



2022 - 2023

Parent and Student Handbook

**Dalraida Elementary School
440 Dalraida Rd, Montgomery, AL 36109
Phone (334) 260-1007
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**Dr. Bryan Cutter, Principal
Robert Price, Assistant Principal
Dr. Willie Shelby, Assistant Principal**

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WELCOME TO DALRAIDA ELEMENTARY SCHOOL

“Developing Exceptional Students”

Dear Dalraida Family,

Welcome to Dalraida Elementary School where we Develop Exceptional Students! We are excited about the upcoming school year which is going to be full of exciting and engaging learning opportunities. Our teachers are dedicated and determined to provide each child with the tools to be successful. Together, we can make this a school year of impactful teaching and learning.

As you prepare to begin this school year, please use this handbook to help you become familiar with the school expectations and procedures that have been developed to provide the best learning environment for all students. We share a common goal of providing a quality educational experience for each student. We can achieve this goal with parental support. Please read this Parent/Student Handbook then sign the acknowledgement form and return to your student's teacher indicating that you have received and read this document. If you have any questions, please call the school office to schedule a conference or email me at **Bryan.Cutter@mps.k12.al.us**

Come to see us this year! We encourage you to keep up with us on our Dalraida Elementary School PPA Facebook page, join the PPA, and commit to helping make a difference as we all work to “encourage our students to work beyond expectations” this school year!

Your partner in education,

Bryan Cutter, PhD.

Principal, Dalraida Elementary School

Montgomery Public Schools Mission Statement

We will engage, educate and inspire our students to succeed in college, career and beyond!

Montgomery Public Schools Vision Statement

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity and dreams of a future full of amazing possibilities.

Dalraida Mission Statement

The mission of Dalraida Elementary School is to ensure a safe and caring environment where teachers teach and students learn at their highest levels.

Dalraida Beliefs

The Dalraida Elementary School teachers and staff believe that every individual:

- can, when challenged, learn at a higher level.
- deserves to be taught by teachers with high expectations in order to produce higher student achievement.
- can succeed when equity and excellence exist.
- deserves a safe and nurturing school where students and staff show respect for each other.
- will have teachers and staff who are positive role models.
- should maximize available resources to help students succeed.
- should experience learning activities that take into account various learning styles.
- will be taught good values and character traits.
- should be responsible for his/her own actions.
- deserves the collective support of school personnel, parents, and community in facilitating the school mission.

Montgomery Public School System 2022-2023 CALENDAR



2022-2023 Academic Calendar
Approved 3/8/2022

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Please use this link to go to MPS' website to access MPS school calendar for the 2022-23 school year: [District Calendar / 2022-2023 School Year /](#)
Please use this link to go to MPS' website to access MPS assessment calendar for the 2022-2023 school year: [Student Assessment & Accountability / Testing Calendar](#)

Dalraida Elementary School

Faculty and Staff

2022 - 2023

Administration		Secretary		Nurse	
Dr. Cutter, Principal		Laura Youngblood		Carolyn Looney	142
Robert Price, AP		Bookkeeper		CNP Manager	
Dr. Shelby, AP		Faye Darden		Hendricks	
Kindergarten		First Grade		Second Grade	
Wanda Crimes	101	Amy Keeble	227	Karlyn Morales	201
Mary Hawkins	104	Brandy Boswell	228	Katrina Bennett-Smith	216
Cynthia Haywood	117	Dena Goodson	233	Carolyn Jenkins-Haigler	219
Antrina Ray	110	Lois Kelley	023	Jodi Mason	207
Jessica Watley	122	Chauntella Ware	024	Melissa Price	222
		Yolanda Wiley	231	Barbara Robinson	204
Third Grade		Fourth Grade		Fifth Grade	
Heather Belich	025	Santrice Wright	042	Allen Bryant, Jr	036
Shantavia Davis	032	Tamaka Hardaway	039	Cathy Cunningham	035
Danny Saucier	029	Carol Maddux	041	Kimerli Green	037
Alexis Stanton	026	Barnetta Pearson	040	Meigan Johnson	033
Paige Starrett	030			Donna Miller	031
Nicole Washington	028				
Special Education		Specialists		Custodians	
Sarita Brooks	126	Meredith Adams (Counselor)	130	Tony Crosskey	
Erica Grant	136	Andrea Baxter (Music)	426	Garnetta Johnson	
Patra Galloway	136	Victor Crowell (P.E.)	323	Joann Taylor	
Waynnon Holloway	136	Rhonda Dunsmore (Technology)	221	Rosia Walker	
Caroline Lockwood	133	Jennifer Noah (Steam Lab)	135	Lunchroom	
Elisabeth McKinney	124	Wanda Johnson (EL)	220	Felicia Braswell	
Lesla Poole	136	Dr. Sharinell Lauderdale (AI)	200	Vivian Green	
Misty Trussell	327	Lisa Willingham (Library)	422	Wanda Lewis	
Ayana Smith	136	Jacquelyn Wynn (P.E.)	326	Domonique Sanders	
		Latangela Stanford (ARI Coach)	224	Jasmine Sanders	
		Melissa Deaton (EL)			

The Daily Bell Schedule

First Bell.....	7:50 a.m.
Tardy Bell	8:05 a.m.
Dismissal Bell.....	3:10 p.m.

