

ELSIE COLLIER
ELEMENTARY SCHOOL
STUDENT-PARENT HANDBOOK
2020 - 2021



ELSIE COLLIER ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Elsie Collier Elementary School community is to cultivate the academic, social, and emotional growth of each child. We will strive to produce educated, responsible, and self-confident learners who are ready to embark upon a life-long journey of learning. As a caring community of citizens, parents and educators, we will empower every student to pursue future success by educating them today in a safe, stimulating environment that accommodates children's diverse needs and challenges them to achieve.

SCHOOL MOTTO

Focused on Tomorrow Through Learning Today

Uniform Policy for Collier Elementary School

Mobile County Public School System mandates the wearing of uniforms in all public schools in Mobile County. A committee comprised of parents, teachers and administrators annually revise and adopt the uniform policy.

Girls	Boys
Tops: <ul style="list-style-type: none"> • Solid white or navy polos • New Collier t-shirt (navy with bee – sold by PTO) • Current year’s spirit and club shirts (Fridays only) • Undershirts – solid white or solid navy only 	Tops: <ul style="list-style-type: none"> • Solid white or navy polos • New Collier t-shirt (navy with bee – sold by PTO) • Current year’s spirit and club shirts (Fridays only) • Undershirts – solid white or solid navy only
Bottoms: Solid Khaki or Collier plaid pants, shorts, jumpers, skirts or skorts <ul style="list-style-type: none"> • Collier plaid is Zoghby’s #83 or French Toast “green plaid” • Shorts MUST be worn under jumpers and skirts at all times • Solid White, Navy or Black tights or leggings may be worn under skirts or jumpers. (Leggings must cover ankles.) 	Bottoms: Solid Khaki pants or shorts
Bottoms Not Allowed: <ul style="list-style-type: none"> • Dresses • Frayed or ripped pants • Cargo pants/shorts • Bell bottoms, jeggings/leggings, hip huggers, denim • Pants with rivets, overalls, multiple zippers or logo pants • Flesh colored or multi-colored tights or leggings 	Bottoms Not Allowed: <ul style="list-style-type: none"> • Frayed or ripped pants • Cargo pants/shorts • Bell bottoms, joggers, hip huggers, denim material • Pants with rivets, overalls, multiple zippers or logo pants
Other items for both boys and girls	
Shoes: <ul style="list-style-type: none"> • Lace up or Velcro tennis shoes only • Should be navy, black, white, gray or a combination of those colors • Not allowed: high-tops, slip-ons, dress shoes, sparkles/glitter, lights, boots, loafers, heels, zippers, buckles, Heelys, or loafers Socks: <ul style="list-style-type: none"> • Solid white, navy or black socks only • Socks must be at or above the ankle Belts: <ul style="list-style-type: none"> • Solid black, brown or navy • Must be worn if belt loops are present • Not allowed: decorations, sparkles/glitter, characters 	
Indoor Jackets, Sweatshirts and Sweaters: <ul style="list-style-type: none"> • Only solid navy, solid gray or solid white jackets, sweatshirts and sweaters are allowed to be worn inside the building. • Jackets, sweatshirts and sweaters may have the official Collier logo however, no other logos are allowed. • Not allowed: non-uniform outerwear worn inside the building, hoodies, Baker, Causey or any non-Collier logos, stripes or edging Outdoor Jackets, Sweatshirts and Sweaters: <ul style="list-style-type: none"> • Not restricted but Navy is encouraged. All outdoor wear (including hats and gloves) must be removed when entering the building. 	
Additional information: Shirts must be tucked in. Uniforms must be clean and free of rips. Only natural hair color is allowed. Outerwear and innerwear should be labeled with the student’s last name. No hoodies are allowed. Perfume, cologne or body spray is not allowed at school. NOT ALLOWED: make-up, dangling earrings, necklaces visible outside clothing, hats/caps inside the building, bright nail polish, fake fingernails, bandanas, head-wraps, hairstyles that distract from the educational process (fauxhawks, mohawks, designs carved in hair, spiked hair, etc.) headbands with stand up designs (flowers, cat ears, pom-poms, etc.)	

MOBILE COUNTY PUBLIC SCHOOLS
2020-2021 SCHOOL YEAR ACADEMIC CALENDAR

July 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



First and Last Day of School



Teacher Planning/Staff Development/Student Holiday

Early Dismissal Days

8-FLEX DAYS

Student/Teacher Holidays

SCHOOLWIDE ATTENDANCE PLAN

Collier's school day is from 8:15 until 3:15. Students may be counted present only if they are in school for one-half day (3 1/2 hours).

