

2018-2019  
Inverness Elementary  
School

# Student Handbook

## Welcome to Inverness Elementary School!



Dear Parents,

Welcome to Inverness Elementary School! We are proud to be known as a student-centered, data-driven, warm and welcoming place to learn. We embrace our diverse culture and are dedicated to the success of every child who enters our doors.

Our teachers have high expectations and provide the necessary tools and quality differentiated instruction to help our students meet their goals. IES teachers utilize best practices, including Math Investigations and the Alabama Reading Initiative, which promote hands-on learning and higher level thinking. Most importantly, our teachers care about their students and want to make a difference.

Another strength of IES is the high level of parent involvement. From sponsoring school wide activities to helping out during the school day, our PTO is very important to the success of our school. Our goal is to foster the parent-school partnership through increased communication and participation in school events.

Feel free to contact us at 682-5240 or visit our school's website at <http://www.shelbyed.k12.al.us/schools/ies/index.htm>

**We are excited to have you as part of our IES family!**

Christine Hoffman  
Principal

Amanda Hamm  
Assistant Principal

# Inverness Elementary School

## Parent/Student Guide

### 2018-2019

#### Contents

School Vision, Mission & Belief Statements.....	4
Be GREAT, Choose Kind, Everyday! .....	5
Faculty and Staff .....	6
PTO Volunteer Program.....	7
Guidance Program.....	7
School Day Schedule.....	7
Attendance.....	7
Arrival Procedures.....	8
Dismissal of Students .....	8
Parent Guidelines .....	8
Transportation .....	9
After School Care Program.....	10
Breakfast/Lunch/Snack Program.....	11
Student Withdrawal Policy.....	11
Emergency School Closing .....	11
Health Room/Medication Policies .....	12
Lost and Found.....	12
Insurance.....	12
Shelby County Dress Code .....	12
School Safety.....	13
Discipline.....	13
Nuisance Items .....	13
Class Celebrations .....	13
Textbooks.....	13
Check Policy.....	14
Request for Planned Absence.....	15

## **Vision Statement**

To be a model for excellence in education,  
strengthened by high expectations and a positive culture

## **Mission Statement**

To prepare all students to be fully participating citizens, leaders, and life-long learners

## **Beliefs**

Students grow in an environment in which they feel safe, are supported,  
and have a sense of belonging.

Students learn best when they are actively engaged and have  
challenging and meaningful learning experiences.

