check for lunch money.

Checks must be written for the **exact amount**—no change will be given from a check written for more than the amount due.

Always send checks (or cash) in a sealed envelope with your child's name and the teacher's name on the envelope.

Please send any payments with your child each morning. All money must be turned in by teachers before 9:00 a.m. each day.

All checks returned NSF or Account Closed will go directly to CheckMate (our collection agency). CheckMate will electronically withdraw the funds to cover the check, as well as a \$30.00 fee. If attempts to recover the funds electronically are not successful, CheckMate will return the check to the school and it will be turned over to Shelby County's Worthless Check Unit for collection. After we have received two (2) returned checks, we can no longer accept your checks, and further transactions with the school must be by cash or money order.

### **Check-In Procedures**

Students that arrive to school after 7:45 must be brought to the office by the parent and signed in. Check-ins later than 11:30 will count as a full day absence.

### **Check-Out Procedures**

**Checkouts should be made prior to 2:15 due to bus lines and safety concerns.** Any checkout that involves more than one-half of an instructional day (before 11:30) is counted as an absence.

Students who must leave school during the day must be checked out in the office by a parent or person designated by the parent on the enrollment card, which is signed by the parent and kept on file in the office. Only authorized adults whose names are listed on the Student Check-Out Authorization Form may check-out a student. **Anyone, including the child's parent, must present a valid driver's license to check-out a student.** Please restrict checkouts and make them only for valid reasons (sick, doctor/dentist appointment, etc.) Parents are not permitted to go to the classroom when checking in or out without permission from the office.

### **Child Nutrition Program**

Menus are provided on a monthly basis to each student to take home in their folder. Menus are also online at [www.shelbyed.k12.al.us/cnp/menu.htm](http://www.shelbyed.k12.al.us/cnp/menu.htm). For students, breakfast is \$1.50 and the reduced price is \$0.30. Lunch is \$2.25 and the reduced price is \$.40. You can pay daily, weekly, or monthly, and checks can be made out to Elvin Hill Elementary. *Please write your child's lunch account number on the check.* You may also pay on-line by going to [www.MySchoolBucks.com](http://www.MySchoolBucks.com).

Since this is a federally funded program, meals cannot be charged, so please make sure your child has adequate money in his/her lunch account each day. If your child wishes to purchase a la carte items, i.e. ice cream, he/she should bring extra money for these purchases. Please notify your child's teacher and the lunchroom manager if you do not want your child to purchase a la carte items.

Applications for Free and Reduced lunch forms are sent home at the beginning of each school year.

Forms are also available in the front office and online at <http://www.shelbyed.k12.al.us/cnp/mealbenefits.htm>.

**A new form MUST be completed and submitted annually to be eligible for free or reduced meals.**

**Please note:** Restaurant food is only permitted in the lunchroom if it is packaged in plain containers/wrappers; we would like to encourage students to make healthy choices and eat often in our Gold Award-winning cafeteria.

### **Class Parties**

Room mothers will be in charge of party arrangements and will plan parties in keeping with school policy. Each grade level has certain procedures for classroom celebrations. Please check with your child's teacher before bringing food items for events such as student birthdays, etc.

### **Conduct**

One of our goals is to assist parents in preparing students to be productive and contributing citizens. This goal includes learning how to behave appropriately, cooperate with others, and follow rules. The Shelby County Code of Conduct and Attendance provides the schools with behavioral expectations of general rules of conduct and the consequences for not following those rules.

Our school-wide behavior plan allows students to monitor their choices, while providing behavior goals for which each child should strive! All rules and regulations are developed and implemented with one thought in mind: To provide each student with the maximum opportunity to acquire an education in an environment that is safe and conducive to learning.

The Code of Conduct also addresses appropriate clothing and grooming for students in our system. Students with questionable or inappropriate attire that is disruptive to the educational process will not be allowed to attend class until said clothing is changed with appropriate attire. Please familiarize yourself and discuss with your child the expectations listed in the Code. If you need a clarification of any statement in the Code, please feel free to ask your child's teacher or an administrator.

