

Margaret
Elementary School
2022-2023 Student Handbook



Katelyn Dorsett, Principal
Stephanie McCarrell, Assistant Principal
Carrie Tucker, Counselor

*“We are...Respectful, Positive, and
Motivated! It’s the Mustang Way”*

Margaret Elementary School



“Home of the Mustangs”

200 Mustang Drive
Odenville, Alabama 35120
(205)629-5034 Main Office
(205)629-6149 Fax

Dear Parents and Guardians,

Welcome back to another exciting year at Margaret Elementary School! We hope your children have had an enjoyable summer vacation and are ready for another successful year at MAES. We anticipate an exciting academic year! This past year, we were encouraged by the efforts given by our students, parents, and community in creating a school culture that is positive and focused on the achievement of each student.

We are proud of our students' academic progress but know that more can be achieved. We want to thank our parents for making your child's education the top priority while supporting the vision of Margaret Elementary School. We believe by working together we can achieve excellence in both your child's academic and social growth while promoting the love of learning.

We encourage you to be an active participant in all school activities, offer suggestions, and ask questions about those things that concern you. We look forward to the future as we work together as partners in learning.

Sincerely,

Katelyn Dorsett, Principal
Stephanie McCarrell, Assistant Principal

ST. CLAIR COUNTY SCHOOLS

2022-2023 SCHOOL CALENDAR (Approved 11-18-21)

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2022	
AUG 10	First Day Students last name A-K
AUG 11	First Day Students last name L-Z
SEP 5	Labor Day - School Closed
OCT 7	E-Day (students virtual/employees work)
OCT 10-11	Fall Break - School Closed
NOV 11	Veteran's Day - School Closed
NOV 21-25	Thanksgiving - School Closed
DEC 15-20	Semester Exams
DEC 20	End 1st Semester/Early Release Day for Students
DEC 21 to JAN 2	Christmas Break - School Closed for Students

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2023	
JAN 3	Employees return - Professional Development
JAN 4	First Day of Second Semester
JAN 16	MLK Holiday - School Closed
FEB 20	President's Day - School Closed
MAR 10	E-Day (students virtual/employees work)
MAR 27 - 31	Spring Break - School Closed
APR 7	Good Friday - School Closed
MAY 19-25	Semester Exams
MAY 25	Last Day of School/Early Release Day for Students

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Grade Reporting Periods			
9 Week Grading Periods	Total Days	Progress Reports Available	Report Cards Go Home
AUG 10 - OCT 7	42	Sep 9	Oct 18
OCT 12 - DEC 20	44	Nov 10	Jan 10
JAN 4 - MAR 10	46	Feb 9	Mar 21
MAR 13 - MAY 25	48	Apr 21	June 2

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

STUDENT DAYS	9-MONTH EMPLOYEE DAYS
180	187

DECEMBER 2022						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

STATE REPORTS	DUE DATES
20 Day Report	SEP 7, 2022
20 Day After Labor Day	OCT 3, 2022
40 Day Report	OCT 5, 2022
60 Day Report	NOV 4, 2022
80 Day Report	DEC 12, 2022
100 Day Report	JAN 24, 2023
120 Day Report	FEB 22, 2023
140 Day Report	MAR 22, 2023
160 Day Report	APR 27, 2023
180 Day Report	MAY 25, 2023

LEGEND	
 	Student Attendance Day
 	Holiday - School Closed
 	Start of Semester
 	End of Semester - Early Release
 	9 Month Employee Extra Work Day
 	E-Learning Day for Students (Employees work)
 	Off Day for 9 Month Employees

Vision and Mission of St. Clair County School System

Motto:

We are Respectful, Positive, and Motivated...It's the Mustang Way!

Direction:

The St. Clair County School System will partner with parents, families, and communities as we strive to develop students into respectful and productive citizens that are college and career ready.

Vision:

The mission of Margaret Elementary is to motivate students to achieve by equipping them to succeed.

The mission of MAES is to:

- *Provide a safe and nurturing environment.*
- *Instill a sense of integrity, pride, and self-worth.*
- *Create engaging and authentic learning experiences.*
- *Promote positive relationships among students, parents, community, and school staff.*
- *Prepare students for the future.*

Note: It is the parent's responsibility to provide the school with their correct mailing address and telephone number. Any changes made during the school year will require a written request with the parent's signature and will need to be sent to the appropriate school personnel.

Arrival and Dismissal Procedures

Students drop off begins 7:15 am and ends at 7:45 am at the designated car rider area. As buses arrive, bus riders will enter at the gym entrance. All students will go directly to their assigned homeroom. All students will be dismissed at 2:45 pm. Students **MUST** be picked up by 3:10 pm. Please notify the school **in writing** if your child's transportation changes—no student will be allowed to take alternate transportation without parental notification in writing.

Attendance

(Refer to St. Clair County Code of Conduct)

Regular school attendance contributes to academic achievement and facilitates the student's ability to succeed. Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further states that a parent, guardian, or other person having control or charge of a school-aged child is responsible for that child's regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the board. Parents failing to enroll students and ensure their proper behavior and attendance are subject to fines and imprisonment under state law. (Code of Alabama 1975 §16-28-12, §, 16-28-40).

