

# Southlawn Elementary School



*Home of the Terrific Tigers*

## **PARENT-STUDENT HANDBOOK**

**Ms. T. Winston – Principal**

**2022-2023**

5225 Patricia Lane  
Montgomery, AL 36108  
334-284-8028 office  
334- 284-8069 fax



# **Montgomery Public Schools**

307 South Decatur Street  
Montgomery, Alabama 36104  
(334) 223-6700

## **MONTGOMERY COUNTY BOARD OF EDUCATION MPS SUPERINTENDENT**

Dr. Melvin J. Brown

### **MISSION, PURPOSE & DIRECTION**

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

### **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.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Montgomery County Board of Education operates under the following policy: “No person shall be denied employment, be excluded from participation in, or denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color or age.”

### **IMPORTANT TELEPHONE NUMBERS**

Superintendent’s Office .....	(334) 223-6710
Behavior Intervention Center.....	(334) 223-6851
Transportation Department .....	(334) 284-2085
Communication Office .....	(334) 223-6761
Helping Montgomery Families Initiative (HMFI) .....	(334) 832-1666
Safe Schools Hotline.....	(888) SAV-KIDS
MPS Homeless/Migrant Services.....	(334) 223-6901
MPS Student Support Services .....	(334) 223-6850
MPS Student Social Services .....	(334) 223-6851



**Southlawn Elementary School**  
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 Montgomery, AL 36108



## **PARENT-STUDENT HANDBOOK**

### **NOTICE OF RECEIPT MEMO 2022-2023**

My parent/guardian and I, \_\_\_\_\_, a student enrolled at Southlawn Elementary School, hereby acknowledge by our signatures that we have reviewed and read the Southlawn Elementary School Parent-Student Handbook. We understand that the procedures apply to all students and parents at Southlawn Elementary School.

**NOTE:** If the student lives with both parents/guardians, both are to sign the statement. If the student only lives with one parent, only one signature is required. Failure to return this form does not absolve the student or parent from the requirements stated in this Parent-Student Handbook.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Guardian Signature

\_\_\_\_\_  
 Date

**RETURN THIS FORM TO THE HOMEROOM TEACHER**



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# **Southlawn Elementary School**

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## **Title I School**

Southlawn Elementary School is a Title I School. Title I is a federal program that provides additional funds to qualifying schools. Currently, our school is receiving Title I funds based upon the number of students who qualify for the free or reduced lunch program. The funds are used to provide additional support to all students based on their needs.

## **(Our Direction) Mission**

Southlawn Elementary School seeks to create a challenging learning environment that encourages high expectations to ensure success in a global society.

## **(Our Purpose) Vision**

Southlawn Elementary School is a place where all students strive for excellence socially, emotionally, academically in a supportive atmosphere to discover their maximum potential for future endeavors.

## **Motto**

All Aboard the Success Express!

## **Beliefs**

- Every student has the right to educational services based on their individual needs.
- The school provides an opportunity for learning through a variety of methods and activities that incorporate technology and the three domains: cognitive, effective, and psychomotor.
- The school and community work collaboratively to create a positive learning environment.
- Every student has the right to a safe, clean, and orderly environment that encourages academic development to his or her fullest potential.
- The curriculum development, the design of instructional strategies, and learning activities are guided by clear goals and high expectations for student achievement.
- Student learning will be assessed by a variety of methods.
- The school faculty pledges itself to self-improvement and self-evaluation to ensure that students are able to acquire the skills needed to become productive citizens and lifelong learners.
- Parental involvement and support are essential in fostering academics and attendance.

# Southlawn Elementary School

5225 Patricia Lane \* Montgomery, Alabama 36108 \* Phone 284.8028 \* Fax 284.8069

**August 9, 2022**



Greetings Parents/Guardians and Students:

Welcome to the 2022-2023 school year! I am thrilled to welcome our students back to school! Our continued commitment to fostering resilience, perseverance, empathy, and the ability to communicate effectively in diverse learning environment will undoubtedly help our students thrive academically, socially, and emotionally.

Our team will continue to embed critical thinking and collaboration across all content areas. We will also continue working diligently to meet the diverse needs of our students through small group instruction across all grade levels, and emphasize meaningful, timely feedback to help students work towards academic mastery.

Together, we can ensure all students realize their highest potential. Specific goals for this school year include: substantially increasing the percentage of students who have between a 97 percent attendance rate and perfect attendance; decrease the number of daily check-outs, and significantly increasing the number of students who are proficient in both Reading and Math. These and other targets are the building blocks to greater academic success.

One of the greatest characteristics of the Southlawn learning community is the genuine care and compassion shared between staff, students, and parents. Southlawn Elementary is a place where staff and families come together to ensure that the children entrusted into our care grow to be productive, confident, compassionate, members of a global society.

I would like to assist you and your child in any way possible to make this a successful and rewarding school year. The pages of this handbook are filled with information regarding school procedures. I suggest that parents and students carefully review the contents together.

