

ELSIE COLLIER ELEMENTARY SCHOOL

STUDENT-PARENT HANDBOOK 2017-18



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Michelle Shropshire, Principal
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August 8, 2017

Dear Collier Parents and Students,

As we begin our fifth year together, it is my pleasure to welcome you to the new school year. I am thankful for the success of the past year and eagerly anticipate the exciting things to come in the new school year. I look forward to working with returning parents and those of you who are new to our Collier family.

I am excited to share with you that Collier Elementary School continues to be one of 40 MCPSS Schools of Innovation. Our focus areas for innovation begin with our Caring School Community curriculum which addresses both social and emotional learning. As a Digital Literacy School, we use technology to enhance, enrich and support the curriculum. We encourage and promote Problem Based Learning where students solve real and relevant problems through collaboration, research and production.

Our test scores are among the top scores in Mobile County! We are proud to say that we offer every child the very best educational experience in Mobile County! Therefore, it is with great pride that I welcome you to the 2017-18 school year at Elsie Collier Elementary School, where we remain...

FOCUSED ON TOMORROW THROUGH LEARNING TODAY!

Michelle Shropshire
Principal



MOBILE COUNTY PUBLIC SCHOOLS MISSION STATEMENT

The mission of Mobile County Public Schools is to produce a literate, life-long learner who is visionary and productive, aware of self, accepting of cultural differences, sensitive to others and who applies knowledge to make morally responsible decisions in an ever changing global society.

We will accomplish this by providing a challenging, relevant, multicultural, integrated curriculum taught by a caring, competent, motivated, accountable staff committed to the success of all students in a safe, orderly environment conducive to learning.



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.

BELIEFS

1. Student's academic, social, and emotional growth is the chief priority of our school.
2. Teachers, parents and community share the responsibility of challenging each child to become a confident, self-directed, life-long learner.
3. All children, though different and distinct, are equal.
4. Cultural diversity and individualism enhance our environment.
5. Children should be provided with a variety of instructional approaches to accommodate their different needs and learning styles.
6. Continuous improvement is essential to the success of our children, school, and community.

SCHOOL MOTTO

Focused on Tomorrow Through Learning Today

SCHOOL MASCOT

Busy Bee

SCHOOL COLORS

Blue and Yellow/Gold

THE HISTORY OF ELSIE COLLIER ELEMENTARY SCHOOL

The dream of a new elementary school for students who attended the multi-building and portable city Baker Elementary campus began with the establishment of a building program by the Mobile County Board of School Commissioners in 1996. It included a "New Baker II" which opened as Elsie Collier Elementary School in fall, 2001.

Miss Elsie Collier began her teaching career at the old Baker School in 1936 after teaching part of a year at Citronelle. She taught at Baker for 13 years, transferring to Mertz and later to Westlawn. In 1960, Miss Collier opened the new Orchard Elementary School where she remained as principal until her retirement in 1978.

Miss Collier was known for her ability to make children feel good about themselves. Children were routinely seen in the Orchard office signing the "Goody Book" and picking out a favorite flavored sucker. The rocking chair in her office held Miss Collier and many a child with "tender feelings" as she reassured the frightened and nurtured the needy.

Miss Collier was adept at recruiting some of the best educators of the time, and these same educators held an immense loyalty to Miss Collier and Orchard School. These fine teachers were always on the cutting edge of curriculum issues and many advanced to other supervisory and administrative roles following "basic training" with Miss Collier.

Parents, too, played an influential role in the day-to-day operation of the school. Parents were nourished by working collectively to make the school a better place for their children and the children were nourished by their efforts. Many of these parents continued their volunteer efforts throughout their children's school careers and many of these children are active in schools today because of the example of their parents.

Elsie Collier Elementary School opened in 2001 with a reputation for high academic achievement, an invitation for strong parent and community involvement, an outstanding faculty, and a goal of nurturing children in a happy environment. That reputation continues as our facility is improved, our teachers become better trained in research-based teaching practices, and our test scores rise. Collier remains an outstanding learning environment. Miss Elsie Collier would be proud!