Unless otherwise announced, school hours are:

Breakfast begins	7:45 a.m.
Enter classrooms.....	8:00 a.m.
Breakfast serving ends	8:05 a.m.
Tardy bell	8:15 a.m.
Class Dismissal	3:10 p.m.
School Dismissal	3:15 p.m.

Students are allowed to enter the building at 7:45 a.m. The school is not responsible for students before 7:45 a.m. or after 3:30 p.m.

BeeKeepers (before and after school care) is available at Collier. Please contact Jada Sharpe @ 221-1120 or visit the Collier website for additional information.



ABSENCES, TARDIES, AND EARLY DISMISSALS

Parents are responsible for seeing that their children have good attendance. Students should arrive at school on time, stay all day, and miss school only for illness or true emergencies. Perfect attendance is rewarded quarterly and is a wonderful habit for a child to develop at a young age.

Students must bring written excuses satisfactorily explaining absences on the first day of return following an absence. **Any absence not explained with a written note within 3 days of the student's return shall be considered unexcused.** Each time a child goes to the doctor, a doctor's excuse should be obtained and returned to the school. A doctor's excuse is accepted only for the absence noted. (Because of previous instances of falsification, doctor's excuses may be verified.) A notice from a dentist is accepted for only ½ day unless further explanation is provided, since the student is usually able to be present during a portion of the school day. One day for each day of excused absence is allotted for completing make-up work. Teacher's can only get together makeup work is during planning time. If the teacher is not notified in time, assignments cannot be supplied until the next day.

Students are required to be on time for school. It is the responsibility of the parent or guardian to ensure that their children arrive on time each day. **Any student who is tardy must be checked in through the office by the parent.** Frequent tardies will result in referral to the Early Warning Truancy Program (and revocation of the student's transfer without notice, where applicable).

Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement verifying the child's condition. A Chronic Ailment form must be requested through the school nurse. A new form must be submitted at the beginning of each school year.

Students must be in attendance one-half of the instructional day to be counted present. An early dismissal before ½ day (3½ hours, approximately 11:50 a.m.) or a tardy after ½ day must be counted as an absence. **Tardies and early dismissals are strongly discouraged, since they are a significant disruption to the instructional program.**

EARLY DISMISSALS interrupt instruction and should be requested only for unavoidable circumstances. A parent picking up a child early must sign out and pick up the student from the office. Per MCPSS Student Code of Conduct, **only contacts listed in INOW will be allowed to pick up a student and a Photo ID is required.** Parents may not pick up students from the classroom. Cases of continuous early dismissals will be investigated.

Please remember that Collier teachers teach from bell to bell and students need to be here for the entire day. **No Early Dismissals after 2:30 P.M.** If a medical or dental appointment is the reason for an early dismissal, please return the “doctor’s note” the next day, and the early dismissal will be an excused one.

Perfect Attendance Awards are given at the end of every quarter in the Honor Roll Assembly. Students who are present every day during the quarter, who have 2 or less excused tardies, and have 2 or less excused early dismissals qualify to receive this recognition.

SCHOOLWIDE DISCIPLINE PLAN

PHILOSOPHY

Students are expected to conduct themselves in a manner that will bring positive recognition to themselves, their family and to Elsie Collier Elementary School. They must remember that they are here to learn, and they must respect the rights and feelings of their classmates at all times.

The Collier Discipline plan is designed to provide staff and students with guidelines to cultivate a safe and orderly learning environment that is based on high expectations for all students.

DISCIPLINE PROCEDURES AND GUIDELINES

A. General Guidelines

Collier students have a responsibility to:

1. Treat others with kindness and respect.
2. Arrive at school on time and ready to learn every day.
3. Respect the learning environment by moving quietly in the halls.
4. Respect school property and the property of others.

B. Halls/Sidewalks

Collier students have a responsibility to:

1. Walk quietly down the hall on the blue line one behind the other.
2. Keep your hands and feet to yourself.
3. Refrain from throwing or kicking rocks or other objects.

C. Restroom Guidelines

Collier Students have a responsibility to:

1. Use the restroom without talking
2. Not take pencils, pens, or markers into the restroom.
3. Always flush the toilet/urinal after use.
4. Wash your hands with soap and place paper towels in trash.

