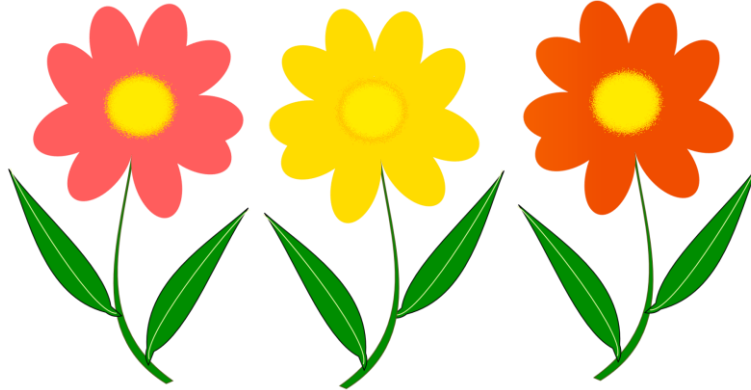


Flowers Elementary School



Parent Student Handbook

2021-2022

**Principal -
Ms. Tori Infinger**

**Assistant Principal -
Stacy Williams**

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**FLOWERS ELEMENTARY SCHOOL
3510 HARRISON ROAD
MONTGOMERY, AL 36109
260-1015
FAX 260 – 1050**

**Tori Infinger, Principal
Stacy Williams, Assistant Principal
Renee’ Word, Secretary
Elizabeth Suttles, Bookkeeper
Deborah Clifford, Lunchroom Manager
Robyn Kenington – School Nurse**

A Note from the Principal

Welcome to the 2021–2022 school year! I am excited about our plans for this year! Please read this handbook carefully so that you will understand our procedures. If you have any questions about the information in this handbook please do not hesitate to call me at 260–1015.

Important Numbers

Superintendent’s Office	223-6710
Bus Transportation.....	284-2085
Student Support Services Office	223-6850
Special Education	269-3808
Social Services	223-6851
Communication	223-6761

School Calendar

August 9 - 13	Teachers/System-Wide Professional Development (PD)
August 16	First Day for Students
September 6	Labor Day
October 15	First Grading Period Ends
October 29	Asynchronous Learning Day (Virtual Classes for Students)
November 11	Veterans’ Day Holiday
November 12	Asynchronous Learning Day (Virtual Classes for Students)
November 22-26	Thanksgiving Holidays
December 20–31	Winter Holidays
January 3	Professional Development Day
January 4	Students Return
January 14	Second Grading Period Ends
January 17	Martin Luther King Day (Holiday)
February 21	Asynchronous Learning Day (Virtual Classes for Students)
March 18	Third Grading Period Ends
March 21-25	Spring Break
April 15	Asynchronous Learning Day (Virtual Classes for Students)
May 26	Fourth Grading Period Ends/ Last Day for Students
May 27	Professional Development Day for Teachers

Montgomery Public School's Mission, Purpose and Direction

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

Montgomery Public School's Vision

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

Flowers' Mission, Purpose and Direction

Flowers Elementary School will educate our students to become successful, productive and responsible citizens by uniting educators, students, parents and the community to equip students with lifelong skills.

Flowers' Vision

Flowers Elementary School is a school committed to becoming the connecting force for students, parents, and the community in an effort to foster continuous growth in student achievement.

Our Beliefs

- All students can learn.
- Education is a lifelong process.
- Self-esteem is an important component of success, which is fostered by positive relationships and mutual respect between students and staff.
- Education is a shared responsibility among the school staff, students, parents and the community.
- Every individual is unique, worthy, and deserves to be treated with dignity and respect.
- Students should be provided opportunities through active engagement to develop critical thinking skills and written skills according to their ability.
- Each student is an individual who differs from others in physical development, cultural diversity, needs, interests, learning capacities, talents and aspirations.

Emergency Contact

If your child becomes ill or injured while at school, it is **imperative** that we have a contact name and number where a parent can be reached during the day. Please be sure this information is on the registration card. If you get a new phone number during the year, please call the office (260-1015) and give us the new number.

Arrival and Dismissal

Students may not arrive at school before 7:35 a.m. The tardy bell rings at 8:10 a.m. The dismissal bell rings at 3:10 p.m. The students who walk to school will be dismissed when the bell rings. All other students will remain in the classrooms. They will wait in until their names are called. Teachers will begin calling the car riders' names at 3:05. All students that are car riders will be given a windshield sign that should their names on them. If you are picking up your children please put one the sign on the dashboard (passenger side) so that the teacher on duty will know whom to call. **Please** remain in your car. You will be directed to go to the end of the driveway. Your children will come to your car. Please make sure that your children's teachers know how they are getting home.

Bell System

7:35 a.m. Supervision Begins – Teacher Work Day Begins

7:50 a.m. First Bell – School Day and Instruction Begins

8:10 a.m. Tardy Bell -- Students arriving after 8:10 a.m. must be signed in by an adult to obtain a check-in pass from the office before being allowed to enter class.

3:10 p.m. Dismissal Bell

Late to School

Promptness is one of the many desirable characteristics the school is helping parents to develop in students' formative years. A student who is tardy misses the teacher's initial directions for the day's activities, which is vital to his/her daily achievement. Chronic tardies will be reported to Student Services for investigation. **All tardy students must be signed in at the office by a parent upon arrival.** A student who is tardy will not be eligible for perfect attendance.