### **Conferences**

We encourage our parents and teachers to communicate often about students. It is requested that each child have at least one parent attend a conference with their teacher by December of each year. Items discussed typically include academic progress and behavior.

You are welcome to contact your child's teacher to schedule a conference as you feel it is needed. You may schedule a conference directly contacting your child's teacher through note or e-mail, or by calling the front office at 682-6620 and leaving a message.

Please help us protect instructional time by not interrupting class with an unscheduled conference. Although teachers may list times available for conferences, please do not drop in, as they may already have a scheduled conference or other business to attend to during those times.

### **Discipline**



This year we will be using a school-wide discipline plan that includes a colored “clip chart” to monitor our behavior and classroom choices. Your child will have a clip (or magnet) that they will physically move up or down the chart, depending on their choices. Please keep in mind that your child may not move every single day! In order to move up the chart, students must go above and beyond in their behavior choices. The chart below explains how the behavior chart works.

## EHES Discipline Chart

<b>Outstanding (Pink)</b>	Students who reach the pink level will be rewarded for their positive choices and receive a special recognition.
<b>Great Job! (Purple)</b>	Students who continue to make positive choices move up to the purple level. You should be proud of your child for reaching this level. They are one step closer to having outstanding classroom behavior!
<b>Good Job! (Blue)</b>	Students who make positive choices will receive recognition as they move up the chart. Ending the day on this level is good!
<b>Ready to Learn! (Green)</b>	Everyone starts the day here on “Ready to Learn!” Students can move up or down the chart throughout the day depending on their behavior choices. This level is a good one to be on.
<b>Slow Down! (Yellow)</b>	Students who receive a warning will move to yellow. This serves as a reminder to students to think about the choices they make.
<b>Think About It! (Orange)</b>	Students who continue to make poor choices will move to orange. This will result in a consequence to help students think about their choices.
<b>Parent Contact... (Red)</b>	Students who move to red will receive an additional consequence. (In some cases, they may be sent to the office during this time.) Parents will be contacted with details either via phone or a parent note home.

We believe that this system will be a positive way for students to monitor their choices and will give them behavior goals to strive for! As always, if you have any questions, please feel free to call or email your child's homeroom teacher or administrators.

### **Emergency School Closings**

In the case of inclement weather, please listen to the local radio and television stations for school closing information. The county website will be updated frequently with current school status: [www.shelbyed.k12.al.us](http://www.shelbyed.k12.al.us). Shelby County is now also implementing the Blackboard Connect system to contact parents via phone/text/email for school closings, as well as other announcements. See the county's information document online for information on how to sign up: [http://www.shelbyed.k12.al.us/doclibrary/Parent_BbConnect.pdf](http://www.shelbyed.k12.al.us/doclibrary/Parent_BbConnect.pdf)

If school must be dismissed early due to bad weather, regular bus routes will be followed unless other information is given by the media. If your child will have a different means of transportation in situations of bad weather, please notify your child's teacher before an event such as this occurs and make a note of the change as a reminder to yourself. When under a tornado warning, our policy is to keep students, teachers, visitors, and parents in the school until an all clear signal is given. Our attention is to focus on the safety of all. However, you may check-out your child using standard check-out procedures, including showing your driver's license. Again, this procedure is for the safety of our children.

### **Enrollment**

A valid Alabama immunization form (blue card) is required to be on file for each student. Also, a copy of each child's social security card, a certified birth certificate, and two proofs of current residency must be presented before a child can enroll.

### **Field Trips**

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

Teachers depend on chaperones to help during the entire field trip. It is important that the chaperones stay with the group the entire time. Chaperones should sign in at the front office and pick up a visitor's badge before leaving for the trip.