Class Attendance and Absences

(Refer to St. Clair County Code of Conduct)

School attendance is required of all enrolled children in grades K-12. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences are either excused or unexcused. Absences for official school events are considered excused.

For an absence to be "excused", parents/guardians must present to the school principal or designee a written explanation of a student's absence **within three (3) days of the absence**. Failure to present a written explanation (within the "Excused Absences" guidelines, below) will cause the absence to be recorded as unexcused. **If the absence is unexcused, parent excuse will be used to code the absence until the limit of 10 parent excuses have been used. Any excuse after that point will require a medical or legal excuse.**

"Excused Absences" are defined as the following:

1. Illness
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
4. Legal quarantine
5. Emergency conditions as determined by the principal and/or Superintendent
6. Prior permission of the principal with the consent of the parent or legal guardian

Examples include but not limited to the following:

- serious family illness
- family emergency
- legal appointments with documentation
- religious holidays

Schoolwork missed due to excused absences may be made up, and a grade shall be awarded. It is the responsibility of the student to request makeup work the day the student returns to school and return the make-up work on the deadline day. Once a student has returned to school and requested the make-up work, the student shall have two (2) days for each day of excused absence to complete and return make-up work once the student has been given the assignment(s) by the teacher. Example: A student returns to school on Tuesday after being out 1 excused day and request work. The teacher gives assignments on Wednesday. The student would have two days (Thursday and Friday) to complete work and turn in on Monday.

Excessive Absences

Excessive absences are defined as any absence over **(10) days for a student in grades K-12 per school year without proper documentation**. Days of absence exceeding 10 days must be documented by a physician's statement or by a court order to be considered excused. A parent/guardian note of explanation can be accepted for 10 total absences during the school year. **If an excuse is not turned in within the three days of returning to school, a parent excuse will be used to code the absence until the limit of 10 parent excuses have been used. Any excuse after that point will require a medical or legal excuse.** Absences without physician or court documentation beyond these numbers shall be considered unexcused absences. To clarify, if a student is absent for 5 days with a physician's statement, the student would still be allowed an additional total of 10 possible parent excused days within the school year. Parent excused absences must meet the definitions found in the "CLASS ATTENDANCE AND ABSENCES" section of the SCCBOE Code of Conduct.

Unexcused Absences and Truancy

Unexcused absences are those for which no acceptable written explanation is provided by the parent/guardian, or for reasons other than those noted above in "Excused Absences" section or those after (10) days per year for which no physician or court documentation is provided. **If an excuse is not turned in within the three days of returning to school, a parent excuse will be used to code the absence until the limit of 10 parent excuses have been used. Any excuse after that point will require a medical or legal excuse.** Schoolwork missed due to unexcused absences may not be made up.

The St. Clair County School System participates in cooperation with the St. Clair County District Attorney and the St. Clair County Juvenile Court in the Early Warning Program for Attendance Intervention and the Early Warning Program for Behavior Intervention to assist families in achieving good school attendance and students in maintaining good conduct.

Check-In/Check-Out Procedures

Students arriving late to school (checking-in/this includes tardies to school) or leaving school early (checking-out) may do so only with the parent physically coming to the school or a verified written permission of the parents/guardians turned in to the office upon students' arrival. Students must attend 51% of the day to be counted present for the day. WHEN POSSIBLE, SCHEDULE DOCTOR AND DENTIST APPOINTMENTS AFTER SCHOOL HOURS.

Excused Check-In, Check-Out, and Tardies Include: student illness with doctor excuses, serious family illness, death in the immediate family, inclement weather, legal reasons with documentation, emergency conditions as determined by principal and/or Superintendent, or prior permission of the principal. Sanctions may include ISS, detention, Saturday School, or other sanctions determined by local schools or other sanctions as deemed necessary by administrator.

Backpacks

In accordance with the St. Clair County Code of Conduct, rolling backpacks or luggage bags are not allowed due to safety concerns. At the principal's discretion, consideration will be given to those students with special needs.

Breakfast

The Breakfast in the Classroom initiative is being implemented at MAES—breakfast is served each morning from 7:15 am until 7:45 am for all students. Students must arrive within the designated time to receive an opportunity for a breakfast meal. For special School Breakfast pricing: Students must choose 3 or 4 out of 4 meal components: Meat or Substitute, Grains, Fruit/Juice, or Milk. **Students must choose at least ½ cup of fruit or juice.** Students arriving after the assigned breakfast time or after the tardy bell will be served one time and sent home with a note notifying the parent of the breakfast procedures. Any occasion after this, the student will be sent on to the classroom without being served.

If a student depends on the school cafeteria for breakfast, please ensure that the student is in the building before the designated cut-off time (7:45 am).