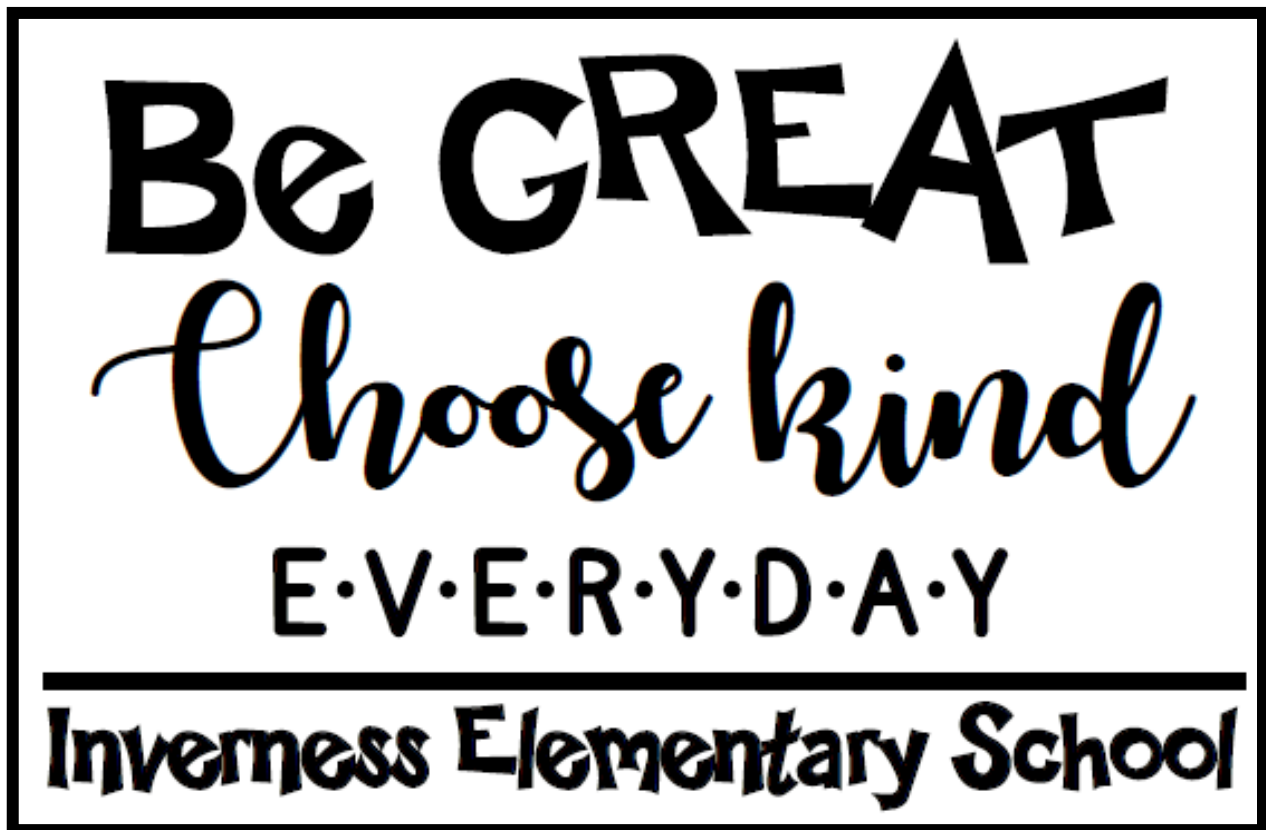
Students achieve more in a school with high expectations and adults  
who believe they can be successful.

Student motivation and achievement is enhanced  
through collective responsibility and partnerships.

## **Motto**

## Be GREAT, Choose Kind, Everyday!

This year we will continue with our Everyday GREAT school-wide character theme. Each letter stands for a character trait we hope to instill in our students: Grit, Respect, Empathy, Adventure, and Teamwork. In addition to Everyday GREAT, we will also focus on choosing kindness. Each child is unique in his or her own strengths and areas they excel in but every child can be kind. Students will be exposed to these traits throughout the year in a variety of ways.



# 2018-2019 Faculty and Staff

<b>Pre-Kindergarten</b>	<b>Special Area</b>
Katie Ellis	Karen Caldwell, Counselor
	Katie Carton, Gifted Education
<b>Kindergarten</b>	Megan Cobb, Nurse
Holly Browder	Mike Daniel, Physical Education
Jessica Bush	Kiffany Gebhardt, ELL
Caroline Driggers	Susan Lee, Special Education
Amy Kleback	Jennifer Nicholson, Media Specialist
Jan Renfro	Joan Ray, Speech
Lauren Schauwecker	Kate Riker, Special Education
Debbie Slawinski	Caroline Rose, Physical Education
	Abby Weaver, Art
<b>First Grade</b>	Leigh Welch, ELL
Kerri Baggett	Kaley Wood, Special Education
Jamie Cox	Kim Youngblood, Music
Jackie Degan	
Kelly Failla	
Laura Habshey	<b>Paraeducators</b>
Loye McMillan	Jan Boykin
Shannon Williamson	Barbara Davis
	Carrie Griffin
<b>Second Grade</b>	Glenda Powell
Mauri Crisler	Ericka Ripple
Jennifer Nix	Sue Roberts
Caroline Sanders	Wendy Rowe
Kristen Sanders	Missy Seeley
Emily Smith	Elizabeth Spratt
Anna Frances Walker	
Meredith Washburn	
	<b>Maintenance Staff</b>
<b>Third Grade</b>	Eric Daniels, Custodian
Ashley Beavers	Vanessa Hall, Custodian
Niki Burke	Michael Martin, Custodian
Carri Cook	Walter Rowser, Maintenance Technician
Kaitlyn Harkins	
LeKindra Mitchell	<b>Cafeteria</b>
Michelle Price	Leisha Bonilla
Pam Taylor	Amy Theabolt
	Brenda Reynolds, Manager
<b>Bus Drivers</b>	Priscilla Webber, Assistant Manager
David Evans (09-42)	
Patti Henderson (09-03)	<b>Office</b>
Shannon Kilgore (09-53)	Christine Hoffman, Principal
Windy Kelley (10-08)	Amanda Hamm, Assistant Principal
Glenda Kennedy (18-28)	Janice Moody, Bookkeeper
Donna Allain (18-17)	Kathy DeVaughn, Registrar
Joel & Alice Pifer (18-63)	Stephanie Philpott, Secretary