If you have questions that remain unanswered after reading the handbook, please give me a call. We feel that open and clear communication between school and home is important to the success of our educational program. Southlawn Elementary School's parents are our partners in the important job of educating the children of this community. Working together, we will be able to reach our collective and individual goals. I look forward to an amazing year!

Sincerely,

*Tamara Winston*

Tamara Winston  
Principal



**Southlawn Elementary School Directory  
2022-2023**

**(334) 284-8028 or (334) 284-8069 (fax)**



**Office**

Tamara Winston- Principal  
LaJana Marzett – Secretary/Bookkeeper  
Deloris Freeman – Secretary

**Faculty and Staff**

Selena Young-Talley – Counselor  
Robin Anthony – Media Specialist  
TaWanda DuBose – Reading Specialist  
Sharmaine Goldsmith – Accountability Interventionist

**Pre-K/Headstart(2 units)**

Shureale McCall-Lake  
TBA

**Kindergarten**

Elizabeth Johns  
Evelyn Simon  
TBA

**First Grade**

David Bradford, III  
Quintera Roby  
Sara Willis

**Second Grade**

Iesha Alexander  
Nicole Hartwell  
DeWillis Rivers

**Third Grade**

LaQuinta Gordon  
Mariah Jones

**Fourth Grade**

Shekedia Bright  
LaTashia Knox

**Fifth Grade**

Joseph Brinson  
LaRhonda Porterfield-Tillman

**Music**

Jennifer Jackson

**Physical Education**

Meryles Gilbert

**Special Education/Gifted**

Dorothy Cummings, SEF/BIP  
TBA-QUEST  
Lee Sharpe - Speech

**Nurse**

TBA

**Custodial Staff**

Maurice Groomster  
Tangela Johnson  
Roynisha Haigler

**Auxiliary Teachers**

Shandrea Scott  
TBA

**Lunchroom Staff**

Bonita Hiers  
Amir Walker  
Chris Williams, Manager





## **Procedures for Parents and other Visitors**

Parents: Please use this link below to access MPS' School Visitor Policy.

<https://www.mps.k12.al.us/Page/2238>

### **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:

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

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

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

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

1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors.



2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.

3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.

4. Students from other schools will be allowed on campus only with the permission of school administration.

5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.

a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.

b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.

6. Disruptive Visitors — Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order.

7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students.

8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS sponsored events.

**Change of Address /Phone Number/Telephone Calls**—It is imperative that the school be able to contact a parent or guardian at all times. Parents are asked to inform the school office in writing of

any change in address or phone numbers so that we have accurate, up-to-date information for all students in the event of an emergency.

Students are not permitted to use the telephone except in the case of emergencies. Please make plans for rainy days so that your child will know what to do. Parents are asked to make after school arrangements with children before they leave home. It is not desirable to interrupt class instruction to deliver messages, except in an emergency.

## Daily Schedule



### Arrival

Students are **not** to arrive on campus before 7:15 a.m. Students will remain on the bus, with their daycare provider, or in their car until 7:15 a.m. Breakfast is served between 7:25 a.m. and 7:50 a.m. Supervision is not available before 7:15 a.m. Students may wear a mask as they enter the building each day.

### Morning Arrival

Students will go to the cafeteria to pick up a Grab and Go breakfast when entering the building. All students will report to their classroom to eat breakfast.

### Bell System

7:25 a.m.	<b>First Bell</b> – Enter the lunchroom for breakfast
7:45 a.m.	<b>Second Bell</b>
7:45 a.m.	<b>Homeroom</b>
8:10 a.m.	<b>Announcements</b>
8:10 a.m.	<b>Tardy Bell/Instruction begins</b> – Students arriving after 8:10 a.m. must be signed in by an adult at the office and receives a tardy pass from the office before being allowed to enter class.

**No Check-outs after 2:30 p.m.**

3:00 p.m.	<b>Dismissal Bell</b>
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### Dismissal Exit Procedures

Daycare, Bus Riders, Sibling pick-up (Front Porch)

**Pre-K** (Doors by the parking lot)

**K** (Doors near Tennis Court)

**2<sup>nd</sup> & 3<sup>rd</sup> Grades** (Main Front Doors)

**1<sup>st</sup> Grade** (Main Front Doors)

**4<sup>th</sup> & 5<sup>th</sup> Grades** (Main Front Doors)

Teachers and not the bell dismiss students. Adult supervision ends at 3:15 p.m. All students should be picked up **no later than** 3:30 p.m. We do not have staff to supervise children on campus outside these times. Please never leave your child at school without supervision. Failure to comply with this procedure will result in administrators contacting the proper authorities. **Parents, please do not park in the daycare pick up zones.**



## STUDENT DRESS CODE POLICY

Attire that is considered disruptive or that seriously distracts from the learning environment or that could present a health or safety problem is not appropriate in an educational setting. With this in mind, the following rules concerning dress and grooming are mandatory for all students attending Montgomery Public Schools.

All Montgomery Public Schools students are required to wear uniforms. Colors of uniforms (top and bottom) will be determined by each school. Only one belt may be worn with attire. Standard belt buckles only (no over- sized belt buckles).