Checking Out Students

There are no checkouts after 2:30 unless you have a doctor's appointment. Please bring the appointment card with you when you come to school to check out your child. Please do not check out your child just because you don't want to wait in the carpool line. Your child is missing valuable instructional time. Checkouts must be made at the office window. Please do not go directly to a classroom to check out your child. Only people listed on the registration card will be allowed to check out a child. Photo identification will be required for anyone checking out a child. We hope you will not be offended if we ask for picture identification. We are doing this to protect the children. A child who checks out will not be eligible for perfect attendance.

Prior Approval Form

All Prior Approval Absence forms must be hand-delivered to the Office of Student 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.

Attendance

Alabama law requires all students between the ages of 6 and 17 to attend school regularly during the entire school term. Consistent school attendance is one of the keys to academic progress. Parents can help their children succeed by making sure of their attendance except when illness or a family emergency arises. When absences occur, a note from the parent or doctor is required. If after three days you have not sent a written excuse to school, then the absence stays as unexcused. If you receive a warning letter entitled, "Montgomery Public Schools Notice of Unexcused Absences" then the school did not receive the note stating the reason for your child's absence. Please call the office (260 – 1015) to discuss the letter. Failure to send a note for your child's absence may cause you to have to appear in court. ****Please read the Montgomery Public Schools' *Student Conduct Manual* for the law of the state of Alabama concerning attendance.**

Bicycle Safety

Students who ride bicycles to school should know and practice traffic rules that apply to the use of bicycles. For the protection of all students, bicycles are parked in the designated area behind the school. Bicycles should be securely locked while at school, and the serial number recorded at home, in case of theft. The school is not responsible for lost/stolen bicycles.

Administration of Medicine

Please read and be familiar with the medication policy regarding prescription medications in the *Student Conduct Manual*. All prescription medication must be turned into the office along with the signed medication form. The medicine cannot be administered by any school personnel if a form is not sent with the medicine. All medication **MUST** have a current prescription label.

- Students must bring medication to the office.
- The *School Medication Prescriber/Parent Authorization* form must be turned in with the medicine.
- The entire form must be filled out and signed by the prescribing physician and the parent. If both signatures are not on the form, the medicine cannot be given to the student.
- Students will be responsible for remembering when to take the medicine.
- No over the counter medication can be administered at school.
- Students may not keep any kind of medicine in their pockets, backpacks, etc. to self administer. This includes cough drops and sore throat lozenges.

Inclement Weather

Please have a clear and definite rainy day plan. By planning ahead, you will not need to telephone the school and students will not need to telephone parents.

Use of Telephone/Cell Phones

The cell phone/telecommunication device guidelines of Flowers Elementary School coincide with the MPS policy, but in a more detailed and specific to Flowers Elementary. Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch or other adapted PDAs or electronic devices. Cell phones and other electronic devices are to be out of view and not in use while students are in the school building, in classes that may be held outside of the building and on school sponsored field trips. If a cell phone rings or beeps in class/school, it is considered being in use. We ask that students bring the cell phones to the office to keep them from being lost or stolen. **School officials accept no responsibility for any cell phone or other electronic device that is stolen.** Students are not allowed to receive phone calls at school unless it is an emergency. Classrooms will not be interrupted for routing phone calls to students or teachers. Transportation and lunch concerns should be discussed at home. Students will not use the school phones unless deemed necessary by the teacher or the office personnel. Parents wishing to confer with teachers are invited to call the office, and every effort will be made to have the teachers return the calls as soon as possible.

School Food Services

Montgomery Public Schools/Child Nutrition Program is participating in the Community Eligibility Provision (CEP) of the Healthy, Hunger-Free Kids Act for the 2021 – 2022 school year. Students who attend any of the schools within the Montgomery Public Schools, breakfast and lunch will be available to them at no charge. All students enrolled in the school system may participate in the School Breakfast Program (SBP) and the National School Lunch Program (NSLP) at no charge to them. Please do not send carbonated beverages for lunch or snack.

Price of Adult Lunches

Visitors and substitute teachers must have correct change (cash) for breakfast or lunch. If a child brings a drink from home to have with breakfast or lunch it cannot be carbonated and it cannot be in an original container such as Capri Sun, Gatorade, etc. A cup will be provided so they can pour their drink into the cup. This does not apply to students who bring their lunches from home except the rule about no carbonated drinks and candy.

Visiting Adult Breakfast - \$2.25	Lunch - \$4.50
Visiting Child Breakfast - \$2.00	Lunch - \$3.75

If there is a problem of any kind, please contact Mrs. Clifford, the lunchroom manager at 260-1015.

Juice/Snacks

We will not sell juice and snacks this year. You may send one juice and one **small** snack for your child to eat during snack/juice time. The juice should be no larger than 16 ounces. **Candy and carbonated drinks are not allowed. Please try to refrain from sending cookies and other snacks that are high in sugar.**

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 2021-2022 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.