**MOBILE COUNTY PUBLIC SCHOOLS
2017-18 SCHOOL CALENDAR**

August 1&2	District Professional Development
August 3	Local School Professional Development (No Classes)
August 4	Teacher Workday
August 7	Administrative Overview
August 8	1st Day for Students/1st Quarter/1st Semester Begins
September 4	HOLIDAY Labor Day (All Schools & Offices Closed)
October 6	1st Quarter Ends
October 9	Teacher Work Day (No classes)
October 10	2nd Quarter Begins
October 16	Possible Statewide Parenting Day (No Early Dismissal)
November 10	HOLIDAY Veterans Day (All Schools & Offices Closed)
November 20-24	HOLIDAY Thanksgiving (All Schools Closed)
December 15	2nd Quarter/1st Semester Ends
December 18-Jan 1	HOLIDAY Christmas
January 2	Teacher Workday (No Classes)
January 3	Professional Development (No classes)
January 4	3rd Quarter/2nd Semester Begins
January 15	HOLIDAY Dr. M.L. King, Jr.'s Birthday (All Schools Closed)
February 12-14	HOLIDAY Mardi Gras/Fat Tuesday/President's Day (All Schools Closed)
February 15-16	Student/Teacher Holiday (All Schools & Offices Closed)
March 16	3rd Quarter Ends
March 19	Teacher Work Day (No classes)
March 20	4th Quarter Begins
April 2-6	SPRING BREAK
May 24	4th Quarter/2nd Semester Ends - Students Last Day
May 25	Teachers' Work Day
May 28	HOLIDAY Memorial Day (All Schools & Offices Closed)
May 29	Teachers' Work Day (Last Day)

UNIFORM POLICY FOR ELSIE COLLIER ELEMENTARY

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 revises and adopts the uniform dress code for Elsie Collier students.

<p align="center">PANTS, SHORTS ,SKIRTS, JUMPER OR SKORTS</p>
<p align="center">SOLID KHAKI OR COLLIER PLAID</p> <ul style="list-style-type: none"> • ZOGHBY'S #83 • www.Frenchtoast.com – "green plaid" • Also available at Wal-mart • Collier #9001-2350-6 or 1-800-469-222 <p>Shorts must be worn under jumpers and skirts at all times.</p> <p>Not allowed – dresses, bell bottoms, cargo pants/shorts, hip huggers, denim material, pants with rivets, overalls,, multiple zippers or LOGO pants</p>
<p align="center">SHIRTS</p>
<p align="center">SOLID WHITE OR NAVY POLO</p> <ul style="list-style-type: none"> • Must have collar and sleeves • Collier Uniform T-shirt is also allowed as a uniform shirt (this shirt is the only one that doesn't have to have a collar) • Spirit shirts, E.Y.E., NEHS, Math club, Activity Clubs, Archery and Collier Cruiser shirts are allowed every Friday <p>Undershirts: Solid white or navy are the only colors allowed (short and long sleeved)</p>
<p align="center">SHOES</p>
<p align="center"><u>TENNIS SHOES ONLY</u> – LACE UP OR VELCRO WITH NON-MARKING SOLES</p> <p align="center">NAVY, BLACK, WHITE, GRAY OR COMBINATION</p> <p>Not allowed- high-top tennis shoes, boots, loafers, Sperry's, heels,, zippers, buckles, light-ups, Heelies, sparkles/glitter, slip-ons or dress shoes</p>
<p align="center">SOCKS</p> <p align="center">SOLID WHITE, NAVY OR BLACK ONLY</p> <p align="center">SOCKS MUST BE AT OR ABOVE THE ANKLE</p> <p align="center">White, Navy, Gray or Black leggings(must cover the ankle) and tights are allowed</p> <p>Not allowed- leggings that do not cover the ankle, flesh colored tights or leggings, multi-colored leggings</p>
<p align="center">BELTS</p> <p align="center">SOLID BLACK, SOLID BROWN OR SOLID NAVY</p> <p>Not allowed- decorations, sparkles/glitter, characters</p>
<p align="center">INDOOR WEAR</p> <p align="center">SOLID NAVY,GRAY, WHITE OR COLLIER LOGO</p> <p align="center">Jackets, sweatshirts, sweaters</p> <p>Not allowed- non-uniform outerwear worn inside the building, Baker or Causey logo, stripes, edging or non-Collier logo</p>
<p align="center">OUTDOOR WEAR</p> <p align="center">Not restricted</p> <p align="center">SOLID NAVY IS ENCOURAGED</p>
<p align="center">ADDITIONAL INFORMATION</p> <p>SHIRTS MUST BE TUCKED IN</p> <p>BELTS MUST BE WORN IF THERE ARE BELT LOOPS</p> <p>NATURAL HAIR COLOR ONLY</p> <p>COMPLETE SCOUT UNIFORMS ARE ALLOWED OUTERWEAR SHOULD BE LABELED WITH STUDENT'S LAST NAME</p> <p>UNIFORMS MUST BE CLEAN AND FREE OF RIPS</p> <p>Not allowed – make-up,, dangling earrings, necklaces visible outside clothing, hats/caps in 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).</p>

