



Parent and Student Handbook

2022-2023

Halcyon Elementary School
1501 Parkview Drive South
Montgomery, Alabama 36117

Phone (334) 271-9000
Fax (334)271-9002
www.mps.k12.al.us/schools/halcyon

Shannon Schmidt, Principal



Montgomery Public Schools Vision Statement

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

Montgomery Public Schools Mission Statement

Our 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.

Halcyon Vision Statement

The Vision at Halcyon Elementary is to strive to develop students who understand the connection between academic success and life skills.

Halcyon Mission Statement

The Mission of Halcyon Elementary School is to prepare students to become higher level thinkers, life-long learners and productive citizens in a safe and caring environment.



HALCYON PLEDGE

**As a member of the Halcyon family,
I will take pride in my school.
I will lend a helping hand to my neighbor.
Put forth my best effort,
And strive to be the best citizen I can be.
I will be courteous and kind,
Respectful and wise -
With my head held high
Because it's always a great day at Halcyon!**

Contributed by 6th Grade Class of 2010-2011

WELCOME TO HALCYON ELEMENTARY

Learners Today...Leaders Tomorrow - "I BELIEVE IN ME!"

Dear Halcyon Family,

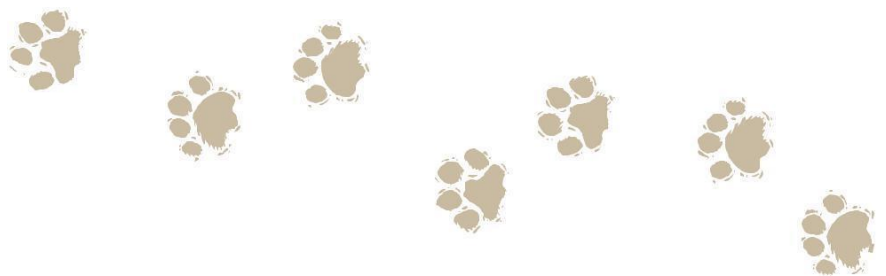
Believing in the importance of parent and community involvement, the mission of Halcyon Elementary is to empower students to become lifelong learners and productive citizens in a dynamic global society by providing learning experiences that develop the knowledge, skills, abilities and attitudes for continued success. Together, we can make this a school year of building **SUCCESSFUL** learners at school and at home as we encourage our students to be "**Learners Today...Leaders Tomorrow**" and **BELIEVE** in themselves!

This handbook informs parents and students about school expectations and procedures that have been developed to provide the best learning environment for all students. We share a common goal of quality education 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 questions please call the school office to schedule a conference or email me at shannon.schmidt@mps.k12.al.us.

Come to see us this year! We encourage you to keep up with us on our Halcyon Elementary School PTA and Supporters Facebook page, join the PTA, and commit to helping make a difference as we all work to **BELIEVE** in the work we are doing this school year!

Sincerely,

Shannon Schmidt, Ed.S.
Principal



Halcyon Elementary School

2022-2023

Administration

Shannon Schmidt, Principal
Ronnie Doughy, Assistant Principal

Kindergarten

Ashley Broadway
Chelse Neeley
Natasha Hendricks
Carla Pugh

First Grade

Beverly Binford
Meaghan Clakeley
Ashlyn Gaston
Kimberlyn Stewart
Ann Knopf

Second Grade

Laura Childs
Janie Gray
Ashley Reed-Williams
Sarah Scheeren

Third Grade

Rachel Collins
Dreide Nash
Bethany Norris
Eudora Moore-Wright
Lori Knight

Fourth Grade

Couretha Gould
Latoya Huseton
Andrea Tucker
Kimberly Williams

Fifth Grade

Myron Fears
Melissa McKenney
Tawana Murdock
Jurleesa Stabler-Smith

Specialist

Gabrielle Turner, Music
Audrey Gillis, PE
Anne Owen, PE
Christopher Tusing, Technology
Shavon Webster, Counselor