Parents should not drop students off before 7:30am ANYWHERE on the school campus.

There is NO SUPERVISION prior to 7:30 a.m.; therefore, any drop offs prior to 7:30 a.m. is a SAFETY issue. Students may begin entering the building at 7:30 a.m. If a student comes after the tardy bell has rung, a parent/guardian must come into the office to check the student in. Students should NOT be dropped off without a parent coming to sign the student in. A check-in after 11:30 a.m. is recorded as an all day absence.

Student check-outs are allowed until 2:30. **No check-outs will be allowed after 2:30 p.m.** Official identification must be shown to check students out and the person checking out the student must be listed as a Powerschool contact.

Students will be dismissed from school at 3:05pm. Students should be picked up no later than 3:30pm. Parents, who have not picked up students by 3:35, will have to sign the late pick-up log. After two late pick-ups, parents will be referred to the MPS student social services department and/or the Montgomery County Department of Human Resources (DHR).

Attendance

Attendance is taken daily in each student's homeroom. A written excuse is required for all absences and should be sent to your student's homeroom teacher within three days of the student's return to school. Schoolwork may only be made up with an excused absence. Any absences not falling into the categories listed below or otherwise excused by the superintendent, principal or the superintendent's designee will be unexcused:

1. Personal Illness
2. Serious illness in the immediate family verified by the principal or District Resource Officer
3. Death in the immediate family (not to exceed three (3) school days) includes (mother/father/step-parent/sibling/grandparent)
4. Absence for the observance of recognized holidays of the child's own faith
5. Inclement weather which makes it dangerous to attend school as determined by superintendent or the superintendent's designee
6. Court-required appearances
7. Suspensions
8. Prior Approval of a non-illness absence must be obtained from the Chief of Student Services. The request must be made from the parent or legal guardian. **All Prior Approval Absence Forms must be hand delivered to the Office of Student Social Services or mailed via U.S. Postal Service within TWO (2) WEEKS PRIOR to the date requested.** Faxed or emailed forms will not be accepted. Please be sure to have with you or include a copy, if mailed, a valid photo identification.

For these absences to be excused, a parent note or doctor's excuse must be sent to the school within three (3) school days of the student's return to school to be counted as an excused absence.

- A faxed or emailed note from the parent or doctor's office is not acceptable
- If a student is absent three (3) consecutive school days, a doctor's excuse may be required.
- **Parental excuses are limited to eight (8) days per school year.** Once exhausted, any additional parent notes will be unexcused.

Please note that any student in grades K-5 who has accumulated more than 20 excused absences or more than 10 unexcused absences for the school year may be retained. Schools are required to report all excessive absences.

Backpacks

Backpacks should be standard size. Rolling backpacks and bags are not allowed.

Bicycles

Neighborhood children may ride their bikes to school. Once on campus, bikes must be walked to the bike rack. All bicycle riders are required to wear helmets for their safety. Bike racks are provided for bicycles next to the main entrance to the school. The school is NOT responsible for damaged or stolen bicycles. Bike locks are highly recommended.

Birthdays & Gifts

Birthdays will be recognized at school over the intercom during morning announcements. Individual birthday celebrations are not allowed. Teachers are not allowed to distribute birthday invitations. Please do not deliver flowers, balloons, or etc. to your student on their birthday or special day. They will remain in the office, and you will be asked to come and pick them up should this occur.

Calendar of Events

We believe in developing and sustaining a strong partnership between school and home. Therefore, the school has monthly events planned for our Panther Families. Please make plans to join us for each of our events. See the calendar for specific dates. Events may be added throughout the year, so please check our school website and social media accounts for updates.

Calendar of Events		
Date	Time	Event
September 8-9, 2022	10:30 - 12:00	Grandparent's Day
September 13, 2022	5:30 - 7:00	PPA Meeting / Open House
October 2022	6:00 - 7:00	Annual Title I Parent Meeting
October 27, 2022	5:30 - 7:30	Fall Festival
November 10, 2022	6:00 - 7:00	PPA General Meeting
December 5 - 9, 2022	10:30 - 12:00	Holiday Market
January 2023	6:00 - 7:30	Family Math Game Night
February 2023	6:00 - 7:00	Increasing Literacy Engagement Family Night
February 28, 2023	6:00 - 7:00	PPA General Meeting
March 14, 2023	6:00 - 7:30	Family Game Night
April 6, 2023	5:30 - 8:00	Family Movie Night
May 9, 2023	7:30 - 8:00	Donuts for Dads
May 11, 2023	7:30 - 8:00	Muffins for Moms
May 2023	8:30 - 2:30	Field Day
May 2023	TBD	End of Year Program
May 2023	6:00	All About STEM Family Night