III. ACADEMICS

COMPUTER ACCESS

All classroom computers are internet accessible. Because of this, students and parents are required to sign the Internet Use Contract provided by the school system. This contract includes the parent in the training of the child regarding what not to view or to access on the internet.

Although all of our computers have a block for inappropriate materials, we are unable to monitor the classroom computer as closely as needed to prevent the possibility of offensive use of the internet. Therefore, any student who does not have a signed Internet Use Contract (which is found in a link within Online registration) will not be allowed to use the classroom computer(s) that have Internet access. They will be allowed computer access in the computer lab because an adult will be able to supervise more closely. Teacher directed classroom instruction which utilizes the internet will be permitted since the teacher can quickly turn off the monitor if something unforeseen should occur.

FIELD TRIPS

All grade levels will have one or more opportunities to participate in field trips during the year. These opportunities are designed to extend the learning of each student and should be viewed as such by all who participate. Students are expected to represent Collier as well-behaved, polite, eager learners. Please review the following points with regard to field trips:

No student is permitted to participate in a field trip without the written permission by the parent. Permission must be in the hands of the teacher by the deadline listed on the field trip form. If the original permission form is lost, a handwritten one will do, but a phone call giving permission WILL NOT BE ACCEPTED.

Field trips usually cost more than \$4 per person since the school must assume the cost of the bus drivers' salaries and fuel costs for the buses needed to make the trip plus any admission fees. **If this cost makes the trip prohibitive to the child, please contact the teacher or an administrator for assistance with a portion of the cost of the trip.**

Student behavior in the classroom may determine whether students will be denied the opportunity to participate in a field trip. Students with a poor behavior record may have restricted participation. Parents will be contacted if this is the case.

Chaperones are extremely necessary but may have to be limited on field trips. Please respond at once to the teachers' request for chaperones if you are able to participate. Chaperones will be confirmed by the teacher as soon as possible pending space availability. **Chaperones must be the legal guardian or have written permission from the legal guardian to attend in their place.** Chaperones are expected to supervise children and to look to the teacher for leadership and important decisions. Chaperones must ride the bus and may not follow in private vehicles. **Siblings of participating students are not allowed to participate in the field trip. The use of tobacco is prohibited on field trips.**

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.

MEDIA NOTICE

PUBLIC NOTICE TO PARENTS WITH CHILDREN IN MOBILE COUNTY PUBLIC SCHOOLS

Occasionally representatives of news media seek access to public schools within the Mobile County Public School System. Quite often, these visits involve filming, taping, and interviewing students. Further, students are sometimes filmed, taped, or interviewed in the production of educational or promotional material for use by the Mobile County Public School System. If you object to your child or children being filmed, taped or interviewed, you must check the appropriate box during online registration. Be advised, while every effort will be made to honor your written request, it is necessary for parents to ensure their children understand that they are not to be filmed, taped or interviewed and that they should make teachers and administrators aware of their objections when the need arises.

PROMOTION REQUIREMENTS

As in past years, promotion to the next grade for students in grades 1 – 5 is based on several factors. Students **MUST PASS READING**. Students **MUST PASS MATH**. If passing grades are not received for the final average in either of these subjects, then the student is required to repeat the grade. If summer school is provided, students may attend summer school to be considered for promotion to the next grade, but attendance at summer school does not guarantee promotion.