Parents and Other Visitors

Parents/Guardians and community members are invited and encouraged to visit Flowers Elementary School. For safety and precaution, when entering the building, you **MUST** sign-in at the front office, present a valid form of a government issued I.D. and receive a visitor's pass before reporting to the classroom, lunchroom, or on the hallway as *mandated by Montgomery Public Schools Board of Education Policy found in MPS 2021 – 22 Student Conduct Manual.* *Visitors will only be allowed to visit the specific designation on the visitor badge. Parents/Visitors may not enter the building before 8:15 a.m. to ensure that school day starts smoothly and students remain safe.*

Parents/Visitors may enter the building between 8:15 a.m. and 2:30 p.m. These times are set to ensure that the arrival and dismissal processes are carried out safely, smoothly, and orderly for our students.

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.

All visitors' cell phone calls should be completed prior to entering the building. When visiting your child's classroom, we ask that no more than two visitors for each child report at a time in order to minimize classroom distractions.

Additionally, classroom visitations may not last longer than 15 minutes each day. Other children are not permitted to report to the classroom with parents because they may distract students and hinder the learning process. Parent conferences can be scheduled with the teachers or in the office. All conferences require a 24-hour notification prior to scheduling as well as for cancellation when possible. As part of our safety plan, parents should enter and exit through the front of the building and receive a visitor's pass and wear it at all times. Parents'/Visitors' specific location will be written on the pass and are only permitted to visit the designated area on the pass. Again, this is to ensure that students are kept safe.

Guidelines for Parental Visitation

Guidelines for School Visitors is a Board Policy. Please refer to the Student Conduct Manual for 2021-2022.

Having parents visit the classroom is an important part of the elementary school experience. By following some simple guidelines, visiting your child's classroom will be a rewarding experience for both you and your child.

1. Stop at the office for a pass and to sign the visitor's book.
For the protection of our children, we ask that NO ONE go to a classroom at any time of the school day without a visitor's pass.
2. Please enter quietly and sit in the area the teacher has made available for visitors.
3. Please do not bring preschool age children with you. Younger children tend to distract the students.
4. Please do not talk to the teacher during class time because this keeps the students from learning. Please schedule a conference if you need to talk to your child's teacher.
5. Please turn off your cell phone.

Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored event (on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

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, that said person will be instructed to leave school property and law enforcement may be called upon for assistance, if necessary. The building administrator may, with the approval of the Superintendent or designee, 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 or Superintendent's designee deems appropriate to lift that order.

Parental Concerns

Parents and guardians of our students may have a concern about a program or teacher's decision. The best way to reach resolution is to address the concern with the school employee responsible for the issue.

When reporting a complaint or expressing a concern:

- 1) First contact the teacher responsible for the classroom or other setting where the situation took place.
- 2) If you inform an administrator first, you may be redirected to the teacher.
- 3) If you do not receive a response or the issue remains unresolved, you may contact the principal or assistant principal.
- 4) During all conferences, the group norms below will be followed. If a meeting becomes disruptive, the Montgomery Public School's Disruptive Visitors procedure will be enforced.

Be respectful of the views of others. Be willing to share your views. Welcome questions for clarification. Be open to ideas and views presented. Honor time limits and stay on task. Refrain from the use of cell phones.

- 5) A parental complaint form will be available at the front office for your use when registering a concern. The principal or the principal's designee will contact you regarding your concern.

Field Trips

Students will be given the opportunity to go on field trips. All parents are required to sign a permission slip if they wish for their children to participate. If the permission slip is not returned, signed, or is lost, students will not be able to go on the field trip. They will stay at school in another teacher's room. Permission may not be given over the phone. Please help students understand the importance of returning the signed field trip permission slip. If students have chronic behavior problems, they will be unable to go unless a parent accompanies them.

Severe Weather

We will have fire drills and tornado drills on a regular basis in our school during the year. During severe weather warnings, students will be placed in designated areas. Every effort is made to protect our students. Checkouts during this time are discouraged.

Textbooks

Textbooks are issued to all students in the first through fifth grades once the textbook responsibility form is signed by the parents and returned. The parents are liable for any loss, abuse, or damage in excess of that which would result from the normal use of textbooks. In computing the loss or damage of a textbook that has been in use for a year or more, the basis of computation shall be a variable of fifty to seventy-five percent of the original cost of the book. The original cost of the book shall be charged for loss or damage beyond use of a book that has been in use for less than a full year. Books must be covered at all times. The school system supplies paper book covers for the students in August or you may use the cloth ones that can be purchased at various stores. When the book covers need to be replaced, it is the responsibility of the parents to purchase them. The paper book covers cost ten cents and may be purchased at school.

Schedules

All teachers create a daily schedule. These schedules are posted by the front door of every classroom.

Teacher Conferences

Parents who wish to schedule a conference with a teacher may send the teacher a note requesting one or they may call the office. Conferences may be held during a teacher's planning period and/or before and after school.