Bus Rider Information/Expectations

(Refer to St. Clair County Code of Conduct)

MAES will offer 8 school routes for K-5 students only. Students will be expected to ride their assigned bus and will not be permitted to ride a different bus without a written request from a parent and prior approval from the office. The school bus is an extension of the school day and for their safety and security, students are expected to behave on the school bus as they do in the classroom. Parents are ultimately responsible for the behavior of their children walking to/from the bus stop, waiting at the bus stop, and on the bus.

Arrival/Dismissal

Walk quietly to designated areas.

Remain in the correct bus line.

Reasonable voice levels should be always used.

No eating or drinking allowed prior/during bus trip.

Walk to the bus and enter the bus in an orderly fashion.

Bus Riders/Afternoon Procedures

(Refer to St. Clair County Code of Conduct)

Certified staff members will escort students to their buses. Students will begin loading buses at 2:45 pm, so any changes to a student's routine afternoon dismissal (ex. change from a car rider to a bus rider) should be communicated to the office by 12:00 pm. The most plausible method of communication is to send a note by the student to the teacher on the day of the change. Phone call changes to a student's dismissal will not be accepted. **Also, under no circumstances should a message pertaining to dismissal instructions be left on the school's voice mail system or e-mail.** Although both are checked routinely throughout the day, they are not the most reliable means of communicating

such vital information. Please continue to call the school until you reach a school employee. Students will ride their assigned bus and will not be permitted to ride a different bus without a written request from a parent and prior approval from an administrator.

Bus Safety and Student Transportation

(Refer to St. Clair County Code of Conduct)

THE CHARLES "CHUCK" POLAND, JR. ACT (ALABAMA ACT 2013-347) WAS PASSED MAKING IT ILLEGAL FOR ANYONE TO TRESPASS ON A SCHOOL BUS, OFFENDERS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW. PROSECUTION COULD RESULT IN FINES OF UP TO \$6,000.00 AND UP TO ONE YEAR IN JAIL.

Due to the possible distractions to the bus driver, the use of cell phones, beepers, or other personal electronic communication devices, will not be allowed on the school bus. Under emergency situations (i.e., mechanical break-down of the school bus, accidents, or other possible safety issues) the use of these items may be allowed.

Students, while in transit, are under the jurisdiction of the St. Clair County Board of Education. All rules and regulations of the Code of Student Conduct are applicable.

1) A student may only ride the bus they are assigned unless they follow the protocols set forth by the transportation director.

- 2) Refusal to obey rules as stated herein or to obey rules made by the principal will make the student liable to be reported to the school administration.
- 3) Students must be at the bus stop five minutes before the scheduled bus pick-up time.
- 4) Students who walk a distance to meet the bus must walk on the side of the road to their left. While waiting for the bus, students must not stand or play in the highway.
- 5) Students must not attempt to board or exit the bus while the bus is in motion.
- 6) Students must not extend any part of their bodies outside a bus window.
- 7) Students may only exit the bus at the designated bus stop unless written permission is received from the principal.
- 8) Students should avoid loud voices and unnecessary conversation with the bus driver.
- 9) Students must cooperate with keeping the bus clean and avoid all forms of vandalism.
- 10) Students may not transport materials, except for books and other school equipment, without permission from the principal and/or his/her designee (balloons and/or glass objects are not allowed). Books, packages, coat, band instruments and other items should not be in the aisles or in the driver's compartment and should not be left on the bus. These items must be held in the child's lap and not occupy the seat of another child.
- 11) Tobacco (in any form) may not be used.
- 12) Students are expected to behave in a courteous manner. Horseplay is prohibited.
- 13) Bus stops will be centralized whenever practical.
- 14) Students must always exit the bus at the front door.
- 15) Bus drivers may assign seats.
- 16) Students may not ride another bus without written permission from the principal or his/her designee.
- 17) Students may not move within the bus while it is in motion.
- 18) Students are prohibited from eating, chewing gum, and drinking beverages on the bus.
- 19) Students may be videotaped while being transported on school buses.

Loading Procedures

- In the morning, students should wait safely off the roadway until the bus has stopped, traffic has stopped, the door is open, and the driver signals them to load.
- If it is necessary for students to cross the road to load or unload, they should cross at point 12 feet in front of the bus, never behind the bus.

Unloading Procedures (for students crossing roads)

Students should utilize the following procedure for crossing the highway after disembarking the bus:

- Walk to a location at least 10-12 feet in front of the right corner of the bumper, but remaining away from the front of the school bus
- Student should cross when clear and driver signals

Unloading Procedures (for students NOT crossing roads)

Students should exit the bus and walk to a safe location away from the bus stop area but still be visible to the bus driver.

Bus Transportation Discipline

(Refer to St. Clair County Code of Conduct)

- 1) Students will be reported to the school administration for school bus violations. All violations are applicable to the appropriate section of the Code of Student Conduct.
- 2) Students must obey instructions given by the driver. Bus drivers will give citations for minor offenses. Forms will be given to the student for a signature of the parents/guardians.
- 3) The principal or his/her designee will take appropriate action when a student receives a citation.
- 4) Students may be disciplined in the form of bus suspension/expulsion.
- 5) Parents/guardians of the student may appeal disciplinary action with an appeal directed to the Director of Transportation, (205) 629-6255, PO Box 15, Odenville, AL 35120

Bus Guidelines for Students Transported by Bus

(Refer to St. Clair County Code of Conduct)

A student may only ride the bus they are assigned unless they follow the protocols set forth by the transportation director.