PUBLIC NOTIFICATION OF GIFTED (PACE) PROGRAM

The PACE Program – Pursuing Academics, Creativity and Excellence – has served gifted students in grades K–12 since 1970. The PACE Program was “authorized” by the federal government in 1982.

Gifted children perform at higher levels than others of their age, experience or environment when working in academic or creative areas. Gifted students are found in all races, cultures, and economic groups. The gifted child takes initiative, shows leadership, is curious, takes creative risks, uses ideas and learning in new situations, shows persistence, becomes passionately interested in a topic or idea, chooses difficult tasks, has a keen sense of humor, expresses thoughts with ease (often at great length), has many different and unusual ideas, and is resourceful in solving problems. The Gifted Eligibility Team is looking for evidence of high levels of ability – academic or creative, gifted behavior, performance – grades, test scores, products, leadership, motivation.

Students must be enrolled in a public school in order to be referred, tested and served. A parent or anyone who knows a child (including a teacher, counselor, or relative) may refer the child for gifted services. To refer a child, contact your local school and refer to a regular teacher, a PACE teacher or the Principal. Referrals can be made at any point from Kindergarten through Grade Twelve although services are consultative in the regular classroom until Grade Three. A local school committee handles screening, eligibility and placement. Parent permission is required at each step.

For more information, contact Ms. Leigh Ann Akey @ 221-4228.

SCHOOL CONTINUOUS IMPROVEMENT PLAN

Elsie Collier Elementary School completes a School Continuous Improvement Plan (aCIP) each year focusing on specific areas for school wide improvement. Our aCIP for 2017-18 will continue to focus on improvements in teaching reading, math, and writing. A copy of the “one- page summary” of the aCIP plan for 2017-2018 will be presented at our first PTA meeting and a full copy is available for parent review in the SCHOOL OFFICE and the SCHOOL LIBRARY as well as THE SCHOOL WEBSITE.

IV. 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. Before and After school care is available at Collier. Please contact Danyell Pemerton @ 221-1120 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.** Every 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 $\frac{1}{2}$ 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. The teacher's only allotted time to get together makeup work is during planning time. If the teacher is not notified in time, assignments cannot be supplied until the next day. The teacher is not required to give make-up work for unexcused absences.



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. This must be done 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 $\frac{1}{2}$ day ($3\frac{1}{2}$ hours, approximately 11:50 a.m.) or a tardy after $\frac{1}{2}$ 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. **ALL EARLY DISMISSALS MUST BE PRIOR TO 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.

MCPSS STUDENT ATTENDANCE POLICY

The following information is provided to you regarding the Mobile County Public School System’s Attendance Policy:

Every absence **MUST** have an excuse! Suspensions are unexcused absences.

Excuses:

- No more than eight (8) days excused by parent notes per year.
- Doctor’s notes.
- Head Lice: Only 3 days are excused. After the 3rd day, absences will be UNEXCUSED.
- ALL EXCUSES MUST BE BROUGHT TO SCHOOL WITHIN THREE (3) DAYS OF THE STUDENT’S RETURN TO SCHOOL. After the 3rd day, the absence is unexcused, *regardless* of the reason for the absence.
- **Unexcused absences** are **NOT** acceptable! If your child has:
 - 1 Unexcused absence – Parent/Guardian will receive a phone call or letter from the school.
 - 2 Unexcused absences – Parent/Guardian will receive a phone call or letter from the attendance officer.
 - 3 Unexcused absences – Parent/Guardian will receive a phone call or letter from the District Attorney’s Office stating that this is the last warning before the legal system becomes involved.
 - 5 Unexcused absences – Parent/Guardian will receive a letter stating that attendance is mandatory at the Early Warning Truancy Program.
 - 7 Unexcused absences – A court petition can be filed on the parent and student.
- **Early Warning Truancy Program:**
 - Parent/Guardian’s attendance is mandatory.
 - If the parent/guardian does not attend the Early Warning Truancy Program or the unexcused absences continue, a legal notice/petition to Juvenile Court will be processed.
 - School staff will continue to monitor the student’s attendance.

V. 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.
7. 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
- Stickers
- Positive notes home
- Special treats
- Extra privileges
- *Collier Coins* and trips to the *Beehive*
- 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.

See Appendix A and B for additional behavior management procedures.

