

# **2019 – 2020 Student Handbook**



## **Wilsonville Elementary School**

**71 School Street  
Wilsonville, AL 35186  
Phone: 205 682-6640 - FAX: 205 682-6645**

**Melody Byrne – Principal  
Allison Hobbs- Administrative Assistant  
Misty Lewter – Bookkeeper  
Angela Horton – Nurse  
Angel Harris – Registrar**

Dear Parents,

*I am so thrilled to serve as the principal of Wilsonville Elementary School. We are looking forward to an excellent year together. Our goal is to create a safe and positive learning environment for your child and prepare him or her for the journey that lies ahead. This year we are excited to focus on character education using the acrostic, "C.A.T.S." C-Choose Kindness and Respect, A-Always Work Hard, T-Take Responsibility, and S-Stay Safe. We know that building these character traits and habits will help our students be successful at Wilsonville Elementary School and beyond. We are continuing to focus on student leadership opportunities and opportunities for our students to serve our school, community, and one another. Of course, we will continue to focus on providing a strong academic foundation for our students, and know they will continue to achieve high standards academically. The dedicated and passionate staff at WES has worked hard to prepare for this new school year, and needless to say, we are so excited about the opportunities we have planned for your child!*

*We consider you a vital member of our learning team. Research indicates there is a direct correlation between parent involvement and student success. Your support helps make Wilsonville Elementary such a special place. There are many opportunities to volunteer and become involved. Join PTO; volunteer in the classroom, library, or from home; and please support our fundraisers and school events so we can continue to provide the best for our students.*

*Please take the time to read through this handbook as it will provide answers to many of your questions and serve as a resource for your family throughout the year. Please give immediate and careful attention to the attendance, transportation, and conduct policies. Furthermore, take time to discuss the handbook with your child, for it will be used as a guide for student expectations. Though this handbook highlights important policies and procedures that are specific to WES, we strongly suggest that you become familiar with the Shelby County Code of Conduct and Attendance, as it provides additional information on these and other important board policies.*

*We look forward to a school year filled with learning and growing. If we can ever be of assistance to you, please don't hesitate to contact us. We aim to provide the best education possible. Together, we can offer your child the skills needed to become productive, lifelong learners and outstanding leaders of the Wilsonville community. Have a wonderful year!*

Sincerely,

*Melody Byrne*

# Administration, Faculty & Staff

Principal .....Melody Byrne [-mbyrne@shelbyed.org](mailto:mbyrne@shelbyed.org)-682-6697  
Administrative Assistant.....Allison [Hobbs-ahobbs@shelbyed.org](mailto:Hobbs-ahobbs@shelbyed.org) – 682-6640

Kindergarten .....Carlie Newman  
Kindergarten.....Tayler Bentley  
First Grade.....Brooke Brewer  
First Grade..... Kayle Posey  
Second Grade..... Joanne Carter  
Second Grade .....McKenna Sloan  
Third Grade.....Taylor Tidmore  
Fourth Grade .....Kerrie Parker  
Fifth Grade .....Allison Hobbs  
Physical Education..Adam Brewer  
Physical Education .Chad Baker  
Media Specialist.....Stephen Kearley

Bookkeeper/Office Manager .....Misty Lewter  
Registrar/Data Manager .....Angel Harris  
School Nurse .....Angela Horton  
CNP Manager .....  
Assistant CNP Manager .....Rhonda Adams  
CNP Staff ... .....Regina Jackson  
Maintenance Technician .....Heath Davis  
Custodians .....Linda Moore  
Sandy Brasher

Bus Drivers ..... # 13-29 ... Becky Farmer  
# 13-59 ... Tamatha Griffin  
# 13-46 ... Amanda Howard  
# 13-22 ... Donna Dudley  
# 13-47 ... Lisa Halstead  
# 18-13 ... Christy Mooney

Special Education.....Tiffany Collins  
Special Education..... Dana Nave  
Speech.....  
Counselor .....Mary Hall  
Paraeducator..... Brandy Arias  
Paraeducator.....Julie Bailey  
Paraeducator.....Amy White  
Paraeducator.....Kim Doe  
Paraeducator.....Kendra Parten  
Paraeducator.....Raven Lewis  
Part-time Intervention.....Penny Lindley  
Part-time Intervention.....Kevin Lindley  
ESL .....Lacey Hughes  
Music .....Cindy Woodham  
Art .....Mari Newton  
GRC .....Michelle Griswold

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**Office Contact Information**

**Phone –** 682-6640  
**Fax -** 682-6645  
**After School Care –** 682-6649

Visit our website and Facebook page

[www.shelbyed.k12.al.us/schools/wes/index.htm](http://www.shelbyed.k12.al.us/schools/wes/index.htm)  
<https://www.facebook.com/wilsonvilleelementaryschool?fref=ts>

# *Wilsonville Elementary School Stakeholders*

## Shelby County Board of Education

### SUPERINTENDENT

Dr. Lewis Brooks

### BOARD MEMBERS

**Mr. Aubrey Miller**

President

[Amiller02@aol.com](mailto:Amiller02@aol.com)

