

COOSADA ELEMENTARY SCHOOL

5260 Airport Road
Millbrook, AL 36054
(334) 285-0273 /Fax (334) 285-9231
www.mycoosada.com

Janice Darty
Principal

Daniel Taylor
Assistant Principal

Amy Williams
Administrative Assistant

Supplement to the Elmore County Public Schools Student Handbook & Code of Conduct



Pre-K through Second Grade
2020-2021

COOSADA ELEMENTARY SCHOOL

SCHOOL DIRECTORY

PRINCIPAL

Janice Darty
Ext. 61001

ASSISTANT PRINCIPAL

Daniel Taylor
Ext. 61010

ADMINISTRATIVE ASSISTANT

Amy Williams
Ext. 61009

SECRETARY

Monica Scott
Ext. 61002

RECORDS

Tonia Minor
Ext. 61008

BOOKKEEPER

Rachel Holley
Ext. 61004

INSTRUCTIONAL COACH

Becky Collier
Ext. 61040

COUNSELORS

Daphne McLendon
Ext. 61513
Valena Agee
Ext. 61003

NURSE

Alison Jackson
Ext. 61007

CAFETERIA MANAGER

Pam Hale
Ext. 61035

Elmore County Board of Education.....567-1200
Elmore County Bus Transportation..... 567-1229
Elmore County Special Education Annex..... 567-1224

Coosada Elementary School Faculty and Staff

Principal

Janice Darty

Assistant Principal

Daniel Taylor

Administrative Assistant

Amy Williams

PreK Green Pod		First Grade Yellow Pod		Second Grade Yellow Pod	
Aleshia Vines	B106	Christina Sanders	B111	Kailey Thornell	E101
Abby Garrison	B107	Nikki Dunsieith	B112	Dustin Bowman	E102
Aly Scarborough	B108	Lauren Holena	B113	Brittney Lanier	E103
Courtney Jacobs	B109	Heather Perdue	B114	Second Grade Red Pod	
Kindergarten Red Pod		First Grade Red Pod		Amanda Cannon	E107
Deborah Johnston	C101	Stephanie Dupree	B116	Tracy Janes	E108
Hannah Cox	C102	Pam Veazey	B117	Kaitlin Kennedy	E109
Kindergarten Yellow Pod		Morgan Amason	B118	New	E110
Jacquelyn Thomas	C106	Tynice Johnson Murray	B119	Second Grade Blue Pod	
Megan Lane	C107	First Grade Purple Pod		Dana Mainor	E112
Megan Moore	C108	Kay Yarnell	D103	Gail Rolle	E113
Lanaye Stokes	C109	JeLisa Bailey	D105	Lakyn Northcutt	E114
Kindergarten Green Pod		Alyssa Wood	D106	Lamonica Gilder	E115
New	C111	Holly Whitaker	D107	Madison Easley	E116
Kimberly Skipper	C112	Elizabeth Fike	D108	Kathy Knight	E117
Sarah Strickland	C113	Jennifer Jones	D109	Second Grade Green Pod	
Megan Rogers	C114	First Grade Blue Pod		Courtney Presley	E118
Kindergarten Blue Pod		Sidney Denson-Watson	B101	Michaeline Fuller	E119
Sidney Cox	C116	Bailey McCallister	B102	Lashanda Griffin	E121
Monica Kelley	C117	Rachel Fisher	B104	Kimberly Hurst	E122
New	C118	Computer Lab		Guidance Counselors	
Rachel Ingram	C119	Vanessa Brown	D106	Valena Agee	C104
Kindergarten Purple Pod		Library Media Specialist		Daphne McClendon	B103
Makenzie Tucker	D101	Courtney Gagnon	Lib.	Physical Education	
Alyson McCollough	D102	Instructional Coach		Wade Atchley	Gym
Amanda Howard	D104	Rebecca Collier	D114	LaDonna Macon	Gym
Special Education Dept.		Student Services Facilitator		Music	
Enjoli Fields	D112	Tuska Butler	Office	Melissa Galanopoulos	B103
Angela Herndon	E106	Title I Coordinators		Nurse	
Kyanne Chambers	E105	Kim Graham	D113	Alison Jackson	C103
Teri Sigler	D111	Lisa Granger	D116	Bookkeeper	
Veronica Daniels	E105	Debbie Murphy	D117	Rachel Holley	
Aides/Paraprofessionals		Custodians		Records/Attendance	
Renee Bingham	PE	Christopher Hill		Tonia Minor	
Tina Burkhead	Title	Steven Mayfield		Secretary/Payroll	
Yalonda Cole	SpEd	Annie Moore		Monica Scott	
Cheryl Davis	SpEd	Marilyn Porterfield		Psychometrist	
Tracy Davis	Title	Bernice Salter		Staci Myrick	
Ruby Floyd	PreKSped	PreK Auxiliary Teachers			
Shannon Foshee	PE	Raquita Atkins			
Siri Haughton	SpEd	Erishay Harris			
New	SpEd	Braiden Sheppard			
Kala Monfee	SpEd	Valeria Trotter			
Michele Wilson	SpEd				

