

Paine Elementary School Trussville City Schools 2018-2019

7600 Gadsden Highway
Trussville, AL 35173

Home of the Huskies



This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

VISION STATEMENT

The Vision of Trussville City Schools is that educators, staff, parents, and the community will work together to help students move forward on a positive path toward college and career readiness.

MISSION STATEMENT

The Mission of Trussville City Schools is to educate all students using high standards in a safe, nurturing environment fostering academic and career competencies that prepare them to be productive citizens.

TRUSSVILLE CITY SCHOOLS BELIEFS

Learning Organization

We believe the school system is a learning organization that teaches academics and develops character and skill.

School/Community Partnerships

We believe that parent and community involvement is vital to continuous improvement and successful change.

Collaboration and Communication

We believe in mutual respect in communication and collaboration between and among adults and students.

Learning Environment

We believe in innovation, creativity, rigor, and equity in a safe, positive learning environment.

Culture of Success

We believe in fulfilling our designated roles with a logical, enthusiastic, and outstanding work ethic.

ARRIVAL AND DEPARTURE

The official opening of school each day is 8:00 a.m. Students arriving after 8:00 a.m. will be marked tardy. Please make every effort to arrive at school so that your child is in his/her seat in the classroom when the 8:00 a.m. bell rings. Morning activities begin promptly at 8:00 a.m. for all grades.

Teachers will be on duty to supervise students beginning at 7:20 a.m. Upon arrival, students eating breakfast should report to the cafeteria. All other students should report to the designated wait area for their grade level.

At the end of the school day, all students will dismiss at 3:00 p.m., Tuesday-Friday, and on Mondays at 2:00 p.m. Arrangements should be made for students to leave the campus no later than 3:30 p.m. Tuesday - Friday, and 2:25 p.m. on Mondays. Students should be picked up no later than 30 minutes after the close of the official school day unless they are enrolled in an on-site school child care program, participating in an authorized extracurricular school activity or program, or transported to school by school bus.

Parents picking up children by car should have a sign in the window of the vehicle with the student name and teacher name so that your child is promptly loaded. **For the safety of our students, we asked that you refrain from using your cell phone while in the carline.**

ATTENDANCE AND ABSENCES

Alabama law (Title 16-28-3, code of Alabama, 1975, amended 2012) requires all children between the ages of six (6) and seventeen (17) years of age to attend a public school, private school, church school or to be instructed by a competent private tutor for the entire length of the school term. All laws regarding school attendance shall be strictly enforced by the Trussville City Board of Education.

Excessive Absences:

A student may not exceed a total of nine unexcused absences in a semester or a total of 18 unexcused absences per academic year. Parents will be notified by letter when students accumulate 3, 5, and 7 unexcused absences. The Trussville City Board of Education, the local school and the City of Trussville Municipal Judge participate in a joint effort to provide a Truancy Intervention Program for students with excessive absences. This program is designed to inform parents of student absences, improve school attendance, reduce instances of truancy, and to provide parents and students with information relative to the Alabama Compulsory School Attendance Law. After a student has seven (7) unexcused absences, he/she will be referred to the Truancy Intervention Program. A student may only be referred one (1) time to the Truancy Intervention Program. After a student has been referred to the Truancy Intervention Program with the City of Trussville Municipal Judge, the next step is to file a formal complaint for truancy or educational neglect.

School Absences:

The Board of Education acknowledges that regular school attendance is imperative to each child's learning and educational progress. Accordingly, each student is expected to attend school every day school is in session. However, the Board of Education recognizes that absence from school may occasionally be necessary, but absences from school shall only be allowed for good and justifiable reasons. Every student who is absent from school must present to the principal or their designee a written explanation for the absence within three (3) school days upon the student's return to school. Any student who accumulates 6 parent excuses within a school year must provide a physician's excuse for additional absences to be excused, or the absence will be unexcused. A parent may request from the principal permission for a student to be absent prior to the date of the absence for justifiable reasons as follows:

- Student illness, physician or dental appointment;
- Inclement weather which makes it dangerous for students to attend school as determined by the superintendent of education regarding emergency closings (ref. BOE Policy A-10);
- Legal quarantine;
- Death in the immediate family (obituary notice from local paper may be required);
- Emergency condition as determined by the principal or superintendent of education;
- Absence to observe traditional religious holidays, of a local, national or international origin when written verification is received from the student's minister or religious leader.