Carpool Arrival - Morning Drop Off

Students arriving at school in automobiles will be dropped off in two different locations depending on the student's grade level:

- K-2 students and siblings students are dropped off in the circular drive just off Johnstown Dr. **DO NOT PARK IN THE OUTSIDE LANE OF THE CIRCULAR DRIVE. THIS LANE IS FOR DAYCARE VANS ONLY.** Exception: You may park in the outside lane in the mornings if you need to enter the building.
- 3 – 5 students are dropped off in the back of the building and will enter through the first set of doors on the right.

Please pull up as far as possible so that as many students as possible can be unloaded at one time. Please do not pull around stopped cars. Students should be ready to exit the vehicle as soon as the cars are stopped. **Students should always get out of the car on the curbside.** Teachers and Specialists will be on duty for assistance from 7:30a.m.- 8:00a.m. **PLEASE WATCH CAREFULLY FOR STUDENTS!!!**

For safety reasons, **students must not be dropped off in the parking lot or on the street at the corner of the entrance drive.** Parents who wish to walk their students to the building must park in the parking lot and accompany their students to the building crossing the street at the crosswalk in front of the building.

Students should arrive at school in time to be in their classes before the tardy bell rings at 8:05 a.m. but **should not arrive before 7:30 a.m.** Students are tardy if they are not IN THEIR CLASSROOM when the 8:05 bell rings. Please Plan to have your student at school on time!

Carpool Dismissal – Afternoon Pick Up

Students should be picked up promptly after school. To facilitate this process, we ask each parent to place the carpool sign visibly in their front window. **Sign should be displayed the entire school year.** Cars should pull around as far as possible and stop as directed. **Please do not pull around a stopped car.** We ask that parents please remain in their automobiles and refrain from cellphone usage. Teachers will be on duty to assist you and your students. Please encourage your student to listen carefully for their **names** to be called and to respond promptly by moving into position for pickup. Please do not park in reserved areas. Dismissal is not a time to have a conference with a teacher on duty so please keep conversations to a minimum when picking up your student. Students may not be picked up from the classroom. Smoking is **prohibited** on school property, including the carpool lane.

Students should be picked up no later than 3:30 p.m. If any students are not picked up by this time, a parent must come into the Lobby and sign them out. After two late pick-ups, parents will be referred to the MPS student support social services department and/or the Montgomery County Department of Human Resources (DHR).

Cell Phones/Telecommunication Devices

The cell phone/telecommunication device guidelines of the school coincide with MPS policy, but in a more detailed and school specific form. Students are not permitted to use a cell phone in school

and/or a telecommunication device. This includes, but is not limited to an iPhone, Android, Blackberry, Smartphone, Apple Watch or other adapted tablets/PDAs or electronic devices. This includes GPS tracking devices. Principals have the authority to allow the use of cell phones in the classroom for instructional purposes, however unless otherwise stated, cell phones and other electronic devices will be collected by 8:05 a.m. and returned during dismissal at 3:05 a.m. A letter must be on file that you are aware that your child has a cell phone. **The school will not be responsible for the loss/theft of cell phones.** We discourage bringing a cell phone unless it is strictly a safety issue for after school communication between parents and their children. Cell phones/telecommunication devices will be confiscated if found to be used during the school day and parents/guardians will have to come and pick-up the device. There will be a 24hour period

Check-ins

Students who arrive after 8:05 a.m. must be signed into the front office. Parents must escort their student to the office and sign the student in on the check-in sheet and receive a check-in pass.

Check-outs

If a student must be checked out during the day, parents or guardians should do the following:

- Come to the office to request the student(s) to be checked out.
- Sign the checkout sheet at the time of checkout.
- Provide proper identification
- **Students will be called to the office only when a parent arrives.** Parents should not ask to go to the classroom to pick up.

Please note that a student can only be released to a parent, an authorized guardian, or to a person whose name appears on the registration card. A picture I.D. is required. Parents may not pick students up from classrooms or stand at classroom doors. Students may not be checked out after 2:30pm.