Office

Paula Bradford, Bookkeeper
Nikia Porter, Secretary

PreK Program

Teshia Brown
Mollie Watson
Robbin Redden
Bernita Stewart
Imogene Jones – aide
Joycelyn Danzy– aide
Banetta Hawkins – aide
Diana Young – aide

ARI Reading Specialist

Amber Scott

Accountability Interventionist

Toni Johnson

Special Education

Porscha Cook
Jennifer Murphy
Nicole Stephens
Sherrie Miller
Felicia Crawford - aide
Sandra Tolliver - aide
Jalen Patterson

Librarian

Melinda Makowsky

ESL

Stacey Powell

Quest

Angela Kennedy

Nurse

Holly Nolan

TABLE OF CONTENTS

THE SCHOOL DAY.....	3
ATTENDANCE PROCEDURE.....	3
BACKPACKS.....	4
BICYCLES, SKATEBOARDS, SCOOTERS.....	4
BIRTHDAYS & GIFTS.....	4
CALENDAR.....	5
CARPOOL.....	6
HALCYON ELEMENTARY TRAFFIC PATTERN.....	7
CELL PHONES.....	8
CHECK-IN.....	8
CHECK-OUT.....	8
CONFERENCES.....	8
CONFISCATED ITEMS.....	9
DISCIPLINE.....	9
DISRUPTIVE ADULTS.....	10
ELECTRONICS/TOYS.....	10
EMERGENCY PROCEDURES.....	10
FIELD TRIPS.....	10
GIFTED PROGRAM.....	11
GRADING SCALE.....	11
ACADEMIC HONOR ROLL GUIDELINES.....	11
ILLNESS OR INJURY OF STUDENTS.....	12
IN CASE OF EMERGENCY.....	12
LIBRARY.....	12
LOST AND FOUND.....	12
LUNCHROOM PROGRAM.....	13
MAKE UP WORK.....	13
MEDICATION.....	13
MONEY AT SCHOOL.....	13
OUTSIDE FOOD.....	14
PARTIES.....	14

PERFECT ATTENDANCE..... 14

PHYSICAL EDUCATION..... 14

PROGRESS REPORT SCHEDULE..... 14

SCHOOL PICTURES..... 14

REMIND MESSENGER..... 14

RULES AND PROCEDURES..... 15

SAFE DELIVERY & PICK-UP..... 15

SAFETY DRILLS..... 15

SCHOOL MESSENGER..... 15

SIGNED PAPER SCHEDULE..... 15

SNACKS..... 15

TARDY PROCEDURE..... 15

TEXTBOOKS..... 15

TRANSPORTATION..... 16

UNIFORM DRESS CODES..... 16

VISITOR PROCEDURE..... 18

VOLUNTEERS..... 20

PRINCIPAL'S AUTHORITY..... 20

CONCLUSION..... 21

DATES TO REMEMBER..... 23

TESTING DATES..... 24

The School Day

First Bell.....	7:40 a.m.
Tardy Bell.....	8:10 a.m.
Dismissal Bell.....	3:10 p.m.
Dismissal Order – Goodtimes, Daycare Vans, Buses, Carpool, Walkers	

Parents should not drop students off before 7:40am ANYWHERE on the school campus.
Teachers do not report to work until 7:40am. This request is made for the SAFETY of students. Breakfast is served from 7:40am to 8:10am. **No breakfast is served after 8:00am with the exception of students that are late due to bus transportation.**

If a student comes after the tardy bell rings, it will be necessary for the parent/guardian to come into the building to check the student in. Tardies, check-ins and check-outs affect perfect attendance. Students should NOT be dropped off without a parent coming to sign the student in.

In the afternoon, students should be picked up no later than **3:30 p.m.** After this time, it will be necessary for parents/guardians to come into the building, pick up their student, and sign the Late Pick Up Log. A continued pattern of tardies and/or late pick up will require an administrative conference to identify means of supporting attendance for the student and to ensure parents are aware of consequences of not following MPS attendance policy. Teachers are released from duty at 3:40 each day.