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

### **Free and Reduced Meals**

Applications for free or reduced breakfast and lunch are available in the office and during orientation at the CNP table. Forms can be found here: [http://www.shelbyed.k12.al.us/cnp/meal_benefits.htm](http://www.shelbyed.k12.al.us/cnp/meal_benefits.htm). Parents must reapply at the beginning of school each year. Please provide all required information on the forms so that there will not be a delay. Any meals purchased before benefit approval are the responsibility of the parent at regular price.

### **Gifted Program**

We have an excellent Gifted Ed Program at Elvin Hill Elementary for 3rd-5th graders taught by Mrs. Martha Bentley. This is a special education service provided to students that qualify. All second grade students will be observed as potential gifted referrals. Criteria for qualifications for the program are outlined in the Student Code of Conduct & Attendance.

### **Grading**

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

### **Guidance Program**

Elvin Hill Elementary has a wonderful counseling program implemented by Mrs. Alaina Eress. She works with whole classes and small groups to provide a planned, purposeful, and sequential program of activities. These activities address issues such as: bullying, drug awareness, decision making, goal setting, career awareness, respect for self and others, and changes. Small group sessions are designed for students identified to need counseling in particular areas. Unfortunately, the counselor is not able to provide repeated counseling sessions for just one particular child. If your child is facing a situation that warrants consistent visits to a counselor, you may want to contact a certified counselor or counseling service outside of the school.

### **Gymnasium Rules**

Every child will participate in Physical Education activities each day for 30 minutes, according to the Alabama State Course of Study. A child may be excused from participation in P.E. class by a written note from his/her parents that includes the reason the child needs to be excused and length of time the child needs to be excused. A doctor's note may also excuse your child from P.E. A doctor's note is needed when a child needs to be excused from P.E. for five (5) class days in succession. The excuse must state the reason why the child needs to be excused from physical activity, as well as when the student will be able to return to normal activity.

Some rules for making the P.E. experience pleasurable are as follows:

- Tennis shoes should be worn to school, or brought to change into for participation in sports activities. This is for the comfort and safety of your child as well as others.
- NO flip flops or crock-type shoes should be worn.
- Girls wearing dresses to school should wear shorts under their dresses during P.E.
- Equipment is to be used with proper supervision and when the teacher in charge has given permission.
- Students should show good sportsmanship and follow all school rules at all times.

### Head Lice

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

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

### Health Issues

- **STUDENTS MAY NOT BRING MEDICINE TO SCHOOL. An adult must take ANY medication to the nurse, and a form must be completed giving the nurse permission to administer the medication. See **Medication Policy** for more detailed information on procedures.**
- If a child becomes ill at school, a parent will be contacted and will be responsible for taking the child home. (We ask that all students have updated emergency contact numbers on file in case a parent cannot be contacted.) After a child has been sick, use the 24-hour rule to determine if they are still contagious:
  - 24 hours without a fever
  - 24 hours without vomiting
  - 24 hours without diarrhea
  - 24 hours of using eye drops for "pink eye"
  - 24 hours of taking an antibiotic for strep throat
- The nurse and teacher should be made aware of any serious medical conditions at the start of school or as issues arise.
- Students having a serious health condition should alert the teacher immediately.
- Students with head lice must follow procedure; See information on **Head Lice** in the previous section.
- All students attending Elvin Hill Elementary are required to have a proper documentation of immunizations (usually referred to as a blue card) in their cumulative folder. See Immunizations for more information.

### Homework

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

- Drill and additional practice to strengthen new skills introduced in the classroom.

- Complete unfinished classroom assignments.
- Participation in research and other extension activities.

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

While homework assignments are the major responsibility of the student, it is very important for the parent to supervise and check that homework is completed. It is also very important to establish a regular time and place to do homework. Homework should supplement, compliment, and reinforce classroom teaching and learning.

### **Home-School Communication**

Regular communications between parents and teachers provide an excellent opportunity to discuss many details regarding the child's school experiences that cannot be conveyed on the nine-week report card. Either the teacher or parent in order to share knowledge about the child and gain a better understanding of the child's needs and interests may request conferences. Regular contact between the home and school will help the child see that both parents and teachers care about his/her progress. Please include your child's first and last name on all correspondence. See the section on **Conferences** for more information.