Car Riders

Car Riders may arrive at school between 7:15 am and 7:45 am and are dismissed every afternoon at 2:45 pm. School personnel are not on duty before 7:15 am. therefore, students should not arrive before that time. Parents are encouraged to be on time each day. **It is also not permissible for parents to park in the side parking lot by the gym and walk over to pick up students. This presents potential hazards for the elementary school students.** Students must be picked up by 3:10 pm.

For dismissal, the car rider pick-up starting line will begin at the parking lot turn lane (base of parking lot entrance) for entering the school. You must have a car tag, or you will be required to pick up from the front office with ID. This is necessary and required to allow parents to gain access to the visitor parking lot and for emergency vehicles to enter campus at the front of the building. It is requested that no cars arrive until thirty-minutes prior to school arrival/dismissal.

Car Rider Tags

Margaret Elementary will provide all afternoon car rider students with one official car rider tag. The tag should be displayed on the dash or rear-view mirror of the parent's car at dismissal time. Parents or others without a displayed tag will be required to park in the visitors parking and walk to the office for pick-up and required to show proof of identification. Replacement or additional tags should be requested through the office. There is a \$5.00 charge for replacement or additional tags.

Cellular Devices or Connected Devices

(Including cell phones/earbuds/smart watches)

(Refer to St. Clair County Code of Conduct)

All devices must be turned off and placed inside a student's locker or backpack from the first bell until the dismissal bell. Phones will be taken up for each incident and requires someone from the student contact list to pick up the phone up from the office. Discipline procedures for cellular devices or connected devices:

Step 1: Warning

Step 2: Saturday School

Step 3: ISS/ or 2 days Saturday School

Step 4: 1 Day Out of School Suspension

Step 5: Referral to RYAS (20 days)

Possession of electronic devices by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic devices. The St. Clair County School System shall not assume any responsibility of theft, loss, or damage of electronic devices.

No cell phones will be allowed on campus during the standardized testing period without prior approval of the principal.

Change of Address, Phone Number and Registration Information

It is very important that the school has your correct current address in our student database. This also includes you to update home/cell phone numbers as needed. **Note: It is the parent's responsibility to provide the school with their correct mailing address and telephone number. Any changes made during the school year will require a written request with the parent's signature and will need to be sent to the appropriate school personnel.** This is VITALLY important as there are various circumstances, we need to contact you concerning your child. Please contact Mrs. Robinson to change any parent /student information.

Check-In and Check-Out

Parents **must** escort their child into the school building or must be present for check-in or check-out to sign the office record sheet. A picture identification is required for verification on all student check-outs. Any students checked out before 11:20 am or checked in after 11:20 am (equating to 51% of the school day) during the school day will be considered absent for the entire day. Students will not be dismissed from class until the parent has completed the proper check out procedures. **No changes can be made by the parent/guardian to the check-in or check-out list over the telephone. All changes must be made in person or in writing.**

Classroom Donations

Margaret Elementary School requests a classroom donation of \$40.00 to be distributed in the following manner: Classroom \$25.00, Library \$5.00, Arts \$5.00, School Administrative \$5.00. The administrative donation helps to offset printing costs of newsletters, school information flyers, school mailings, and envelopes and postage. The Arts donation helps purchase materials & supplies for various projects and the library donation helps to keep the library catalog current while also providing technology software available for student use.

Communication

Communication is a crucial component in the school setting. Teachers and school staff communicate through e-mail, phone calls, and the SCCBOE app. If you have any questions, please consult with your child's teacher FIRST.

Deliveries to Students

To avoid disruptions to the academic setting and issues with transportation, MAES does not allow students to receive deliveries (balloons, candy, flowers, etc.) at school.

Dress Code

(Refer to St. Clair County Code of Conduct)

The St. Clair County Board of Education promotes an environment where students can dress comfortably. All students at Margaret Elementary School in grades K through 5 will follow the dress code that has been established by the St. Clair County Board of Education. As a general guideline, any manner of dress deemed inappropriate or disruptive during the scholastic day and/or during the practice for, or performance in, extra-curricular activities will not be allowed. **The school administration has the authority to determine whether a student is following dress code regulations.** Violations of the dress code will be subject to parental contact and/or student disciplinary actions.

[Dress Code Link here](#)

Discipline

(Refer to St. Clair County Code of Conduct)

A well-disciplined student body is essential to the effectiveness of any educational institution. The staff at Margaret Elementary will follow the guidelines set forth in the St. Clair County Code of Student Conduct and the school-wide discipline plan. Each child will maintain a conduct/behavior chart which is reported daily to parents. When discipline infractions occur, a school administrator or his designee will discuss punishment options by phone, letter, or in some cases, in person.