No check-outs after 2:30 p.m. – ABSOLUTELY NO EXCEPTIONS!
Parents may NOT call the office and ask for their student to be called to the office and “wait” for the parent to arrive and the student be picked up.

ATTENDANCE POLICY

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.** Excused absences are covered with a parent note for the first eight days. Any absences beyond these will require a physician’s note to be counted as excused. It is not necessary for a parent to call the school to report that a student will be absent unless the absence is for an extended period of time. Send a written note to the teacher stating the reason for the absence.

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 to the district level.

Whenever possible, please refrain from taking family vacations during school time. Keeping a student out of school may place him/her at risk of falling behind in learning. Any extended absences will require the completion of a **Request for Prior Approval** for the absence from the Associate Superintendent of Student Services (223-6851). 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.

Backpacks

Backpacks should be standard size (must fit into lockers) and should not have rollers.

Bicycles • Skateboards • Scooters

As soon as students reach the school campus, they must get off their bikes, skateboards, or scooters and walk them to the bike rack. Skateboards may NOT be brought into the building. All bicycle and scooter riders are required to wear helmets for their safety. **NO gas or electric powered scooters allowed.**

Birthdays & Gifts

Birthdays will be recognized at school over the intercom during morning announcements. **Due to continued efforts to ensure the safety of our students, any items sent to school to celebrate a child's birthday must be store bought AND individually wrapped per MPS Child Nutrition recommendations. You should collaborate with your child's teacher at least 24 hours prior to the day you would like to send something. It may be an easier option to send a "goodie bag" with treats in it to pass out to everyone. Please consider checking with your students' teacher regarding any food allergies in the class. **SIBLINGS ARE NOT ALLOWED TO ATTEND CLASS PARTIES.** Enough items should be brought for the entire class to participate. We also request that birthday invitations not be distributed at school unless the entire class is invited to the party. Please do not deliver flowers or balloons to your student on their birthday or special day – you will be asked to come and pick them up should this occur. **You should check with your child's teacher regarding any food allergies in the classroom.** The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others.**

2022-2023 CALENDAR Important Dates

Please use this link <https://www.mps.k12.al.us/Page/2177> to go to MPS website to access the MPS school calendar for the 2022-2023 school year.

Event	Date
Teachers Return	August 2, 2022
First Day for Students	August 9, 2022
End of 1st grading period	October 6, 2022
End of 2nd grading period	December 16, 2022
End of 3rd grading period	March 10, 2023
Last Day for Students	May 25, 2023

Progress Report Dates

1st Nine Weeks	September 8, 2022
2nd Nine Weeks	November 10, 2022
3rd Nine Weeks	February 9, 2023
4th Nine Weeks	April 20, 2023

Report Card Dates

1st Nine Weeks	October 13, 2022
2nd Nine Weeks	January 5, 2023
3rd Nine Weeks	March 16, 2023
4th Nine Weeks	May 25, 2023

Staff Development Dates (Asynchronous Learning Days for Students)

Fall Asynchronous Day	October 28, 2022
Spring Asynchronous Day	April 7, 2023

Carpool Arrival - Morning Drop Off

Students arriving at school in automobiles will be dropped off in the horseshoe drive located between the main building and the annex. **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 7:40am-8:10am. 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 have reason to come into the building in the mornings may walk their students to the building, park in the parking lot, and **MUST** accompany their students to the building, crossing the street at the crosswalk in front of the building. **In an effort to encourage students to become as independent as possible, we are asking parents not to bring their students into the building after the first week of school, but to let them out in the carline area.**

Students should arrive at school in time to be in their classes before the tardy bell rings at 8:10 a.m., but **should not arrive before 7:40 a.m.** Students are tardy if they are not **IN THEIR CLASSROOM** when the 8:10 bell rings. Please be on time and do not ask your student to “run” in order to be on time. Plan to have your student at school on time!

