



Shelby Elementary School

*Student/Parent
Handbook
2018-2019*

*Principal
Stacy Aderholt*

*Administrative Assistant/Teacher
Chrissy Shaler*

Dear Parents,

We are so excited about this upcoming year. We look forward to making great memories with your child this year. This handbook will help you answer questions about our school. You can contact me if you have questions about any section of the handbook. Again, we are excited about the 2018-2019 school year and look forward to working with you to make it a successful year for your child.

Please let me know if we can be of assistance to you in anyway.

Sincerely,

Stacy Aderholt and Chrissy Shaler

saderholt@shelbyed.org

cshaler@shelbyed.org

A

After School Care: To help accommodate working parents, Shelby Elementary offers after school care. Students should be picked up no later than 6:00 PM. If you wish to enroll your child in the after school care program, notify the office for further information.

Attendance: A successful school experience is the responsibility of the children, the parent, and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is a key. The only excused absences under the Alabama Law are:

- Illness of student
- Legal quarantine
- Death in immediate family
- Inclement weather which would be dangerous to the life of the child if he/she attended school
- Absences with the approval of the principal. **This must be secured in advance of the absence by submitting a written note to the principal.** There is a note in the Shelby County Code of Conduct which may be used for this purpose.
- You must send a written excuse with your child when he/she returns to school within three (3) days. Five (5) unexcused absences result in Shelby County's Early Warning Court.



Arrival and Dismissal Times:

7:10 to 7:30 AM	buses arrive
7:10 AM to 7:45 AM	breakfast is served
7:30 AM	students go to homerooms
7:50 AM	bell rings for school to begin
7:51 AM	students must come to the office for a tardy note
2:50 PM	car riders and early bus riders are dismissed
3:25 PM	buses leave



Art:

Students receive art classes once each week.

B

Backpacks: To help your child carry messages and information to and from school, he/she will need a backpack. Please have your child share the contents of the backpack with you daily. **Rolling backpacks are not allowed.**

Birthday Party Policy

Birthdays are special occasions for young children.

We cannot allow deliveries of flowers or balloons to students riding a bus. These items are not allowed on any bus.

Birthday invitations may be sent to school. You must send one for every child in the class.

School policy allows for two parties each year. These parties are held in the classroom and are to be coordinated with the teacher and homeroom mothers. **Siblings or other children not enrolled at Shelby Elementary School are not allowed to attend school parties.**

Breakfast: Breakfast is served daily between 7:10 and 7:45 AM. The cost for students is \$1.50 and for adults it is \$ 2.25. Students who are car riders in the morning should be here by 7:30 in order to have enough time to eat and get to class on time.

Bullying: Bullying, threat, or harassment are defined in the Shelby County Code of Conduct as the threat by word or action to do harm to another student, with the ability to do so, or doing some act which creates a well-founded fear in the

person that such violence is imminent. Harassment is inclusive of name calling, as well as conduct which directly affects another individual's state of mind. Any student with a pattern of these bullying behaviors will be referred to the office, and will be handled according to board approved disciplinary action.

Bus Riders: Bus service is available for all students. Please check with the office staff for bus numbers and routes. Parents must send a note if their child is to go home a different way than they usually do. **If your child is going home with another child, we need a note from parents of both children giving permission.** These notes should be brought to the office when your child arrives at school.

** **Bus Discipline follows the same procedures as school discipline.** Refer to Code of Conduct for more information.

C

A calendar of events for the school year can be found on the school website and will come home weekly in the classroom newsletter.



Car Riders: Car Riders are dismissed at 2:50 pm. All car riders will be seated in the cafeteria and wait to be dismissed. Please do not block the car rider line by leaving your car unoccupied while waiting in line. **Always put your car in park when loading or unloading for your child. This is for our children's safety.**

Check Out Policies: Parents wishing to check their child out before normal dismissal hours **MUST** come by the office. Please make sure the person checking your child out has a picture ID.

No students will be permitted to leave the school with anyone other than a parent or guardian unless the following conditions are met:

- a. Other persons designated by the parent must be listed on the check out card in the office.
- b. The principal or other designated personnel may make exceptions in emergency situations only.
- c. Students riding home with another student, by car or bus, must have a signed and dated note from **both students' parents**. No exceptions will be made except in emergency situations.