D. Classroom Computer and Computer Lab Guidelines

Collier Students have a responsibility to:

1. Treat the computers with respect.
2. Keep food and drinks out of the computer lab and away from all computers.
3. Work quietly together.
4. Go to the computer lab only when accompanied and monitored by a teacher.
5. Sign and be responsible for adherence to the Internet Use Contract.

E. Cafeteria

Collier Students have a responsibility to:

1. Enter the cafeteria silently.
2. Talk quietly only when the cups are on green.
3. Use good table manners.
4. Leave your area and tables clean.
5. Carefully place your tray and trash in the proper place.

F. Rewards and Acknowledgment for Students

Students who choose to follow the rules will have the following positive experiences:

- Specific verbal praise
- Best Bee recognition
- Positive notes home
- Special treats
- Extra privileges
- *Bee Bucks* and trips to the *Honey Pot*
- Class Dojo Points and messages

G. Consequences for Students

- Verbal warnings with reminder of expected behavior
- Loss of privileges
- Teacher/Student conference
- Brief cool-down in partner teacher's classroom
- Phone call to parent/guardian
- Discipline reports sent to and signed by parents
- Teacher/Parent conference

Corporal Punishment: MCPSS Board Policy prohibits the use of corporal punishment.

Group A behaviors include:

- Minor disruptive behavior (ex. excessive talking)
- Out of Uniform (three previous written warnings)
- Loitering/playing in restroom or hallway
- Loud talking/making noise in hallway
- Non-participation in class
- Possession of nuisance items as defined by the principal
- Disobeying P.E. rules
- Teasing others
- Disobeying cafeteria rules
- Disobeying playground rules
- Minor acts of disobedience (non-compliance, disrespect)
- Inappropriate Language
- Cheating and/or copying the work of other students
- Any other Group A offense listed in the MCPSS Student Code of Conduct

Step 1: Group A behaviors are to be handled by the classroom teacher or staff member witnessing such behaviors. The behaviors and assigned consequences should be noted in the student's daily conduct folder.

Step 2: If behavior persists, the classroom teacher will begin to document the corrective steps taken to improve the behavior.

Group B behaviors include:

- Ongoing acts of willful disobedience (non-compliance, disrespect)
- Use of obscene manifestations or profanity (verbal, written, gesture)
- Bullying or harassing behavior
- Destroying or damaging property
- Physical Aggression (hitting, roughhousing, fighting)
- Throwing or kicking objects
- Taking belongings of others without permission
- Use of technology for unapproved, non-academic purposes
- Leaving or out of designated area without permission
- Any other Group B offense as listed in the MCPSS Student Code of Conduct

Group B behaviors should be noted on the Discipline report. In addition, the Discipline Action Plan must be followed and steps documented on the Action Plan. When an incident is not observed by an adult, the alleged incident will be carefully investigated. All Group B behaviors must be reported to the parent.

See MCPSS Student Code of Conduct for Group C, D, E details.

FIRST AID

Since the 2010–2011 school year, every student in the state of Alabama has been required to have a Health Assessment Record on file. Parents must fill these out completely when they register online.

Please be sure that the enrollment information is filled out promptly and completely, with at least one local emergency number in case we have an emergency and the parent cannot be found. Please do not leave us without someone to contact in case of an emergency with no parent available. **Notify the office in writing via email or handwritten note of any changes in phone numbers so we can correct that in INOW.**

If it is necessary for a student to take medication at school, **this should be brought to the nurse by the parent** with the child's name and directions clearly printed on the PRESCRIPTION bottle. NO MEDICATION CAN BE ADMINISTERED WITHOUT A DOCTOR'S SIGNATURE ON A MEDICATION FORM, WHICH SHOULD STATE THE TIME ANY MEDICATION SHOULD BE TAKEN, AS WELL AS HOW MUCH SHOULD BE TAKEN. Forms may be faxed to the school at 221–1123.