ARRIVING AND DEPARTING FROM SCHOOL

The tardy bell rings at 7:40 a.m. Students should be in the classroom BEFORE 7:40. The car rider entrance will close at 7:35 a.m. to ensure teachers and students are in class by 7:40. Students should not arrive prior to 7:10 a.m. Students who arrive on campus between 7:10 and 7:40 should go directly to their assigned pod. During the first week of school, we will allow children to enter early. Entering at 7:10 a.m. will be strictly enforced beginning the second week of school.

Bus students arriving before 7:10 will be sent to the main building front hallway. All students will have their temperature taken upon arriving at school.

For those of you who pick up your child(ren) from school, your cooperation with the following plan of dismissal is greatly appreciated. **Parents should not arrive on campus before 2:00 p.m. for car riders. Car riders will be released at 2:30.** Please do not check your child out early. If they have doctor/dental appointments, you will need to park in front of the office and check them out by **2:00. We cannot check out students after 2:00. Students leaving the campus after 2:00 must follow the car rider procedures below.**

Cars will enter campus in one lane. After following the lane down through the loop, cars will form four lanes for pick-up. Cones will be in place to note stopping points. In the morning, after the four drop-off lanes are full, teachers will signal for students to exit the vehicle. Teachers will assist your children in getting to the sidewalk. In the afternoon, we will be implementing a new system. You will receive a hanging tag for your mirror with a code. CarRider Pro will scan your hanging tag as you pass. This will notify teachers and students of the order they should leave the building. (Additional car rider tags are \$5.00.)

1. Please wait patiently in the line.
2. **No cell phone use in the car rider line.**
3. **No smoking in the car rider line.**
4. Stand at your car door to receive your child. Teachers will assist in getting the students to you.
5. The cars will be allowed to move when all the children are loaded in the cars safely. Two lanes will be allowed to move at a time. One lane will turn left on Airport Road. One lane will turn right on Airport Road.
6. If you do not follow the rules of car rider pick up, you will be asked to return to your car and get in the line or wait until all cars have picked up and then you may leave with your child.
7. Thank you to all the parents who follow these procedures every day!

STUDENTS ARE NOT ALLOWED TO STAY UNSUPERVISED ON THE CAMPUS AFTER 3:00.

ELMORE COUNTY STUDENT ATTENDANCE POLICY

Please refer to the Elmore County Handbook for the entire attendance policy.

CHECK-IN

Students checking in during the day must report to the office for a tardy slip. The front door is the only door that students can enter after 7:40 a.m. **Students must be escorted to the office door by an adult.** Office staff will sign the child into school to obtain a tardy slip to give the teacher. Late check-ins (tardies) will keep students from achieving perfect attendance.