The principal will have the opportunity to review any written permission request or the written explanation for the absence to determine whether the absence shall be excused or unexcused. Any absence not falling into one of the categories listed above, specific to an individual school, or otherwise excused by the principal or the superintendent or his or her designees will be unexcused. All excuses must be original. No faxed or scanned copies will be accepted unless it is sent from the agency providing the excuse. All excuses must be legitimate instances of services provided to a student (i.e. physician treatment). Falsifying and/or forging excuses is punishable through Jefferson County Family Court. Students sent home with fever by the nurse will be

clinic excused for the next 24 hours. After that period, the parent must provide a written excuse for the absence or have a physician's note for the absence to be excused.

Makeup Work:

A student shall have the opportunity to make up examinations or work that occurred during an absence. Makeup work must be completed as soon as possible after returning to school. It shall be the responsibility of the student or student's parents or guardian to arrange with the teacher to make up work. A teacher may require the student to make up work after school hours in which case advanced notice will be required to allow the student to arrange necessary transportation. If your child is absent **3 or more days**, you may call the school office for your child's makeup assignments between 8:00 and 10:00 a.m. The assignments may be picked up after 2:00 p.m. on the same day.

Perfect Attendance:

Awarded to students who have met the TCBOE criteria for attendance. These students must have attended school without any absences, tardies, or checkouts during the entire school year.

Tardies/Check-In:

Morning instruction begins promptly at 8:00 a.m. Students who arrive after 8:00 a.m. are tardy. Please plan your morning arrival so that your child is seated and ready to work when the 8:00 a.m. bell rings. A parent must accompany students who arrive tardy to the office when checking in. Checking in with a doctor's excuse will be excused and will not count as an accumulated tardy. Students will be counted absent for the day if they arrive after 10:53 a.m. on Monday and after 11:23 a.m. Tuesday- Friday.

Checkouts: Students are not to leave the school campus during the school day unless they have been checked out through the school office. Any adult who checks out a student must show a photo ID and be listed on the student checkout list. If a person is not listed on the checkout list, a written note from the parent or guardian is required in order to release a student. No one will be allowed to take a student from the classroom without a checkout slip issued from the office. Students checking out before 10:53 a.m. on Monday and 11:23 a.m. on Tuesday- Friday, who do not return to the school will be counted absent for the day. **Students should be checked out no later than 2:15 p. m. Tuesday-Friday or 1:15 p.m. on Monday to avoid the dismissal process.**

BUS TRANSPORTATION

Bus transportation services are a privilege, not a right. The school bus is considered an extension of the classroom and all TCBOE rules apply while being transported and while waiting at the bus stops.

1. Students are **not** permitted to ride any bus other than their regularly assigned bus without written permission. Please complete a **Permission to Ride a Different Bus** form **prior** to the date the student's transportation needs to change. This form must be approved by a school administrator. The form can be found on the TCS website under the Transportation tab.

2. The location of bus stops shall be determined at the sole discretion of Jim Kirkland or his designee. All requests for a new/changed bus stop location must be submitted to the Department of Support Services. Jim Kirkland or his designee will make the final decision after conferring with the local school principal.

3. Video cameras may be placed on school buses to be used as an aid to monitor behavior.

4. Electronic devices will be allowed on the buses. However, they must not disturb others and the school is not responsible for lost or stolen devices.

Please refer to the Trussville City Schools Code of Student Conduct for a complete listing of the School Bus Code.

**Riding the bus is often a new experience for younger students, and for this reason, we try to use bus infractions as opportunities to teach appropriate bus riding behavior. Our procedure for addressing bus infractions differs slightly from the Code of Student Conduct. Please note the following: First and second bus infractions will result in a notice home for a parent's signature. A third bus infraction will result in a three day suspension from the bus. If a pattern of misbehavior continues, a student may be removed from the bus permanently.*

CHANGE IN TRANSPORTATION

Changes in the way a student should go from school will be approved only with a written note from the parent or guardian. Requests to ride a bus other than the home bus requires a **Permission to Ride a Different Bus** form signed by the parents and the request must be approved by an administrator. Any "going home messages" regarding **changes in transportation must be received in the office** by 2:00 PM Tuesday-Friday, or 1:00 PM on Mondays. Students will be sent home their usual way without a note.