Shorts, skirts, and skorts must be no higher than knee length from the crease in the back of the knee. Slits in skirts and dresses must meet the knee length regulation. No leggings will be allowed to be worn.

Students must wear shoes that cover their feet. Athletic shoes in the colors of white, black, or a combination of white and black are preferred. Each school may permit other colors of shoes as deemed appropriate. No bedroom slippers, flip flops, stilettos, slides, boots with chains, steel toes or other metal reinforcement, thigh high boots or athletic slides will be allowed.

On special occasions, principals may designate days when dress for students may be adjusted. Hats, caps, sweatbands, bandanna, visors, sunglasses and hoodies must be removed and placed in the locker or designated area and remain there during the school day (except for health and/or religious reasons, which must be approved in advance by the administration).

Students are not to wear jewelry, ornaments, or accessories which distract from the learning environment. Facial and or tongue jewelry is not allowed for males or females. For safety reasons, visual piercing jewelry is limited to ears only. Hoops larger than one inch will not be allowed. Jewelry which includes long necklaces, accessories with spikes or chains, heavy medallions, removable dental grills, heavy bracelets and large finger rings will not be allowed.

Students must wear clothing that fits properly and is clean. Pants must be worn at the waist, and may not be sagging. Oversized or undersized clothing, including pants, skirts, blouses, dresses, pants, or shirts, will not be allowed. Pant legs must be uniform length and may not drag on the floor. No pajamas or sleepwear are allowed. Clothing may not be shredded or with open holes. No clothing shall be worn inside out. Suspenders/braces shall be fastened and belts buckled.

Students are not to wear clothing that reveals the body in an inappropriate manner. Examples include clothing which is too tight, too short and bare at the midriff. Undergarments must be worn in an appropriate manner and not be visible.

All students are expected to be well groomed and exhibit proper hygiene at all times in efforts to promote and maintain a clean and sanitary learning environment.

Tattoos, insignias, and buttons which promote alcohol, tobacco, drugs, vulgarities, violence, illegal activity, or are demeaning to other persons may not be worn at school. Students shall not be permitted to wear clothing, accessories or regalia that conveys membership or affiliation with a "gang" or other similarly oriented group or association prone to violence or criminal acts.

## Consequences

**First violation:** Parent/guardian will be contacted and required to take corrective action. The parent will be asked to bring appropriate apparel/shoes to school

**Second violation:** Student will receive a one-day detention and/or in school suspension. The parent/guardian will be asked to bring appropriate apparel/shoes to school

**Third or subsequent violations:** will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued accordingly.

**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.

## SES Student Dress Code

Parents: The following is the dress code for Southlawn Elementary. To improve school safety and student behavior, we ask your assistance in implementing the following student dress and appearance procedures for the 2022-2023 school year. This dress code is more school specific however, it does not violate MPS' dress code policy. **You may use this link below to access MPS' Student Dress Code.** <https://www.mps.k12.al.us/Page/2238>

All students will be in proper standard uniform school attire.

- ❖ Khaki or navy-blue bottoms -- Students are to wear clothing that fit properly and is clean. Pants must be worn at the waist (no sagging). Only one belt may be worn with attire; shorts, skorts, skirts, must be no higher than the knee length from the crease in the back of the knee. No leggings will be allowed to be worn.
- ❖ Light blue, white, or yellow polo shirt no emblems or markings. All shirts must be tucked in.
- ❖ Shoes must cover the feet. Athletic shoes are preferred. Crocs will not be permitted to wear.
- ❖ Belts must be worn daily.
- ❖ Nose jewelry may not be worn by boys or girls while they are in school. Hoops larger than one inch will not be allowed. No excessive bracelets or necklaces.
- ❖ Haircuts that interfere with the educational process through distraction either in cuts, styles, length, or designs are prohibited.



# Behavior Expectations

Southlawn Elementary School has implemented a school-wide discipline plan in compliance with the Montgomery Public Schools' Student Conduct Manual. In order for effective instruction to take place in the classroom, a well-disciplined student body is necessary. Therefore, students are expected to make positive behavior choices at all times and conform to school and class procedures/rules. **Mutual respect must be shown at all times.**

## PBIS Expectations

The 3 R's have been developed to promote positive student interactions and expectations. We are committed to building a culture where students are equipped with strategies to help produce respectfully, responsibly, and resourceful citizens.

Expectations	Entrance	Classroom	Hallway	Bathroom	Cafeteria	Grounds
<b>Respectful</b>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Walk to the right</li> <li>Use inside voices</li> <li>Use kind words</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Be kind</li> <li>Listen to my teachers</li> <li>Use inside voices</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Walk in line</li> <li>Observe "Quiet Zone"</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Wait your turn</li> <li>Use inside voices</li> <li>Keep environment clean</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Use inside voices</li> <li>Wait your turn</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Wait your turn</li> <li>Use inside voices</li> <li>Use kind words</li> </ul>
<b>Responsible</b>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Follow dress code</li> <li>Be on time</li> <li>Be prepared</li> <li>Strive for Excellence</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Be on time</li> <li>Be prepared</li> <li>Follow procedures</li> <li>Complete all work</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Walk on 5<sup>th</sup> tile</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Wash your hands</li> <li>Put paper in trash</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Throw all trash/trays away</li> <li>Listen for instructions</li> <li>Follow procedures</li> <li>Keep your area clean</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Follow rules</li> <li>Put equipment way</li> </ul>
<b>Resourceful</b>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Be safe</li> <li>Report problems to adults</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Be safe</li> <li>Report problems to adults</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Be safe</li> <li>Report problems to adults</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Be safe</li> <li>Report problems to adults</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Be safe</li> <li>Report problems to adults</li> </ul>	<b>ALWAYS</b> <ul style="list-style-type: none"> <li>Be safe</li> <li>Report problems to adults</li> </ul>