CHECK-OUT

We begin preparing to load students in their cars at 2:30; therefore, we will not check-out students after 2:00. A check out is considered a tardy.

A student who leaves the school for any reason must check-out through the office. **Students who check-out before 11:30 a.m. will be considered absent for that day.**

Any person coming to school to pick up a student must first report to the office to identify himself/herself with a **picture i.d. (identification)**. If acting for the parent, a person must have written permission from the parent **unless** they are listed in Inow. Parents and guardians update this information through Gateway. Protection of students is our primary concern. Everyone wanting access to a child will be asked to show identification.

Parents are asked not to check students out of school unless there is an emergency.

NOTIFICATION OF TRANSPORTATION ARRANGEMENTS

All transportation changes must be sent in the form of a written memorandum to the teacher. **No phone call, fax, email, or text changes for transportation will be accepted.**

GRADED WORK (First Grade and Second Grade)

During the pandemic teachers will not send weekly papers home.

After the pandemic:

Teachers will send home graded work each week on Thursday. Our hope is for you to review this work with your child and praise them for their efforts while helping them to correct mistakes they have made. After you have reviewed the papers with your child, please sign and date them and have your child return them to his teacher. **If graded papers are not returned, the next set of papers will not be sent home.** Parents who have not returned graded work may call the school to make an appointment to view their child's work.

INow Home Portal

INow Home Portal is a program that allows parents to review information related to grades, attendance, discipline records, and other student data from the current year. To access records, a student must be enrolled in Elmore County Schools. Parents will be provided log in information from the school. Teachers work hard to keep their grades current; however, results from tests or large projects may not be posted immediately.

Progress Reports

Progress Reports are sent home approximately every four weeks.

Report Cards

Report Cards will be sent home on the following dates: October 15th, January 7th, March 18th, and May 24th.

Please check the website and Facebook often. We are trying to limit papers being sent home.

After the pandemic, please check your child's book bag daily. Additional school information may be sent home on days other than Thursday.

FEDERAL PROGRAMS – Title I Services

Coosada Elementary School is a school-wide Title I school. Title I is a federally funded program that provides assistance to students in reading and/or math.

School-wide:

*All students can use Title I funds.

*All parents are invited to attend Title I meetings and make decisions.

Target-Assistance:

*Only identified students are allowed to use materials purchased with Title I funds.

*Only parents of identified students are invited to attend Title I meetings and make decisions.

TITLE I SERVICES

Additional help is given to students in reading and/or math if needed and determined by the PST process/team. A variety of criteria is used to determine students with the greatest needs. The Title I staff provides extra support to the students through computer software, hands-on activities, and reading with the child in a small group setting. At that time, each student's progress is evaluated. The Title I teachers are available to offer assistance and support to each identified child.

TITLE III – EL SERVICES

Every student enrolled at Coosada Elementary has a "Home Language Survey" on file. Any student with a language other than English is given the ACCESS screener to determine his/her level of English proficiency. The results of the screener and academic performance are presented to the EL committee. All language-minority students with academic or social needs identified are provided accommodations in the regular program and assistance with the acquisition of English language skills.

PARENTAL INVOLVEMENT

Coosada Elementary School

Parent Involvement Opportunities

Coosada Website: <http://www.mycoosada.com>

In order to fulfill the requirements of the *No Child Left Behind Act of 2001* of the Elementary and Secondary Act (ESEA), to recognize that the parent is the child's first and most important teacher, and to provide students with the skills to meet the high challenging standards by the state, the Elmore County Public School System agrees to implement the formation of partnerships between the home, the school, and the community. (*) indicates committee and meeting requirements under NCLB of 2001.

There will be no volunteers or visitors during the pandemic.

After the pandemic:

PTO

PTO – Attend meetings as scheduled. PTO will send out a monthly newsletter. Please join and sign up for REMIND.