Child Nutrition Program

All students enrolled in Montgomery Public Schools in the upcoming school year will receive breakfast and lunch at no cost. There are no forms for parents to fill out. The school breakfast and lunch we serve follows the U.S. Department of Agriculture guidelines for healthy school meals. Students will continue to use their student numbers at checkout for each meal, but no funds will be needed in the student's account unless they want extra food items. Students will be charged for any additional items. **No outside food or beverages from restaurant (i.e. McDonald's, subway, etc.) may be brought to school for consumption. Carbonated beverages are not allowed.**

- **Breakfast:** An excellent breakfast is served daily. One carton of milk is included with breakfast. Students may purchase extra milk.
 - **Price:** Faculty/Staff/Visitors - \$2.00
- **Lunch:** A healthy lunch is served daily. One carton of milk is included with lunch. Parents and grandparents are always welcome to eat with their children unless space becomes an issue. Visitors are welcomed to eat with parents in the guest designated area.
 - **Prices:** Student visitors - \$3.75 Faculty/Staff - \$3.85 Guests - \$4.00

Conferences

Teachers are available for conferences with parents on Tuesdays, Wednesdays and Thursdays and other times scheduled as per teacher. Conferences are scheduled by appointment only and may be requested by sending a note to your student's teacher or by calling the school's office. Conferences can occur in-person or virtually. Conferences are not held during instructional time or during lunch periods, PTA meetings, during dismissal, or on field trips. The opportunity to fully communicate and share concerns and provide support is "lost" during these unscheduled times. If you would like to have a teacher call you, please send a note by your student, call the office and leave a message, or email that teacher directly.

Confiscated Items

Items not to be brought to school are listed in the 2022-2023 MPS Student Conduct Manual. School officials accept no responsibility for safeguarding confiscated items. Any of these items that are brought to school will be taken up by the teacher and the following procedures will be taken:

- Teacher will submit the item to the principal or assistant principal and further action will be taken if necessary
- Item will be logged in with an administrator and placed in a secure location
- Parents will be contacted regarding retrieving the item
- Disciplinary action will follow the MPS Student Conduct Manual

Consequences:

1st Offense – Confiscate and return to parent.

2nd Offense – Confiscate, return to parent, and use Corrective Strategy.

3rd Offense – Confiscate, return to parent, and one day suspension from school.

Discipline

Dalraida Elementary School believes for the learning environment to be conducive to learning, the environment must be free from behavior disruptions. To ensure a successful learning environment for all students, we will follow both the school-wide discipline plan as well as the 2022-2023 MPS Student Conduct Manual. We will continue to implement **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)**, which has been successful in strengthening our structured environment in maintaining an atmosphere conducive for learning.

Each teacher has a classroom management plan to address procedures and discipline in the classroom. The teacher is expected to manage general classroom disruptions and distractions as outlined in the Classroom Discipline Plan and in accordance with ***MPS Student Conduct Manual***. Please make sure you and your child understand these rules and procedures. Consequences given for any behavior offenses will follow the suggested corrective strategies in the ***Montgomery Public Schools Student Conduct Manual***. If you have any questions, please do not hesitate to contact your child's teacher.

Disruptive Adults

Any visitor who causes disruption, distraction, or any other interference in the teaching and learning process will be asked to leave immediately. The principal will have the right to have a disruptive visitor removed by school security and/or the police department, as well as the right to prohibit the individual from participating in future visits to the school.

Dress Code

All students are expected to wear dress code guidelines identified below. This dress code is more school specific; however, it does not violate MPS' dress code policy. You may refer to MPS' website to access the district wide student dress code. The school principal or designated representative will be the final arbiter of appropriate school dress. **Failure to adhere to the uniform dress code policy could possibly result in disciplinary action as outlined in 2022-2023 Student Conduct Manual.**

Boys		Girls	
Tops	<ul style="list-style-type: none"> 3-button collared polo/golf shirt (short sleeve or long sleeve) Collared, button down shirt Cardigan, pullover sweater, sweater vest Solid white, classic navy, or yellow 	Tops	<ul style="list-style-type: none"> 3-button collared polo/golf shirt (short sleeve or long sleeve) Collared, button down shirt Cardigan, pullover sweater, sweater vest Solid white, classic navy, or yellow
Bottoms	<ul style="list-style-type: none"> Solid navy or khaki pants, shorts 	Bottoms	<ul style="list-style-type: none"> Solid navy or khaki pants, shorts, skirts, skorts, jumpers Girl leggings / tights must match and be solid blue, white, black, or yellow. No multi-prints/colors/ patterns allowed.
All Students			
<ul style="list-style-type: none"> Shorts, skirts, and skorts must be no higher than knee length from the crease in the back of the knee. Slits in skirts and dresses must meet the knee length regulation. No ripped, torn, and/or distressed pants, joggers, cargo, or painter pants are allowed. Socks and tights should be solid in color without designs or logos. Black or Brown belts are required for uniform pants with belt loops. No sagging allowed. Only athletic shoes are allowed. (No boots, light-ups, sandals, slides, open-toes shoes, crocs, and/or flip flops.) Stud earrings only. No dangling earrings are allowed. Belts required for pants with belt loops. Hair bows and headbands must be a solid navy, yellow, or white. No multi-prints/colors allowed. Plain, solid navy, black, grey, white, or yellow jackets without hoods may be worn inside the building. Jackets and coats that are not in uniform color must be removed once in the building. No fanny packs / belt bags, etc. allowed. All purses are to be placed in lockers or bookbags until dismissed. No make-up or distracting hair colors. Hair color should be natural and school appropriate (no neon pink, electric blue, etc.) Hairstyles that disrupt and/or distract the learning environment are not allowed. 			
CONSEQUENCES FOR NONCOMPLIANCE WITH UNIFORM DRESS CODE			
1st Violation		Parent will be contacted and required to take corrective action.	
2nd Violation		Student will be sent to the office and parent will be required to bring appropriate apparel/shoes.	
3rd Violation		The third and subsequent offenses will be upgraded to an office referral – B10: Persistent/Willful Disobedience and the consequences will be issued accordingly. Please refer to the Montgomery Public Schools 2022-2023 Student Conduct Manual.	