Computer Lab: Classes attend computer lab at least once a week. There are skills in each grade that students must master in computer literacy.

Conference Policy:

Teacher-Parent Conferences: We report student progress to the parent in a number of ways, including report cards and weekly folders. However, each teacher is required to have at least two parent conferences a year with the parents of each student. These conferences may be held by phone, letter, or in person. Your child's teacher will contact you to set up a time that is convenient for you. We believe that by meeting and discussing your child, it will help SES provide the best education possible.

Please understand that conferences cannot be held during class times.

To keep parents better informed, newsletters are sent home on a regular basis. These newsletters will contain homework information, test dates, field trip information, etc.

D

Discipline:

At Shelby Elementary School we are dedicated to nurturing each of our students. It is our belief that:

- The students themselves must be responsible for their own behavior.
- Misbehavior infringes on the rights of others to live and learn in a safe and secure environment.

- School and classroom disruptions deprive other students of the right to learn.
- School disruptions in the hallways, cafeteria, and or outside the building deprive all SES stakeholders of an orderly environment.
- Classroom disruptions steal valuable instructional time from all students.
- Bus disruptions deprive all passengers a safe ride to and from school.

Therefore, students will be expected to

1. facilitate a positive learning environment for themselves and other students
2. respect each other and school district employees
3. obey student behavior policies adopted by the Shelby County Board of Education
4. obey student behavior rules established by SES.

This student management plan is based on the expectation that parents, teachers and school administrators will work together to improve and enhance student behavior and academic performance. Further, it is an expectation that the school and home will communicate freely any concerns about and actions in response to, student behavior that detracts from the learning environment.

Parents will be notified by the teacher at the beginning of any problem in order to intervene and hopefully keep the problem from getting worse.

“Working Lunch” – Sometimes students do not have the initiative to complete their work in class or at home. Those students who choose not to complete assignments will be assigned a “working lunch”. They will be assigned a place to sit, will have 15 minutes to eat, and spend the rest of the time completing work they did not finish. They will attend each day until work is completed.



Dress Code: Please refer to the **Shelby County Code of Conduct.**

Children lose things – please label any clothing items that your child may take off while at school – coats, sweaters, hats.... At the end of each nine weeks, unclaimed clothing items will be donated to charity.

E

Emergency Closings: If schools are closed for any emergency, or if opening is delayed, local TV stations will be informed. Please check Fox 6, NBC 13, ABC 33/40, or CBS 42 for information.

You may also check the Shelby County Schools Facebook page for updates.



Email: You can contact your child’s teacher or the principal via email. Teachers will list their e-mail address on the weekly newsletter. The e-mail address for the assistant and principal will be on weekly school wide newsletters that come home. Please keep in mind that while we try to check email daily, we sometimes miss a day here or there. If you need to discuss something urgent, please call or send a note instead.



Mrs. Aderholt’s email: saderholt@shelbyed.org

Emergency drills: Emergency drills are held on a monthly basis throughout the year. All students will participate and are expected to behave appropriately.

Emergency Phone Numbers: Each student must have two phone numbers where a relative or friend of the family can be reached in case of an emergency. **ALWAYS REMEMBER TO NOTIFY THE OFFICE IF THERE IS EVER A CHANGE IN YOUR WORK NUMBER, HOME NUMBER, OR ADDRESS. We need to be able to get in touch with you at all times.**

F

Field Trips: Your child's class may take various field trips during the school year. We feel that these trips are an extension the school curriculum and are very worthwhile. You will be notified of any field trips that involve leaving the school. The students will be supervised during all field trips. Chaperones are asked to attend field trips to help supervise students. If you chaperone a trip you will be expected to follow the rules and guidelines of the Shelby County Code of Conduct, which includes the dress code and a drug and tobacco free environment at all times around students. Siblings will not be allowed to attend field trips and all students attending field trips are required to ride the bus to the destination. Chaperones may ride the bus if there is room, however most trips require chaperones to provide their own transportation.