Faculty and Staff Roster

Tori Infinger, Principal

Stacy Williams, Assistant Principal

Front Office Staff

Renee Word, Secretary
Elizabeth Suttles, Bookkeeper
Robyn Kenington, Nurse

Kindergarten Teachers

S. Culpepper
S. Murrell
A. Williams

First Grade

L. Crew
T. Gray
S. Lea

Second Grade

C. Horn
A. Knopf
K. Law
C. Nunn

Third Grade

K. Hayden
C. Moles
A. Turberville

Fourth Grade

P. Adams
A. Haggins
S.Sims/Anderson

Fifth Grade

C. Managan
T. Muhammad
G. Tullier

Counselor

H. Taylor

P.E. Teachers

A. Beesley
C. Jackson

QUEST

T. Moulton

Special Education Teachers

W. Hamilton - PALS
S. Granthum – Resource
M. Watson – Resource

Reading Specialist

H. Wible

Media Specialist

S. Romeo

Speech Pathologist

C. Stough

Environmental

C. Young
A. Young
TBA

Special Education Assistants

P. Collar
F. Fleeton
R. Johnson

Child Nutrition

D. Clifford
J. Blackmon
C. Honeycutt
T. Stuckey

Technology

E. Eddings

Behavioral Expectations

School-wide Discipline Plan

*The school-wide discipline plan has been developed to promote positive student interactions through **Positive Behavior Intervention and Support (PBIS)** as directed by Montgomery Public Schools. We are committed to building a learning environment where students are equipped with strategies to help them become respectful, responsible, and reliable citizens.*

Expectations	Classroom	Hallway	Restroom	Lunch room	Grounds
Respectful	<ul style="list-style-type: none"> -Enter and exit quietly -Raise hand to speak or leave seat -Use inside voice -Be kind 	<ul style="list-style-type: none"> -Remain in line -Keep hands and feet to self 	<ul style="list-style-type: none"> -Keep your eyes in your stall -wait your turn -use quiet voices 	<ul style="list-style-type: none"> -wait your turn -use inside voice during talking times -chew with mouth closed 	<ul style="list-style-type: none"> -walk quietly when entering or exiting the building -use quiet voice -comply with all directives given by adults
Responsible	<ul style="list-style-type: none"> -Bring pencil, paper, and homework daily -Keep up with textbooks and personal belongings 	<ul style="list-style-type: none"> -Follow directives -Report inappropriate activities 	<ul style="list-style-type: none"> -keep restroom clean -report maintenance issues 	<ul style="list-style-type: none"> -dispose of all trash after eating -bring lunch money or personal lunch 	<ul style="list-style-type: none"> -pick up litter -report inappropriate activities -leave promptly when exiting the campus
Reliable	<ul style="list-style-type: none"> -Be on time -Complete all assignments -Help others when appropriate 	<ul style="list-style-type: none"> -Exhibit positive behavior -only go where you are instructed to go 	<ul style="list-style-type: none"> -enter and exit in a timely manner -flush toilet after each use -wash hands 	<ul style="list-style-type: none"> -use lunch time for eating only -stay inside the lunchroom unless given permission to leave 	<ul style="list-style-type: none"> -exhibit appropriate behavior -report problems

Class “A” Behavioral Infractions

Classroom Management Plan

Every teacher has a classroom management plan in accordance with the school-wide discipline plan to assist in managing his/her classroom. Teachers will make every effort to correct inappropriate behavior in positive ways. Teachers will implement the following consequences for correcting classroom violations or Class A offenses through the use of Class Dojo. Class Dojo is an App that is used school-wide to promote positive and unwanted behaviors as well as provide immediate communication through a technological device. Your child’s teacher will reach out to you to get you started and set-up.

Class A Offense	Procedures for Consequences	Class Dojo Points
1st Offense	Verbal Warning	0
2nd Offense	Teacher-Student Conference (Sign Discipline Log)	0
3rd Offense	Deduct Class Dojo Points (Sign Discipline Log)	Negative points awarded as determined by staff.
4th Offense	Contact Parent (telephone or written notice, Class Dojo) with corrective strategy (Sign Discipline Log)	0
5th Offense	Parent Conference Required (School-Wide Conference Form)	0
6th Offense	<ul style="list-style-type: none"> ● Refer to Counselor and/or RTI Tier 2 Referral ● Office Referral -- Class A Offenses upgraded to Class B or C Offense 	Negative points awarded as determined by staff.

***Please refer to *Montgomery Public Schools 2021-2022 Student Conduct Manual* for examples of Class A offenses. Consequences for all student misbehaviors will be implemented in accordance with the *Student Conduct Manual*.**

The Montgomery Public School Student Conduct Manual will be followed. Please review this with your children. It is our goal at Flowers to teach our students that they are responsible for their actions, to enable them to use ethical decision-making skills, and to empower them to embody the basic standards of good citizenship.

Group A behaviors include student offenses that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violated Board of Education policy. Accumulation of Class A offenses may be upgraded to a Class B or C offense.

One or more of the following consequences may be used:

1. Conference with the principal or counselor
2. Loss of privileges
3. In-school suspension (Retract – in the office)
4. Silent Lunch

For Class B, C, D & E offenses please refer to the Montgomery Public Schools' *Student Conduct Manual*

Bullying - Flowers Elementary School strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. ***Intimidation or bullying should be reported to any staff member***, who must report the incident to the principal. The principal will take prompt action to prevent future harm. Guidelines for conducting investigations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior. Montgomery Public Schools has a Bullying /Harassment policy that addresses this behavior (*See Student Anti-Bullying and Harassment Policy of the MPS Student Conduct Manual*).