Entering and Leaving School

Students should always enter and leave at the designated student entrance/exit. If for any reason a child needs to leave school during the day or comes in after 7:45 am, the parent must come into the office and sign him/her in/out. After the tardy bell, all entrances will be locked for security purposes. **The front office entrance is installed with a security door—all visitors must use this device located on the left wall of the front door entrance to announce your arrival.** If for any reason you must send someone to pick up your child, that person's name must be on the check-in/out form. An ID must be provided and checked. **THIS POLICY WILL BE STRICTLY ADHERED TO WITH NO EXCEPTIONS.**

Emergency and Weather Conditions

The school may be temporarily closed by the Superintendent due to inclement weather or emergency conditions. A county automated call system will be used to report school closings. It is extremely

important for your contact phone number to always remain current with the school. School days missed may be made up according to the schedule on the school calendar. Please look on local news sites, social media, and listen to local radio and T.V. stations for messages. The school phone line must remain free for emergency messages. Parents are required to complete and return the Emergency Dismissal Form to place in the child's file. **During tornado warnings, once children have been sent into the hallways, it will not be possible for you to check-out the student until the principal receives the "all clear" call from the county office.**

Field Trips (Study Trips) and Excursions

School sponsored trips and excursions are those officially approved and authorized trips which are conducted to support the curricular, co-curricular, and extra-curricular programs of the school. Prior to participating in any such trip, eligible students must provide a parent signed field trip permission form. Students attending school sponsored trips are required to ride the bus to and from the appointed destination with all other students. Teachers will contact parents if needed to chaperone.

The St. Clair County Board of Education (SCCBOE) recognizes the potential benefits of volunteers that assist with extracurricular activities offered at the schools within our school system. All volunteers and chaperones must follow board policy. Therefore, appropriate dress is required, and any smoking/vaping is prohibited. Volunteers and chaperones must be under the supervision of a board employee and must adhere to background screening through the Secure Volunteer website.

A field trip is considered an extension of the classroom lesson however a student may be denied the opportunity to go on field trips if his/her behavior warrants such a denial. A student with the following disciplinary actions will be denied the opportunity to attend extracurricular functions or participate in field trip activities when a student reaches the below discipline referrals:

- Class I violation 3 or more
- Class II violation 2 or more/ or combination of Class I and Class II
- Class III violation 1 or more

Any combination that equals three office referrals will lead to exclusion from the extra-curricular function or field trip in question. At the principal's discretion, the number of disciplinary offenses **may** be cleared at the beginning of the new semester, except for any Class III violation which will remain for the entire year. Any student may be denied the opportunity to attend any school related event, at any time, if the principal deems that the student's behavior warrants such a denial.

Fundraisers

Fundraisers are a necessary component for raising money to meet the vision, mission, and goals of the school, as well as teacher and student needs. The school and PTO (Parent Teacher Organization) are the primary fundraising entities at MAES.

Report Card and Progress Report Grades

The report card and the progress report are a mechanism for reporting student achievement.

Academic Grading Scale (Grades 1-12)

A+ = 98-100	B+=88-89	C+=78-79	D+=68-69	F=59 and below
A=94-97	B=84-87	C=74-77	D=64-67	

A=90-93	B=80-83	C=70-73	D=60-63	
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Kindergarten Grading Scale (see report card for expanded explanations)	
3	Meeting Standards
2	Partially Meeting Standards
1	Not Meeting Standards

Grades K-4

To be promoted to the next grade, a student in grades K through four must pass reading and mathematics to grade level standards. The process of making decisions as to promotion and retention of students in grades K through four should take into consideration a variety of factors including age, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal.

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student should be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made based on which grade placement provides the student a better chance of progressing in his/her educational development. In addition, the St. Clair County School System will comply with all retention mandates as set forth in the Alabama Literacy Act.

Grades 5-8

Students enrolled in grades five (5) through eight (8) must pass reading (literature), language and math along with either science or social studies each year to be promoted to the next higher grade. Students who do not pass required core courses each year will be retained at their current grade level for the next school year unless they successfully meet the requirements in an approved summer school program.

Guidance Counselor

The counselor is available at the school to provide information and guidance to students, parents, and staff relative to academic, behavioral, personal, and social problems of the students. The school guidance counselor provides Safety, Health, and Character Education programs to all students at MES. The guidance counselor will meet with parents and students by appointment. You may contact Carrie Tucker by e-mail ~carrie.tucker@sccboe.org~ or phone 205-629-5034.

Gum

The use of gum is prohibited. Students who violate this school rule will be subject to disciplinary actions as outline in the St. Clair County Student Code of Conduct. Repeat referrals for this violation will be considered defiant behavior and will be considered a Class I violation which may warrant an in-school suspension or Saturday School assignment.

Head Lice

St. Clair County Schools follows the guidelines of the Alabama Department of Public Health and Centers for Disease Control and Prevention. Students may not attend school with lice in their hair. A student will be sent home with instructions as to proper treatment when lice are found. The student may return at any time on the same day to be re-checked but will not be allowed to return to class

until he/she is free of lice. To be readmitted, a parent/guardian must accompany the student to the school office to be examined for the presence of lice. No more than two consecutive absences will be considered excused due to lice. After two consecutive days, absences will be unexcused.