## PTO

The IES PTO is composed of parents, grandparents, and friends who volunteer their time at IES. Some areas in which IES volunteers work are coordinating fundraisers, shelving library books, assisting teachers, and making and participating in special projects. We want you as a volunteer at IES! Please view the PTO link on the school website to find out more information or email Sandy Phelps, PTO president, at [inverness.pto.pres@gmail.com](mailto:inverness.pto.pres@gmail.com).

## Guidance Program

IES provides elementary guidance services for all students. Our counselor, Mrs. Caldwell, works with parents, teachers, school administrators and other professionals to provide students with needed resources and services. Please contact Karen Caldwell at (205) 682-5285 for more information.

## School Day Schedule

The school day is 7:50 a.m. – 2:50 p.m. Because school begins promptly at 7:50 a.m., it is essential that all students report to school no later than 7:30 a.m. if they plan to eat breakfast. Instruction starts at 7:50 a.m. If students report to school after 7:45 a.m., parents **must** accompany them in the school before they can be admitted to class. Students who arrive after 11:20 a.m. or who check out prior to 11:20 a.m. will be counted absent.

## Attendance

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

- Students who are absent must bring a written explanation of the absence from the parent or guardian within **three** days of returning to school, regardless of the absence reason. Please include your child's first and last name, date, and teacher name on the excuse. Emailed excuses or excuses sent after three days of the student returning to school will not be accepted.
- Absences for reasons other than illness may be considered excused at the principal's discretion. A "Parent Request for Planned Absence" form will be available in the Shelby County Code of Conduct and must be submitted before the absence. This form is also located in the IES office, on the IES website, and at the end of this handbook.
- IES will comply with the Shelby County Attendance Policy Regulations by sending letters to students having multiple unexcused absences. A pattern of unexcused tardies or absences will result in the requirement of a Pre-Early Warning Conference with administration and a possible referral to Early Warning Court. If you have any questions

about the SCBOE Attendance Policy after reading the SCBOE Code of Conduct, please contact Mrs. Hamm or Mrs. DeV Vaughn.

## Arrival Procedures

The school building opens at 7:15 a.m. Students are not allowed to wait outside of the building so please do not drop off students before 7:15 a.m. Car riders dropped off between 7:15 and 7:30 will go to the cafeteria/grade level areas and be dismissed to their classrooms at 7:30 a.m. Car riders dropped off after 7:30 a.m. will go directly to their classrooms.

If you need to park and come into the school for any reason during arrival, you must park in the lower lot and come up the steps to the entrance. Please do not park in the upper lot during arrival or dismissal car rider lines as it delays traffic and poses potential safety hazards to students loading and unloading.

## Dismissal of Children

Parents desiring to check out students during the school day for doctor/dentist or other valid reasons are to come to the office and sign their child out of school. Parents are asked not to check students out of school after 2:30 p.m. Contact the principal if you have questions regarding the above request. Should a parent send another person to pick up his/her child(ren), written authorization from the parent is required, and those persons **must** be listed on the child's enrollment card.

Any changes in dismissal procedures for children must be in writing and must be submitted before 2:00 p.m. Telephone calls and emails will not be accepted. Please use the Change in Transportation Form available on the IES website or in the office. Please be prepared to show photo identification when picking up a child from school.