Guidelines for Conducting Investigations

1. Principal or designee will hold a conference with the reporting student to collect all information including names of other students.
2. Principal or designee will conference with each student individually and have each to give a verbal and written description of the behavior.
3. Principal or designee will hold a group conference with all students **ONLY** if the reporting student feels comfortable to meet with the other students.
4. All parents will be notified of the allegation and a required group parent conference may be held with all the parents and students depending on the severity of the situation as part of the resolution.
5. **At no time, will any parent be permitted to speak with another student.**
6. MPS Student Conduct Manual will be strictly enforced when implementing disciplinary

Classroom Discipline

Each teacher will send home a classroom discipline plan. This plan includes rules and responsibilities and a list of consequences.

Student Behavior

Responsibilities and Expectations

1. Walk silently in the hall. The hall is a “No Talking Zone.”
2. Travel directly to and from your destination.
3. Keep hands and feet to yourself (off walls, displays, and other students).
4. Behave courteously and safely.
5. Respect others.

Lunchroom Behavior

The “Cup System” will be used as our behavior system in the lunchroom. A red and green cup will be placed on each table. For the first ten minutes of each lunch period the red cup is on top. This means that the students are not allowed to talk. When the teachers put the green cups on top the students are allowed to whisper. If the children talk during the time that the red cup is on top then there will be a consequence. The consequences for signing this folder are:

- 1st Time – Silent lunch for one day
- 2nd Time – Silent lunch for two days
- 3rd Time – Silent lunch for 3 days and a letter goes home.
- 4th Time – Silent lunch for one week and a letter goes home.
- 5th Time – Silent lunch for the remainder of the month

Flowers Elementary School Student Dress Code

The uniform guidelines of Flowers Elementary School coincide with the MPS dress code but are more detailed and specific to Flowers.

1. **Khaki-colored or navy blue (not blue jeans) pants, shorts, skirts, skorts, jumpers, capri pants, or overalls**
2. Shorts, skirts, and jumpers must be **no higher than knee length from the crease of the back of the knee**. Slits in skirts/dresses must meet the knee length regulation. If the pants, shorts or skirts have belt loops then a belt must be worn. Standard belt buckles only (no oversized belt buckles). Students are to wear clothing that fits properly. Pants must be worn at the natural waistline (no sagging). Oversized or undersized clothing, including skirts, blouses, dresses, pants, or shirts will not be allowed.
3. **Solid red (not maroon), white or navy blue (not light blue) polo styled shirts with no writing or pictures on them. The only students who are allowed to wear light blue shirts are our Junior Traffic Patrol Officers.**
4. **Shirts and blouses must be tucked in at the natural waistline.** Shirts must not be revealing or skintight. If the shirts are sleeveless then they must be shoulder-cut (not spaghetti straps), snug under the arms with no undergarments showing. Shirts must be long enough to tuck in.
5. **Shoes** - Students may wear any type of shoe as long as their feet are completely covered (No Crocs). Shoes may not have high heels (nothing more than a half inch heel). Students must be able to run in the shoes they wear because there will not be time to change into athletic shoes for P.E. Sandals, flip flops and bedroom slippers are not allowed even on “No Uniform” days.
6. **Head Gear** - Bandannas, baseball caps, sweatbands, and scarves may not be worn at school.
7. **Jewelry** – Visual piercing jewelry will be limited to ears only. Hoops larger than one inch will not be allowed. Jewelry that includes long necklaces, accessories with spikes or chains, heavy medallions, heavy bracelets, and large finger rings, will not be allowed.
8. **Junior Traffic Patrol Officers** - When the patrol squad is on duty their uniforms are considered part of the uniform dress code.

Dress Code Violations/Consequences

The uniform guidelines of the school coincide with MPS dress code, but in a more detailed and school specific form. *(See MPS Student Conduct Manual 2021-22.)*
All students will be in proper standard school attire.

<u>Bottom:</u> khaki or navy	Students are to wear clothing that fit properly. Pants must be worn at the waist (no sagging). Only one belt may be worn with attire; shorts, skorts, skirts, should not be less than 2 inches above the knee.
<u>Top:</u> white, red or navy	Plain polo style shirt <i>without</i> logos, emblems or markings
<u>Shoes:</u> closed toe shoes	Students must wear shoes that cover their feet. Athletic shoes are preferred. No bedroom slippers, flip flops, stilettos, slides, thongs, mules, clogs, etc.

On special occasions, the principal may designate days when dress for students may be adjusted. **The principal shall be the final arbitrator of appropriate school dress.**

First Violation/Consequences-- Parent will be notified. (Documented on Parent Log)

Second Violation/Consequences-- Parent will be contacted and requested to bring appropriate apparel/shoes.

Third or subsequent offenses will be upgraded to B10: Persistent/Willful disobedience and consequences will be issued accordingly.

On Fridays - Students may wear a Flowers Elementary Spirit T-Shirt with uniform bottoms.

Please remember that clothes that are gray, maroon, light blue and yellow are not part of our dress code. Also, blue jeans are not part of our dress code.

OPT-OUT PROVISION- If a sincerely held religious belief, disability or medical condition, financial hardship, or other special extenuating circumstance prevents a child from following the dress code policy, the parent/ guardian shall seek an exemption from the Office of Student Support Services. The school principal may also give students permission not to wear uniforms for curricular and extracurricular purposes.