CHECKS

Student ID number, the teacher's name, and your driver's license and telephone numbers should be written on all checks. All checks should be made out to the school unless otherwise indicated. Checks for meals should be made out to school lunchroom, and checks for the PTO should be made to Paine PTO. Due to computerized bookkeeping procedures, combined checks cannot be accepted. An outside check recovery company, Nexcheck, handles checks returned for any reason. Any issues involving a returned check will need to be directed to the Nexcheck business office at 1-205-945-1126. A \$30 fee will be charged for any check that is returned due to insufficient funds and no further checks will be accepted from the individual until the matter is resolved. Individuals who fail to make payment for the full amount of the worthless check, plus the \$30 Nexcheck NSF processing fee, will be turned over to The District Attorney's Worthless Check Unit.

CLINIC

The school nurse and personnel who have received training manage the clinic. Only first aid treatment is allowed. Medication may be administered to students when requested in writing by parents/legal guardians or physician. Consultation shall be obtained from an attending physician or other appropriate medical or professional personnel when dictated by the circumstances.

YOU MUST COMPLETE A "SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION" FORM AVAILABLE IN THE CLINIC or at www.trussvillecityschools.com if it will be necessary for your child to receive any medications at school. We **do not** stock over the counter (OTC) medication (i.e. Motrin, Tylenol, cough drops, etc.). If a student requires OTC medication, the parent must see the school nurse. Medications must be delivered to and retrieved from our clinic by an adult. All medications must be in the original container.

The guidelines below will be followed by the clinic employee when contacting parents about illnesses and injuries.

A parent or guardian shall be contacted in the event of:

- temperature of 100 degrees or higher (child must be fever free for 24 hours without taking fever reducing medication before returning to school),
- severe nausea or vomiting,
- unusual or sensitive situation,
- injury or illness which may require medical attention(ex. pinkeye, cuts, contusions),
- evidence of head lice, or
- special request by a parent or teacher.

Temperatures below 100 degrees, general complaints with no apparent symptoms, and minor injuries may not be deemed serious enough to require parental contact. Students sent home with fever by the nurse will be clinic excused for the next 24 hours. After that period the parent must provide a written excuse for the absence or have a physician's note.

Change of Clothes:

Occasionally the nurse may "loan" a student a change of clothing. Please wash and return the clothing the next school day.

Head Lice:

Head lice often cause unnecessary absenteeism from school. When students are sent home with head lice, not only do they miss school, but parents must often miss work to treat their child and clean their home. Please help us prevent the problem by teaching your child not to share combs, caps, brushes, etc. Please check your child for lice or nits every Friday evening. Notify the school nurse when evidence of head lice are found. Students may not ride the bus to/from school until the nurse has confirmed that they are lice free. Before students will be readmitted to class, they must report to the clinic with proof of the treatment (box top of shampoo) and be determined to be lice free by clinic personnel. http://www.babycenter.com/2/how-to-treat-your-child-for-lice_10360033.bc is an excellent video on how to effectively remove nits from the shaft of the hair. Absences due to head lice after the initial day of treatment will be coded as unexcused.

CONDUCT

Students are expected to conduct themselves in an orderly manner at all times while under the supervision of school personnel. Please refer to the Trussville City Schools Code of Student Conduct and the local school discipline plan for disciplinary guidelines and procedures.

CUSTODY PAPERS

A copy of custody papers **must** be on file with the school if a child is residing with a legal guardian or a custodial parent. Please ensure that all parties approved to check out or pick up the child is on file with the teacher and the office.

COMMUNICATION

The most effective way to receive emergency messages and other communication from our school and the district is to subscribe to "Notify Me" which you can subscribe to on the Paine Elementary webpage front page. If you did not sign up for this free service during the registration process, you may visit the Paine Elementary webpage and click on "Notify Me"

to subscribe. Paine Elementary uses Facebook (Paine Elementary School in the Trussville City Schools), Notify Me, teacher/parent distribution lists and a minimum of once a week contact from the child's teacher to the parent for communication. All Paine Elementary staff members have 24 hours to return a parents email, and or phone message.