Daily Opportunities:

Teachers – Run copies, cut out materials, etc.

Media Center – Help children check books in/out.

Special Events

Book Fair

Career Day (2nd Grade)

Title I School Planning/Review Committees

*Annual Title Meeting – August/September

Coosada Elementary is a school-wide Title I School. *No Child Left Behind Act of 2001* requires that each Title I school hold an annual meeting to inform parents of the school's participation, as well as explain Title I requirements and parents' rights to be involved.

*Parent Advisory Meeting – Spring Semester

Every parent in the school is invited to attend. The purpose of the meeting is to discuss the results of the parent surveys. Title I law requires 1% set aside for parent involvement. This includes determining how the funds are spent, identifying barriers to parent involvement, as well as evaluating the Parent Involvement Plan and School-Parent Compact.

*Federal Programs Advisory Committee – Spring Semester

Parents are invited to represent Coosada Elementary School in decision-making at the county level.

Extra Services

Guidance Services

All children are provided guidance services from the school counselors. Parents may call 285-0273 (extensions 61003 or 61204) to schedule a conference with Valena Agee or Daphne McClendon, our counselors.

School's Referral Program

Coosada Elementary School's referral program to community services outside of school functions is through Daphne McClendon and Valena Agee, school counselors. Referrals are handled as needed, and on an individual/confidential basis. See one of the counselors if more information is needed.

SPEECH SERVICES

Students are referred to the speech pathologists at Coosada Elementary when there is a concern about articulation or language. A referral meeting is scheduled with the parents and permission to test is obtained. Speech services will be provided at the school if the child is eligible.

AWARDS

At the end of the school year, an Awards Ceremony will be held for kindergarten, first grade, and second grade. All students will be presented with an award. Additional awards will be given for those students earning all As, all As and Bs, Good Citizenship, Perfect Attendance for those students with no absences or tardies (check-in or check out), and the Principal's Award for the most improved student in each class.

LIBRARY POLICIES AND PROCEDURES

The Coosada Elementary School Media Center staff encourages students to visit the library and check out books. Reading is an important key to academic success now and in years to come. Use of the library is every student's right, but with this right comes a responsibility. While using the library media center, these things must be remembered.

Library schedule during the pandemic will be forthcoming.

1. Quiet and orderly conduct is always to prevail in the library.
2. Books are checked out for a one-week period; however, a student may return the book if completed sooner and check out another.
3. Kindergarten and first grade students may check out one book at a time. Second grade students may check out two books at a time. Once a student checks out a book, he/she is **TOTALLY** responsible for the book. No excuses will be accepted for lost, stolen, or damaged books.
4. A lost or severely damaged book must be paid for at the replacement cost. There is a **minimum** charge of \$12.00 for a lost or damaged book.
5. If a lost book is paid for and then found, money will be refunded **IF** the book is returned to the library within a 30-day time period. After the 30 days, no refund will be granted.
6. Students may not check out books until the Library Media Center Permission Form has been signed and returned

LOST AND FOUND

The lost and found area is in the foyer. After the pandemic, parents are urged to check this area for lost items. Unclaimed items will be given to needy children if not claimed. Due to the high volume of lost items, we will periodically donate throughout the school year items that are not claimed.

PHYSICAL EDUCATION

Physical Education is a required part of the elementary curriculum. Very beneficial activities are planned for the students each day. If for an acceptable reason a student should not go outside during Physical Education time, he/she must have a note from his/her parent for each day that needs to be excused. Extended absences from Physical Education will be excused only with a doctor's excuse. **Athletic shoes should be worn for P.E. Girls should wear shorts under dresses.**

BEHAVIOR

Students at Coosada Elementary School will adhere to the Elmore County Discipline policy as outlined in the Discipline Handbook at the back of this student handbook. However, Coosada Elementary is a Positive Behavioral Interventions and Support (PBIS) school and positive behavior is encouraged and rewarded.