Confiscated Items

Items confiscated from students will be brought to the main office where the items will be logged in under the student's name. The items will be stored in the vault. The items

will only be returned to the student's parent or legal guardian, and it is the student's responsibility to inform their parent that an item has been confiscated. Parents should call the office to arrange a time to retrieve the item. The parent will be asked to identify the item and sign for it before it can be released. Any student who persistently brings impermissible items to school will be disciplined in accordance with the MPS' Student Conduct Manual. Any items not claimed by the end of the school year will be donated to charity. **School officials accept no responsibility for safeguarding confiscated items.**

Reading

Reading is the fundamental key to a student's success in school. The teachers check the students' progress through formative assessments and during their small group reading time. Because of the importance of reading, all students are asked to read with an **adult** for 20 minutes **each** night. This time of practicing with an adult not only increases the fluency rate of our students, but it gives them a better chance of scoring well on standardized achievement tests. That adult signs the reading log each night and returns it to school. Students receive a daily grade from the reading logs each day. It is very important that students return the reading logs each day. Students who fail to return their logs will receive a "0" for a daily grade.

Gifted Program

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic 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.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer to a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is 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.

To make a referral, contact the Gifted Specialist, Mrs. Moulton. If you have any questions, you may contact the Gifted Coordinator for MPS at 269 – 3808. For further information about the Montgomery Public Schools Gifted Program, go to <http://www.mps.k12.al.us/index.php/departments/special-education/gifted-education>.

Technology

The students are learning the skills that will be necessary to function in our technological world. There are at least three computers in each classroom. The students use these

computers to strengthen their academic and technology skills. The students also go to the computer lab once a week. The school provides individual headphones for each student. If a student damages his/her headphones by biting through the cord or stretching it to the point that it cannot be used, it will be the responsibility of the parent to replace the headphones. The cost will be under \$5.00.

2021 – 2022 State Assessment Dates

ACCESS for ELLs – January 18 – March 18, 2022
ACAP Alternate (Grades 2-8) – March 1 – April 8, 2022
ACAP Summative (Grades 2-8) – April 4 – May 6, 2022

Signed Paper Dates

First Semester

September 7
September 21
October 5
October 19
November 2
November 16
December 7

Second Semester

January 11
January 25
February 8
February 22
March 8
April 5
April 19
May 3
May 17

If signed papers are not returned then future signed papers will not be sent home. Parents will have to come to school to see the papers.

Mid-Quarter Progress Reports

September 16
November 18
February 17
April 28

Report Cards

October 21
January 20
March 31
May 26

Honor Roll assemblies will be held for students in first through fifth grade each semester. Notices will be sent home informing parents of the dates and times of the assemblies.

More Important Information on MPS/Schools Website:

We know that all stakeholders play an important role in the success in our students, and we want to help you stay engaged and connected to the district and the school. The links below are the links to our district website and Flower Elementary School website.

MPS Website Link: <https://www.mps.k12.al.us/>

Flowers Elementary Website Link:

<https://www.mps.k12.al.us/site/Default.aspx?PageID=73>

Link to the MPS School Calendar: <https://www.mps.k12.al.us/domain/764>

Montgomery Public Schools

2021-2022 School Calendar- Board Approved

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

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

January 2022							February 2022							March 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

April 2022							May 2022							June 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

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	Employee Work Day (no school for students)														
	School Day														

July 2021

5 Independence Day Holiday (All Employees- 12-month employees will be on a four-day work-week in the summer of 21')

August 2021

9-13 Professional Development (no students)
16 First Day of School

September 2021

6 Labor Day (All employees)

October 2021

15 Last Day of the grading period
29 Asynchronous Learning Day (Virtual classes for students. Teachers will report to their buildings.)

November 2021

11 Veterans Day (All Employees)
12 Asynchronous Learning Day (Virtual classes for students. Teachers will report to their buildings.)
22-26 Thanksgiving Break (12-month staff work 22 & 23, schools and offices open those days)

December 2021

20-31 Winter Break (All employees)

January 2022

3 Professional Development (no students)
14 Last Day of the grading period
17 Martin Luther King Day (All Employees)

February 2022

21 Asynchronous Learning Day (Virtual classes for students. Teachers will report to their buildings.)

March 2022

18 Last Day of Grading Period
21-25 Spring Break (12-month staff work 21 & 22, Schools and Offices open those days)

April 2022

15 Asynchronous Learning Day (Virtual classes for students. Teachers will report to their buildings.)

May 2022

26 Last Day for Students/last day of the grading period
27 Professional Development Day (Last Day for Teachers)
31 Memorial Day (All Employees)

**MONTGOMERY PUBLIC SCHOOLS
STUDENT ASSESSMENT CALENDAR
2021-2022**

Elementary

January 18 – March 18, 2022	GRADES K-6	ASSESSMENT
January 18 – March 18, 2022	LEP Population K - 6 th Kindergarten (Paper only) Grades 1 st – 3 rd (online with Writing on Paper) Grades 4 th – 6 th (Online)	ACCESS FOR ELLs
January 18 – March 18, 2022	LEP Population K - 6 th	Alternate ACCESS FOR ELLs 2.0 ALL Paper-Based
TBD	Selected Schools and Grades	NAEP
March 1 – April 8, 2022	2 nd - 6 th reading and math 4 th and 6 th Science	ACAP Alternate Summative
April 4, 2022 – May 6, 2022	2 nd - 6 th reading and math 4 th and 6 th Science	ACAP Summative

What does it mean to be a Title I School?