Electronics/Toys

Electronic devices and toys such as the following are not allowed at school.

- Hand-held video games
- Cameras, Camcorders
- IPODS or any music system
- Personal Digital Assistants or Pocket Personal Computers
- Walkie-talkies
- Tablets/Ipads
- Fidget spinners
- Pop-it toys of any size

If these items are brought to school, they will be confiscated and a parent will be required to retrieve the item.

Emergency Procedures

Dalraida has developed an Emergency Procedures Manual. These comprehensive emergency contingency plans are State mandated and have been written in order to safeguard our students in the event of various emergency situations. Occasionally a student becomes ill or is hurt and we must contact a parent or guardian. Each student must have an emergency number listed in the office by the end of the first week of enrollment. **Any changes in your home phone number, mobile phone number, or address should be reported in writing to the office as soon as the change is made.**

Field Trips

Teachers at Dalraida Elementary believe that students benefit greatly from experiences on field trips. School bus transportation will be used if at all possible for local field trips. A student's parent/guardian must sign a Montgomery County Public School field trip permission form in order for their student to participate. Permission slips will be sent home with students several days before each trip. No phone permission, emailed, or faxed forms are acceptable. Payment for trips is communicated to parents well in advance of trips, and deadlines for payment must be followed. Most of the time, teachers must pay for trips in advance and require student payment early. Depending on the trip, some money may NOT be refundable if a student misses the trip, misses the bus, or due to behavior. All students are encouraged to purchase the Dalraida spirit t-shirt to wear on Field Trips.

Parent volunteers are necessary for SOME field trips. If an MPS bus is used for the trip, parents must follow the bus in private cars. **Younger siblings are not allowed on field trips.** It is important for parent volunteers to monitor Dalraida students and not be distracted by younger brothers and sisters. **All parent volunteers must complete a volunteer background form to attend any field trips or volunteer in any capacity EACH SCHOOL YEAR.**

Gifted Program

Gifted students are those who perform at high levels in academic and/or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted

services start in the 3rd grade. A student may be referred for the gifted program by guardians, or other individuals with knowledge of the student's abilities. Additionally, all second-grade students at traditional schools will be observed as potential gifted referrals.

For each student referred, information is gathered in the following areas:

1. **Aptitude.** Assesses through an individual or group of test intelligence or creativity.
2. **Characteristics.** A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. **Performance.** At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. A full-time gifted teacher is assigned to Dalraida Elementary School.

Grading Scale

The scale to be used in determining grades for a student is:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

Academic Honor Roll Guidelines

- **“A” Academic Honor Roll:** Must have all A's in academic subjects
- **“A/B” Academic Honor Roll:** Must have a combination of all A's and B's in academic subjects or all B's in academic subjects

Conduct, effort, and attendance will not be factors in identifying students for academic honor rolls. Dalraida will conduct two Honor's Programs during the 2022-2023 school year. The first will be held in January to recognize academic efforts during the first semester and the second will be held in May to recognize academic efforts for the entire school year. Additional awards will be given at the end of each nine weeks.

Illness or Injury of Students

If a student becomes ill at school, the teacher will send the student to the health room where the nurse will check his/her temperature and parents will be notified if necessary. Small scrapes and cuts will be cleaned and bandaged in the health room. Unless the student is obviously sick, he/she will be encouraged to remain in school. In our judgment, when a possible serious accident occurs, the parent/guardian and paramedics will be notified. If the parent/guardian has signed a permission slip for emergency medical treatment and transport on the registration card, the school will take appropriate action for treatment. Such transportation and or treatment shall be at the parent/guardian's expense. If your child wakes up with a fever or vomiting, it is advised for them to stay home.

In Case of Emergency

Be sure to include WORKING local emergency contact phone numbers for our staff. The information is necessary if we cannot contact you at work or home. In the event of an emergency involving illness or an accident, and the parent cannot be reached, the office will follow the School Safety Plan, including calling paramedics and/or ambulance services if needed. The cost of these services will be at the expense of the parent/legal guardian.