The school has three expectations (rules):

- 1) Respect Yourself**
- 2) Respect Others**
- 3) Respect Property**

These three expectations must be obeyed in all areas of the school (including bus, common areas such as the hallways, bathrooms, cafeteria, media center, gym and their classroom as well as field trips). Students following the three school rules will be awarded "Gotchas" and rewarded with good behavior parties and special treats at specified times throughout the year. Parents are encouraged to reward students at home for earning "Gotchas" as this will encourage the student to continue his/her good behavior. Those students not obeying the rules will be given a Minor Behavior Incident (MBI) and will speak with the counselor.

DRESS CODE

Coosada Elementary students must follow the dress code guidelines as outlined in the Elmore County Schools Student Handbook. In general, all students must dress appropriately for school. Dress and appearance must not present health or safety problems or cause disruptions. **Athletic shoes should be worn for P.E. Students**

not wearing athletic shoes may be required to sit out during the P.E. period. However, students may bring athletic shoes to change into prior to P.E. if he/she can do so independently. Girls should wear shorts under dresses. Skintight clothing, revealing clothing, or short clothing that provokes or distracts other students is disruptive and therefore unacceptable. Tank tops, spaghetti straps and exposed midriffs are not acceptable.

FIELD TRIPS

During the pandemic, there will be no field trips.

After the pandemic, all classes will take educational field trips during the school year. Students will be transported in school-owned buses with teachers in charge. All parents are required to sign an official permission slip if they wish their child to go on a field trip. The permission slips will be sent home with the student a few days before the trip. If for any reason parents do not wish for their child to go on a field trip, the child will be placed with another teacher during the school day.

Permission slips and money for a field trip must be turned in according to the permission slip and field trip notification. If a field trip has been paid for in advance, and a child who is absent the day of the trip, money may not be able to be refunded. Students who are tardy on the day of a field trip may miss the field trip and may also forfeit their right for a refund!

Parents are invited to help chaperone field trips. All field trip chaperones must have completed a Raptor background check in our main office in order to attend a field trip. Younger brothers or sisters are not allowed to attend field trips with a parent who is chaperoning the class. Teachers need chaperones to closely monitor Coosada Elementary students in their care. All students MUST ride the school bus to the field trip. Parents MUST obtain a check-out slip from the office before leaving on the field trip to be able to check a student out from the field trip. The check-out slip must be given to the teacher before the student can leave the field trip with parent/guardian.

REFUNDS

If there is a charge for activities such as field trips or plays and a student has paid for the activity but is unable to participate, refunds may not be possible. There are many organizations that require reservations to be made and paid for in advance. Refunds are not available in the case of "Paid in Advance Requirements." In the event refunds are possible, a parent must make a request for a refund within five (5) days of the event.

RETURNED CHECKS

Nexcheck handles all returned checks for the school. There will be a \$30.00 charge for all returned checks. In order for the school to accept a check, you MUST have a valid phone number on your check.

FUNDRAISING

Throughout the year, Coosada Elementary School will ask for your support in our efforts to raise funds for many different worthwhile projects that will benefit our students. As we have young students, we need parental support. We ask our students to have their parents help them sell items and to sell items only to their parents, grandparents, relatives, and neighbors as we DO NOT want our students selling items to strangers. Fundraising efforts in the past have enabled the school to build our playground and put an air-conditioner in the gym.

Other ways that you can help Coosada Elementary to earn funds is by the following: purchasing a ***Helping Schools tag(s)*** for your automobiles and designating Coosada Elementary to receive the proceeds (we receive \$11.63 of the additional \$15 fee), sending in **Box Tops for education**, and **donating through First Community**

Bank drafts. All of these can be used by the school to generate funds. When shopping at **Office Depot**, tell the cashier you would like to support Coosada, and a percentage of all purchases will go to the school.