### **Immunizations**

All students attending Elvin Hill Elementary are required to have a proper documentation of immunizations (usually referred to as a blue card) in their cumulative folder. The proper immunizations include a second MMR immunization, or a medical exemption form (IMM 51), or a religious exemption form (IMM 52), or a temporary medical exemption form (IMM 49). Students entering Kindergarten MUST have all of their 5-year old immunizations prior to the first day of school, even if the child is still 4 years of age. For more information, go to [www.adph.org/immunizations](http://www.adph.org/immunizations).

### **Instructional Program**

Our school serves grades kindergarten through fifth grade. Classroom teachers provide excellent instruction in the areas of reading, language, handwriting, mathematics, social studies, science, health, character education, music, technology and art as appropriate to the level of the students. We also have a gifted program and an ELL program for those students who meet eligibility criteria. These programs are supplemented by instruction from the librarian, counselor, music teacher, art teacher, and physical education teachers. Exceptional Education services are available for students who qualify for services under federal and state guidelines. Related services such as occupational and physical therapy may also be available for those who qualify. Students with a medical diagnosis which significantly impacts classroom performance may qualify for a 504 Plan. Please contact the principal or assistant principal for further information regarding exceptional education services, 504, and PST.

### **Library Media Center**

Elvin Hill Elementary has an excellent library media center. Library books may be checked out and taken home on a weekly basis. Students are expected to return books before they check out other books. Students in Kindergarten may check out one book at a time. All other grades may check the number of books according to the following: 1st - 2, 2nd - 2, 3rd - 3, 4th - 4, and 5th - 5. Student check outs may be restricted due to lost/damaged books.

Please remind your child to return library books when they are due. **Parents assume responsibility for any lost or damaged books and must pay for them.** Most library books are at a cost of \$15.00-\$20.00 each. Please help to remind children to keep our books neat, clean, and unharmed.

All students get a library card. Kindergarten cards are kept safe in the library. All other students must take good care of their cards. Each teacher has their own system for storage and use. Library cards should not be put in mouths, bent, written on or damaged on purpose. Replacement cards are \$1.00 if they are lost or must be replaced due to damage.

To stay informed of library news, be sure to watch the listserv for the library newsletter or visit the **EHES LMC Blog** at <http://podcasts.shelbyed.k12.al.us/jmilstead/>

### **Lost and Found**

Please label all garments, book bags, and lunch boxes in order to reduce the possibility of lost items. It may be wise to put not only your child's first and last name on the items, but also your child's teacher's name. Parents and students are urged to check the lunchroom for lost items. Any unclaimed items will be given to a charitable organization at the end of the first semester and again at the end of the second semester.

### **Lunchroom Visitors**

Parents are welcome to eat breakfast or lunch at school with their children. Parents must obtain a visitor's badge before enjoying your meal with your child. Lunch visitors must be listed on the child's approved Student Check-out Authorization Form in order to enjoy lunch with the child. Check with your child's teacher for correct lunch times. Please meet your child in the foyer area outside of the front office after signing in and obtaining a Visitor's badge. Lunchroom visitors may not accompany students to the classroom after breakfast or lunch. **Food from restaurants must be brought in plain containers/wrappers.**

### **Messages for Students**

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

Naturally, there are emergencies which arise from time to time which necessitate a message to or from a parent or the delivery of an item to a child. The school is happy to cooperate with the delivery of messages, but this can become very time consuming, and your cooperation in keeping phone messages to a minimum will be appreciated.

### **Money**

All money must be sent in separate envelopes for each item. We suggest that any money brought to school be sealed in an envelope with the student's name, teacher's name, and purpose (field trip, lunch money, etc.) Please also include any permission slips or order forms that need to accompany the money, if applicable.