- Being a Title I school means receiving federal funding (Title I dollars) to supplement the school's existing programs. These dollars are used for...
 - Identifying students experiencing academic difficulties and providing timely assistance to help these students meet the State's challenging content standards.
 - Purchasing supplemental staff/programs/materials/supplies
 - Conducting parental Involvement meetings/trainings/activities
 - Recruiting/Hiring/Retaining Highly Qualified Teachers

(Examples of Title I support in our school: Technology Teacher, computers, classroom supplies and materials, parent resources, teacher resources, and copier maintenance.)

- Being a Title I school also means parental involvement and parents' rights.

What is the 1% set-aside and how are parents involved?

LEA is used interchangeably between the district and local school

- Any LEA (**The over-all Local Educational Agency: Montgomery Public Schools**) with a Title I Allocation exceeding \$500,000 is required by law to set aside 1% of its Title I allocation for parental involvement.
 - Of that 1%, 5% may be reserved at the LEA for system-wide initiatives related to parental involvement. The remaining 95% must be allocated to all Title I schools in the LEA. Therefore each Title I school receives its portion of the 95% to implement school-level parental involvement.
 - You, as Title I parents, have the right to be involved in how this money is spent.
 - The LEA (**Local Educational Agency: Davis Elementary**) Title I Plan addresses how the LEA will use Title I funds throughout the school system. Topics include:
 - Student academic assessments
 - Additional assistance provided struggling students

- Coordination and integration of federal funds and programs
- School programs including homeless, migrant, pre-school, school choice, supplemental educational services, neglected and delinquent as applicable.
- Parental Involvement Strategies, including the LEA Parental Involvement Plan
- You, as Title I Parents, have the right to be involved in the development of the LEA Title I Plan.

What is the LEA Parental Involvement Plan?

- This plan addresses how the LEA will implement the parental involvement requirements of the *Every Student Succeeds Act of 2015*. It includes...
 - The LEA's expectations for parents
 - How the LEA will involve parents in decision-making
 - How the LEA will work to build the schools' and parents' capacity for strong parental involvement to improve student academic achievement
- You, as Title I parents, have the right to be involved in the development of this plan.

What is a CIP?

- The CIP is your school's **C**ontinuous **I**mprovement **P**lan and includes:
 - A Needs Assessment and Summary of Data
 - Goals and Strategies to Address Academic Needs of Students
 - Professional Development Needs
 - Coordination of Resources/Comprehensive Budget
 - The School's Parental Involvement Plan
- You, as Title I parents, have the right to be involved in the development of this plan.

What's included in the school's Parental Involvement Plan?

- This plan addresses how the school will implement the parental involvement requirements of the *Every Student Succeeds Act of 2015*. Components include...
 - How parents can be involved in decision-making and activities
 - How parental involvement funds are being used
 - How information and training will be provided to parents
 - How the school will build capacity in parents and staff for strong

parental involvement

- You, as Title I parents, have the right to be involved in the development of your school's Parental Involvement Plan.
- The compact is a commitment from the school, the parent, and the student to share in the responsibility for improved academic achievement.
- You, as Title I Parents, have the right to be involved in the development of the School-Parent Compact.
- Distribution of the Compact.
- You, as Title I Parents, have the right to request the qualifications of your child's teachers.
- How you are notified of this right and the process for making such a request.

How will I be notified if my child is taught by a teacher who is not Highly Qualified?

All Title I schools must disseminate a blanket statement via Montgomery Public Schools that any parent can request information about any teacher of their child. Under federal law, parents have the right to know the status of the teacher or paraprofessional teaching their child.

At the beginning of the school year, The Parents Right to Know letter is sent to every student in the Title I school within the district to give parents the opportunity to be notified by the central office of their right to request information about the qualifications of their child's teachers and paraprofessionals, to include: Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

How is the evaluation of the LEA Parental Involvement Plan Conducted?

- Evaluation Requirements
- Conduct annually
- Conduct with Title I parents
- Analyze Content and Effectiveness of the current plan
- Identify Barriers to parental involvement
- Data/Input may include...
- Parent Survey (Required)
- Focus Groups
- Parent Advisory Committees
- Process and Timeline
- How the evaluation informs next year's plan

MPS Title I Parental Involvement Coordinator 334-241-5361



Flowers Elementary School

Title I School-Parent Compact



2021-2022

Flowers Elementary School's administration, faculty, staff, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year **2021-2022**.

School Responsibilities

Flowers Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

In education, teacher expertise is the most important factor in student achievement. Webster defines education as the process of educating or teaching. Educate is further defined as "to develop the knowledge, skill, or character of..." Thus, from these definitions, we might assume that the purpose of education is to develop the knowledge, skill, or character of students. At Davis, we may not all agree with the assumption of the definition of education; however, in order to improve the school we must all be in agreement about the "core beliefs" of our institution.

What are our beliefs?