LUNCHROOM

If paying for lunch by the week or longer, parents may use one check to pay for more than one child, but if paying daily, children must bring separate checks. **It is very important that lunch money for the week or month is sent to the school on Monday.**

Parents may pay for longer terms in the following increments:

5 days - \$12.50	15 days - \$37.50
10 days - \$25.00	20 days - \$50.00

CES will be participating in Breakfast in the Classroom. Each student will receive a free breakfast daily. Student must not be tardy. During the pandemic, lunch will be delivered to the classroom.

SNACKS AND JUICE

Apple juice and snacks (popcorn, crackers, chips) will be sold or may be brought from home. All students will pay **daily** to obtain snacks. **Please do not send snack money and lunch money in the same check. Snack must be paid for with cash.** The office cannot cash checks. Lunch money and snack money are taken up and sent to different locations.

Snack and juice prices are as follows:

APPLE JUICE - \$.75	SNACKS - \$.75
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PARTIES

There will be no parties during the pandemic.

After the pandemic, class parties are scheduled for Christmas and Valentine's Day. Special small celebrations may be observed during snack and juice break. Students have a 15-minute juice break daily. We ask that you not extend that time should you bring birthday refreshments, etc.

PARENT-TEACHER ORGANIZATION

Parents are an essential part of their child's education. The PTO of Coosada Elementary School is an active and integral part of our school. You are urged to join and attend. The PTO believes that parental involvement is essential to the education of your child and that your support and participation will enhance your child's educational success. Please join PTO during our membership drive.

SAFETY PLANS

Coosada Elementary School and the Elmore County Public School system do have comprehensive safety plans, and school personnel are sufficiently familiar with it to implement appropriate procedures in the event of the need to do so. These plans are not considered public information.

Lockdowns

When we must lockdown our school to ensure your child's safety, **absolutely No One** will be permitted in or out of the building until our school is released from lockdown.

WEBSITE

Coosada Elementary School maintains a website for our students and parents to use. This site will be updated weekly. The website may be accessed by going to www.mycoosada.com. You can also access Elmore County's website at <http://www.elmoreco.com>. You may join our email listing to receive reminders and updates from the principal at www.mycoosada.com. CES also maintains a Facebook Page. This is a closed group, therefore please send a friend request if you would like to join.

COOSADA ELEMENTARY SCHOOL HOMEWORK POLICY

Purpose of Homework:

1. To enrich and reinforce the concepts being taught in the classroom.
2. To strengthen and improve self-discipline and concentration skills.
3. To encourage responsibility and develop study habits.
4. To encourage parent involvement in their student's academic success.

Time:

Kindergarten – not to exceed ten minutes a night

First Grade – not to exceed twenty minutes a night

Second Grade – not to exceed thirty minutes a night

*These time frames do not include reading with your child. Every child is encouraged to pursue non-assigned and independent reading a minimum of 15 minutes daily with support. The above times only include daily assigned homework.

Student Responsibilities:

1. Make sure you have all homework assignments before leaving class.
2. Complete assignments in a legible manner.
3. Share assignments with parents.
4. Return assignments by the due date.

Parent Responsibilities:

1. Provide an area to complete homework free of distraction and provide appropriate supplies to complete the task.
2. Encourage students to complete assignments on their own.
3. Offer help and support with assignments as needed.
4. Check to see that homework is completed.
5. Participate in assignments that call for parent participation (partner read nightly).
6. Notify the teacher if your child is spending an excessive amount of time to complete the assigned homework.

Teacher Responsibilities:

1. Clearly post and explain homework assignments daily.
2. Check completion of homework daily.
3. Involve parents and contact them if negative patterns develop.
4. Respond to parents when questions or concerns arise.
5. Post homework on your website and/or in a newsletter weekly.
6. Never use homework to discipline students.

(Written using policies IHB, JFEA and the Management of Curriculum Guide)

Coosada Elementary School

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Millbrook, AL 36054

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School-Parent Compact

Coosada Elementary School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Every Student Succeeds Act of 2015 (ESSA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This School Compact is in effect during the 2020 – 2021 school year.