G

Gifted and Talented Program: During second grade, each second grade teacher completes a Referral Form for Gifted Students. For each student referred, information is gathered in the following areas: aptitude, characteristics, and performance. Students who qualify participate in a weekly pull-out program. Further questions about this program can be directed to our GT teacher. New students who transfer to SES in 3rd, 4th, or 5th grade may be referred for testing by their teachers if the teacher feels it is appropriate.

Guidance and Counseling: Our school provides students with a Counselor who can help encourage students who are feeling anxious, sad, depressed, worried, or afraid. She is also available for students who would like to share with someone their good news, or for students who may need encouragement. Parents who would like to schedule an appointment with the counselor, please call the school office.



H

Head Lice: Whenever a case of head lice is discovered, the infected child is immediately removed from the classroom. All other students in that classroom are also checked. Parents of the infected child are contacted and asked to come pick up their child. A notice is sent home with all other students alerting the parents that a case of head lice has been discovered. The Health Department is able to instruct you on how to rid your home and car of lice to avoid re-infestation. To return to school, your child must be lice and nit free. No more than three consecutive absences will be considered excused due to head lice. After three consecutive days, absences will be unexcused.



Holidays: See school calendar for holiday closings.

Homework: Your child will be bringing home various assignments to complete and share with you throughout the year. He/she will be expected to read every night. These assignments promote home involvement and allow for reinforcement of book concepts, reading strategies, and comprehension skills. Please take the time to assist and enjoy this special time at night with your child. Homework that is not completed will be done during "working lunch" (see discipline).



I

In-School Detention: The purpose of In-School Detention is to remove the student from his/her current classroom environment, to a more restricted area in the school, when inappropriate behaviors are shown repeatedly. When students are placed in this area, it allows them the opportunity to reflect upon their actions/behaviors in the classroom.

In-School Detention is held during school from 8:00-2:45. During this time, a student will work on school assignments. He/she will miss any and all activities that are going on inside the school and/or their classroom, including parties, P.E., assemblies, etc. In-School Detention is used as a time where students are removed from classmates and a time for them to correct their inappropriate behaviors so they may return to the enriched atmosphere of the classroom. Students are placed in In-School Detention by steps in our school discipline policy or by administrators. Repeated visits to In-School Detention will require a parent conference with the child's teacher and/or administrator and could be referred to the Shelby County Early Warning Court Program.



L

Library

We are delighted that your child will be utilizing our library media center and its wealth of resources. We are looking forward to expanding your child's horizons through literature. The following guidelines will insure the effective maintenance of the library media center and its resources.

- All books checked out from the library media center are the property of Shelby Elementary School.
- Any student may check out a book.
- Reference books may be used by students in the Library Media Center and classrooms.
- Books may be checked out for two weeks at a time and may be renewed once.
- All students may checkout at least 2 books with exceptions for special projects. Each grade level will determine how many books may be checked out (Ex. 3rd grade teachers allow students to check out up to 5 books).

Penalty for lost or damaged books:

1. **Lost books**-students must pay a \$15.00 replacement charge.
2. **Damaged Books**-Students must pay according to the amount of damage determined by the Library Media Specialist.

A student cannot check out another book until books are returned or paid for. A student's checkout privileges are suspended if he has a book that is more than one week overdue. **OVERDUE FINES ARE NOT CHARGED.**

If you have any questions, please contact me at 205-682-6634.

Lost and Found Policy: Each nine weeks our lost and found box will be emptied and sent to a charitable organization. To insure that a student's lost items are promptly returned, label all personal articles, coats, sweaters, lunch boxes, etc. **Ask your child, or come yourself, to check the lost and found immediately if any item is lost.**

Lunch Information: We encourage your child to purchase lunch from the cafeteria. The cost for student lunch is \$2.25, student visitors \$3.25, and adult visitors \$4.25. Children may either purchase their lunch or bring it from home. A monthly lunch menu will be sent home with each day's meal choices for you to discuss with your child. Plan to eat lunch with your child whenever your schedule allows.

Adult Lunches: You are welcome to join your child for lunch during the school year. **YOU MUST SIGN IN AT THE MAIN OFFICE AND OBTAIN A VISITOR'S PASS.** Please wait in the lobby until your child's class arrives.