**Ms. Peg Hill**

Vice President

[phillcolum@gmail.com](mailto:phillcolum@gmail.com)

**Mr. David Bobo**

[dbobo@shelbyed.org](mailto:dbobo@shelbyed.org)

**Mrs. Jane Hampton**

[Janeevanshampton@gmail.com](mailto:Janeevanshampton@gmail.com)

**Mr. Jimmy Bice**

[bicejw@att.net](mailto:bicejw@att.net)

### **To Contact a Board Member**

Call (205) 682-7047

Fax (205) 682-7050

410 East College Street

P. O. Box 1910

Columbiana, AL 35051-1910

## **WES Parent Teacher Organization (PTO)**

### **2019-2020 Officers**

President – Amanda Jezdimir

Vice-President – Torie Nix

Treasurer – Amber Richardson

Secretary – Tiffany Vick

Parent Volunteer Coordinator- Tori Wilson

Co-President- April Newman

Co-Vice-President- Jodie Pennington

Co-Treasurer – Tiffany Seale

Co-Secretary- Karen Gray

Co- Parent Volunteer Coordinator- Heather Talton

### **WES Partners in Education**

We thank our Partners for the many contributions and investments that they make for the future of our children:

Alabama Power's E. C. Gaston Generating Plant, Alabama Power's E.C. Gaston EPSO organization, Columbiana Kiwanis Club, Columbiana United Methodist Church, Landcrafters, Novella Club, Renasant Bank, Representative Corley Ellis, Senator Jim McClendon, Shelby County Education Foundation, the Town of Wilsonville, Vignette Club of Columbiana, and Wilsonville Baptist Church.

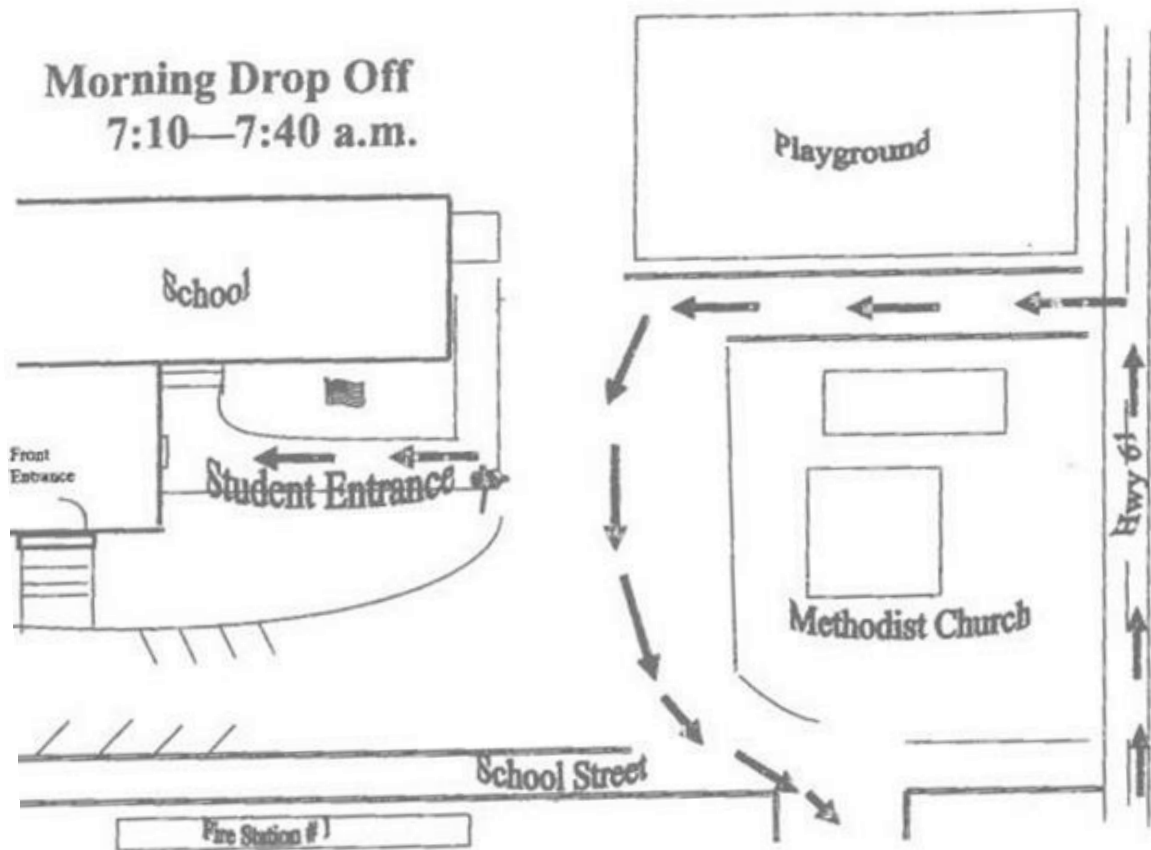
# Arrival and Dismissal

School begins at 7:45 a.m. each day and ends at 2:45 p.m. Students should not arrive on campus before 7:00 a.m.