In the event of a tornado or severe weather warning, please resist the temptation to come to the school to check out your child. This is both for your safety and the safety of your child. Students are placed in safe areas in the school as determined by the Emergency Management Office of the State of Alabama. Parents may always check-out students if safety is a concern. Watch the local TV stations if severe weather occurs before school begins on any given day. If it occurs at the end of the day, students are held at school until any warnings are lifted. Parents will be notified through school communication outlets.

Library

Classes visit the library once a week. During this time they learn library related skills as well as check out books. Each student is responsible for returning their book(s) one week from the day it is checked out, and no other books may be checked out until overdue books are returned. If a book is lost or damaged, parents and students are responsible for paying for a replacement book. All books must be returned by the end of year deadline date. If the book is lost, it must be paid for before the student can receive their final report card. Students in Kindergarten and 1st Grade may check out one book each week. Students in 2nd Grade through 5th Grade may check out two books each week.

Accelerated Reader Information: All students are required to participate in the Accelerated Reader program. They may read books from our library, the public library, or from home. You can check the book level of a book through the website AR Book Finder (www.arbookfind.com) At the end of each nine weeks we will have an AR Party for those who meet their goal. Meeting their goal is based on the Point Goal (determined by the Lexile Score on their Performance Series Test) and Average Percent Correct (90% or higher). Students in 2nd – 5th who meet their goal all year and students in K-1 who meet their goal for the 3rd and 4th nine weeks will be invited to the AR Celebration at the end of the school year. Students may test in their classroom or in the library. Students are not able to take tests at home or outside of the school day.

Lost and Found

Please be sure that all personal possessions (especially items of clothing and backpacks) are labeled very plainly with the student's name or other identification. Students are responsible for all personal belongings brought to school. Any item not claimed by the end of the school year will be donated to charity.

Make-up Work

A student will have the opportunity to make-up exams/tests or work which occurred during an excused absence or suspension. When a student returns to school after an excused absence/suspension, he/she has three school days or the number of days equal to the number of school days of consecutive absences; whichever is greater, following the student's return to class to make-up work. The teacher will provide the student any assignments missed during the absence. It is the responsibility of the student's parent, guardian, or legal custodian to plan with each teacher and

make sure make-up work is completed. Make-up work will be permitted only when written excuses from the parent, guardian, or legal custodian have been received in accordance with this policy. If a suspension is modified or reversed through the suspension appeal process, related absences will be noted as excused and the student will receive make-up work for those excused days. The parent must also make arrangements for the child's transportation from school. When a student is not allowed to attend school pending a due process hearing and/or suspension, that student will receive a standards-based work packet to complete which is due upon the student's return to school and/or alternative placement.

Medication

Please bring all prescription medicine to the office. All prescription bottles must be clearly labeled with the student's name and with specific directions. **A Montgomery Public Schools Medication Permission Form, signed by the parents and physician, giving the school permission to administer the medication must also accompany the student's medication.** When taking medicine at school, it is the student's responsibility to go to the health room and request the medication.

The school will only administer medicine that must be taken before or after lunch. Medications that are prescribed to be taken in the morning or afternoons must be administered at home. Over-the-counter medications (including cough drops, throat lozenges, etc.) should not be brought to school at any time, unless prescribed by a physician. **PLEASE DO NOT SEND ANY OVER THE COUNTER MEDICATIONS TO SCHOOL WITH YOUR CHILD.** For system-wide procedures for administering prescription medication to students, please see the MPS Student Conduct Manual booklet.

Money at School

All school related purchases should be made through MySchoolBucks unless otherwise informed! Sometimes it may be necessary for students to bring cash to school. Please make sure your child understands the importance of being responsible for the money when they bring it to school. **ALWAYS PUT ALL MONEY IN AN ENVELOPE WITH YOUR CHILD'S NAME, TEACHER, AND WHAT THE MONEY IS TO BE USED FOR AT SCHOOL. WE CAN NOT BE HELD RESPONSIBLE FOR STUDENT'S MAKING PURCHASES WITH MONEY IF WE ARE NOT AWARE OF WHAT IT IS INTENDED TO BE USED FOR.** For more information regarding MySchoolBucks, please go to our school website.

Outside Food

In order to prevent a spread of food-borne illness and to promote safety, consistency and equal access for the growing number of children who have life threatening food allergies, the following guidelines will take effect beginning with the 2022-2023 school term:

- All foods and snacks provided to students as a shared snack during school hours must be store bought and display an ingredient label for food allergen verification. Food should be unopened and in a sealed package.
- Homemade or home-baked food will not be allowed at school parties or brought to school to be shared with other students. Parents may still provide homemade or home-baked foods for their child's snack or lunch. These items MAY NOT be shared with other students.
- Students can not sell/distribute any snacks, drinks, food, or any item to other students under any circumstances. Any items confiscated will be disposed of by school administration.