M

Media Center: Kindergarten, First grade, and Second grade visit the Library Media Center every week. Third through fifth grades will work with our media specialist to complete a variety of research projects throughout the year. Our librarian, Dr. Kearley, will read to the students and have activities for the children to do. Our students will also be checking out books each week. You must sign a form to allow your child to check out books. Also, a child cannot check out a book if he/she does not return one. Parents are responsible for paying for lost or damaged books checked out by their child.



Medications: All medication to be administered at school must be brought to the nurse by a parent or guardian.

- Parents must complete a medication form before any medication may be given. This form can be obtained in the nurse's office or in the Shelby County Code of Conduct.
- Over-the- Counter medications to be given two weeks or less require only the parent or guardian signature.
- Authorization for over-the- counter medication is valid for two-weeks only.
- Prescription medications are required to be in a **currently labeled pharmacy** container including the student's name, physician's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation.
- Over- the Counter medication must be in an original, unexpired, unopened, age appropriate container.
- Parents need to sign in at the front office prior to seeing the school nurse.
- S.E.S. faculty and staff are prohibited from providing or administering any medication, including aspirin, to any student, unless they have received medication training.
- Students cannot have medication on the bus. Therefore, parents need to bring all medication to the school and pick it up.
- The school does not provide any medication for the students.



If a child becomes ill at school, the parent will be contacted and will be responsible for taking the child home. Please notify the office and your child's teacher if your child has any allergies or medical problems.

Money: Please be sure any money brought to school by a student is **sealed in an envelope or zip lock bag**. Please label it with your child's name, teacher's name, and purpose of the money (field trip, lunch money, snack, etc.). Please be sure and write your child's lunch number on the check. If you send cash, write your child's lunch number on a note and attach it to the cash.



*The school is not responsible for any money that is lost prior to being received by the teacher or school secretary.

N

Newsletters: Look for one newsletter weekly from your child's teacher. This newsletter will keep you informed of the academic skills and events happenings in their classrooms. This is a great way to stay up-to-date about ongoing activities. A school wide activity and informational newsletter will also come home **monthly** from the administration. You may check our website for school information.

P

Parent Involvement: ***Your support of school activities makes your child feel important and sends the message that you value the school!*** Classroom volunteers are always needed. There will also be a variety of special classroom activities and celebrations throughout the school year. We hope that you can come and join in the fun. Parenting programs will also be offered at various times throughout the year.

Parenting Center: We now have a parenting center open at SES. Parents have the opportunity to check out games, books, activities, etc. that will allow them to help their children in school. Please come by and visit our new parenting center.

Parent Compact: If Shelby Elementary is to do its job, the home and the school must cooperate. The school's responsibility is to provide a quality education in a safe environment for all students. The parents' responsibility includes understanding and supporting both the local and county code of conduct books.

- Teach your child self-respect, respect for the law, respect for school authority, and respect for the rights and property of others.
- Show a positive attitude toward the school and toward your child's learning progress.
- Work closely with school personnel to solve any disciplinary or academic problems.
- Teach your child to dress properly and neatly, and to be clean and well groomed.
- Make sure the school has your correct home and work telephone numbers, the home address, and an emergency contact. A Parent Compact will be signed by each parent as required by Title I.

Physical Education Program:

Every student will receive 30 minutes of physical education instruction daily. **Tennis shoes required for PE daily.** Your child may change shoes before PE.



Excused absences from Physical Education may include:

1. Parent's written excuse-a student may be excused from an activity. A note should state the reason and length of time the student is to be excused.
2. Doctor's written excuse-when a student needs to be excused from physical activity for more than four (4) class days in succession, the doctor will need to send a note. The note must state the reason the student must be excused from physical activity as well as the time the student will be able to return to normal activity.

Helpful suggestions:

1. Shorts worn under dresses allow the girls to participate in activities that would otherwise miss.
2. Encourage your child to take part in the activities we have planned. Talk with them about the new things they have learned and can do.
3. Please call if there is a problem. Together we can work to make you child happy and healthy.
4. Please send a note stating any medical problems your child might have and any suggestions you may have concerning the problem. Examples- asthma, allergic to stings, heart murmur, etc.