Carpool Dismissal – Afternoon Pick Up

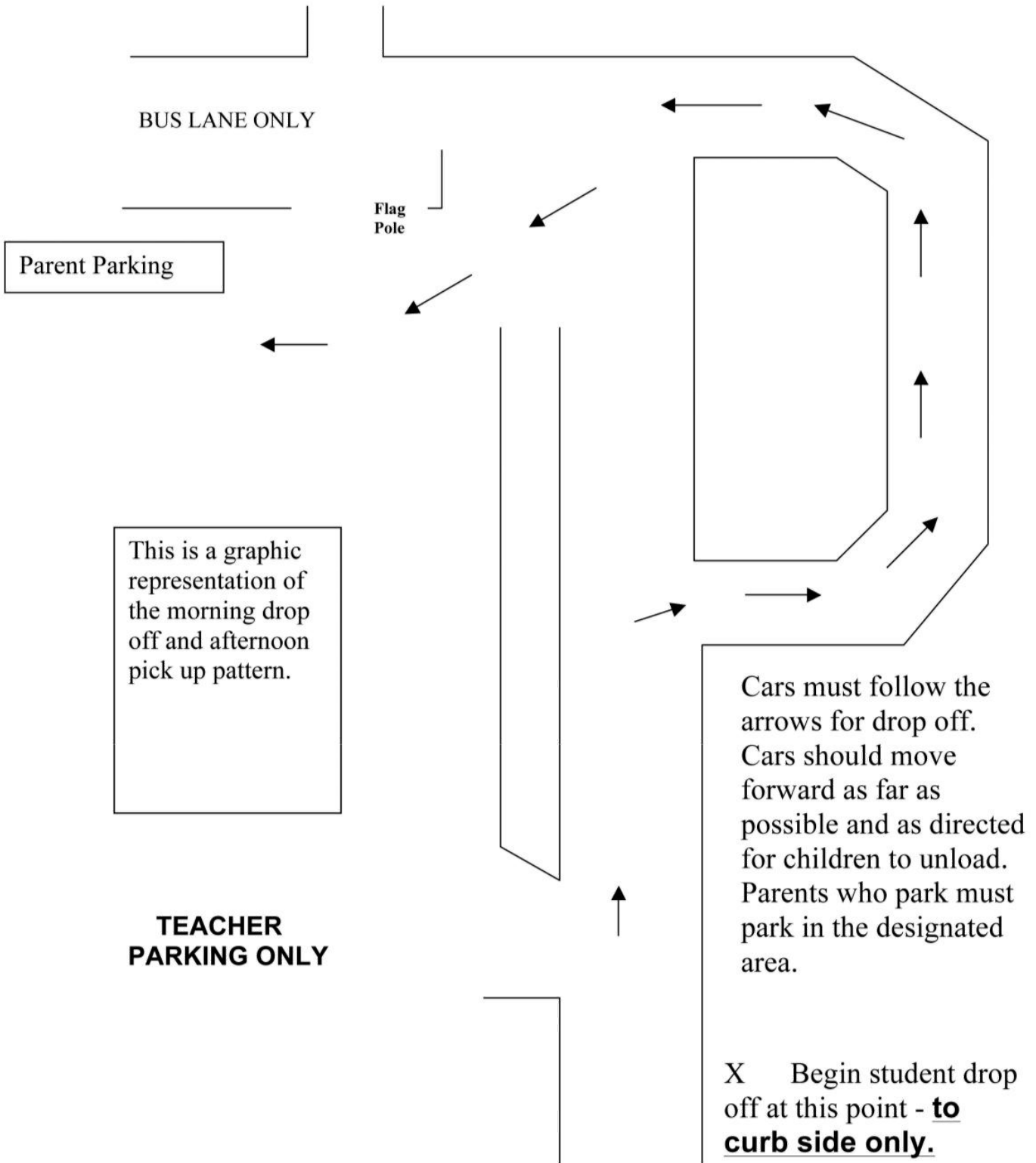
Students should be picked up in the breezeway between the main building and the annex wing. In order to facilitate this process, we ask each parent to place the orange Halcyon sign in their front window. **Signs should be displayed the entire school year.** If you don't have your sign you will be directed out of the carpool line and have to go into the building to get another sign then return to the end of the line. 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. Teachers will be on duty to assist you and your students. Please encourage your student to listen carefully for their **names and numbers** 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. **SEE THE TRAFFIC PATTERN FLOW ON THE NEXT PAGE.**