Panther Pride Association

The Panther Pride Association (PPA) is Dalraida's parent organization. The goal of the PPA is to enhance the relationship between home and school in meeting the needs of all Dalraida students. Together, we can continue to make Dalraida the best school possible. We solicit your support, your membership, and your time. PPA information will be sent home on a regular basis. Meeting times will be announced. Background checks are required for anyone volunteering on school grounds. Forms may be acquired through the school office. PPA Dues are only \$6.00 per person or 20.00 per family of four. Your membership is vital to the success of the school. Join the PPA group on Facebook to stay connected.

Parties

Two school parties (Christmas and Valentine's Day) are scheduled during the school year. Parents are asked not to bring treats to school unless asked to do so by the room mother or teachers. Teachers appreciate parents collaborating to schedule these events.

Physical Education

All students are expected to participate in physical education activities unless parents send a written request for non-participation due to illness or injury. These notes should be sent to the homeroom teacher. A doctor's excuse will be required if a student, due to illness, cannot participate in his/her physical education class for a period of more than 3 days. Students should wear comfortable athletic type shoes for physical education classes.

Progress Report / Signed Papers

Students will receive one set of signed papers and one set of progress reports per nine weeks. This will be done midway through each nine week grading period. Progress reports and signed papers must be returned promptly and signed by a parent/guardian. If signed papers are not brought back to school, subsequent sets will not be allowed to leave campus until the missing ones are returned. Below is a schedule of when progress reports and signed papers will be sent home.

- 9/13–Signed Papers/Progress Reports
- 11/8–Signed Papers/Progress Reports
- 2/7–Signed Papers/Progress Reports
- 4/25–Signed Papers/Progress Reports

School Pictures

Individual pictures are taken twice each year and a class picture is taken during the second semester. Payments for these pictures are made directly to the photographer in a supplied envelope. Purchasing school pictures is a great way to help us raise funds for the school. Information will be sent out at least two weeks prior to picture days.

REMIND Messaging Application

Teachers and Specialists use the application REMIND as a means for communicating information, pictures, and important details about our school day to parents. Each teacher will send home a REMIND “how to join” sheet at the beginning of the school year. You are not required to use the application – which is FREE but it is **highly encouraged** so that you can stay up to date with your student’s teacher(s).

Rules and Procedures

Students will be expected to follow all school and classroom rules, and to abide by the policies and rules found in the Montgomery Public School’s Student Conduct Manual.

Safe Delivery & Pick-up

The faculty and staff will be on duty mornings and afternoons to help load students. Drivers are cautioned to drive slowly in front of the school and to follow the directions of those on duty. We ask students to watch for their rides so that traffic will move quickly. Please refrain from cell phone conversations while moving through the pick-up line.

Safety drills

Tornado, fire and intruder drills are conducted periodically throughout the school year. Students are taught warning signals, as well as emergency procedures. If our area is placed under an emergency “warning”, we request that parents not come to school to check students out. Standard emergency procedures will be followed at the school. During emergency warning situations, we also request that all phone lines remain clear.

Signed Paper Schedule

Student work samples will be sent home every two weeks. Please keep in mind that this folder must be returned promptly and signed by a parent/guardian. If signed papers are not brought back to school, subsequent sets will not be allowed to leave campus until the missing ones are returned. Under these circumstances it is the parent’s responsibility to call their student’s teacher so that they may review the papers at the school.

Snacks

Students are only allowed to bring no more than a 12-ounce bottle of 100% fruit juice, Gatorade, or water for snack and a small personal size sugar-free snack item (chips, crackers, Goldfish, Cheez-Its, etc.) Classes will not be interrupted for forgotten snacks. Parents may leave it with the office staff. Snacks must be in a bag with the student and teacher name. Snacks will be placed in the teacher’s box. Students can not sell/distribute any snacks, drinks, food, or any item to other students under any circumstances. Any items confiscated will be disposed of by school administration.

Textbooks

Textbooks are furnished to students free-of-charge. Parents are responsible for paying for lost or damaged books. When a student is transferring from Dalraida to another school, all of the student's textbooks must be turned in to the office and/or payment made for lost book

Telephone

Students are allowed to use the telephones only in cases of emergency. The office staff cannot make or verify parent/guardian identification over the telephone; therefore, PLEASE LET YOUR CHILD KNOW BEFORE COMING TO SCHOOL IF THERE ARE ANY CHANGES IN THE WAY HE/SHE WILL BE GETTING HOME THAT DAY. This guards instructional time and supports safety precautions.