Phones: Refer to Code of Conduct

Promotion/Retention Policy (See Shelby County Schools Policy)

P.T.O./ Parent Teacher Organization: Shelby Elementary P.T.O. is an organization that works to help the students at S.E.S. We hold meetings three times a year and have fundraisers such as fall festival and spring fling during the year. The P.T.O. Board meets on a regular basis to discuss programs and activities to help the school. Any person is invited to attend these board meetings. The dates will be listed in the weekly newsletters that will come home with your child. The P.T.O. is always looking for volunteers so if you are able to help in any way, please contact our school at 682-6630.

R

Recess: Daily outdoor play is an important part of the school day and is a valuable factor in promoting good health of the children. It is the responsibility of the parents to see to it that their children are dressed appropriately for the weather. On rainy, extremely hot, or cold days, children will not go outside to play, but will have a supervised free time in their

classrooms. Otherwise all children are expected to go out. The only exception to this policy is written directions from a doctor stating that a child is unable to participate in recess/PE.

Registration Policy: The Shelby County Registration Policy requires:

Enrolling parent or legal guardian must present a photo ID.

1. **Proof of Age** (i.e. birth certificate)

Students must be five (5) years old on or before September 2nd to enroll.

2. **Valid Alabama Immunization Form** (referred to as a “Blue Form”)

A current Alabama Immunization form (blue form) or Religious Exemption form is required to be on file for every student. These forms may be obtained from the family doctor or from the health department.

3. **Proof of Residence** - All students will be required to provide two of the following current residence verification documents prior to the start of the new school year.

- Recent Mortgage Statement
- Property Deed – parent/legal guardian must reside full-time in the residence
- Property Tax Record – most recent tax record should indicate this as your primary residence https://ptc.shelbyal.com/caportal_mainpage.aspx
- Apartment Lease – at the minimum, the parent/legal guardian must be listed as an occupant
- Recent Utilities – power, water or gas bill listed in the name of the parent/legal guardian with service address listed (disconnect notices will not be accepted)

4. **Proof of Custody** (if applicable, a copy of the court order must be supplied to the school)

◆ **Social Security Number** (voluntary)

Disclosure of your child’s social security number (SSN) is voluntary. If you elect not to provide a SSN, a temporary identification number will be generated and utilized instead. Your child’s SSN is being requested for use in conjunction with enrollment in school as provided in Alabama Administrative Code §290-3-1-.02(2)(b)(2). It will be used as a means of identification in the statewide student management system.

If your family moves during the school year, you must provide the school office with the change of address and current telephone numbers.

Respect for Public Property: Students are to take proper care of school property. Proper care library books, and school furniture will prolong their use. Students are encouraged to carry books to and from school in book-bags. Parents will be held accountable for the cost of replacing textbooks and or library books that are damaged and for the repair of any furniture or other property damaged by their child. See Shelby County Code of Conduct Class II Violations 2.07 for more information.



Report Cards: Report cards are issued four times a year. These report cards reflect the progress your child has made in various subjects. Please sign and return report cards the next day.



Restrooms: The classes make several bathroom stops throughout the day. If your child has a reason he/she needs to go to the bathroom more than usual, you will need to discuss this with his/her teacher.

S

School Donations: The donation of \$25.00 we ask per child is necessary to meet basic budget needs. Your donations will be distributed as follows:

- 100% will go to the classroom teacher

School Safety Policy: The faculty and staff are committed to assuring your child's safety and security during the school day. Children are supervised by teachers at all times (lunch, in the classroom, in the halls, on the playground, during extra-curricular activities, and during dismissals).

Emergency/Safety drills are held on a regular basis so students will know what to do and where to go in case of an emergency.

Smoking: Smoking is **prohibited on all Shelby County School property** – Not just inside the school. Please do not smoke on school grounds and do not throw cigarette butts on the ground.



Snack: Each classroom has specific classroom procedures for snack, please check with your child's teacher for details.