Health Services

A certified nurse is employed as a school nurse by the board of education to coordinate health services for students in grades K through 5th. Health screenings including vision, hearing, and scoliosis are done routinely as required by state regulations. These will also be provided for any students on an individual basis as requested by a parent, student, or teacher. The school nurse serves as a liaison between the school and the community to provide agency referrals, health education, and medical information. Each student will receive a copy of "From the Desk of the School Nurse" newsletter at the beginning of the school year that outlines many important health services and guidelines for the MAES. Additional guidelines may be found in the SCC Student Code of Conduct.

Honors Assembly

Students will be awarded honor roll according to the student's level of work. An end of the year Honors Assembly will occur in May and awards will include A, A/B Honor Roll, Citizenship, Mustang Way, Reading/Math Recognition awards and PE/Art awards. The dates for all assemblies will be posted on the school website.

Internet Safety and Use

(Refer to St. Clair County Code of Conduct)

Computers and computing tools are essential components to a 21st Century classroom. The use of these instructional materials requires a great deal of responsibility and safety. MAES will conduct internet safety classes and training, "Cyber Smarts" for all students to ensure that they understand their responsibility as internet users. Several B.Y.O.D., (bring-your-own-device) opportunities will be given throughout the year and strict adherence to the school policy must be followed. At the beginning of each year, parents and students are asked to sign the school agreement and sign the SCC Student Code of Conduct addressing the appropriate use regulations on internet safety and use. This agreement covers responsibility and monitoring of internet access and must be received prior to students using any/all computer hardware/software. Information on the Technology Use Agreement can be found on page 31 in the SCC Student Code of Conduct.

PST (Problem Solving Team)

The Problem-Solving Team (PST) is a school-based collaborative team found in all schools, K-12. It is designed to meet the diverse needs of general education students who are considered at-risk of failure or drop-out due to chronic academic and/or behavior challenges. Team members discuss issues related to specific needs of teachers and students and offer assistance in resolving problems. The team is composed of regular education teachers, administrators, counselors, and other individuals as needed, including special education teachers.

The purpose of PST is to provide immediate aid through a PST plan for students in the general education setting who are struggling academically or behaviorally. The PST plan provides intervention strategies that are implemented in an 8–10-week plan within the general education classroom. The plans are implemented and progressed monitored in general education classrooms while determining whether there is a need for referrals to other programs. The plans do not duplicate or supplement plans for students actively served by other program plans. After a PST plan is implemented, it is evaluated for effectiveness and suggestions are made for future recommendations.

Lunchroom

A balanced breakfast (\$1.25) and lunch (\$2.75) are served daily at MAES. The 2022-2023 Free/Reduced Lunch application can be found on the MAES website by navigating to OUR SCHOOL and LUNCHROOM. The federal lunch program and guidelines are followed for any meal served in our lunchroom. Please visit the Mustang Café link on the MAES website to learn more about our goals. Also, visit: www.fns.usda.gov/tn/healthierus and www.actionforhealthykids.org to learn about the health and wellness initiatives of our school. The lunchroom is a place where good human relations can be developed. Each student is expected to practice the general rules of good manners.

Department of Education Nutrition Policies prohibit restaurant fast foods and carbonated beverages to be brought into the cafeteria by anyone under any circumstances. Lunch money/accounts should be regularly monitored to avoid students not having money for lunch. All lunch money must be turned into the teacher in a labeled envelope with the student's first and last name, teacher name, and amount to be applied to student account. **Parents may use the automated pay system on the county or school website to add money and to manage your child's lunch account. No adult or student meals will be charged, due to Board Policy.** All students may purchase *a la carte* items or "extras", unless written permission to change a student's meal plan is submitted by parent/legal guardian. Any student with food allergies must submit any physician documentation to the school office and make note of this condition on the student's medical form.

Students must choose 3 or 4 out of 4 meal components: Meat or Substitute, Grains, Fruit/Juice, or Milk. **Students must choose at least ½ cup of fruit or juice.** To receive special pricing for a **School Lunch**: Students must choose 3, 4 or 5 out of 5 meal components: Meat or Substitute, Grains, Fruit, Vegetable, or Milk. **Students must choose at least one full serving of fruit or vegetable.** A la carte pricing and extra items are available for purchase if funds are available in your child's account.

Make Up Classwork & Homework

Students are responsible for making up the work missed because of an excused or unexcused absence. Academic credit will not be given for assignments due to an out-of-school suspension. Students have two days to make up work for each excused absence. Work missed due to excessive unexcused absences or being tardy will not be made up. To obtain a student's make-up work, parent/guardian must give the school office reasonable notice prior to picking up the assignments. Parents may utilize the school/teacher websites for assignment information for each school day.