<u>School Responsibilities</u>	<u>Parent Responsibilities</u>	<u>Student Responsibilities</u>
<p>Coosada Elementary School will:</p> <ol style="list-style-type: none"> Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. <ul style="list-style-type: none"> *Balanced literacy *ARI instructional strategies *Tier 2 & 3 intervention as needed *AMSTI instructional strategies * Technology Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. <ul style="list-style-type: none"> *conferences throughout the school year as needed Provide parents with frequent reports on their child's progress <ul style="list-style-type: none"> *daily folders * newsletters *weekly graded papers (Thursday) *mid-semester progress reports *report cards each nine weeks *conferences as necessary *I Now Home Provide parents reasonable access to staff <ul style="list-style-type: none"> *daily folders * scheduled conferences *leave phone messages on classroom or school phone *teacher email available on school web site *teacher websites include calendar updates and weekly instructional content Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities <ul style="list-style-type: none"> *special activities (art) *programs (end of year) *read with students Ensure regular two-way, meaningful communication between family members and school staff and, to the extent practicable in a 	<p>We, as parents, will support our child's learning in the following ways:</p> <ul style="list-style-type: none"> Monitor attendance and make sure my child arrives at school on time each day. Monitor and make sure that homework is completed and returned to school each day. Monitor and make sure online assignments are completed, in the event school is closed. Volunteer at my child's school* <ul style="list-style-type: none"> *field trips and parties *cut out activities *read with students Participate, as appropriate, in decisions relating to my child's education. Promote positive use of my child's extracurricular time. Stay informed about my child's education. Communicate with the school by promptly reading and returning all notices, graded papers, etc. 	<p>We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:</p> <ul style="list-style-type: none"> Do my homework every day and ask for help when I need to. Read with or to someone for at least 20 minutes outside of school time 5 days a week. Complete assignments posted online. Give to my parent/guardian all notices and information received by me from my school everyday. Follow all 3 school rules <ul style="list-style-type: none"> * Respect others *Respect myself

<p>language that family members can understand. *newsletters and school notices are translated by the county translator. She translates meetings at the school to include the Title I Annual Parent meeting and conferences. *AT&T Language Line allows us to communicate with parents of other languages than Spanish.</p>	<ul style="list-style-type: none"> Serve, to the extent possible, on advisory groups (Title I and school's Continuous Improvement Plan) and parental involvement committees. 	<p>* Respect property</p>
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 Teacher Signature

 Parent Signature

 Student Signature

Conferences throughout 2020-2021

Date	Teacher Initials	Parent Initials	Student Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Elmore County Public Schools

K-6 Student Permission for Pre-approved Absence(s)

Student Name _____ Date _____

Date of Absence(s) _____

I am requesting to miss school for the following reasons:

I understand that it is my responsibility to gather assignments from my teachers prior to this absence and make up any work missed during this absence. I agree to turn in all assignments within three days of my return to school and make up any tests or other major projects within three days of my return to school. An essay on some unique aspect of the trip should be turned in to the principal to excuse the absence on the return date. See the principal for specific details required in essay.

Student Signature

Parent/Guardian Signature

Date

Date

Show this form to all teachers and get them to sign that they have been informed of the absence(s) and then return it completed to the attendance office.

HR Teacher _____

Teacher _____

Teacher _____

Principal _____

APPROVED

DISAPPROVED

NEED MORE INFORMATION

After carefully reading the contents of the Coosada Elementary School Supplement to the Elmore County Student Handbook and Code of Conduct, please sign the verification statement below. **Return this page to your child's teacher as soon as possible.**

I have read and understand all the contents of the Coosada Elementary School Student Handbook, the Homework Policy, and the Coosada Elementary School Compact, and will explain them to my child.

Student Name

Parent Signature

Date _____