### **Parent Involvement**

We welcome and value parent involvement and encourage every child's parents to be as involved as they can be. Our school strives every year to improve our parent involvement program. We understand that not all parents

have the time to come help during school hours, but there are many ways that you can still be a help to your child's school! Joining the PTO is not the only way to get involved. (Also see the next section titled **Parent Volunteers**)

Ways Parents Can Get Involved at EHES:

- Annual Meeting of Title I Parents (Learn more about what Title I means for our school!)
- Parent/teacher conference(s)
- Volunteering (See the next section titled **Parent Volunteers**)
- Open House/Parenting Day/Family Night(s)/Special Meal Events
- Field Trips
- Title I Program Planning/Evaluation
- Development of Parent Involvement Plan
- Development of School-Parent Compact
- Meeting on AYP and School Improvement
- Parent Advisory Committees/Councils
- Meeting on State Standards/Curriculum

Please contact the office if you have any questions on how you can get involved at EHES!

### **Parent Volunteers**

Parent volunteers offer an invaluable contribution to the learning process and we encourage the participation of parents as volunteers in our school. Please arrange volunteer schedules with the classroom teacher, librarian, secretary, or other faculty. Remember that we must not interfere with the children's instruction during these times. If you have a special talent that you'd like to make the faculty aware of (crafting, sewing, woodworking, musical, etc.) then please let us know! Remember that you must always sign in at the office and wear a visitors badge.

The following are a few areas that we often need volunteers:

- P.T.O./ KATS
- Book Fair Helpers
- Library Volunteers
- Room Parents for Parties, Crafting
- Parent Reading Buddies
- Field Trip Chaperones
- Special Readers
- Various School Committees
- School Fundraisers
- Special Family Nights
- Career Day Presenters

- Field Day Volunteers
- Many other opportunities that may arise during the school year!

Be sure to check the Listserv and binders/folders often for opportunities to help out and get involved.

### **Parking**

Parents and visitors should park in the front of the school in available parking spots in the parking lot. Please do not park in the front circle before 8:00 or after 2:10 due to buses. Please be mindful of Handicapped Parking and do not use these unless you have a Handicapped sticker. Because the safety of our children is our primary focus, we ask that you enter the school through the main lobby doors and sign in at the Front Office.

### **Promotion Guidelines**

Promotion means that one has successfully completed the grade's work and is ready to move to the next grade. In determining promotion, the following serve as guidelines:

- Attendance: Students who have 12 or more daily absences are in danger of being retained.
- Knowledge of skills: Students will show sufficient progress in the basic skills.
- Readiness.

Retaining a student is a serious decision. A comprehensive process is used to provide effective intervention in order to avoid retention. If a teacher has concerns about possibly retaining a student, the parents/guardians are informed no later than the close of the first semester and a plan for intervention is developed with them. This plan is continually reviewed and modified to best meet the child's needs. Parents are frequently updated about their child's progress. If the plan of interventions does not result in satisfactory success, the child is referred to the Problem Solving Team (PST). If possible retention continues to be considered, a Notice of Possible Retention is sent home with the third 9-weeks report card. The final decision to retain a student will be made in May. Parent input into this decision is strongly valued. Ultimately, however, it is the school's responsibility to make that recommendation.

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

The State of Alabama defines PST as "a model to guide general education intervention services for all students who have academic and/or behavioral difficulties. The PST is central to the school's successful implementation of the Response to Instruction (RTI) framework."

Team members discuss concerns related to specific needs of students and teachers and offer teachers assistance in resolving concerns. The PST is composed of regular education teachers, Guidance Counselor, the Reading Interventionist and/or math coach, administrators, and others, as needed. The Assistant Principal chairs this team. Occasionally, Special Education teachers attend these meetings.