## 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. They will utilize a conduct folder/discipline log to indicate the various offenses the students display while at school. Teachers will make every effort to correct inappropriate behavior in positive ways. Class A behaviors include student offenses that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate Board of Education policy. Teachers must attempt to resolve Class A behaviors when it is appropriate before referrals are made to the administrator for official disciplinary action. **Class A consequences may not be appealed beyond the principal.** Teachers will implement the following consequences for correcting classroom violations or Class A offenses:

Class A Offense: Procedures for Consequences	
1 <sup>st</sup> Offense	– Verbal Warning/Conduct check
2 <sup>nd</sup> Offense	--Teacher-Student Conference
3 <sup>rd</sup> Offense	--Contact Parent (telephone, class dojo, or other documented notification)
4 <sup>th</sup> Offense	--Refer to Counselor
5 <sup>th</sup> Offense	--Parent Conference Required and begin RtI-Behavior process
6 <sup>th</sup> Offense	--Office Referral--Class A Offenses upgraded to Class B or C Offense

**\*Please refer to the *Montgomery Public Schools Student Conduct Manual for Class A, B, C, D, & E offenses.* Consequences for all student misbehaviors will be implemented in accordance with *Montgomery Public Schools Student Conduct Manual for 2022-2023!***

### Corporal Punishment

Montgomery Public Schools does not advocate the use of corporal punishment. Corporal punishment will not be administered to any students.

### Cell Phone/Telecommunication Devices (For Use Other than for Instructional Purposes)

Students are not permitted to use a cell phone or any electronic device in school. This includes, but not limited to an iPhone, Blackberry, Smartphone, Apple Watch or other adapted tablets/PDAs or electronic devices. This includes GPS tracking devices.

- Principals have the authority to allow the use of cell phones, earbuds/ear phones, or other electronic devices for instructional purposes during class, however that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school.
- Unless otherwise stated, 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.
- No earbuds/headphones or other listening devices for safety purposes.

**The cell phone/telecommunication device guidelines of the school coincide with MPS Policy, but in a more detailed and school specific form.**

### Consequences

Conference with student

Conference with parent

Device may be confiscated on any offense

Parent/Legal Guardian shadowing

**If a violation of this rule also violates other Class B and/or C offenses, other consequences will be imposed.**

## Procedures for confiscating, securing, and returning electronic devices

Items confiscated from students will be brought to the main office where the items will be logged in under the student's name. The item will then be stored in a locked area of the main office. The parent will be contacted and the items will only be returned to the student's parent or legal guardian. 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 the school will be disciplined in accordance with MPS' Student Conduct Manual. School officials accept no responsibility for safeguarding confiscated items or for loss or damage to confiscated property. Any items not claimed by the end of the school year will be donated to charity.

### **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 consideration of 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 Board Policy: 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. **The principal has the authority to develop an individual school cell phone procedure. The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e. aerosol sprays and perfumes). In an effort to quickly gain information about certain incidents involving or witnessed by students, MPS has the right to question and/or interview students outside of the presence of students' parents and/or guardians. To the extent required by law or Board policy, parents will be notified of such interviews as soon as practicable.**



### **Bullying**

A continuous pattern of intentional behavior, by the same person and/or persons (this is not a one-time event see Code 31) including, but not limited to, hazing, harassment, intimidation, threats of violence, or menacing or violent acts that are intended to cause distress upon one or more students. This behavior can occur on or off of school property (during school functions), on a school bus, at designated school bus stops, or at school-sponsored functions including, but not limited to, cyberbullying, verbal, written, electronic, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the following categories:

**Gender • Sexual Orientation • Age • Religion • Nationality • Ethnicity • Race • Color Socioeconomic Background • Mental, Physical, or Sensory Disability**

***Jamari Terrell Williams Student Bullying Prevention Act No. 2018-472***

Harassment - Knowingly pursuing a pattern of conduct, whether physical, verbal, written or electronic, that is intended to annoy, intimidate, extort, alarm, or terrorize another person. Additionally, the behavior poses a threat to the health, safety, and/or welfare of students, staff, or others on school grounds, in school vehicles, at designated school bus stops, at school activities or sanctioned events, whether on or off school property. Harassment includes, but is not limited to: • verbal acts, teasing, name-calling, belittling, or use of sarcasm, jokes, obscene, abusive, vulgar, or irreverent language; • nonverbal behavior such as graphic or written statements; • conduct that is physically threatening, harmful or humiliating including, but not limited to the following: striking, shoving, kicking, touching a person or subjecting him/her to physical contact or gestures toward another student or school employee; or • extortion of anything of value (such as personal property, money or information) from any other student or school employee through verbal, written, or physical threats, coercion, or intimidation. **Students with complaints of bullying and/or harassment should complete the Bullying/Harassment Complaint Form that can be downloaded from the MPS website [www.mps.k12.al.us](http://www.mps.k12.al.us).**

### **Consequences:**

See Anti Bullying/ Harassment Policy

Positive Behavior Interventions and Supports

Corrective Strategies

In-School Suspension or Out of School Suspension not to exceed three (3) school days

Proposal for Expulsion

Law enforcement may be called

Southlawn 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.