Transportation and Transportation Changes

Only students attending Montgomery County Schools may ride school buses

PLEASE NOTE THE FOLLOWING RULES:

- Transported students may only ride their assigned bus.
- Non-transported students may not ride school buses.
- Students who misbehave on a bus may be suspended from riding. Parents will be responsible for finding alternative transportation.
- School buses cannot be used to transport students to afternoon activities such as visits with other students, ball practice, babysitters, etc.

*******Students that are normally bus riders will ride their bus home each day unless the school is notified in writing by the parent that other arrangements have been made for their student's transportation. All changes in transportation (car, daycare, etc.) must be in writing.*******

According to MPS guidelines school buses are treated as a classroom setting with the official Office Referrals being used when students misbehave on the bus. All classroom rules apply on buses along with those that would be specific to buses such as staying seated during movement, not throwing things from the bus window, remaining in assigned places, etc. When behavior is out-of-control, Dalraida's administration along with the transportation director will invite the parents to find alternative transportation for their student. One letter of warning for extreme misbehavior will be sent to parents by the Director of Transportation after which a final letter will be sent that brings bus transportation service to an end.

Visitor Procedures

Parent visits are welcomed and encouraged. Please refer to the MPS board policy below for visitation guidelines. To avoid any disruption to the instructional program, the following visitor rules apply:

1. ALL visitors MUST check in with the office to get a pass before going to the classroom.
2. Preschool children may not visit the classroom.

3. Parents are advised not to bring infants and their strollers and carriers during classroom visits.
4. Visitors are observers only and may not interact with the teacher or the students during instruction.
5. Visit time should be limited to no more than one hour, unless a three hour visit has been requested by the school administration.
6. Smoking and cell phone use are prohibited.

NOTE: In order to protect the safety of all students, parents/guardians or visitors should refrain from including other students in pictures that are taken at any school sponsored events (on or off-campus). Furthermore, parents/guardians or visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

MPS Board of Education Visitor Policy

Parents/guardians and community members are encouraged to visit the school. To ensure the safety of students, staff and visitors, ALL PERSONS (PARENTS, COMMUNITY MEMBERS, VOLUNTEERS, BOARD EMPLOYEES, ETC.) VISITING THE SCHOOL ARE REQUIRED TO ENTER THROUGH THE DESIGNATED MAIN ENTRANCE TO SIGN IN AT THE SCHOOL OFFICE AND PRESENT PROPER IDENTIFICATION, INCLUDING AT LEAST ONE PHOTO ID.

A visitor's pass will then be issued by office personnel. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk through a metal detector. This is to include any school sponsored activity on or off school property, and non-school sponsored activities on school property.

Raptor System- All school visitors must be prepared to show a valid government issued picture ID- i.e., state issued driver's license. Visitors will not be allowed on school property without proper identification.

Sex Offender Status-Under the **Code of Alabama 15-20A-17 (2019)**

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the adult sex offender does ALL of the following:

1. Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.
2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.
3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience, included, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

ANY PERSON WHO KNOWINGLY VIOLATES THE ABOVE SHALL BE GUILTY OF A CLASS C FELONY.

*** PLEASE NOTE THAT THE CODE STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A POLICY TO EFFECTUATE THIS SECTION OF THE CODE***

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors.
2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.
4. Students from other schools will be allowed on campus only with the permission of school administration.
5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.
 - a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.
 - b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.
6. Disruptive Visitors — Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order.
7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students.
8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS sponsored events.

Volunteers

Volunteers are an important part of the school program at Dalraida Elementary. If you are interested in becoming a volunteer, please call the school's office or contact the PPA. A background check is required for all volunteers. A form for parents who wish to volunteer will be sent home the first week of school. We are very interested to know if our parents have any special skills, talents, or interests that could be shared with students. We value the support of our families and friends.

Principal's Authority

The principal is granted authority to modify the consequences for violating a rule indicated in the Student Conduct Manual by exercising good judgment in considering extenuating factors presented by school system employees, the student or the student's parent or representative. Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and any other relevant factors. Repetitive instances of misconduct constitute a violation of Discipline B10: Persistent/Willful Disobedience, and will be handled according to consequences under the Student Conduct Manual. Consequences are applicable to all grade levels unless otherwise specified. (See Discipline of Elementary School Students, Montgomery Public Schools Student Conduct Manual.)

Acknowledgement of Receipt of Student & Parent Handbook

The purpose of the Dalraida Parent/Student Handbook is to make both students and parents aware of Dalraida Elementary School's procedures. These have been developed so that we can establish an atmosphere at Dalraida that is conducive to our students' overall well-being. We request that both student and parent/guardian read the entire handbook in order to become familiar with these procedures, sign below, and return to your student's homeroom teacher.

I have read the Dalraida Elementary Parent/Student Handbook, and will do my part as a member of Dalraida's family to abide by these policies and procedures.

Student Printed Name: _____

Signature of Student: _____

Parent Printed Name: _____

Signature of Parent/Guardian: _____

Date: _____