Car riders may be dropped off after buses have departed. All car riders must be dropped off at the door closest to Methodist Church (mailbox/flagpole entrance). No car rider should walk from the front parking area nor enter the building via the front entrance. Students are to report to the lunchroom if arrival is before 7:25 a.m. Each homeroom teacher will come by the lunchroom to pick up students and be in their classrooms by 7:25 a.m.

The tardy bell rings at 7:45 a.m.

## Morning Arrival



- |                   |                                                                                                  |
|-------------------|--------------------------------------------------------------------------------------------------|
| 7:00 – 7:25 a.m.  | All students report to lunchroom upon arrival                                                    |
| 7:00 – 7:05 a.m.  | All buses arrive.                                                                                |
| 7:05 -- 7:10 a.m. | Middle/High School buses depart                                                                  |
| 7:10 -- 7:40 a.m. | Car riders arrive (All cars should go down Hwy 61 and turn onto the road beside the playground.) |
| 7:10 – 7:40 a.m.  | Breakfast served                                                                                 |
| 7:25 – 7:40 a.m.  | Report to homerooms                                                                              |
| 7:45 a.m.         | Tardy Bell for all students to report to homerooms – <u>class begins</u>                         |

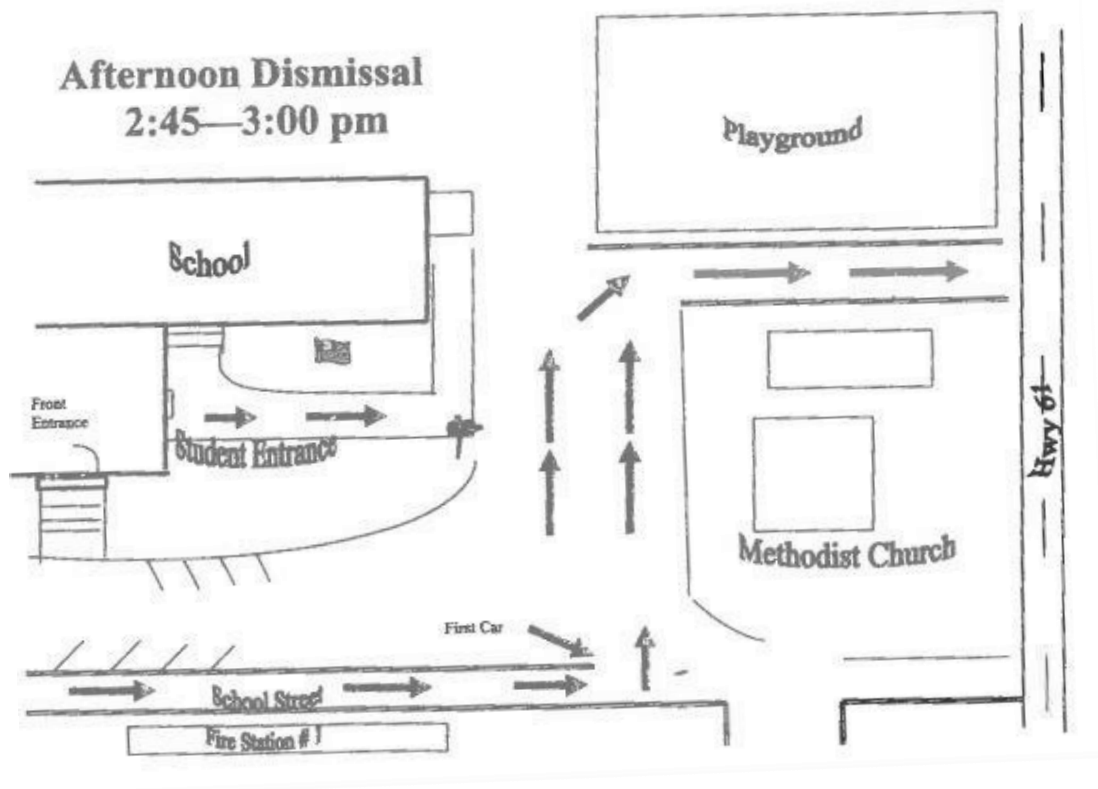
After 7:45 a.m. parents must accompany their child to the office for “Tardy” check-in.

At 7:45 a.m. all exterior doors are locked to the public.

\*\* Supervision is not provided on campus for students before 7:00 a.m. or after 3:20 p.m.\*\*

# Afternoon Dismissal

- 2:45 p.m. Afternoon announcements are made and car rider dismissal begins
- 3:05 – 3:20 p.m. Bus students go to designated area



\*\*\* Please Do Not Arrive Before 2:30 for Car Rider Dismissal \*\*\*

Car riders will arrive and depart from school by way of the mailbox/flagpole entrance. Afternoon dismissal procedure will allow for two-lane parallel parking in the lot. To avoid delays in calling for your child, please inform your child of his/her dismissal method for the day. Please send a note to the teacher informing him or her of the change in dismissal. Your car rider number should be visible at all times while in the car rider line.

*Dismissal Times:* Car riders ..... 2:45 p.m.  
Buses ..... 3:10 – 3:25 p.m.