### ***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. The reporting student or parent will be asked to complete a Bullying/Harassment Complaint Form that can be downloaded from the MPS website.
2. Principal **or designee** will conference with each student individually and have each to complete an Allegation Response Form.
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 non-custodial parents be permitted to speak with another student without the other student's parent being present.
6. MPS Student Conduct Manual will be strictly enforced when implementing disciplinary actions.



# General Information

## Attendance

**Compulsory School Attendance Laws** *State law requires that all children between the ages of six (6) and seventeen (17) attend school. Children may attend public schools, private schools, or church schools. Children may also be instructed by a competent, private tutor or an authorized home school. State law requires that children attending public schools conduct themselves in accordance with the policies listed in the Student Conduct Manual.*

- All students must be in school each day and have no tardies or check-outs to be considered for perfect attendance.
- When students are absent, please send a written excuse explaining the absence within 3 days. This is required.
- Attendance will be taken for students participating in virtual learning.

**Excused Absences** *Any absences not falling into the categories listed below or otherwise excused by the superintendent, principal or the superintendent's designee will be unexcused:*

1. Personal Illness
2. Serious illness in the immediate family verified by the principal or District Resource Officer
3. Death in the immediate family (not to exceed three (3) school days) includes (mother/father/step-parent/ sibling/grandparent)
4. Absence for the observance of recognized holidays of the child's own faith
5. Inclement weather which makes it dangerous to attend school as determined by superintendent or the superintendent's designee
6. Court-required appearances
7. Suspensions
8. Prior approval of a non-illness absence must be obtained from the Chief of Student Services. The request must be made from the parent or legal guardian. The Prior Approval Absence Form must be submitted at least two weeks prior to the requested absence. The form must be hand- delivered to the address listed on form or mailed via U.S. Postal Service. A response will be sent within one week to the parent and school. A copy of the parent's valid ID must be submitted whether the form is hand delivered or mailed.

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

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

**Unexcused Absences** *Any absence not listed above in the Excused Absence section or otherwise excused by the superintendent, principal, or the superintendent's designee will be considered*

*unexcused. Examples of unexcused absences include, but are not limited to those included in Board Policy issued on 2/19/2019, Section 6.1.5*

1. Missing the school bus or transportation to school
2. Birthdays or other celebrations
3. Any absence for which a written excuse was not provided within three (3) school days from return of absence

### **Check-in/tardiness**

- Students who arrive after 8:10 a.m. will report to the main office **accompanied by an adult**. The student will be given a pass to class. In order for a tardy to be excused, the parent must immediately present to the office worker a written excuse explaining the reason for being tardy.
- Tardiness is excused for the following reasons: illness of self or an immediate family member, death in the family, emergency or exceptional situations as determined by the administration. **Traffic problems or car trouble is not a valid excuse.**
- If a student is tardy to school because of a doctor or dental appointment, he/she must bring a statement from the doctor or dentist before the tardy will be considered excused.

**\*Check-ins after 11:40 a.m. will be considered as an absence for the day. If a student is checked in after this time in the school day, the student would have missed half of the instructional day.**

### **Check-out Procedures** -- A picture ID is required when checking out students!

Please keep check-outs to a MINIMUM. Your cooperation in this matter is greatly appreciated.

- Parents must always report to the office and sign a student out.
- **Students will not be called out of classrooms after 2:30 p.m. for checkout.** To limit classroom disruption, as well as to ensure the safety and security of the students during dismissal, please wait to pick up your child after dismissal. It is very important to school officials that we execute dismissal in a safe and orderly manner. This rule accommodates and protects the large number of students that walk to and from school. Moving vehicles pose a high risk to walking students after dismissal.
- An ill student should make the teacher aware of his/her condition. Each teacher will exercise discretion when sending students to the office.
- No student is permitted to leave the school without signing out and being properly dismissed through the school office.
- Only individuals indicated by the parent or guardian will be allowed to check a student out.
- If a student returns to school the same day after checkout, he/she is to report to the office, sign-in, and get a pass to class.
- Checkouts for the purpose of keeping an appointment with a doctor or dentist will be considered excused only after the student brings a statement from the doctor or dentist to verify the date and time spent in the office. Please request a statement from your doctor, and if you return to school on the same day of your visit, show the statement to the secretary when you check in. If you return the next day, give the note to your teacher.