## Parent Guidelines

- All students will walk to their classrooms without parent assistance after the first day of school.
- Please refrain from unannounced classroom visits. If you need to talk to your child's teacher, please schedule a conference 2 days in advance.
- All visitors must sign in at the front office window and receive a visitor's sticker and permission before going anywhere in the building.
- Please pick up and drop off your child at the appropriate designated area.
- Parent volunteers are asked to follow the school dress code.
- If your child is absent for two or more days, please notify the school prior to 9:00 a.m. to make arrangements for picking up make-up work. Remember to allow adequate time for the classroom teacher to gather the work. Make-up work will not be faxed but may be picked up between 3:00 p.m. and 3:30 p.m.
- If you have a problem or concern: first, discuss the issue with the teacher, and second, if necessary, schedule a conference with administration.



- Students must ride and return to school with the entire class on field trips. Exceptions must be approved by the principal prior to the field trip. No siblings or guests (regardless of age) will be allowed to accompany classes on field trips.

## Transportation

### Bus Overview

- Students may only ride the bus to which they are assigned.
- Emergency situations should be directed to the principal/ assistant principal.
- Students should arrive 5-10 minutes before estimated pick-up time. Times may vary 5-10 minutes depending upon traffic and weather conditions. Parents need to be at the bus stop!
- During the first two weeks of school, the bus is establishing the route. Please be patient if the bus is not on time.
- Students should remain on the grass while waiting and approach the bus only after it has stopped.
- Students should wait for the bus on the side of the road on which they live unless accompanied by an adult.
- When the bus comes to complete stop, the driver will motion students to walk across the street.
- Students should stay at least ten feet in front of the bus in order for the bus driver to keep them in his/her line of vision.

### Bus Behavior

- Sit at all times.
- Speak in a low voice.
- Food and drinks are not allowed.
- Only items that fit in a backpack are allowed.
- Keep the bus clean.
- Follow the driver's directions and rules.
- Keep hands and head inside the bus at all times.
- Treat others and others' property as if it were yours.
- No glass items.

*\*Failure to adhere to the bus rules and expectations can result in disciplinary consequences\**

### Car Rider Overview

Car rider transportation must follow the arrows directing traffic flow. Do **not** exit against the flow.

- Morning and afternoon carpool is in **front** of the school.
- Cars will form TWO lines as they enter our parking lot and pull up to the person directing cars.
- All students must wear seat belts.
- Please do not pass cars while in carpool line.
- We ask that all parents in carpool line refrain from using cell phones while in the car rider line. This is an obvious danger as attention is diverted from the many young children who are

loading/unloading their cars. For the safety of our students, we ask the cooperation of all parents and drivers. Thank you for your patience and understanding.

- Please remain in your vehicle at all times during arrival and dismissal. Teachers/Staff will be on duty to ensure that all students safely enter the building or get to their cars.

## Morning Carpool

1. Car riders should be dropped off at the school after 7:15 a.m. and in time to be in their classrooms before 7:50 a.m. If they reach their class after the 7:50 a.m. bell rings, they are counted tardy. If you arrive after 7:45 a.m. and there is not someone on duty outside, please park and escort your child inside and sign them in at the office.
2. The traffic is much lighter between 7:15 a.m. and 7:30 a.m. than it is from 7:30 a.m. to 7:50 a.m. For that reason, parents are encouraged to arrive at the school between 7:15 a.m. and 7:30 a.m.  
*\*Note:* Tardies will not be excused due to normal morning school traffic. Please plan accordingly to ensure your child is in his or her classroom by 7:50 a.m. each day.
3. Please drive slowly when entering and exiting the loading area.
4. When unloading, please pull your vehicle up as far as possible so other vehicles may unload at the same time and put your car in park.
5. Have your children's lunch, books, backpacks and other items ready before you enter the unloading area. Say your good-byes early and be ready to unload.
6. Do not open car doors until the whistle has sounded.
7. Please pay attention to the crossing guard who is directing traffic and follow his or her directions.
8. When possible, unload on the right side of your vehicle to expedite the car rider line.
9. Parents, please remain in your cars. If you are having difficulty getting your child out of the car, please summon a teacher on duty for assistance. Do not escort your child into the building from car rider line.