## **Bus Transportation**

Bus assignments and/or information may be obtained in the school office or on the Shelby County Board of Education's website: [www.shelbyed.k12.al.us](http://www.shelbyed.k12.al.us) (links are located on right-hand side of page).

- *Buses are on campus during these times:*  
7:00 – 7:07 a.m.  
3:10 – 3:25 p.m.

### **Bus Stop Rules:**

1. Be at the bus stop 10 minutes before the scheduled arrival time.  
The bus cannot wait for a student.
2. Stay off the road at all times while waiting for the bus.
3. No horseplay at the bus stop.
4. Be careful when approaching the bus stop.
5. Do not move toward the bus at the loading zone until it comes to a complete stop.
6. The bus must be at a complete stop before attempting to load or unload.
7. On roadways where there are no sidewalks, walk single file facing the traffic.
8. At the designated bus stop, remain on the side of the road where you live. When the bus comes to a complete stop, and the driver motions that it is safe to cross, cross the road in front of the bus, then board the bus.

### **While on the Bus:**

1. Keep head, arms, and hands inside the bus at all times. Keep all objects inside the bus.
2. Assist in keeping the bus clean. No eating, drinking, or chewing gum on the bus.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats and other items must be paid for by the offender.
5. Never tamper with the bus, the emergency door, or any other equipment.
6. Leave books, packages, coats and all other objects out of aisles and driver compartment.
7. Help look after the safety and comfort of small children.
8. Nothing is to be thrown from the bus window.
9. Remain seated while bus is in motion.
10. Horseplay is not permitted around or on the bus.
11. Be courteous and respectful to fellow students and the bus driver.
12. Obey the directions of the bus driver.
13. Absolute quiet is necessary when approaching a railroad crossing.
14. In case of a road emergency, remain on the bus and follow the driver's directions.
15. Pencils or other sharp objects are to be put away.
16. Glass objects, large projects, and animals are not allowed on the bus.

## **After School Care and Enrichment**

ASC is available daily for Pre-K – 5<sup>th</sup> grades from 3:05 – 6:00 p.m. Additional information is available at [www.shelbyed.k12.al.us/communityed.htm](http://www.shelbyed.k12.al.us/communityed.htm)

## **Change in Transportation Method**

Students will not be allowed to go home any way that is different from his/her normal schedule without a signed note from the parent. We must have written notification no later than 1:30 p.m. Faxes and emails are not acceptable. Please call the office in the event of an emergency.

Note: Anytime a student is to go home with another student we must have a note from both sets of parents. If the students do not bring a note, they will follow their regular dismissal procedure.

## **Emergency School Closings**

When inclement weather occurs before regular school opening, county administrators will decide if the school will open or remain closed. The decision will be sent to area radio and television stations, and a message will be sent to all parents who have signed up for automated messages via the Google Groups and/or Blackboard Connect systems. If inclement weather or other emergencies occur after the start of 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. WES will send a message via Google Groups and Blackboard Connect regarding the closing of school. In most cases, After-School Care services will not be available during these emergency situations.

\*Please sign-up for WES Google Groups Message Service and Blackboard Connect.



# **School Lunch Program**

- Extra milk/juice, fruit snacks, ice cream, baked chips, Rice Krispy Treats, and bottled water may be purchased or charged to your child’s account if funds are available. When funds are not available, your child will not be able to purchase these extra items.
- Students may bring a small, nutritious snack from home. We will also provide a daily Free Fruit or Veggie snack to students. Please refer to the CNP information on the Shelby County School’s website for further information regarding healthy snacks.

When sending lunch money, please write the student’s name and account number on the check and place the cash/check in an envelope with the child’s name, account number and teacher’s name on the outside. Make checks payable to **WES – CNP**. The Child Nutrition Program uses [myschoolbucks.com](http://myschoolbucks.com). This service will allow parents to view account balances and meal purchases, schedule automatic payments, and make payments anytime from the mobile app.

\*\*Contact the school for more information and to obtain a Student ID.\*\*

## **Important CNP Information**

Each student will have a lunch account. Student accounts are set up where withdrawals for meals and extras are made from the money you deposit. You may pay as often as you would like, the network keeps a running balance. We ask that you keep enough money for a week’s worth of meals in the account at all times.

Shelby County Schools realize that students may forget or lose lunch/breakfast money. To make it easy for parents to view charges, fund accounts, and get notified of low balances, we have partnered with [www.myschoolbucks.com](http://www.myschoolbucks.com). There is no charge for parents to create, monitor, or receive emails regarding low student meal balances. Parents may also utilize the [myschoolbucks](http://myschoolbucks.com) mobile app on their mobile devices to monitor accounts. Parents will still be notified in writing of negative student balances and will be afforded a reasonable opportunity to clear the bad debt.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents are responsible for providing funds for student accounts. If parents need financial assistance paying for school meals, a meal benefit application for free/reduced price meals must be completed. The meal application only takes a few minutes to complete and can be found online at [www.myschoolapps.com](http://www.myschoolapps.com) or [www.shelbyed.org/cnp/mealbenefits](http://www.shelbyed.org/cnp/mealbenefits), at the local school, or at the Central Office. Applications for meal benefits can be completed at any time during the school year. If a parent refuses to complete a meal benefit application or provide funds for student meals after a reasonable amount of time, an alternative meal may be provided at the principal’s discretion after parent notification.