Medication Info

(Refer to St. Clair County Code of Conduct)

No medication, prescription or over the counter may be administered to students by school personnel without a school medication form completed by a physician. Medication is to be brought to school in the non-expired, sealed original container, appropriately stating the name of the student, the name of the medication and the dosage. This medication should be age appropriate for the purpose intended. **ALL MEDICATION MUST BE DELIVERED TO THE OFFICE/NURSE BY A PARENT/ADULT.** Additional guidelines may be found on pg. 22 in the SCC Student Code of Conduct. Each student will receive a copy of "*From the Desk of the School Nurse*" Newsletter at the beginning of the school year that outlines many important health services and guidelines for the MES.

Money Sent to School

All money sent to school is to be placed in an envelope and labeled appropriately the student's name, teacher's name, amount, and purpose of the money.

Parent Volunteers/PTO

We welcome and encourage volunteer help. Volunteers work with individual students and small groups in the classroom. They also serve as classroom or office aides, help in the Media Center, or do whatever is most helpful to the teacher and students. Should you wish to assist us, please contact your child's teacher, the media center, or the main school office.

The PTO works diligently to raise supplemental funds for our School. It is also a constant support for the students and teachers at Margaret Elementary. The PTO is always searching for volunteers. If you are interested in volunteering or joining, you may contact the school. PTO dues are \$10.00 and will be collected throughout the course of the school year. Visit the school PTO website at: www.margaretelementarypto.com

The St. Clair County Board of Education (SCCBOE) recognizes the potential benefits of volunteers that assist with extracurricular activities offered at the schools within our school system. All volunteers and chaperones must follow board policy. Volunteers and chaperones must be under the supervision of a board employee and must adhere to background screening through the Secure Volunteer website.

Parties/Invitations

Parties will be under the direction of the classroom teacher with the assistance from the room mothers. **Food, beverages, or balloons (cupcakes/cakes, etc.) for individual student birthday parties will not be permitted during the instructional day as it interferes with the school learning environment and causes hurt feelings when all students do not have the opportunity to celebrate at school.** For classroom parties, home baked items are **not permitted** according to Alabama Department of Education Nutrition Program policies. Distributing party invitations at school for a home party will not be permitted.

Personal Checks

All checks must have a phone number, student's name, & purpose of payment listed on the check. We do reserve the right to refuse any personal checks from an individual if there has been a history of returned checks.

All checks returned by your bank will automatically be forwarded by the SCCBOE's bank directly to Envision for collection. Envision will contact you to collect the face amount of the worthless check, plus the state allowed collection fee (currently \$30.00). If you do not properly respond or if Envision is unable to contact you, they may re-present your check to the bank electronically along with the applicable collection fees. If you have any questions regarding an NSF check, you may contact Envision at 1-877-290-5460 or email at customerservice@envisionpayments.com.

Personal Property

The school can assume no responsibility for any personal property of students. Therefore, music players, cell phones, video games, excess money, North Face jackets, etc. is the responsibility of each student. **Coats, hats, sweaters, and backpacks should be clearly marked with a name label to facilitate return the rightful owner.** Lost and found items will be placed in a designated location in the school.

Every nine weeks these items are donated to local shelters. If your child is missing an item, please visit the school to check the lost and found before these items are donated.

Physical Education

All students are expected to participate in physical education. If a child is unable to participate, a note should be sent by a parent or doctor. If a student is excused by a physician for an injury, the physician must provide a note to resume activity before the student will be allowed to participate in class. Students should come to school dressed in a manner that they can fully participate in P.E. activities. Your child's grade in physical education class could be affected by not wearing appropriate shoes for activity.

Safety Drills

As mandated by state law, Margaret Elementary will conduct monthly safety drills. Students should proceed to the designated safe zone in an orderly manner with their teacher. Teachers will prepare their students for the required drills by discussing safety procedures and conduct expectations throughout the school year.

School Hours

The main office is open between 7:15 am and 3:30 pm. The instructional day begins at 7:45 am each day. Students who arrive after 7:45 am are considered tardy.

New Student Enrollment should take place during normal school hours. A parent or legal guardian must enroll the child and provide the necessary documents i.e., social security card, birth certificate, immunization card, copy of lease or mortgage agreement and (2) proofs of residence: (examples, but not limited to) copy of current (not more than 30 days old) utility bills in a parent's name (power, gas, water, telephone, etc.), Property Tax Notice, Voter Registration Card for the enrollment process to be completed and the student placed into a class.

For parents/guardians living with another person or family, the owner/renter of the property shall provide two (2) proofs of residence (see above). The parent/guardian and owner/residence must complete an Affidavit of Residence Form, and have form notarized. **The parent/guardian and owner/residence will meet with the principal or principal designee.**

School Snacks

Students will be given an opportunity of a small, reasonable snack during the day at the teacher's discretion. Students may bring their own snack, or students may have the opportunity to receive a snack provided by the school. **Only water drinks** will be allowed, and the school's preference would be that each student provide their own reusable water bottle to refill at the water fountain. MAES is using guidelines from US Healthy Schools Challenge; only snack items from these guidelines will be sold in school vending machines or the school cafeteria. We ask parents to visit our school cafeteria website to learn more information about healthy school snack options. *A student's snack privilege may be taken away if he/she does not follow the established rules in the St. Clair County Code of Student Conduct.*

School Store

The MAES school store will be open one day a week for students to purchase school supplies and school spirit items. Prices range from \$.50 to \$10.00; a list will be provided to each student at the beginning of the school year.