Students should be picked up no later than 3:30p.m. If any students are not picked up by this time, a parent must come into the Lobby and sign them out. After school care is provided by the YMCA Goodtimes program for students until 6:00pm. You may contact the Bell Road YMCA for details.

CARPOOL – See traffic flow pattern

Halcyon Elementary Traffic Pattern

Front Doors



Cell Phones/Telecommunication Devices

Students are not permitted to use a cell phone in school. 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 are to be secured in a locker/cubby while students are in the school building and are not allowed on their persons. Cell phones/telecommunication devices will be confiscated if found to be used during the school day. The cell phone/telecommunication device guidelines of the school coincide with MPS policy, but in a more detailed and school specific form.

Check-in

Parents must bring their student into the building and sign the student in on the check-in log and receive a pass to class for the student.

Check-out

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

- Send a written request stating the time and the reason for leaving school.
- Come to the office to request the student(s) to be checked out.
- Sign the checkout log at the time of checkout.
- **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.

Students may not be checked out after 2:30pm.

Parents may not pick students up from classrooms or stand at classroom doors.

Conferences

Teachers are available for conferences with parents at 3:40p.m. on Tuesdays, Wednesdays and Thursdays and other times scheduled by the teacher. **Conferences are scheduled by appointment only and may be requested by sending a note to your student's teacher, email, or by calling the school office.** Conferences are not held during instructional time or during lunch period PTA meetings, before and after school, or on field trips. 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 at: firstname.lastname@mps.k12.al.us. Please do not call teachers at home or on cell phones unless they have specifically asked you to do so. This is simply a matter of respecting their family time and yours as well. Please refrain from conferencing with teachers during lunch, at PTA meetings, before and after school or on field trips. The opportunity to fully communicate and share concerns and provide support is "lost" during these unscheduled times.

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

Consequence:

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

The teacher is expected to manage general classroom disruptions and distractions as outlined in the Classroom Discipline Plan. Class A acts include behaviors that interfere with the educational process in the classroom or else- where when the student is under supervision of the teacher or other school officials. Accumulation of Class A Offenses may be upgraded to a Class B or C offense as per MPS.

Please use the link below to go to MPS website to access the MPS code of Conduct Manual for the 2022-2023 school year. <https://www.mps.k12.al.us/Page/2238>

Examples of Class A Offenses

- Distraction of other students
- Failure to follow directions
- Failure to follow the dress code procedure
- Cheating
- Petty Theft
- Littering
- Offensive touching (not sexual)
- Rude or discourteous behavior
- Gum chewing or eating candy, etc.
- Reporting false information
- Public display of affection
- Toys: balls or other items which may be distracting to the school environment

Consequences: Consequences for Class A Offenses will follow the suggested corrective strategies in the Montgomery Public Schools Student Conduct Manual.

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.

Electronics/Toys

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

- Hand-held video games - Gameboys
- Cameras
- IPODS or any music system
- Personal Digital Assistants or Pocket Personal Computers
- Walkie-talkies
- Tablets/Ipads

Emergency Procedures

Halcyon has developed an Emergency Policy 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 Halcyon 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 Halcyon 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 Halcyon 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, 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 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.

Gifted students will be served on site this year. Grades 3-6 will receive 3 hours of service weekly.

Grades K-2 will receive consultative services.

To make a referral, contact the Gifted Specialist, Angela Kennedy @ 271-9000.

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. Halcyon 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 may be given at the discretion of the grade level teachers.