### **Student Breakfast and Lunch Price Guide**

| <u><b>Breakfast</b></u>           | <u><b>Lunch</b></u>               |
|-----------------------------------|-----------------------------------|
| <u><b>Daily</b></u>               | <u><b>Daily</b></u>               |
| Standard Price ..... \$1.50       | Standard Price ..... \$2.25       |
| *Reduced Price ..... \$0.30       | *Reduced Price ..... \$0.40       |
| *Free ..... no charge             | *Free ..... no charge             |
| <u><b>Weekly</b></u>              | <u><b>Weekly</b></u>              |
| Standard Price ..... \$7.50       | Standard Price ..... \$11.25      |
| *Reduced Price ..... \$1.50       | *Reduced Price ..... \$2.00       |
| <u><b>Monthly (4 weeks)</b></u>   | <u><b>Monthly (4 weeks)</b></u>   |
| Standard Price ..... \$30.00      | Standard Price ..... \$45.00      |
| *Reduced Price ..... \$6.00       | *Reduced Price ..... \$8.00       |
| *Based on Free/Reduced CNP status | *Based on Free/Reduced CNP status |

# *School Medical Policies*

Angela Horton, Nurse  
(205) 682-6643  
[ahorton@shelbyed.org](mailto:ahorton@shelbyed.org)

## *Shelby County Schools Medication Procedures*

On July 13, 1998, the Shelby County Board of Education approved medication procedures for all students in the Shelby County School System. This letter is to inform you of the requirements of the medication procedures, should your child require Prescription or Over-the-counter (OTC) medications while attending school.

- ❖ All medications, whether Prescription or Over-the-Counter, must be turned in to the school office by the student's parent/guardian or other responsible adult.
- ❖ Medications cannot be transported on the bus (except emergency medications and approved medications prescribed for self-administration).
- ❖ No student will be permitted to carry or possess any type of medications, whether Prescription or Over-the-Counter, on his/her person at any time (except emergency medications and approved medications prescribed for self administration).
- ❖ Controlled substances cannot be approved for self-administration by a licensed prescriber.
- ❖ The parent/guardian must sign a School Medication Physician/Prescriber /Parent Authorization Form (Form A) before any medication, Prescription or Over-the-Counter, can be administered at school.
- ❖ Over-the-Counter medications given 2 weeks or less will require the parent/guardian signature only on the medication authorization form (Form A).
- ❖ Parent/Guardian authorization for Over-the-Counter medications is valid for the entire year.
- ❖ Prescription medication will require the physician/prescriber signature on the authorization form (Form A) as well as the parent/guardian signature.
- ❖ Prescription Samples must have a completed School Medication Physician/Prescriber/Parent Authorization form signed by the Prescriber and Parent.
- ❖ If the Prescription medication order is changed during the school year, a new authorization form (Form A) is required. Both physician/prescriber and parent/guardian must sign the form.
- ❖ For Prescription medications, a current pharmacy labeled container is required which includes the student's name, physician name, name of medication, strength, dosage, time interval, route and date of drug's discontinuation when appropriate.
- ❖ For Over-the-Counter medications, an unexpired, unopened, age appropriate, original container is required and all manufacturer labeling must be clearly legible. The student's name must be written on the container.
- ❖ The school will not supply any Prescription or OTC medications to staff or students.
- ❖ All unused medications not picked up by parents/guardians by the last day of each school year will be discarded according to medication procedure guidelines.

These procedures were adopted with your child's safety in mind. If you have any questions concerning these medication procedures, please contact your school nurse.

Note: The "School Medical Prescriber/Parent Authorization" Form is located in the back of the Handbook. Additional Forms are available from the School Office or on-line from the Shelby County Schools web-site – [www.shelbyed.k12.al.us](http://www.shelbyed.k12.al.us).

## *How Sick is “Too Sick” to Attend School*

Unfortunately, children get sick. As educators, we want your child’s absences to be limited. However, there are times when you should keep your child away from school. If your child is sick, you should know that keeping them home shortens the time required for getting well, and reduces the possibility of spreading illnesses. Here are a few illnesses that warrant reason for keeping a child home:

- ***Fever*** – *temperature of 100.0 or above*, child should remain home until fever-free for 24 hours.
- ***Vomiting*** – your child should not attend school if they have vomited in the last 12 hours.
- ***Diarrhea*** – your child should remain home if they have diarrhea or have had in the last 12 hours.
- ***Undiagnosed Rash*** – your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox or some other contagious disease.
- ***Pink Eye (conjunctivitis)*** – this is very contagious. Your child should be treated before returning to school.

## *Health Certificates*

Alabama law requires all students entering an Alabama Public School for the first time to present a *Certificate of Immunization* (IMM 50). These forms may be secured and completed at the Shelby County Health Department or at your child’s personal physician’s office. *The school MUST have the original, up-to-date form on file in order for the child to attend school.*

## *Head Lice*

Symptoms are irritation and itching of the scalp. Presence of light gray insects and nits (eggs) in the hair means that the student will be excluded from school until effective treatment can be used. The student will be checked by the School Nurse before being allowed to return to class. Students should be checked by parents on a regular basis. The first occurrence is an excused absence.