Teacher/Parent Conferences

Parental involvement and support are extremely important; therefore, parent –teacher conferences are most important in maintaining and improving the learning atmosphere. Parents should maintain regular communication, concerning their child(ren)’s progress and conduct, with the school authorities. Parents wanting to confer with teachers or administrators are asked to call the school and arrange an appointment. Conferences will not be held during instructional time. Teachers will schedule all conferences during the teacher’s planning period and/or before/after school by appointment only.

Textbooks and Library Books

Students are responsible for textbooks issued by the state and books checked out of the library. Proper care of these items should be stressed to help your child develop a feeling of personal responsibility for textbooks/library books for his/her use. Students who lose or damage books will be held financially accountable and will not be allowed to checkout library books until the damaged/lost book has been resolved. Lost materials, if later found, may be returned, with the original receipt. The school reserves the right to set a time limitation for requesting a refund. To challenge any reading material in the school library catalog, first contact the school library media specialist for further guidance and questions.

Telephone Use

The school office telephone is for school business only. Only emergency messages will be given to students. Children may use the phone only in emergency situations. This policy will strictly be enforced. Please let your child know before coming to school how he/she will be getting home that day. Any messages left for teachers are placed in the teacher’s mailbox. Teachers generally check their boxes in the morning and afternoon. Parents may leave voicemail messages for any staff member at MAES using the main school phone number (205-629-5034).

Transfer Students

Students who move into the Margaret Elementary School zone, who have previously attended an accredited institution, will be placed in the same grade as they were at the previous school. Students who move into the Margaret Elementary School zone, who previously attended a non-accredited institution or home school, will be required to take a placement test to determine grade-level status. Every effort will be made to place students in the grade of their same-aged peers.

Visitors or Visiting the School

We welcome visitors and visits to our school. **The front office entrance is installed with a security door—all visitors must use this device located on the left wall of front door entrance to announce your arrival.** All visitors coming to the school campus for any reason must first report to the office with appropriate ID and receive a visitor’s pass. This is for the protection and safety of every child. **PLEASE BE COOPERATIVE.** If you wish to visit your child’s classroom, please arrange a time and date with the school principal. Classroom instructional time cannot be used for parent/teacher conferences.

Website/Social Media

You may visit the school website for up-to-date announcements and information at www.maes.sccboe.org. You may access any school employees e-mail address through the school website. You may also utilize the SCCBOE app for communication.

Walkers

NO WALKING to or from school is allowed.

Withdrawal

When it becomes necessary to withdraw a student from school, a 24-hour notice must be given for the counselor to prepare all necessary documents. Only the parent/guardian that enrolled the child will be allowed to withdraw the student from school.

You

You, as a parent/guardian, are a vitally important component in the educational development of your child, as well as the continued success of our school. We welcome your input, are appreciative of your effort and time spent aiding us to educate your child.

MARGARET ELEMENTARY SCHOOL



Student Handbook Receipt *2022-2023*

It is the intent of the Margaret Elementary School administration for each student to receive a copy of the Student Handbook. This handbook was provided as a basic guide for students and parents. Parents and students are responsible for becoming familiar with the policies and procedures of our school.

Parents and students are encouraged to speak with the school's administration if further explanation of a topic is desired.

By signing this Notice of Receipt, parents and students are verifying receipt of the 2021-2022 Margaret Elementary School Student Handbook, which includes the Library Policies and Procedures, and are aware that this handbook supersedes all previous editions.

Student's Name: _____

Homeroom Teacher: _____

Grade: _____

I, _____ (student) acknowledge that I have received a copy of the Margaret Elementary School Student Handbook. I acknowledge that I have read this packet and understand that all rules in the handbook apply to me, as a student at Margaret Elementary School.

I, _____ (parent) acknowledge receipt of my child's Student Handbook for Margaret Elementary School. I acknowledge that I have read this handbook and understand the policies contained within this handbook apply to my child as a student at Margaret Elementary School.



Library Policies and Procedures

2022-2023

We strive to offer quality reading materials for our students at MAES. To maintain our collection, children must observe the following rules:

1. It is the student's responsibility to take care of all library materials checked out to them and return them in good condition.
2. Students are expected to return materials in a timely fashion and in the same condition they are checked out. We do not charge overdue fines, but children cannot check out a new book until they return borrowed items.
3. If a book is returned with excessive wear beyond NORMAL use, a fine is assessed. No new books may be checked out until this fine is cleared.
4. Any material that has been lost or damaged beyond repair should be paid for by the person who borrowed it. When lost or damaged items are paid for, a receipt is given at the time of payment. The material then becomes the property of the borrower. No new books may be checked out until fines are cleared.
5. Please sign and return.

Student's Name

Parent/Guardian Signature

Homeroom Teacher