**\*Check-outs before 11:40 a.m. will be considered as an absence for the entire school day. If a student is checked out before this time in the school day, the student would miss half of the instructional day.**

## Breakfast/Lunch

Students cannot sell/distribute any snacks, drinks, food or any item to other students under any circumstance. Any items confiscated will be disposed of by school administration. Montgomery Public Schools/Child Nutrition Program is participating again in the Community Eligibility Provision (CEP) of the Healthy, Hunger-Free Kids Act for the 2022-2023 school year. All enrolled students of Montgomery Public Schools are eligible to receive a healthy breakfast and lunch at **NO CHARGE** to your household for the 2022-2023 school year. No further action is required of you. Your child (ren) will be able to participate in these meal programs without having to pay a fee or submit a Free or Reduced meal application.

Type	Breakfast	Lunch
Student Paid	No Charge	No Charge
Student Reduced	No Charge	No Charge
Faculty/Board Employees	\$2.00	\$4.05
Visiting Student	\$2.25	\$4.05
Visiting Adult	\$2.25	\$4.25



**Delayed Openings/ Inclement Weather**--Remember to always check the radio or television to find out about school closings during inclement weather. Please do not drop off your child early on a delayed school opening day. Staff members will not be required to report to work until 30 minutes prior to the delayed opening time. The decision to delay school because of weather conditions also includes the safety and well being of staff members so no one will be available to supervise students.

In cases of advance warnings, parents will receive a call from MPS Messenger System notifying you of the current situation relative to closings and delays. However, your information must be accurate in the school's database in order to receive the call.

### **Delivery of Items to Students**

Flowers, balloons, and other similar items will not be delivered to the student's classroom. These items will be kept in the office until the end of the day. Bus rider parents will be responsible for the pick-up of delivered items.

**Emergency Drills**--Fire and inclement weather drills are conducted monthly during the school year. Emergency evacuation plans are taught and reviewed by teachers and students. A detailed emergency plan exists in each classroom and the school is prepared for a variety of emergency situations. In case of an actual emergency, students will not be released from school until parents have been contacted.

**Field Trips**--Field trips are planned in conjunction with learning objectives. All students are expected to attend each field trip. It is hoped that all students will participate unless stated otherwise by parents or the administration. Parents may be asked to attend field trips to chaperone their child if the student display discipline concerns. **All chaperones must have a background check completed to attend all fieldtrip and the forms must be updated each year (Background forms will be sent home).** Some fieldtrips will be at cost to parents. The teacher, school, or sponsor in charge of arranging the activity cannot assume the cost of the trip. Parents are asked to understand that **payments submitted for field**

**trips are non-refundable.** The school's overall objective is to facilitate optimum learning experiences through educational field trips.

**Gifted Program DEFINITION:** *Intellectually gifted children and youth are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted. The Montgomery Public School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.*

To make a referral, contact the Gifted Specialist or Gifted Referral Screening Team chairperson at your child's school. If you have further questions, you may contact the Gifted Coordinator at 269-3808.

**Homework Procedures**--Teachers will assign homework daily to reinforce the skills taught in class. Please work with your child nightly to ensure he/she completes all assignments given. Please see your child's teacher to discuss homework procedures.

**Make Up Work**--A student will have the opportunity to make-up exams/tests or work which occurred during an excused absence or suspension. When a student returns to school after an excused absence/suspension, he/she has three (3) school days or the number of days equal to the number of school days of consecutive absences; whichever is greater, following the student's return to class to make-up work. The teacher will provide the student any assignments missed during the absence. It is the responsibility of the student's parent, guardian, or legal custodian to make arrangements with each teacher and make sure make-up work is completed. Make-up work will be permitted only when written excuses from the parent, guardian, or legal custodian have been received in accordance with this policy. If a suspension is modified or reversed through the suspension appeal process, related absences will be noted as excused and the student will receive make-up work for those excused days. If a student who rides a daycare van is required to remain after school, the parent will be notified in advance. The parent must make arrangements for the child's transportation from school.

### **Medical Assistance**

**Medications:** District procedure states that no medication of any kind may be administered to any student by any school personnel without written authorizations and instructions from the student's physicians and parent(s). The **MEDICATION PRESCRIPTION FORM** MUST BE FILLED OUT PRIOR TO DISPENSING MEDICATION AT SCHOOL. Students are responsible for coming to the office to receive their medication; and parents are responsible for making sure the school has an adequate supply of medications.

**Accidents:** It is the responsibility of the student or his/her parent to see that all accidents, major or minor, that occur on school grounds be reported to the school office as soon as possible. Students must report all accidents that occur on school property to the person in charge at the time of the accident.

**Illness:** If a student becomes ill, he/she should inform the teacher. The student will either be sent to visit the school's nurse or a parent will be contacted for further assistance.

**Parties and Birthday Celebrations** Two parties will be held during the school year for the following holidays: Winter Celebration and Valentine’s Day. A student will not be required to participate if it conflicts with moral or religious convictions. Please let the teacher know so that alternative options can be arranged. **Classroom birthday parties** are not permitted. Any food or beverage that has sugar or high fructose corn syrup listed as the first ingredient **CAN NOT** be served on the school premises until after the last scheduled class. Birthday treats are usually served at the end of the day or during snack time. Parents must receive approval from the principal and teacher at least two days before activity.