## *Illness and Accidents at School*

Parents or guardians are notified by the school office if a child becomes too ill to remain at school or is seriously injured during the school day.

Please make sure the school office has a working number to reach you, at all times, in the event of an emergency.

# *Guidance Program*

**Mary Hall, Counselor**

(205) 682-6694

[m2hall@shelbyed.org](mailto:m2hall@shelbyed.org)

Wilsonville Elementary School provides elementary guidance services for all students.

Guidance consists of working with students to help them develop academically, personally, and socially. Our elementary school guidance counselor works closely with parents, teachers, school administrators, and other professionals to provide students with the best possible resources and services. Our counselor can help students do better in school, build positive self images, enjoy good relations with others, and develop good feelings about work, family, and society.

We want you to get to know our counselor. Your support and cooperation can help make your child's school years a great experience.

## *Bullying*

\*\*Bullying is defined by the U.S. Department of Health and Human Services as “aggressive behavior that is intentional and that involves an imbalance of power or strength,” noting that “typically, it is repeated over time.”

**BE A SAFE ADULT** – For students, a safe adult is someone who will take them seriously and take prompt action when told about peer harassment. Safe adults clearly distinguish between the role of “friend” or “confidante” and that of a guardian. Safe adults know that their first priority is the safety of the child and other victims. Monitor the situation. You might want to follow up to be sure all is O.K.

**BUILDING A GOOD POSITIVE SCHOOL CLIMATE** – Includes:

1. The creation of a school environment of safety, caring, and excellence in education involves everyone – students, parents, teachers, staff and community.
2. Classroom teachers and staff are trained and empowered to intervene, take measures, and record incidents.
3. Prompt attention with an investigation by the school administration.

**When Bullying Occurs:**

- STUDENTS MUST:*
1. Tell the person to stop.
  2. Move or get away from the person.
  3. Report the incident to the teacher/staff.

WES has ZERO tolerance for bullying! When bullying occurs, administrators will follow the discipline procedures outlined in the Shelby County Code of Conduct.

# *Attendance Information*

## *Absences*

The Shelby County Schools' *Student Code of Conduct and Attendance* outlines the attendance standards for all elementary students.

- Any student enrolled in grades K-5, who accumulates more than 12 absences during the year, is subject to being retained in the same grade the succeeding year.
- Once a student has accumulated 10 or more absences, a doctor's excuse will be required to explain any future absences.
- A student who is suspended from school for disciplinary reasons for any number of days will have that number of days charged against the total number of absences allowed.

Excused: Excuses for absences must be turned in within three (3) days of the student returning to school from an absence. Arrangements for make-up work for excused absences must be made within three (3) days after returning to school. Students may obtain work assignments from their teacher the day they return.

Excused Absence Request (requiring Principal's permission): You may complete the form located in the back of the Shelby County School's Code of Conduct and Attendance. Please note that vacations, family day trips (including educational trips), and other planned family functions will NOT be excused. In most cases, the principal will allow the student to make-up any missed assignments. If such an absence is necessary, you will need to closely monitor the number of unexcused absences before and after the event to avoid the Early Warning process.

Please refer to the Shelby County Schools' Student Code of Conduct and Attendance for additional information regarding excused and unexcused absences.

**\*15 or more absences, both excused and unexcused, constitutes chronic absenteeism.**

## *Perfect & Exemplary Attendance Awards*

Attendance awards will be given to students at the end of the school year who meet the following criteria:

### Perfect Attendance

Zero absences

Zero tardies, check-ins, or check-outs

### Exemplary Attendance

Zero absences

Fewer than 3 tardies, check-ins, or check-outs

## *Check-In /Out Procedures*

All students arriving to school after 7:45 a.m. are tardy and must have an adult accompany them for check-in.

Shelby County Schools' *Student Code of Conduct and Attendance*:

- Tardies will be closely monitored and students with consistent tardies to school and/or excessive unexcused check-ins and check-outs may be summoned to the Early Warning Program. Tardies to school and excessive unexcused check-ins/check-outs should not exceed more than 2 per month.

Students checking out of school must be signed out in the office by the parent or a responsible adult designated on the child's check-out card. A reason for the check-out must be indicated or the check-out is considered unexcused. Please limit check-outs to necessities.

- Students checking out of school must be signed out by the parent, legal guardian, legal custodian, or designated responsible adult. Notes, faxes, email, and telephone calls will not be accepted.

|                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Any student checking in before 11:30 a.m. is considered present for the day. A check-in after 11:30 a.m. is considered a full day's absence. A check-out before 11:30 a.m. is noted as a full day's absence. Parents are asked to not check-out their child after 2:30. Car rider dismissal begins at 2:45 p.m. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## *Student Code of Conduct*

*The Shelby County Schools "Student Code of Conduct and Attendance"* states the behavior expected of each student. Because the Code outlines the minimum behavior expected, Wilsonville Elementary adds regulations to the Code that clarifies or accommodates our unique situation. Also, to enhance the teaching/learning environment of each classroom, WES administrators and teachers have created a school-wide behavior plan. Each grade-level has slightly modified the plan to ensure age appropriate expectations and consequences.