## Afternoon Carpool

1. Cars will form TWO lines as they enter our parking lot and pull up to the person with the stop sign.
2. Please clearly display car rider signs in the window prior to reaching the top of the hill where a Staff member will be waiting to call your child's name. Cars without signs will be asked to pull forward and parents must check out student(s) from the office.
3. Afternoon car rider dismissal will begin at 2:50 p.m.
4. Please drive slowly when entering and exiting the loading area.
5. When loading, please pull your vehicle up as far as possible so other vehicles may load at the same time and put your car in park. Student names will be called from the car rider signs and students will stand and wait. Students will load when the whistle sounds or given direction from an adult to load.
6. Please pay attention to the crossing guard who is directing traffic and follow his or her directions.
7. Parents, please remain in your cars. If your child is having difficulty getting into the car (or they did not hear his or her name), please summon a teacher on duty for assistance.
8. Once all students are loaded, the whistle will sound and the crossing guard will pull one lane of cars at a time. When you exit car rider line in front of the school, you will merge into the school exit and can turn left or right
9. All car riders should be picked up prior to 3:10 p.m.

## After School Care Program

ASCP operates from 3:00 p.m. - 6:00 p.m. each day. Please contact Cindy Warner at 682-7084 or the IES after school program after 2:30 p.m. at 682-5249 for more information. You must register for ASCP online at <http://www.ezchildtrack.com/sescomed/parent> or visit the Shelby County Schools Community Education program online at <http://shelbyed.k12.al.us/communityed.htm>

## Breakfast, Lunch, and Snack Program

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

School lunches are \$2.25 per day. Children will be given notice when their balance is \$3.00. The cafeteria does not offer loans for lunch and breakfast. If paying by check, please issue a check made payable to IES/CNP for the meal account with your child's name/account number on the check. You may also set up an online payment account at <http://myschoolbucks.com>

Breakfast is \$1.50 per day and served from 7:15 a.m.–7:45 a.m. A child who desires to eat breakfast must arrive at the cafeteria before 7:30 a.m. Free/reduced lunch applications are available to all students. Parents are encouraged to participate in the free/reduced lunch and breakfast program by completing a lunch application and returning it to the school (this is a confidential program). Please apply!

Parents are welcome to eat breakfast and/or lunch with their children. Please remember to sign in at the office and wait on the bench at the cafeteria door until your child's assigned lunch time. **Restaurant food and carbonated drinks are not allowed by students or parents.**

Your child's teacher has a daily snack time. Please send healthy snacks such as fruit, crackers, cheese, or raw vegetables.

## Students Withdrawing from School

Parents withdrawing students from IES should inform the school of the withdrawal and complete a Notice of Transfer Form from the office at least one day prior to withdrawal. This form contains important information that assists the new school in facilitating proper grade placement. Before withdrawing from school, students must return all textbooks and library books and pay any cafeteria balance.

## Emergency School Closing

When inclement weather occurs **before** regular school opening, county administrators will decide if the school will open on time, close, or have a delayed start, and announce the decision on area radio and television stations and will send a message via Listserv and Blackboard Connect. If inclement weather or other emergencies occur **during** the school day, county administrators will decide if schools will remain open for the remainder of the school day. If schools close early, area radio and television stations will air the decision. IES will send a message via ListServ and Blackboard Connect regarding school closing. Only those individuals listed on the enrollment cards will be allowed to pick up children. For this reason, it is very important to keep the emergency card updated with any changes in phone numbers, addresses, or designees. (The enrolling custodial parent must come to the school office to update the card.)  
Ways in which you can help during an emergency:

- Please **do not** call the school. We must have the lines open for emergency calls.
- As soon as possible, come to the school to pick up your child and any other children for whom you are the emergency card designee.
- Leave the driveway in front of the school clear for emergency vehicles.
- If, at the direction of public officials (fire, police, etc) the students have been relocated to another site for safety, announcements will be made on local radio stations and TV stations.
- Please remind your child to follow the directions of school personnel.
- **Sign-up for IES ListServ Message Service and Blackboard Connect.**