Illness or Injury of Students

If a student becomes ill at school, the teacher will send the student to the office at which time his/her temperature may be checked and parents notified if necessary. Small scrapes and cuts will be cleaned and bandaged in the office. Unless the student is obviously sick, he/she will be encouraged to remain in school. 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 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.

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.

Lunchroom Program

Lunch

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. 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, like extra milk or entrée.

Student visitors = \$4.05

Faculty/Staff \$4.05

Guests = \$4.25

Breakfast will be served from 7:40 a.m. - 8:00 a.m. each morning in the classroom.

Breakfast for visitors and staff is \$2.25

Make-up Work

Only those students with excused absences are allowed to make up missed work. After the teacher has received the written excuse, arrangements will be made with the student for making up tests or other class work. Ample time will be allowed for all make-up work. Suspensions are considered unexcused absences. Students will be allowed to do makeup work within a determined time frame depending on the duration of a student absence and approved by the grade level chairperson/administrator.

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.** The school nurse will communicate with the students to schedule medication administration times.

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, tylenol, 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.**

Money at School

All school related purchases should be made through My School Bucks! No personal checks will be accepted. We cannot cash checks in the office. 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.**

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 continue during 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.

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.

Perfect Attendance

A student will not be eligible for perfect attendance if the student has an absence, tardy, check-out, or check-in – NO EXCEPTIONS!

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 Schedule

The dates for receiving progress reports are noted on the Dates to Remember section. Please keep in mind that the progress reports must be returned promptly and signed by a parent/guardian.

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 or via online payment. 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

Please keep in mind that these folders 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

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't sell/distribute any snacks, drinks, or food of any item to other students under any circumstances. Any items confiscated will be disposed of by school administration.

Tardy Policy

Students are expected to be in their classrooms ready for instruction before the tardy bell rings. Students will be considered tardy after the final bell rings which starts the beginning of the school day. **If a student comes in after 8:10 a.m., it will be considered a check-in and the parent/guardian must come into the school to check-in the student at the school office.**

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 Halcyon to another school, all of the student's textbooks must be turned in to the office and/or payment made for lost books.

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 or via Remind.*******

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, Halcyon'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 service to an end for the balance of the school term.

Uniform Dress Codes

Parents: The following is the dress code for Halcyon. This dress code is more school specific however, it does not violate MPS' dress code policy. Use the link below to access MPS' Student Dress Code.

https://drive.google.com/file/d/1b1tN1wZTGAC_GSly5cJZmQAD-jChGi61/view?usp=sharing

The school administration has the right to review and change uniform requirements to ensure student safety and compliance as needed throughout the school year. 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. The uniform guidelines of Halcyon Elementary coincide with MPS dress code as outlined in the 2022-2023 Student Conduct Manual.**

CONSEQUENCES FOR NONCOMPLIANCE WITH UNIFORM DRESS CODE:

1st Violation: Parents will be contacted and required to take corrective action.

2nd Violation: Students will be sent to the office and parents 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.

2022-2023 Halcyon School Uniform Guidelines

Uniform issues and concerns will be addressed at the discretion of the administration.

Girls Tops: Solid White, Navy, or Red Polo style shirt. Shirts can have a band at the bottom or be Peter Pan type collared shirts. Shirts must be long enough to tuck into shorts/pants.

Girls Bottoms: Navy Blue or Khaki shorts, skorts, skirts, or pants; Shorts must follow MPS uniform policy regarding length. Bottoms must fit and fasten when applicable. Jeans may be worn on approved days and should NOT have patches, graffiti, tears, rips, or decorative embroidery. Belts should be worn with pants that have belt loops. *Leggings CAN be worn under skirts or jumpers during cold weather months.

Boys Tops: Solid White, Navy, or Red Polo style shirt. Shirts must be long enough to tuck into shorts/pants.

Boys Bottoms: Navy Blue or Khaki shorts or pants; No sweatpants. Bottoms must fit and fasten when applicable. Belts should be worn with pants that have belt loops. Jeans may be worn on approved days and should NOT have patches, graffiti, tears, rips, or decorative embroidery.