VI. HEALTH, WELLNESS, AND SAFETY

EMERGENCY CLOSING OF SCHOOL

To determine whether school is going to be in session on days when the weather or other factors make this questionable, LISTEN TO THE RADIO OR TELEVISION. This is where official notification is received. We will also utilize Instant Messenger in case of an emergency. This means you will be called automatically and notified of an emergency closing. The school has an emergency alert system with battery back-up which notifies us of severe weather or other emergency as identified by the National Weather Service during the school day. It is not necessary to call the school to confirm what you heard on the radio. The phones will not accommodate a large number of calls. They may be out of order or they may be needed by school officials for emergency calls out. Talk with your child about how he/she is to get home in case of an emergency closing of school (severe weather, snow, etc.). We will send the students home the same way that they are sent home on other days unless we have received written instructions to do otherwise.

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.

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.

FOOD SERVICE



Collier Elementary participates in the free breakfast/lunch program. All students receive breakfast and lunch at no charge.

Breakfast will be available at Collier beginning at 7:45 a.m. for all students. Adult volunteers/MCPSS Staff breakfasts are \$1.75. Breakfast is not served after 8:05 am.

Lunches are available for all students at no charge this year. Adult lunches are \$4.00; visitor child lunches are \$3.00

The MCPSS Wellness Plan prohibits bringing into the cafeteria any “competitive” foods or drinks. This includes all “fast food” that would arrive in the wrappings of a fast food company and any carbonated drinks. **If items are purchased to bring into the cafeteria and eat with the students, these must be in plain wrappers.** Carbonated beverages are not allowed for students at any time. Please do not jeopardize our lunch program by bringing competitive foods into the cafeteria. (The penalty for the school is the loss of all revenue taken in that day and the repayment of that revenue by the school office.)

Healthy snacks may be purchased for 75 cents per day.

WELLNESS

The Mobile County Public School System has adopted a Wellness Plan which encourages healthy snacks and food service plus exercise for long-term fitness and an effort to defeat obesity. **Parents are encouraged to send healthy snacks to school for birthdays and at other opportunities.** Healthy snacks include fruits, baked chips, cheese, crackers, juice boxes or water. Carbonated beverages are not allowed for snack or lunch.

SECURITY OF STUDENTS

We try to be extremely cautious regarding the security of our children. Therefore, **we will expect that all visitors entering the building will utilize the front center doors and come directly to the office for sign-in once buzzed in by the registrar or other office staff.** A pass is required for visiting classrooms during the school day. Parents having lunch with their children should meet their child’s class in the cafeteria. Entrances, except the front center, are kept locked during the day for the safety of our students and staff. **In compliance with Mobile County School System Policy, a photo ID MUST be checked for anyone picking up a student from school. Students may NOT be checked out by anyone not listed in INOW with pickup rights. We do not allow adults to pick up students at the classroom under any circumstances, thus preventing further distraction to the instructional process and providing further security to all children.**

TRANSPORTATION: ARRIVAL/DISMISSAL

A student is expected to travel the same way to and from school each day, and arrangements for changing this method should be communicated with the teacher. Phone calls to the office are not acceptable. **Students must have notes that are hand-signed by the parent in order for any change of transportation; we will NEVER take the word of the child regarding transportation changes.** Faxed notes are acceptable as long as they have a handwritten signature and a photo ID.

Public School Buses

Each student should ride his/her assigned bus, loading and unloading at the designated bus stop. **Only students who reside within the Elsie Collier district may ride public school buses.** Rules for the bus are designed to insure the safety of the bus riders. **STUDENTS ARE EXPECTED TO REMAIN SEATED WHILE THE BUS IS IN MOTION AND TO SPEAK AT A LEVEL THAT WILL NOT DISTRACT THE DRIVER.**

A three-step bus behavior management process is in place through the school office. Bus drivers may remind students of appropriate behavior as many times as they deem appropriate. Upon the first written report to the office, students usually receive counseling from an administrator. A second report informs the parents of the previous and current reports, and informs them that a third report will result in a three-day suspension of bus service. Particular offenses may result in skipping any of these steps, as deemed appropriate by an administrator.

Students unload and load buses in the South parking lot only. Non-bus students are not allowed to load and unload in the bus loading/unloading parking lot.