**Penalties for Defacing/Destroying Public Property-** Under Alabama law, it is unlawful to destroy or deface public property. A person who inflicts damage of: (a) \$2,500 or over is guilty of a Class C felony; (b) \$500 up to \$2,500 is guilty of a Class A misdemeanor; and (c) Up to \$500 is guilty of a Class B misdemeanor

Parents or guardians of a minor who caused the damage will be liable for actual damages plus court costs. The minor who is convicted of violating the act “will be ordered by the court to correct or clean up any destruction or defacement.

### **Physical Education**

Students are expected to participate in all P.E. activities unless parents send a written request for non-participation due to illness or injury. Extended illness must have a doctor’s excuse.

**Promotion/Retention in Kindergarten--**State rules and regulations, as well as District requirements, will be followed regarding assessment procedures and criteria used to determine the readiness of a kindergarten student for first grade. Multiple, state approved, sources of data will be used to identify each student’s strengths and needs, determine the appropriate placement for each student, and to assist with the design of appropriate instructional programs and teaching methods. Because kindergarten is not required in the state of Alabama, the teacher, parent or guardian, and principal must agree upon the necessity for retention of a kindergarten child based on records kept by the teacher. Appeal of the decision may be made to the Department of Curriculum and Instruction in writing prior to July 1st. The student’s parent(s)/guardian(s) will be notified of the final placement decision.

### **Promotion/Retention in the Regular Program (Grades 1-5)**

- A student in grades 1-2 must pass reading and math for the year to be promoted to the next grade.
- A student in grades 3-5 must pass English-Language Arts, reading, mathematics, science, and social studies to be promoted to the next grade level. Promotion for all students may be determined by a committee, if they don’t meet the minimum requirements due to extenuating circumstances that occurred during the current school year.

*A copy of Montgomery Public Schools’ Grading, Promotion, and Retention Procedures can be obtained from the front office.*



Southlawn's PTA goal is to foster a closer relationship between home and the school, parent and teacher, enhancing the personal and educational well-being of our children. We believe that parent and family involvement must be a special focus of any school improvement effort.

Please join us this year, by first joining the PTA and second by volunteering your time. PTA dues are \$5.00. Together as a team, we can make Southlawn Elementary the very best it can be!

### **PTA Dates:** **TBA**

**Response to Instruction (RtI)** – RtI is a school-based problem-solving team designed to meet the needs of general education at-risk students. It is composed of regular education teachers, administrators, counselors, parents, and others as needed. RtI addresses student academic, discipline, drop-out and behavioral challenges. It provides immediate support when confronting classroom concerns that need to be addressed in a timely manner. RtI is the required first step in identifying students for referrals for special education testing. In addition, a parent is encouraged to request RtI support when noticing a change in his/her child's academics or discipline.

**Safekeeping of Valuables**--Students are discouraged from bringing valuables and large amounts of money to school. Students are responsible for the safekeeping of valuables and should not leave books, wallets, purses, or other valuables unattended. The school or teachers are not responsible for items that are lost or stolen.

**STI Home** –You can have access to your child's grades by coming to the school and signing up for Accessing STI-Home.

**Textbooks**--State owned textbooks are furnished by Montgomery Public Schools. *"...The parent, guardian, or other person having custody of a child to whom...textbooks are issued should be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks"* (Excerpt from STATE TEXTBOOK LAW). Books that are issued must be cared for properly. Students will be charged for books that are lost or damaged.

1. Books will not be issued unless student returns the Textbook Forms.
2. Textbooks will be checked.
3. Students with missing books will be charged a lost textbook fee.
4. A fee sheet will be sent home with report cards.

### **Transfer and Withdrawal Procedures -**

- Parent calls school the student will be leaving to make an appointment for withdrawal.
- School notifies parent to immediately update all information in registration portal using link **[update.mps.k12.al.us](http://update.mps.k12.al.us)**.
- Parent may upload documentation or bring to the school appointment.
- Parent reports to school to sign withdrawal paperwork (MPS Transfer Withdrawal Notice)
- School designee confirms all necessary paperwork is in portal.
- School designee releases the student to receiving school.

-Receiving school will proceed with registering/enrolling student and make formal Records Request.