Socks and Tights: Socks or tights should be solid white, khaki, or navy blue in color. Colored socks or tights may be worn as long as there are no inappropriate logos or designs (i.e. fishnets) on them.

Shoes: Must be enclosed in the toe and heel area. (No slides, Crocs, or flip flops). Tennis shoes are the best! Shoes must be laced and tied at all times. No tassels, pom poms, or other distracting items should be attached to the shoes. Shoes should be appropriate for PE classes/activities.

Outerwear: Any outerwear is acceptable to be worn outdoors and removed in the classroom. Any outerwear may NOT be worn in the classroom. Students may bring light sweaters or sweatshirts to wear in cool weather months while inside the building.

Other: Halcyon Spirit Shirts or either Halcyon Grade Level Shirts will be worn on field trips. On Friday, Halcyon Spirit Shirts and jeans can be worn. Grade Level Shirts and uniform bottoms can be worn on Tuesday. These shirts will be available for purchase at the beginning of the school year.

Purses/Fanny Packs: These must be placed in the students' locker each day and may not be worn as a "fashion statement".

Students will be offered special "dress-up" days such as individual picture day, theme days, and end-of-the-year celebrations/recognitions

Visitor Policy

SCHOOL VISITORS (BOARD OF EDUCATION 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:
 - Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.
 - 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.
 - 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 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*****

- 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.
- The principal and/or school administration 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.
- Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.

- Students from other schools will be allowed on campus only with the permission of school administration.
- Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.
- 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.
- 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.
- 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.
- 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.
- 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.
- Due to student privacy requirements, neither teachers nor administrators will discuss a student with anyone (including other family members) unless a parent or legal guardian is present. Please do not ask teachers for information they are not permitted to disclose or for others to observe in the classrooms
- **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.**

Volunteers

Volunteers are an important part of the school program at Halcyon Elementary. If you are interested in becoming a volunteer, please call the school's office or the PTA President. 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.)

Conclusion

The purpose of the Halcyon Parent/Student Handbook is to make both students and parents aware of Halcyon Elementary School's policies. These have been developed so that we can establish an atmosphere at Halcyon that is conducive to our students' overall wellbeing. 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 Halcyon Elementary Parent/Student Handbook, and will do my part as a member of Halcyon's family to abide by these policies and procedures.

Signature of Student _____

Signature of Parent/Guardian _____

Date _____

2022-2023 Dates to Remember
***Subject to change**

August 2022	
2nd-8th	Professional Development for MPS employees
9th	First Day of School
September 2022	
5th	Labor Day (All MPS schools and offices will be closed)
October 2022	
7th-10th	Fall Break (All MPS schools and offices will be closed)
November 2022	
11th	Veterans Day
21st-25th	Thanksgiving Break (All MPS schools and offices will be closed)
December 2022	
19th-31st	Winter Break (All MPS schools and offices closed)
January 2023	
1st-2nd	Winter Break (All MPS schools and offices closed)
3rd	Professional Development Day for MPS employees
4th	Students return for second semester
16th	Martin Luther King Holiday (All MPS schools and offices closed)
February 2023	
20th	President's Day (All MPS schools and offices closed)
March 2023	
20th-24th	Spring Break (All MPS schools and offices closed)
May 2023	
25th	Last Day Of School For Students

2022-2023 Montgomery Public Schools Assessment Calendar

Please use the link below to go to MPS website to access the MPS assessment calendar for the 2022-2023 school year.

<https://drive.google.com/file/d/1-bn37wT2OSMk4RNBu7mCgF0FMTuCM2QJ/view?usp=sharing>

Assessment	Grade Level	Assessment Window
Access for ELLs & Alternate ACCESS	K-5th ELP Population	January 17-March 17, 2023
ACAP Summative Assessment	2nd-5th Reading and Math, 4th Science	March 20-April 28, 2023