Students may NOT go home by a different means of transportation without a written note signed by a parent requesting this. Additional “baggage” other than an over-the-shoulder book bag is NOT PERMITTED on school buses.

Private Vehicles

All students transported by car must load/unload from the North Driveway. Students will load vehicles at the covered walkway on the north side of the building. **Cars are not permitted to pick up/drop off in the south parking lot since this area is reserved for buses only. Private vehicle loading or unloading from the center circle is also prohibited.** All car riders must be issued car hangtags with an assigned number and color. Cars must place the hangtag on their visor or rearview mirror when going through the carpool line. **Cars without Collier hangtags must go to the office to pick up their student.** Hangtags are another form of security for your child. The school-issued hangtags are our way of knowing the person driving the car is authorized to pick up the student. Parents may not go to the classroom to pick up students at the end of school. Drivers picking up children after school must not leave their vehicles in the driveway. School personnel will be on duty to help children find their rides. All children should be picked up by 3:30 p.m. Parents who are repeatedly late in picking up their children will be refused supervision services in the office, and their child will be placed in our afterschool daycare program. Parents will be charged the drop in rate for the day.

No drop-off or pick-up will be permitted from the circle in front of the school. This is a designated vehicle parking area with designated and handicapped parking only.

VII. PARENTAL INVOLVEMENT

Parental involvement plays a major role in determining the quality of education that your child receives. Children should see that school is important to their parents and, as a parent, your time spent helping with school functions, projects and communicating with the school will send a strong, positive message to your child.

The Parent Teacher Association (PTA) at Collier Elementary is very active. Membership in the PTA is encouraged and recommended. By joining PTA you will be able to vote at PTA meetings and have a voice in both how PTA funds are spent and what activities are supported. Membership does not require you to attend meetings or do any extra activities.

2017-2018 PTA OFFICERS

President: Victoria Kringel
Secretary: Melanie Tabatt

Vice President: Jodi Morvant
Treasurer: Laurie Tillman

Many of the areas in which parents can get involved are coordinated by the PTA. Each classroom has a Room Mother who helps the teacher with some of the little "extras" for the class such as class parties and field trips. The Room Mother is responsible for getting workers for a booth at Fall Festival and getting parents to contribute food and other items for special occasions during the school year.

Parent volunteers are needed on a daily basis in various classrooms, the library, and other areas of the school. You can work a few hours, half the day, or the entire day! There are also ways you can contribute hours from home. Just check with your child's teacher to find out how to be involved.

The PTA sponsors at least two major fundraisers during the year. The money earned from these fundraisers is used for many projects around the school. In the past years, the PTA has purchased computers, playground equipment, audio/visual equipment, library books, instructional materials, technology and much more. Every parent can help the school by participating in fundraisers, and the PTA always needs volunteers to help in various ways.

IMPORTANT DATES FOR PARENTS

August 3	Meet the Teacher 4:00-6:00
August 8	First Day Pictures @ 9:00 for Pre-K and Kindergarten
August 8	Boo Hoo Breakfast for Kindergarten Parents
August 24	Fall Pictures (Bill Miller)
August 25	Sno-Cone Day @ P.E.
August 28	Pep Rally for Boosterthon
September	Childhood Cancer Awareness month
September 7	Boosterthon
November 29	Grandparent's Day Breakfast
September 18	Fall Picture Make-Up Day
September 19	PTA Open House 6:30
September 29	Sno-Cone Day @ P.E.
TBD	Collier Students Recognized at Baker Football Game
October 20	Honor Roll Assemblies
October 27	Sno-Cone Day @ P.E.
November 4	Santa Pictures
December 5	PTA
November 17	Sno-Cone Day @ P.E.
Nov. 27 - Dec. 1	Book Fair (Media Center)
Dec. 4-8	Santa Shop
January 12	Honor Roll Assemblies
January 26	Sno-Cone Day @ P.E.
February 6	PTA
February 23	Sno-Cone Day @ P.E.
March 9	Personality Pictures—Out of Uniform (Bill Miller)
March 16	Collier Family Skate Night
March 19-26	Book Fair (Media Center)

March 30	Sno-Cone Day @ P.E.
March 30	Honor Roll Assemblies
April 20	Field Day
April 27	Sno-Cone Day @ P.E.
April 30-May 4	Teacher Appreciation Week
May 8	PTA Meeting
May 18	Sno-Cone Day @ P.E.