CONFERENCES / VISITORS

If you wish to discuss your child's progress, please contact the teacher for a conference. Conferences may be requested at any time during the grading period. Visitors and parents are welcomed on our school campus. However, we have several safety procedures in place that all visitors must follow. All exterior doors remain locked during the school day. *ALL VISITORS MUST ENTER THE SCHOOL AT THE MAIN OFFICE ENTRANCE. Once at the office counter, all visitors must produce their driver's license which will be scanned into a security monitoring system.* A photo ID sticker will be issued for you to wear while you are in the building. The photo ID should be returned when you exit the building. Video surveillance is used throughout the building and grounds for the safety of our students and staff.

CRISIS PLAN

Safety is a top priority for Trussville City Schools. All schools have an extensive plan for any emergency situation. Faculty and staff are trained annually on the emergency procedures in the plan. Emergency drills are conducted for fire, tornado and intruders so that students and staff will know how to respond should an actual emergency occur. A School Resource Officer is assigned to each school to help ensure that our students and staff are safe.

DEFIBRILLATOR

Defibrillators are located in the Clinic and South Gym in our school. They are maintained by the Trussville Fire Department. Members of our staff have been trained to use our defibrillators that are designed for children or adults.

DRESS AND GROOMING

Guidelines for dress are simple for elementary children. Shorts, skirts, and shirts should be appropriate for work and play. Students attend PE and recess; therefore, **no flip flops or open back shoes** are allowed. Students may change into tennis shoes for PE. Students who do not wear appropriate shoes for PE will sit out for safety reasons. If the clothing or grooming of a student is in question, the administration will make a determination about appropriateness.

DRUG FREE AND GUN FREE SCHOOL ZONE

Violators will be prosecuted under local, state and federal laws.

ELECTRONIC DEVICES

Personal electronic devices are not required for classroom use. However, students may utilize their electronic devices (iPads, laptop computers, cell phones, electronic readers, etc.) during class when encouraged to do so by the teacher. Students should access only approved apps and websites. Failure to use electronic devices according to school and board regulations will result in confiscation of the device. The device may be returned to the parent only. The school is not responsible for lost or stolen electronic devices.

Cell phones that ring during class are distracting and will be confiscated.

FIELD TRIP RULES

Field trips will be offered to the student and are an integral part of our instructional program. Money and permission slips must be turned in to the office in accordance with the letter you receive regarding each individual trip.

School personnel shall supervise all field trips. No children will be permitted on a field trip other than the students of the teacher/class requesting the field trip. Only students' parents or guardians may assist as chaperones. Any parent or guardian who agrees to serve as a chaperone will be expected to observe some general guidelines which will be provided by the teacher. The age of the students, regulations involving special needs students, and safety considerations on the field trip shall dictate how many chaperones will be required for a particular trip. Each grade level will determine the number of chaperones needed for a field trip. The principal will have final approval of that number.

Students must be transported to and from school field trips using Trussville City Board of Education buses or any other properly insured, franchised, public transportation company. TCBOE bus rules apply to all field trips. No refunds will be given for field trips since reservations and deposits for admissions and buses are made well in advance of the trip.

IDENTIFICATION NUMBER

Each student is assigned a unique student ID number upon enrollment which will remain the same throughout their years in Trussville City Schools. The student will use this ID number to purchase lunches, login to computers, and check-out library books. Please write the ID number and the teacher's name on all checks written to the school.

INCLEMENT WEATHER

The Superintendent of Trussville City Schools makes decisions regarding the closing of school during inclement weather. The most effective way to obtain emergency information is to subscribe to "Notify Me" where you will receive an automated call, text, and/or email should schools be closed or delayed. All local TV and radio stations will broadcast this information as well. In addition, the local school and system websites will post emergency information. In the event that a tornado warning is issued during regular school hours, students will be required to remain in safety position until the warning expires. Parents arriving on campus during a tornado warning will be allowed to check in through the office and we will direct you to the area that is designated as your child's tornado location so that you may wait with him/her until the warning is cancelled. In the event of school cancellation due to weather, a decision regarding school work for the day will be made based on the individual weather event circumstance.