The school requests that each parent read the Shelby County School's *Code of Conduct and Attendance* and the WES Handbook and discuss the expectations and consequences with his/her child. If any section is not fully understood, the school urges the parent to contact the teacher or the administration for further explanation. Most of the regulations and procedures of Wilsonville Elementary that help maintain an effective school program are found in this handbook. Good communication between parents and their child's teachers and bus drivers are very important.

Students are under the jurisdiction of the Shelby County Board of Education and Wilsonville Elementary rules any time they are on campus, on the bus, or attending an off campus event as a school member.

## **Dress Code**

The following dress code reminders are from Shelby County Schools' *Student Code of Conduct and Attendance*:

- Earrings, hairstyles, and other adornments that draw attention to oneself in a manner that may be disruptive to the educational process are prohibited.
- Pants, shorts, and skirts must be worn at the waist and fit properly. Pants worn too low, too long, too large, too short, too tight, or too loose are not permitted. Skirts, shorts, and dresses must be mid-thigh or longer in front and back.
- No halters, backless dresses, midriff shirts, spaghetti straps, or cut-off shirts will be allowed.
- Students are required to wear appropriate shoes at all times. Shoes with wheels are not appropriate for the school environment. Tennis shoes will be required for physical education class.
- Leggings are allowed ONLY if paired with a long blouse/top, dress, or skirt. The dress, skirt, or blouse must follow the appropriate length guidelines as specified in the Code of Conduct.

Please refer to the *Student Code of Conduct and Attendance* for a complete list and description of all dress code expectations. We expect parents to take an active role in supporting our dress code.

## **Student Cell Phone Use**

The Shelby County Board of Education respects parent wishes for their child to bring a cell phone to school. However, cell phones brought to school must be stored appropriately – turned off and out of site. Cell phones cannot be visible or audible during the instructional day. Should a cell phone be either seen or heard, the phone will be taken from the student and given to a school administrator. Students whose cell phones contain any illegal or inappropriate material are subject to the appropriate school consequences, as well as possible legal consequences. The school accepts no responsibility for attempting to recover lost or stolen cell phones.

## **Soliciting for Personal Gain**

Students will not be allowed to buy or sell goods (candy, bracelets, trading cards, etc.) from/to other students while on school property. If your child is found soliciting money or items from other students, disciplinary consequences will be assigned.

## **Nuisance Items**

Any item that disrupts the school program is not allowed. Nuisance items will be confiscated and turned in to the office. WES is not responsible for these items if they are lost, stolen, or confiscated. In the event that your child's belongings are confiscated, a parent or guardian must pick up the item from the school office. Nuisance items may include, but are not limited to: headphones, MP3 players, video games, trading cards, toys, etc.

# *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. In order to share knowledge about the child and gain a better understanding of the child's needs and interests, either the teacher or parent may request conferences. Regular contact between the home and school will help the child see that both parents and teachers care about his progress.

**ALL** written forms of communication:

- Should be on a regular-sized piece of paper (8 ½ x 11). This helps to ensure that memos make it to school and into the correct person's hands.
- Should include your child's name and the date.
- If the information is to remain confidential, please place the note into an envelope. The envelope should be labeled with both the teacher's and the child's name.

## **Home-School Connection Folders and Binders**

Teachers send home daily and/or weekly folders or binders to inform you of your child's scholastic and behavioral progress. These folders may also contain other important school information, lunchroom notices, and/or reminders of upcoming events. Please be sure to check these folders daily and/or weekly. The school is not responsible for lost information or a break in communication when a process is not in place for daily folder checks at home.

## *Conferences*

We hope that each parent will be able to confer with the teachers on a regular basis during the school year. Please contact the teacher if you would like to schedule a conference. A parent-teacher conference should be scheduled to prevent interruptions of instructional time and to avoid conflict with the teacher's planned schedule. Teachers have a scheduled planning time each day, and they may be able to meet with you during that time. Teachers will schedule one student-led conference this year. Your child will spend time preparing for and practicing their conference. Please make every effort to attend.



## **Student Birthdays**

\*\* Please do not send refreshments or goodies to school for your child's birthday. \*\*

The school will recognize your child's birthday in the following manner:

- Each student's birthday will be recognized during morning announcements.
- Each student will receive a "Happy Birthday" certificate and pencil.

\*Please do not ask your child's teacher to send home birthday party invitations. Please make other arrangements to relay party information.

## **School Parties**

School policy allows for three parties each school year. Teachers will collaborate with parents to plan ALL parties.

The students may participate in the following school parties:

- Christmas
- Valentine's Day
- End-of-the-Year

Throughout the year, homeroom moms/dads will rotate party responsibilities.

Students not enrolled at Wilsonville Elementary School may not attend parties.