MCPSS HEALTH POLICY When Your Child Should NOT Be At School



Issued by: the Asst. Supt. of Student Services, and the Health Services Supervisor

1. **FEVER:** Your child should stay home if he/she has a fever of 100 degrees (orally) or higher and should remain home for 24 hours after the fever has gone without medication.
2. **VOMITING AND/OR DIARRHEA:** Your child should stay home if he/she has vomited or has had diarrhea (more than two or three loose stools) just prior to the start of the school day and remain at home for 24 hours after the vomiting/diarrhea have subsided. If one or two loose stools are present along with vomiting or fever your child should remain at home. If diarrhea continues for more than 48 hours your child will need a doctor's written statement to return to school.
3. **PINKEYE :** Conjunctivitis can be very contagious. If the white of your child's eye is red and has a thick yellow or greenish colored drainage, you should keep your child at home.
 - Drainage due to allergies is usually clear and involves both eyes simultaneously.
 - Pinkeye can involve only one eye at a time.
 - Children with pinkeye are usually light sensitive, and complain of itching, burning in the eye(s), swollen eyelids, and dried discharge on eyelids upon awakening.
4. **HEAD LICE :** Children with LIVE BUGS will not be allowed in school until their heads have been treated and the nits removed. All nits **MUST** be removed to prevent reinfestation.
5. **IMPETIGO:** Impetigo is sores that have become infected, and can be found anywhere on the body including the face. The sores can drain infected material before becoming crusty. If the sores have not dried, they will need to be covered while the child is in school. Your child can return to school once treated by a physician for at least 24 hours. Upon returning to school the parent will need to provide a written statement from the treating physician.
6. **RINGWORM:** Ringworm is a fungal infection of the skin, hair, and nails. Ringworms must be covered with a clean dressing while the child is at school. Ringworm of the head (hair) will need to be evaluated by a physician.
7. **RASHES:** Any child that has an undiagnosed rash cannot come to school. When the child is sent home from school with a rash, a physician's note is required for the child to return to school.
8. **COUGHING/SNEEZING/NASAL DRAINAGE:** Your child should not come to school with excessive coughing, sneezing, and nasal drainage. If the child has been kept awake at night with these interruptions, please allow the child to recover at home.
9. **STREP THROAT:** If your child has been diagnosed as having strep throat (this requires a special test by a health care provider), your child should stay home for 48 hours after antibiotic therapy has been started by a physician.

HOMEWORK

Students are assigned homework in all grade levels. Work, which is assigned to be completed at home, should take no longer than 30 minutes to 1 hour daily, depending on the grade level. **Parents are encouraged to read to or with their young child each day, or to observe that their older child is reading a self-selected book each day.**

Homework is the responsibility of the child and will be for practice of skills learned in class. Parental assistance should include: knowing what the assigned homework is as well as checking for completion and accuracy of the assignment. Please remember parents who establish routines for good study habits at home will enhance academic success.

PARENT TIPS

- Parents are urged to see that all personal items are marked with, at least, the child's last name. This would include lunch boxes, bags, books, sweaters, coats, book bags, purses, etc. Each year we have many pieces of clothing not claimed by students. When unclaimed, these items are donated to needy students. Please enable us to return your child's possessions when found!
- Please do not send any more money to school than is needed each day. Teachers will not be responsible for money or other items not needed for schoolwork. **All money should be sent in an envelope with your child's name, teacher, amount and what the money is for.**
- Parents are requested not to distribute birthday party invitations at school unless there is an invitation for each child in the class. Instructional time cannot be used for birthday parties but healthy treats at snack time are allowed. Additionally, we do not accept deliveries for children at school.
- If a student needs to be excused from PE activities, a note should be sent from home. If this is necessary for a period of more than three days, a note from the doctor will be required.
- Parent-teacher conferences will be set up as often as needed or requested. If you would like to schedule a conference with your child's teacher, please request a time through a note or email. Conferences may not be held during class time but may be conducted before school, after school, or during the teacher's planning period. **PLEASE DO NOT EXPECT THE TEACHER TO TALK TO YOU WHILE HE/SHE IS RESPONSIBLE FOR STUDENTS.** You are encouraged to request conferences quarterly with your child's teacher. If you do not receive a response to a written request for a conference, please email the teacher through the MCPSS website and include the principal on the email.
- Visitors to the school are welcome but, for security reasons, are expected to enter the building through the front door **ONLY**, to sign in at the office and receive a pass before going anywhere on campus. Teachers have been instructed to speak with visitors only after the visitor has presented this pass and may not speak to parents while responsible for children. Parents are respectfully requested not to put teachers in a position where they are forced to be discourteous in order to follow this directive.
- We will sell snacks from 7:45 – 8:10 each morning as students enter the building. Snacks will cost 75¢. **Once students have entered the classroom they will not be allowed to return to the snack room to purchase snacks.**
- **Parents should be prepared to show official identification for all early dismissals of students. For the safety and security of all Collier students, no early dismissals are allowed after 2:30 PM.**