Working as a team, the PST shares information about the child, reviews work samples, assessment data. Once a specific area of concern has been identified, the team develops an intervention plan of appropriate strategies to help the child. The classroom teacher implements the plan for 6 weeks, documenting performance weekly. The child's progress is regularly monitored to determine if adequate progress is being made, if the plan of interventions



needs to be revised or if the plan can be discontinued. This is a team of educators who meet monthly to provide assistance for students who are exhibiting difficulties academically or behaviorally. Parents will receive progress reports after each of the monthly meetings following the referral.

### **PTO (KATS)**

The PTO is as strong as the parents and teachers make it. Therefore, we urge every family to participate in our parent/teacher organization. By working together, we can optimize learning for all students. Schools depend on their PTO to help raise money to fill in the gaps financially for needed expenses to help school operate and insure the best learning environment for students. PTO also helps to purchase materials for classrooms, the workroom, custodial needs, or other areas as needed. PTO members are charged with the mission to help faculty create a happy, healthy school climate where students know they are cared for and respected.

Cost of membership for the PTO is \$5.00 per family. More information can be found through our listserv at it becomes available.

### **School News and Information**

Parents and students should be aware of school news and information on a daily basis. Ways that our school communicates with parents include:

- E-mails on the parent Listserv (See our website for signup instructions)
- Weekly classroom newsletters
- S.O.S. Binders (Lower grades)
- Monday folder documents such as letters or flyers
- School website [www.shelbyed.k12.al.us/schools/ehes/index.htm](http://www.shelbyed.k12.al.us/schools/ehes/index.htm)
- Scrolling announcements on the school TV in the front lobby.
- Blackboard Connect

### **Snack**

EHES is very excited to have been awarded a government grant which provides each student with a **healthy snack, free of charge each day**. This is a fresh fruit or vegetable snack. Students are encouraged to bring water to drink for snack; however allowances for different drinks vary per classroom. See teacher newsletters for information of when this program starts and ends during the year.

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

### **Special Education Information**

For more information please visit: [www.shelbyed.k12.al.us/instruction/specialeducation/sp_serv_prereferral.htm](http://www.shelbyed.k12.al.us/instruction/specialeducation/sp_serv_prereferral.htm)

## **Referral Process**

A Special Education referral can be made from a parent of a child, state education agency, other state agency, or local education agency to determine if the child is a child with a disability. As a part of the referral process, information is gathered from the PST plan, classroom environmental observation, a parent interview and the Environmental, Cultural and/or Economic Concerns checklist. The REM/IEP Team makes the decision to accept or reject the Special Education referral.

Facts related to a Special Education Referral are:

- A Special Education referral can be made for a student during the school year as well as the summer.
- A formal invitation called the Notice of Proposed Meeting is provided to parents or guardians inviting them to attend this meeting. Two documented attempts have to be gathered before the REM/IEP Team can meet without a parent or guardian.
- Data from PST must be gathered and reviewed during the referral meeting.
- If the REM/IEP Team agrees to accept the Special Education referral, written consent for the initial evaluation must be gathered before any testing can take place.
- Once the Permission for Initial Evaluation is signed by the parent or guardian, the REM/IEP Team has a total of 60 calendar days to complete the assessment.
- The Team then has 30 days to meet a second time to discuss the testing results and determine if a student does or does not qualify for special education services.

## **Eligibility**

An eligibility meeting will be held once the testing is completed as agreed upon from the referral meeting. The purpose of the meeting is to review and discuss the assessment results and any other pertinent information, and to determine whether or not the child has a disability and is eligible for special education services. If the REM/IEP team has determined the child eligible for Special Education services, another meeting is scheduled within 30 days to develop an Individualized Educational Program (IEP) to address the needs of the child.

Some facts related to Eligibility are:

- The REM/IEP Team must develop and IEP within 30 calendar days of determining that the child is a child with a disability and needs Special Education and related services.
- A formal invitation called the Notice of Proposed Meeting is provided to parents or guardians inviting them to attend this meeting. Two documented attempts have to be gathered before the REM/IEP Team can meet without a parent or guardian.