PARENT CONFERENCES

We would like to schedule at least one conference with each child's parent during each semester (first and third quarter) of school. Review of state, and school system test scores, information on current assessments, and current academic progress will be discussed. The best way to schedule a conference is to email or call the teacher, or to send a note with your child.

Another excellent way to access your child's academic progress is through INOW at www.mcpss.com, click on Find, scroll down until you see Grades, click and log in. Your username and password will be sent home within the first few weeks of school or you can send a note with your child to request one.

SCHOOL PARTIES

Only two class/school parties are permitted each year in order to protect instructional time. These dates will be publicized well in advance for all planning purposes. Parents who are participating in providing for the party are welcome, provided they sign in and out of the office before proceeding to the classroom.

Older brothers and sisters of our students are not invited to our parties. Pre-school students whose parents participate in providing for the party are welcome to attend with their parents.

Student gift exchange is not permitted during any holiday.



VIII. 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.**
- Our school system employs a check recovery firm to recoup the money from checks that "bounce," with a sizeable fee to the check writer attached. Please exercise caution when writing checks, and do not write a check for more than you have funds to cover. In addition, all checks are required to have the following: NAME, PHYSICAL ADDRESS (no post office boxes), and at least 1 TELEPHONE NUMBER. When a bank has to declare that there are insufficient funds to cover a check, it is sent immediately to Check-Care for recovery, and charges will be debited from the account along with the amount of the

check.

- 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 provide a school store where necessary school supplies may be purchased. The student store is open from 8:00 – 8:15 most mornings. In addition to supplies, 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 I.D. for early dismissals of children

IX. HONOR ROLL GUIDELINES

“ A ” Honor Roll

- ✓ All A's in all academic areas
- ✓ S in all other areas, including P.E. and Social Development/Work Related Skills, Conduct and Interpersonal Skills
- ✓ No suspensions for the quarter

“ A – B ” Honor Roll

- ✓ All A's and B's in all academic areas
- ✓ S in all other areas, including P.E., Social Development/Work Related Skills, Conduct and Interpersonal Skills
- ✓ No suspensions for the quarter

Perfect Attendance K-5

- ✓ Student must be enrolled at Collier Elementary School
- ✓ Student must be present every day during quarter
- ✓ Student must have 2 or less excused tardies (doctor's notes)
- ✓ Student must have 2 or less excused early dismissals (doctor's notes)

Collier Elementary School Discipline Report

Student Name: _____ Group A ____ Group B ____ Referral # _____
 Grade: ____ Teacher: _____ Incident date&time: _____ Location: _____

Notice to Parents: The purpose of this report is to inform you of a discipline incident involving the above named student. You are urged to support the action taken by the school official, talk with this student, and cooperate with any corrective action.

Student Behavior: (check all that apply)

Group A Behaviors:

- ☐ Minor disruptive behavior (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 (see comments)
- ☐ Disobeying playground rules (see comments)
- ☐ 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

Group B Behaviors:

- ☐ Ongoing acts of willful disobedience (non-compliance, disrespect)
- ☐ Bullying or harassing behavior
- ☐ Destroying or damaging property
- ☐ Physical Aggression (hitting, roughhousing, fighting)
- ☐ Throwing or kicking objects
- ☐ Taking belongings of others without permission
- ☐ Leaving or out of designated area without permission

Previous consequences and interventions:

- ☐ Moved student
- ☐ Time out
- ☐ Withheld activities
- ☐ Lowered conduct grade
- ☐ Cool down
- ☐ Teacher/student conference
- ☐ Teacher/parent conference
- ☐ Student/Administrator conference
- ☐ Parent/Administrator conference
- ☐ Referred to school counselor
- ☐ Office referral
- ☐ In-school suspension
- ☐ Suspension
- ☐ Other

☐ Disrespectful behavior

- a. physical b. verbal c. non-verbal
 d. other _____

1. student to student 2. student to school official

☐ Use of obscene manifestations

- a. profane language b. profane gestures
 c. other _____

1. student to student 2. student to school official

☐ Any other Group B offense as listed in the MCPSS Student Code of Conduct

Major offense (Group C: see attached office referral form) theft, weapons, etc.