# Mark Your Calendar

## Mid-Progress Reports ~ *Mid-quarter Report of Academic Progress*

September 8<sup>th</sup>  
November 10<sup>th</sup>  
February 9<sup>th</sup>  
April 27<sup>th</sup>



## Report Cards

October 13, 2022  
January 5, 2023  
March 16, 2023  
May 25, 2023

**Student work samples (signed papers)** ~ will be sent home every other week beginning first week of September.

## First Semester

- September 8<sup>th</sup>
- November 10<sup>th</sup>

## Second Semester

- February 9<sup>th</sup>
- April 27<sup>th</sup>

## MPS Grading Scale

**A = 90 – 100**

**B = 80 – 89**

**C = 70 – 79**

**D = 60 – 69**

**F = 0 – 59**

**Note: \*If a child does not return his/her signed papers, parents will be required to come to the school to view samples of child's work.**

## 2022- 2023 SCHOOL CALENDAR

Click on the link to view the MPS Calendar

<https://www.mps.k12.al.us/Page/2177>

First Day for Students	August 9, 2022
End of First Nine Weeks	October 6, 2022
End of Second Nine Weeks	December 16, 2022
End of Third Nine Weeks	March 10, 2023
End of Fourth Nine Weeks	May 25, 2023
Last Day for Students	May 25, 2023
Last Day for Teachers	May 26, 2023
First Semester	August 9, 2022 — December 16, 2022
Second Semester	January , 2023 — May 25, 2023

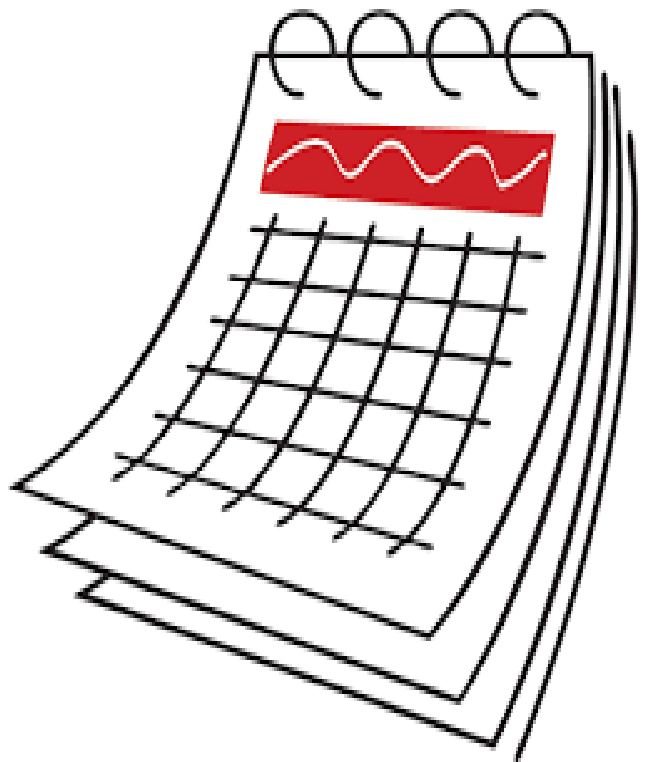
### Report Card Dates

October 13, 2022  
January 5, 2023  
March 16, 2023  
May 25, 2023

### Teacher /Staff Professional Development Dates

*(Students Do Not Attend School On These Dates)*

August 2-8, 2022  
October 28, 2022  
January 3, 2023  
April 7, 2023  
May 26, 2023



### School Holidays – No School

Labor Day	September 5, 2022
Fall Break	October 7-10, 2022
Veterans Day	November 11, 2022
Thanksgiving Break	November 21-25, 2022
Winter Break	December 19, 2022 & January 2, 2023
King Birthday	January 16, 2023
President's Day	February 20, 2023
Spring Break	March 20-24, 2023





## Montgomery Public Schools STUDENT TESTING DATES CALENDAR 2022-2023

Click on the link below to view the MPS Testing  
TBD

ASSESSMENT DATES	GRADES	ASSESSMENT
TBD	Kindergarten – 3 <sup>rd</sup> Grade	STAR Early Literacy, STAR Reading and STAR Math Assessment
January 17 – March 17, 2023	LEP Population K --5th Kindergarten (Paper only) Grades 1st – 3rd (online with Writing on Paper) Grades 4th –5th (Online)	ACCESS FOR ELLs
January 17 – March 17, 2023	LEP Population K --5th	Alternate ACCESS FOR ELLs 2.0 ALL Paper-Based
TBD	Selected Schools and Grades	NAEP
March 1 – April 7, 2023	2nd - 5th Reading & Math 4th Science	ACAP Alternate Summative
March 20– April 23 2023	2nd - 5th Reading & Math 4th Science	ACAP Summative

1 Schools taking NAEP have not been identified by the national office. Dates on which they test will be coordinated with the State NAEP Coordinator.

2 **Schools will select specific dates during the ACAP Summative Assessment Window.**

Note: **Dates are subject to change.** Schools' assessment team (principal, BTC, ELL Facilitator, Sped Facilitator and Technology Coordinator) will determine dates within the window on which they will test and submit your dates to the MPS Office of Assessment and Accountability when the information is requested.

Note: Field trips, extracurricular activities, and school related summative assessments **should not** be scheduled during the SDE assessment windows.

This calendar is subject to change due to state department fiscal and procedural decisions.

## 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 student's 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?

- Any LEA with a Title I Allocation exceeding \$500,000 is required by law to set aside 1% of it's 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 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’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 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. Every 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

### **Title I – MPS Contacts**

Dr. Eric James, Title I Director  
334-223-6852

Erika Tyler, McKinney-Vento Homeless Program  
(334) 223-6901

Selena Young-Talley, School Counselor  
334-284-8028