## **Field Trips**

Field trips are scheduled to enrich units of study. A student must have a signed permission form from a parent or legal guardian to participate in this planned activity. The permission slip and field trip information will be sent home prior to the trip. The cost of transportation and admission will be collected in advance. In most cases, the number of adult chaperones will be limited due to space or the venue's policies. When a limit is placed on parent chaperones, the administration will draw names at random to ensure all interested parents have an equal opportunity to participate.

Students not enrolled at Wilsonville Elementary School may not attend field trips.

## **Lost and Found**

To ensure that a student's lost items are promptly returned, please label all personal items (jackets, sweaters, coats, gloves, backpacks, etc.). In the event that your child misplaces an item, please ask him or her to check the Lost and Found rack. After 30 days, our lost and found box is emptied and sent to a charitable organization.

## *Money*

Here are a few things to remember when sending money to school:

- Send a separate check for all lunch money. The school fund and the child nutrition fund are based out of separate accounts. Please make your check out to **WES-CNP** or **Wilsonville Elementary School CNP**.
- Place cash or checks inside of an envelope or plastic bag. Be sure to include your child's name and the name of his/her homeroom teacher on the front.
- When sending a check, please use the "FOR:" area to list how the money is to be used (field trip, class parties, book order, etc.).
- When the money is received, your child will receive a receipt from his/her teacher or the office staff. The receipt serves as your proof of purchase.

## *Insufficient Funds/Returned Checks*

- Upon notification of an insufficient fund check, you will be responsible for clearing the check including a \$35.00 service charge.
- "Insufficient Funds or Bad Check" writing will result in "Cash Only" transactions for the remainder of the school year.

## *Inclement and/or School Emergencies*

Shelby County Schools are now using the Blackboard (Bb) Connect rapid notification system to call you when major events, such as weather delays, early dismissals, and school closures, occur. The system will also be used by individual schools to keep you informed about local school events. BbConnect will contact you by phone, text, and email based on the information you child has given the school. You may go to the Shelby County web site home page: [https://www.shelbyed.k12.al.us/doclibrary/Parent\\_BbConnect.pdf](https://www.shelbyed.k12.al.us/doclibrary/Parent_BbConnect.pdf) and create a parent account.

If you do not have an internet connection, feel free to come by the school for assistance.



## *Report Cards*

Computerized report cards are sent home after each nine-week period. Please view the report card, have a discussion about grades with your child, and sign and return the report card to school the following day. If you have any questions or concerns regarding your child's report card, please schedule a conference with his or her teacher.

## *Yearbook*

We publish a student yearbook to be printed and delivered in the late spring of each school year. Orders will be taken during the month of January. Please check your child's daily and/or weekly progress folder for information regarding yearbooks. The school will not order additional yearbooks, so please be sure to have the order form and money returned by the specified date.

## **Monthly Menu and Calendar of Events**

Each month a breakfast/lunch menu, an events calendar, and other important memos will be sent home.

### **Visitors**

All visitors and volunteers must come to the office, sign in, and be issued a badge or visitor sticker upon entering the school. Please silence cell phones to eliminate disruptions. Please do not take pictures of students or faculty and staff without permission. This rule also applies to any school event, i.e., field trips, field day, etc. Also, please do not post pictures of our students on social media sites unless you have permission from the other students' parents.

Please feel free to come have lunch with your child. You will need to check with your child's teacher for the scheduled lunch time. After signing in, please proceed to the lunchroom and wait for your child's class. Please do not go to your child's classroom. After lunch, plan to say goodbye as your child exits the lunchroom, so that he or she may continue his or her normal schedule. A visitor's lunch costs \$4.25.

### **Physical Education**

Daily physical education instruction is required by Alabama law and participation is mandatory. When your child has a medical concern or injury, a written note from a doctor or parent explaining the nature of the illness or injury should be presented to the physical education instructor stating specifically the length of time until normal participation can be resumed. Normal school attire is acceptable for participation. Athletic shoes are REQUIRED during the physical education class and shorts MUST be worn under dresses/skirts.

### **School Safety / Emergency Drills**

Fire, tornado, intruder, and bus evacuation drills are conducted throughout the year for the students' safety. A complete Safety Plan is in the school office to help answer your questions and/or any concerns that you may have.

### **Supplementary Insurance for Students**

Student accident insurance is available through K&K Insurance Group. Forms are available in the school office, or you can visit the website: [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com). For more specific information, please contact the office.

## *Safety Patrol*

Students may apply for a leadership role on the school Safety Patrol. The Safety Patrol helps with morning car rider drop-off, breakfast clean-up, and serve as morning hall monitors. The Safety Patrol Sponsor and/or administration reserve the right to relieve any student of his or her Safety Patrol duties when unwanted behaviors are observed.

## *Good Citizenship*

Students at WES have the opportunity to be the good citizen of the month by displaying the qualities that all good citizens display. Good citizens follow the school and classroom rules and set an example for others to follow. At the end of the school year, each class will have two “Good Citizens of the Year.”

## *Flag Duty*

**~~ We proudly display the American and Alabama Flags ~~**

\*Students may apply to be a member of the Flag Corp as a leadership role.