- ☐ Please support us by responding at home to the incident listed.
- ☐ I will call you for further discussion.
- ☐ A conference is necessary on _____ at _____ with teacher, student, and/or administrator.

Teacher comments:

Please sign this form in the space provided and return it to the child's teacher tomorrow.

Parent or Guardian signature _____

Parent comments:

☐ Form not returned Parent Contacted on _____

Collier Elementary School Disciplinary Action Plan

Student's Name: _____ Teacher's Name: _____

Parent's Name: _____ Home # : _____

Place of Employment: _____ Work # : _____

Alternate Contact: _____ Contact # : _____

Date	Action Taken	Results	Initials
	Classroom Interventions* A) Warning conference with student B) Classroom consequences C) Parent letter / 5 group A <u>or</u> 3 group B discipline reports D) Parent phone call E) Parent /Teacher/ Student conference <i>* See attached documentation included in folder</i>		
	Step 1: Student/Administrator Conference Date(s): _____		
	Step 2: Parent/Student/Teacher/Administrator Conference Date(s): _____		
<i>The sequence of actions taken in steps 3-6 are at the discretion of the principal/assistant principal.</i>			
	Step 3: Referral to the Counselor (min 3 sessions) Behavior plan completed by counselor and teacher Date(s): _____		
	Step 4: In-school suspension Dates (s) _____		
	Step 5: Out of School Suspension Date(s): _____		
	Step 6: Office Referral/ PST Behavior Referral Date(s): _____		

Appendix B

Collier Behavior Management Plan

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 2 behaviors must be reported to the parent.

Group C behaviors include:

- Theft of property
- Destruction/defacing school property
- Using a replica gun/weapon to frighten, threaten or otherwise disrupt the orderly educational process
- Disorderly conduct
- Lewd/sexual conduct
- Discharging Fireworks
- Any other offense which the principal may deem reasonable to fall within Group C
- Any other Group C offense as listed in the MCPSS Student Code of Conduct

Group C, D, E behaviors require an immediate office referral and a call to the resource officer. Teachers will complete a Collier Office Discipline Referral Form and escort the student to the office.

Group D Behaviors include:

- Possession 1. Tobacco 2. Alcohol

Group E Behaviors include:

- Possession, selling, furnishing, giving away, obtaining 1. Weapons 2. Sharp instruments

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

The Collier Discipline Committee will meet monthly to discuss student behavior and suspensions. The committee will serve as a support system for teachers to reduce behaviors that cause classroom disruptions and impede student learning. Behavior 360 (www.psiwaresolutions.com) will be referenced for behavior strategies and management plans for students. PD 360 (www.pd360.com) will be referenced for online classroom management strategies for teachers.

Collier Discipline Committee Members

Michelle Shropshire, Principal
Christina Rives, First grade
Kim Rice, Third grade
Jana Spivey, Fourth grade
Leslie Williams, Special Education

ACKNOWLEDGEMENT FORM

STUDENT'S NAME _____ GRADE _____ TEACHER _____
(PLEASE PRINT)

PARENT/GUARDIAN AND STUDENT ACKNOWLEDGEMENT

This handbook has been drawn up to help you and your children gain the greatest possible benefit from the school experience. Parents or guardians have the responsibility of their children and are encouraged to be involved in the education of their children.

Collier Elementary School is in need of your help and cooperation. Please read and discuss this handbook with your child. You are requested to sign this sheet and return it to your child's teacher.

FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT OR THE PARENTS OR GUARDIANS FROM RESPONSIBILITY TO KNOW THE CONTENTS OF THE HANDBOOK AND WILL NOT EXCUSE THE NON-COMPLIANCE WITH THE GUIDELINES IT CONTAINS.

THANK YOU FOR YOUR SUPPORT AND COOPERATION AS WE TRY TO PROVIDE THE BEST POSSIBLE LEARNING ENVIRONMENT FOR OUR PRECIOUS COLLIER KIDS!

Parent/Guardian Signature ____/____/____
Date

Parent/Guardian Signature ____/____/____
Date

Student Signature ____/____/____
Date