## **Teacher Qualification**

As a parent of a student in a Shelby county school, you have the right to know the professional qualification of the teachers who instruct your child. 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 teachers for the grades and subjects he/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 the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers’ aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Please call the school office if you wish to request this information.

**Textbooks**

“The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks.” (Excerpt from State Textbook Law)

**Title I**

Title I is the largest federal aid program for elementary and secondary schools. Title I provides money to school districts around the country based on the number of low-income families in the district. Each school district uses Title I funds to pay for extra educational services for children. The purpose of Title I is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.

Originally known as Title I of the Elementary and Secondary Education Act of 1965, it was renamed Chapter I in 1981. Chapter I was amended later by the Hawkins-Tafford Elementary and Secondary School Improvement Amendments of 1988. During the reauthorization of the law in 1994, Congress reverted back to the program’s original name of Title I. In 2001, Title I was reauthorized under the No Child Left Behind Act. The key themes of No Child Left Behind (NCLB) are testing and accountability, teacher quality, scientifically-based research programs, and flexibility.

Part A embraces fundamental strategies to address the needs of the children served: A school wide focus on improving teaching and learning, flexibility at the local level in tandem with clear accountability for results, more focused targeting of resources on schools with the greatest needs, and stronger partnerships between schools and communities to support the achievement of children served.

**What are parent rights in a Title I school?**

**Documents that you will receive during the year that are important to be aware of and read:**

- Shelby County Parental Involvement Plan--This is a Title I Information Booklet.
- Elvin Hill Elementary Parental Involvement Plan
- Elvin Hill Elementary School-Parent Compact--This is signed and returned to school.

**Tobacco-Free Environment**

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

**Transportation Changes**

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

### **Tutoring**

Because we are a Title I school, tutoring is offered to students that meet specific qualifications. Students that meet the qualifications are notified by the end of September. If your child did not qualify for the provided tutoring, but you wish to find help for your child, please contact Mrs. Eress, [AEress@shelbyed.k12.al.us](mailto:AEress@shelbyed.k12.al.us) for other options that may be available.

### **Visitors**

County policy and school safety require that ALL VISITORS to the school report to the front office, SIGN IN, and receive permission to visit the school campus for a specified reason, even if it is for a quick visit. Visitors will be asked to wear a visitor's pass available in the front office. You will be asked to go to the front office if you are seen in the building without a visitor's pass. PLEASE DO NOT VIOLATE THIS POLICY. This policy is intended to protect your child from physical harm and to ensure that the academic program is not interrupted.