## **Health Room Services/Medication Procedures**

IES faculty and staff consider the health and safety of students to be a vital concern. The IES nurse coordinates the health program. Parents are encouraged to keep children at home if they are not feeling well. If they have a fever, they are to remain at home and must be fever-free for 24 hours before returning to school. If a child becomes ill at school, a parent will be contacted to pick up his or her child. For this reason, it is extremely important that the school has the home and business telephone numbers of both parents and an emergency name and phone number in the event parents cannot be reached. All medicine to be administered at school should be given to the nurse by the parent with specific instructions. Classroom teachers will not dispense any medicine. Students are not permitted to carry prescription or over-the-counter medication either on the bus or on school property.

Appropriate forms must also be completed before medication will be administered.

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

## **Lost and Found**

Please label your child's supplies, personal items, and clothing. The lost and found is located in the red hall near the cafeteria. Unclaimed items will be donated to charity at the end of each grading period.

## **Insurance**

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

IES will provide insurance application forms but money for insurance is mailed directly to the insurance company by the parent. Please request forms in the school's main office or by calling Mrs. Philpott at 682-5240.

## **Shelby County Dress Code**

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

for daily physical education. All students' shoes need to have backs on them. Please refer to the Shelby County Code of Conduct for a minimum guide to acceptable dress for students.

## **School Safety**

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

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

IES developed a Crisis Plan to assist in dealing with emergency situations. We have standard operating procedures to address inclement weather, fire, intruders, and bomb threats as well as other emergencies that may occur. If a student is injured, the nurse and staff members who have Red Cross and CPR certification are available to assist until emergency personnel arrive.

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

## **Discipline**

When a student fails to follow school rules, the student may be referred to the office. Fighting will result in an automatic referral to the office. Discipline procedures will include appropriate due process. Please refer to the Shelby County Code of Conduct for a minimum guide to appropriate discipline.

## **Nuisance Items**

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

## **Class Celebrations**

Classrooms will schedule Christmas and End-of-the-Year celebrations. Student gifts (flowers, balloons, etc.) are not to be sent to the school. A special, healthy birthday snack may be sent to school for the entire class. Please leave the snack in the office; office personnel or a volunteer will deliver it for you. Alternately, you may purchase ice cream from our CNP for your child's class rather than sending a birthday snack. Invitations to parties may be sent to school when the entire class or either all the girls or all the boys are being invited.

## **Textbooks**

Your child may receive textbooks to be used with his or her schoolwork this year. Your child is responsible for the care and maintenance of any textbooks that are checked out to him or her

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

## **Check Policy**

- All checks should be written on a commercially printed check with your name, address, and contact telephone number. No counter checks will be accepted.
- Separate checks should be sent for payment of different activities (i.e. field trips, fundraisers, meal accounts, etc.)
- A separate check should be sent for each student.
- Money should be brought to school in a sealed envelope with the **student's first and last name and teacher's name on the outside.**
- Please indicate the purpose of the money (meal account, field trips, etc.). Please include child's name and purpose on check in the blank labeled "For".

**\*Any procedures not covered in this plan are included in the Shelby County Code of Conduct and Attendance Handbook developed by the Shelby County Board of Education. The information in this handbook is not intended to conflict with Shelby County Board of Education's policies and procedures. Those policies supersede the information in this booklet.**

# Parent Request Form for Planned Absence

Date(s) of planned absence: \_\_\_\_\_

Number of school days to be missed: \_\_\_\_\_

Name of student(s)	School	Grade	Absences to Date
_____	_____	_____	_____
_____	_____	_____	_____

If you have other children at other Oak Mountain schools also included in this request, please list them below.

Name of student(s)	School	Grade	Absences to Date
_____	_____	_____	_____
_____	_____	_____	_____

Briefly explain the purpose/reason for this request:

---

---

---

**Note:** This request should be submitted to the school's administrator. Submitting the request does not automatically mean that the absence will be excused. The registrar will notify parents whether the request has been approved or denied.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## For School Office Use Only:

Decision regarding this parent request:

Approved \_\_\_\_\_

Denied \_\_\_\_\_ (but allowed to make up assignments)

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date