INTRADISTRICT TRANSFERS

See Board Policy

LIBRARY (MEDIA CENTER)

Students have regular access to the library. Parents will pay for a library book if lost or damaged. Students with overdue books may not check out another book until the overdue book is returned. End of year report cards will not be released to any student who has not returned all books to the library, or who has not paid for lost library books.

LOST AND FOUND

Please LABEL all clothing and items that are brought from home with the student's first and last name. Labeled items found will be returned to the student. Lost items will be placed in a designated area. At the end of each grading period, items with no identifying label that are left unclaimed will be given to a charitable organization.

LUNCHROOM

Balanced breakfasts and lunches are served each day. Students may purchase ice cream on designated days. Water is also available for purchase, along with extra milk. These items are not considered part of the lunch meal and their cost will be deducted from your child's lunch account. **Restaurant fast foods and carbonated drinks may not be brought into the lunchroom by anyone under any circumstances.** This is a violation of the Federal Lunch Program guidelines and could jeopardize the receipt of the program monies by our lunchroom. Lunch visitors should sign in at the school office and wait at the lunchroom doors. We ask that you not wait outside of the classrooms as this distracts the students. A menu listing the breakfast and lunch choices for the month are posted at www.trussvillecityschools.com. Any changes in meals planned are announced over the school intercom.

Lunch/Breakfast Purchases:

Lunch and breakfast may be purchased daily, weekly, or monthly. Student breakfast cost is \$1.50 and lunch is \$2.35. If you have any questions about your child's lunchroom account, please call the school lunchroom. You may also elect to participate in the PayPams program. This would allow you to make online deposits into your child's meal account, as well as check account balances. Visit www.paypams.com to set up your account.

Lunch Loans:

When a student has no money left in the lunch account, lunchroom staff will stamp the arm to remind parents to replenish the account. Students will not be allowed to charge food items. Trussville Firefighters provide an emergency fund to cover students whose accounts have a zero balance. However there is a \$10 limit per student and all money borrowed from the Fund must be repaid promptly.

MESSAGES TO STUDENTS/TEACHERS DURING THE SCHOOL DAY

Our first and foremost priority is offering a curriculum where maximum learning occurs. Therefore, we ask your cooperation in keeping classroom interruptions to an absolute minimum. Please do not visit any classroom without first checking in at the office. With our phone and computer systems, you will be able to leave a voice message or email directly with the teacher in his/her classroom. However, you should NEVER leave transportation changes on voice or email as the teacher checks messages as time permits, and that could be after dismissal! Should you need immediate assistance, you may call the main office telephone.

STUDENT PROGRESS

A standards-based report card is utilized in kindergarten through 2nd grade to report student progress toward end of year goals. A combination of academic standards and

numeric grades is utilized in grades 3rd through 5th. Students will receive a report card every 12 weeks. Parents should review the report card, sign it, and return it promptly. Students will bring home a folder once a week that contains completed work. Parents are asked to review the material in the folder and return any papers that require a signature. Students who are not successful in their current program may be referred for Response to Instruction (RTI). Teachers, counselors, administrators, students, and/or parents may make referrals. Through this process, the problem(s) may be identified and a plan of intervention devised, implemented, and monitored.

Homework:

Homework assignments are based on one or more of the following purposes:

1. Additional practice to strengthen new skills introduced in the classroom.
2. Practice reading skills by reading books nightly.
3. Complete unfinished classroom assignments.
4. Work on projects of short-term or long-term nature such as book reports, reading assignments, projects, etc.

PROMOTION GUIDELINES

Achievement of minimum knowledge and skills in each grade or course determines a student's eligibility for promotion or retention. A Placement Team (the Response to Intervention Team (RTI) or the Individual Education Plan (IEP) Team, the student's legal custodial parent, the student's teacher(s), the counselor, and the principal or assistant principal) shall consider situations in which students may not be promoted to the next grade. (TCBOE policy I-22)

RECESS

Each classroom is allowed a recess time during the school day on Tuesday through Friday. Recess is not a required time and may be taken away if student behavior or work needs to improve. Each teacher has the prerogative to reduce, or take away, recess for their students.