T

Tardiness: Students are required to be in the classroom by 7:50 AM. Students who are tardy must be signed in at the office by the person transporting the students. Students checking out before 11:30 AM, or checking in after 11:30 a.m. will be counted absent for the day.



Excessive tardiness may result in referral to **The Early Warning Program** as outlined in the Shelby County Code of Conduct.

Teacher-Parent Conferences: We report student progress to the parent in a number of ways, including report cards and weekly folders. However, each teacher is required to have at least two parent conferences a year with the parents of each student. These conferences may be held by phone, letter, or in person. Your child's teacher will contact you to set up a time that is convenient for you. We believe that by meeting and discussing your child, it will help SES provide the best education possible.

Please understand that conferences cannot be held during class times.

To keep parents better informed, newsletters are sent home on a regular basis. These newsletters will contain homework information, test dates, field trip information, etc.

Transportation: In order to provide safe and effective transportation of the students to and from school, standards of conduct and safety procedures have been listed for the bus rider and car rider. **Students will not be allowed to vary from their normal established routine without written permission from their parent/guardian.** Therefore, written permission instructing the teacher of the change is necessary in the following situations.

1. Getting off the bus at any stop other than the regular one. (The stop must be a regular bus stop,)
2. Riding a bus other than the regular bus.
3. Riding in a car when the regular method of leaving school is the bus.
4. Riding a bus when the regular method of leaving school is by car.
5. Riding in a car different than the regular one.

Please do not call the office requesting changes in transportation of your child. **WRITTEN INSTRUCTIONS ARE NEEDED by 2:00 PM.** Children have trouble remembering verbal instructions given as they are walking out the door.

Toys: Toys or Nuisance items:

- The only time students should bring toys, games, etc. to school is when their teacher instructs them to for show and tell or other special activities. Anything brought to school for this purpose must be small enough to fit in a book bag. Toy guns, knives, or toy weapons of any kind are never allowed at school. If these items are found at school, they will be turned in to an administrator and specific consequences will be taken as stated in the Shelby County Code of Conduct.
- The student will assume responsibility for any item brought to school. We will not be responsible for attempting to recover these items should they be lost or stolen.
 - Any toy taken up by a teacher the first time will be returned at the end of the day for the child to take home.
 - If toys are taken up a second time after a student has been warned, the toy will be kept at the school and the parent will have to meet with the teacher and/or administrator to get the toy back.
 - All toys not picked up by the end of the year will be donated to charity.

Truancy: The parent is responsible for requiring any student under the parent's control or charge to attend school regularly except for legal absences as defined by the State Board of Education.

V

Visitors' Policy: We both welcome and encourage your participation in your child's education. In order to ensure an environment that is safe and conducive for learning, We will enforce the following policy:

1. All parents and other visitors **must sign in at the main office and receive a visitor sticker.**
2. Visitors **should not** go to the classrooms or other areas of the building unless they have a conference or have pre-arranged with teachers to volunteer.
3. **All visitors must enter and exit through the main entrance of the school.**

W



Website: Shelby Elementary School has a website that can be accessed at <http://www.shelbyed.k12.al.us/schools/ses/>.

Withdrawal from School: When withdrawing a student from Shelby Elementary, please notify the office and teacher at least 24 hours in advance in order for the proper papers to be processed. Notification can be made in writing or by phoning the school. Upon withdrawing, the child must return all textbooks and library books to Shelby Elementary. Lost textbooks must be paid for before the process can be completed.

Y

Younger Siblings: It is in the student's best interest to have our parent volunteers available without younger siblings. This not only allows your full attention to be focused on the class, but also allows for some special time between you and your school-aged child. Thank you for making childcare arrangements for younger siblings. Younger siblings are also not allowed to participate in school field trips for safety purposes. These guidelines follow the Shelby County Handbook and Guidelines.



The purpose of this handbook is to give each student at Shelby Elementary or any other interested person an adequate and reliable source of information about our school functions, regulations, purpose, practices and

organizations. Students and parents may find it helpful in answering some of the questions which may arise concerning Shelby Elementary School. Each student should read or have read to them this handbook to become aware of his/her benefits and responsibilities as a student at SES.