- Every student, every day, is entitled to quality teaching instruction.
 - Differentiated teaching enhances the potential to learn.
 - An effective school is composed of students, parents, faculty, staff, and administrators working as a team.
 - Character education is an integral part of the instructional program.
 - The school's environment should foster mutual respect.
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held: Each Semester, and as scheduled by parents/guardians and staff members.**
 - 3. Provide parents with frequent reports on their children's progress. All students at Flowers Elementary School will receive progress reports and signed-papers every two weeks. Furthermore, a report card will be issued quarterly. Lastly, all parents will be informed of their ability to gain access to their child's academic records through use of an online database system through PowerSchool.**
 - 4. Provide parents reasonable access to staff. Home and school-everyone shares the goal of helping children learn and feel successful. Therefore, conferences will be scheduled between teachers and parents on *Tuesday, Wednesday, and Thursday before school, afterschool, or during teacher's planning periods.***
 - 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows: At Flowers, volunteerism can take many forms depending on your time and preference. Volunteers will be used as needed to help students practice their reading or math skills; to help teachers gather and manage materials for lessons and projects; to help supervise the class on a field trip or during an assembly. Volunteer assistance will also be used during after school hours-with PTA refreshments, or to serve on school committees.**
 - 6. Ensure regular two-way meaningful communication between family members and school staff, and, to the extent practicable in a language that family members can understand.**
 - Weekly Newsletters will be sent home to parents/guardians by teachers
 - School Messenger phone calls will be conducted as needed
 - School Website and Social Media Platforms will be updated as needed

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- Maintain and foster high standards of academic achievement and positive behavior.
- Ensure that my child has materials and supplies needed for classes and activities.
- Make certain that my child’s attendance at school is regular and punctual (to all classes). When my child is absent from school, I will always submit a letter when he/she returns to school.
- Adhere to the system and school dress codes.
- Support school officials in maintaining a safe and orderly school environment, free of disruptions, which interfere with the learning and teaching.
- Teach my child to resolve conflicts in positive ways in school and in the community.
- Encourage my child to do his/her best and to complete his/her seatwork and homework on time.
- Provide my child with an appropriate place to study and monitor homework completion.
- Spend at least 30 minutes each night listening or reading with my child.
- Monitor my child’s academic progress and request assistance when needed.
- Attend and request parent conferences, workshops, school functions and activities, and volunteer at the school.
- Keep the school informed of changes of addresses and telephone numbers (home and work) and other important information.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- Believe that we can learn and will learn.
- Attend school regularly and on time.
- Do my best in class and complete all schoolwork and homework on time.
- Respect private, public, and school property.
- Obey school rules and show self-control in school, on school property, on the school bus, walking to and from school, and at school activities.
- Follow the system and school dress code.
- Help to keep my school safe and report any questionable incidents.
- Show respect and cooperate with other students and adults.
- Work to resolve conflicts in positive, nonviolent ways.
- Show my parent/guardian all written communication from the school. Return all pertinent information required from the school.

Student Printed Name	Parent/Guardian Printed Name	Teacher Printed Name
Student Signature and Date	Parent/Guardian Signature and Date	Teacher Signature and Date

Flowers Elementary School

Title I Parent Notification Form 2021-2022

Continuous Improvement Plan (CIP) *You*, as Title I parents, have the right to be involved in the development of this plan.

_____ Yes, I would like to be involved in the development of the CIP.

_____ No, I would not like to be involved in the development of the CIP.

Upon approval, the CIP will be available on the school's website as well as in the main office. Additionally, a summary of the plan will be sent home by each student.

Parental Involvement Plan— You, as Title I parents, have the right to be involved in the development of your school's Parental Involvement Plan and School-Parent Compact.

Parental Involvement Plan

_____ Yes, I would like to be involved in the development of the Parental Involvement Plan.

_____ No, I would not like to be involved in the development of the Parental Involvement Plan.

School-Parent Compact

_____ Yes, I would like to be involved in the development of the School-Parent Compact.

_____ No, I would not like to be involved in the development of the School-Parent Compact.

Annual Title I Parent Meeting

Dates and times for the annual parent meetings will be determined at a later date.

If you answered yes to any of the plans above, please detach this form and return it to your child's homeroom teacher.

Parent's Name: _____

Student's Name: _____ Homeroom Teacher: _____

Contact Information: (home, cell, work)

2021 – 2022

Homeroom Teacher _____

**NOTICE OF RECEIPT
Parent-Student Handbook**

I, _____, am a student enrolled at Flowers Elementary School. My parent/guardian and I hereby acknowledge by our signatures that we have received and read the Parent-Student Handbook.

Student Signature _____

Parent/Guardian Signature _____

Date _____

**PLEASE DETACH THIS PAGE AFTER SIGNING IT AND
LET YOUR CHILD RETURN IT TO HIS/HER
HOMEROOM TEACHER IMMEDIATELY.**

2021 – 2022

Homeroom Teacher _____

**NOTICE OF RECEIPT
School-Wide Discipline Plan**

I, _____, am a student enrolled at Flowers Elementary School. My parent/guardian and I hereby acknowledge by our signatures that we have received and read the School-Wide Discipline Plan.

Student Signature _____

Parent/Guardian Signature _____

Date _____

**PLEASE DETACH THIS PAGE AFTER SIGNING IT AND
LET YOUR CHILD RETURN IT TO HIS/HER
HOMEROOM TEACHER IMMEDIATELY.**