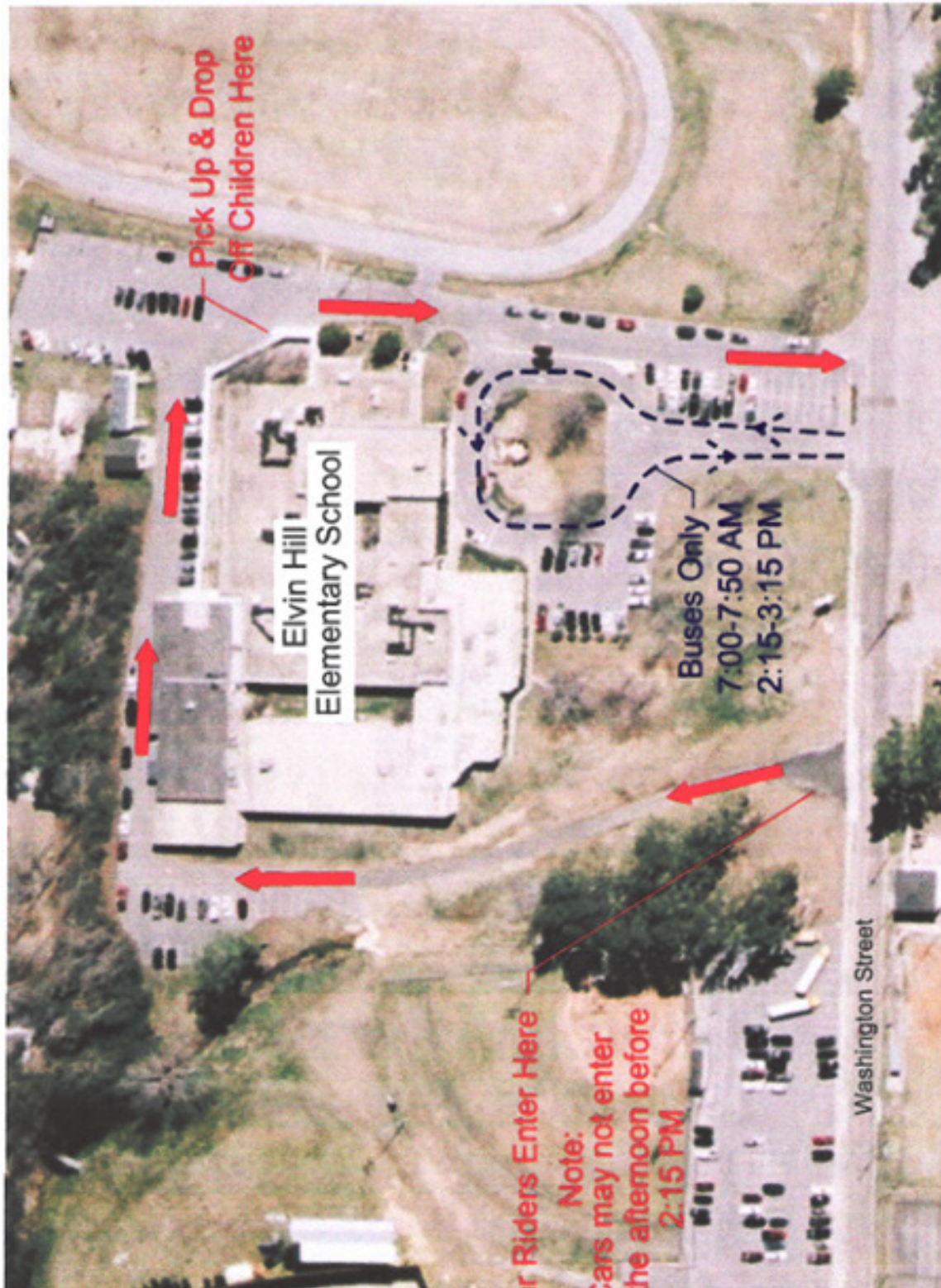
### **Welfare and Safety**

Students must not bring chewing gum, knives, rubber bands, liquid paper, paper clips, and other items that could be hazardous to themselves or others. Electronic games, toys, animals, money not needed for the day's use, etc. should not be brought to school except by special permission from the teacher or principal. Please refer to the Shelby County Student Code of Conduct and Attendance. Any student found to be in possession of any type of article that could be considered a weapon (including pocket knives of any description), is subject to disciplinary action.

### **Withdrawals**

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

# EHES Car Rider Map



Elvin Hill Elementary School  
201 Washington Street  
Columbiana, Alabama 35051  
(205) 682-6620

## Traffic Circulation Map

Map Not to Scale

# ACKNOWLEDGEMENT FORM

2017-2018

**Elvin Hill Elementary**

Parent & Student Handbook

I have read the 2017-2018 Elvin Hill Elementary Parent & Student Handbook. I realize that I am responsible for reading, knowing, and understanding all content and procedures included in this handbook. I understand that my failure to read and understand the policies and procedures will not excuse me or my child/children from following all rules, policies, and procedures of Elvin Hill Elementary School.

Student Name _____

Teacher Name _____

Printed Parent Name _____

Parent's Signature _____

Date _____

**Please send this signed form to your child's teacher.**

If you have any questions regarding the content of this handbook, please do not hesitate to call me for clarification. We want only the best for our students; parent communication is the key to student success!

Have a wonderful school year!

Betsy Smith, Principal