SAFETY PATROL

Please follow the suggestions of the safety patrol. These students are carefully selected to help with loading and unloading our car riders and with directing our traffic flow in and around the school. They are on duty each morning and afternoon to assist parents and students.

SCHOOL PARTIES

Each homeroom can have two parties a year and will be under the direction of the classroom teacher with assistance from the room mothers. Party foods must meet the guidelines set in Public Law 108-265, section 204 and the Alabama Department of Education Nutrition Policies. No food or beverage that has high fructose, corn syrup, or sugar listed as the first ingredient should be served at parties. You may visit www.actionforhealthykids.com for additional information. Please remember that school parties are for the students. If you are contacted to help with this activity, please do not bring preschool siblings or other guests. NO FOOD (cakes/cupcakes) or BALLOONS SHOULD BE BROUGHT INTO THE SCHOOL FOR STUDENT BIRTHDAY CELEBRATIONS as this interferes with instructional time and causes hurt feelings when all students do not have the opportunity to celebrate at school. Also,

party invitations may be distributed at school only if an invitation is given to each member of the class.

SNACK

Students will be allowed to eat a small, reasonable snack during the day at the teacher's discretion. Students may bring containers of water to keep at their desk or in their locker. No juices or other drinks are allowed. We suggest fruits, vegetables, cheese/crackers, Granola/cereal bars, Fruit Roll-Ups, yogurt, etc. which comply with the Alabama Department of Education Nutrition Policies. Please do not bring in cupcakes and brownies as a special snack!

TECHNOLOGY USAGE

Trussville City Schools provides students with a variety of technology resources to support the educational and instructional environment. Because these resources must be used in ethically and legally appropriate ways, a parent signature is required for a student to have computer/internet access while at school.

TEXTBOOKS

Textbooks are the property of the State of Alabama and the Trussville City School System. Students are responsible for books assigned to them and must pay for lost or damaged books. Books that are water-soaked, have pages missing or torn, or which have been physically marked with pen, pencil, etc. are considered damaged. The penalty for lost or damaged books is the full price of the book if issued new or half the price if the book was issued used. If restitution is not made for a lost or damaged book, textbooks will not be issued to the student the following school year.

TOBACCO FREE ENVIRONMENT

Smoking and other tobacco use is prohibited on buses and on school grounds at all times. This applies to employees, students, and visitors.

WITHDRAWAL FROM SCHOOL

Parents planning to withdraw children from school should contact the school office at least one day in advance of the withdrawal. Transfer and immunization forms, along with copies of birth certificate and social security card may be picked up at school the last day your child attends. Cumulative records will be sent upon written request to receiving schools

NON-DISCRIMINATION NOTICE

It is the official policy of TCS Board of Education that no person on the grounds of race, color, disability, sex, religion, national origin, age, or other legally protected status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Questions, comments, or complaints regarding compliance and/or Title IX issues should be directed to:

Compliance/Minority Affairs/Title IX Coordinator
Beth Bruno
Trussville City Schools
113 North Chalkville Mountain Road
Trussville, AL 35173

Questions, comments, or complaints regarding compliance with requirements under Section 504 concerning students with disabilities should be directed to:

Beth Bruno
Homebound/504 Services
Trussville City Schools
113 North Chalkville Mountain Road
Trussville, AL 35173

2018– 2019 CALENDAR

August 8	First Day for Students
September 3	Labor Day, Schools closed
October 8, 9	Columbus Day/Fall Break, Schools closed
November 12	Veterans' Day, Schools closed
November 21-23	Thanksgiving Break
December 14	Students dismiss at noon
December 17 – January 2	Winter Break
January 3	Students Return
January 21	MLK, Schools closed
February 18	President's Day, Schools closed
March 25-29	Spring Break, Schools closed
May 21	HTHS graduation
May 23	Last day for students, dismiss at noon
May 27	Memorial Day, Schools closed

End of Trimester dates: November 2, February 15, and May 23



Please cut here and return bottom portion of the page to your child's teacher.

I have received and read the 2018-2019 Student Handbook.

Student signature Date

Parent signature Date

Teachers: Please keep this with your classroom records.