

ALBERTVILLE

CITY SCHOOLS



Student and Parent Information Handbook

2023-2024

Principal Message

Parents/Guardians,

Welcome to Albertville Elementary School. We would like to take this opportunity to welcome each of you to AES. We look forward to working closely with you to ensure the best educational experience for your child. This school year will be a very rewarding, exciting, challenging, and fun experience for your child/children.

Our faculty and staff are dedicated professionals that are eagerly awaiting the opportunity to help your child reach their fullest potential. We welcome each of you to become an active part in your child's education. Below is some helpful information as we begin the school year. If you have any questions please feel free to call the office or reach out to your child's teacher.

Candi McCullars, Principal
Michelle Ballentine, Assistant Principal
256-894-4822

At ACS, we are committed to expanding opportunities for ALL students in a safe and nurturing environment that fosters innovation, rigor, and excellence.

ALBERTVILLE ELEMENTARY SCHOOL STUDENT HANDBOOK

CONTACT INFORMATION 4

MASTER SCHEDULE 4

SCHOOL OPERATIONS 4

 DAILY DROP OFF 5

 DAILY PICKUP 5

 SCHOOL CHECK-OUT 6

 VISITORS 6

 ACADEMIC PROGRESS REPORT 7

 SCHOOL HEALTH..... 6

LUNCHROOM INFORMATION 7

STUDENT CODE OF CONDUCT 8

DRESS CODE 9

ATTENDANCE AND TARDIES 10

TECHNOLOGY USAGE 10

CONTACT INFORMATION

Albertville Elementary School

145 West End Drive
Albertville, AL 35950
256-894-4822 Phone
256-891-7902 Office Fax

Name	Position	Phone Number
Candi McCullars	Principal	256-894-4822
Michelle Ballentine	Assistant Principal	256-894-4822
Rena Kennedy	Counselor - 3rd Grade	256-894-4822
Lisa Williams	Counselor - 4th Grade	256-894-4822
Amanda Wills	Lunchroom Manager	256-891-6318

MASTER SCHEDULE

The **morning** bell will ring at 7:30 a.m. The tardy bell will ring at 7:35 a.m.

The **afternoon** bells will ring as follows:

- 2:45 – Car bell for all grades / older siblings may go to APS for pick up
- 2:50 – Bus bell for all grades

SCHOOL OPERATIONS

Arrival of Students

When students arrive in the morning, they walk directly to their classroom. Faculty and staff will be on hand to direct and assist children. Doors will open at 7:00.

DO NOT DROP CHILDREN OFF AND LEAVE THEM UNTIL AN ADULT IS ON DUTY ON THE SIDEWALK.

Class Dismissal / End-of-Day Schedule

Car dismissal will begin at 2:45, and students are picked up in the front entrance of the school.

AES students who have younger siblings at APS, will walk down to APS and meet the younger siblings for afternoon pick up. Parents do not need to get in both pick up lines to pick up children on opposite sides of the building. Car pickup for APS is at the front entrance of the school. Please pull all the way to the end of the awning area, get out of the car with the visor card, and load your child/children. Teachers will not be loading children in the car. Students can enter a car without adult supervision if the parent/guardian parks in Lane 1 beside the curb. They must enter the vehicle on the right side closest to the curb.

CAR DROP OFF INSTRUCTIONS – MORNING

1. Drive to the end of the awning when clear or to the back of the closest car.
2. Morning drop off is only in ONE LANE (closest to the sidewalk)
3. Have students exit on the right side of the vehicle. If the students have to get out on the left side, they must be escorted to the curb by an adult.
4. Teachers do not open and close car doors for students.
5. Do not drop off students until the teacher is on duty and he/she instructs the students to get out of the car.

CAR PICK-UP INSTRUCTIONS - AFTERNOON

1. **Afternoon pick up is TWO LANES. PLEASE do not block the outside lane. This is for emergencies only!** Each class will be assigned a pole number (the poles under the awning) where they will sit and wait on their ride. The poles are numbered and the teacher will tell you which pole your child will be waiting for you.
2. **The driver of the vehicle must have an Authorized Pick-Up Visor card with them in order to pick up a student. You will need to bring your visor card daily when you pick up your child.**
 - Two authorized pick-up visor cards will be given to parents/guardians.
 - If you do not have a visor card, you will be asked to go to the office and show your I.D. before your child will be released to you.
 - The students must be seated and the teacher will dismiss them when he/she sees the visor card. Please do not take your child out of line and get in the car.
 - **If the car is stopped in LANE 1, beside the curb, students may enter the vehicle on the sidewalk. Teachers cannot leave students unattended to load a child.**
 - **If the car is stopped in LANE 2, parents must get out of the vehicle to meet the child and cross traffic together. Parents must bring the visor card to the curb with them so the teacher can see it. All parents need to wait in their car until all children are seated before walking to the sidewalk with the visor card to collect their student.** We want to ensure the safety of all students.
 - The teachers need to see visor cards for each student in order to provide a safe and secure environment for all students.

Buses

Buses will load at 2:50. The buses will load in the bus loop on the West side of the building. If you are not sure what bus your child will ride, Mr. Umphrey, our bus supervisor, will be able to help you by calling the **bus shop at 256-891-6321**. He will be able to help you with the correct bus for your child. Make sure you know the correct bus number and inform your child's teacher. Please leave all toys and electronics at home. These items are not allowed on the bus and will be taken up if students have them out playing with them. Open food and drink are not allowed on the school bus.

Transportation Changes

If there is a change in transportation, the teacher should be **notified in writing** that morning so that he/she can make a note of the change. Calling at the end of the day causes tremendous confusion especially at the beginning of school for both the child and the teacher. If plans change unexpectedly during the school day, the parent must **call the office by 12:00** so that the office has time to locate and notify the classroom teacher of the change. If a child does not have a written note to change the end of the day transportation, then the teacher will do whatever is normal for that child. (Ex. Billy tells his teacher that he thinks he should be a car rider today

(he normally rides a bus) but the teacher does not have a note or a message stating that, then the teacher will put Billy on his normal bus and send him home).

Check Out Procedures

A student must have a note for early checkouts or tardies for these to be excused. **You must present a visor card or identification when checking a child out.**

Conferences

Every day your child's teacher will have a planning period if you need to set up a conference during that time. When the day begins, teachers are busy teaching and students are busy learning. We ask that you do not just pop in to talk to the teacher or call them during the academic day. If you need to leave a message for your child's teacher, you will need to go through the secretary (256-894-4822) and she will send your call to the teacher's voice mail. The teacher will return your call as soon as possible. All teachers have an email address that will allow you to contact them if needed. You may also send a note to your child's teacher and she will respond to your note. Car pick up and morning drop off are not appropriate times to have a conference with the teachers. They are busy getting ready to start the day and supervising students.

Money

Any money that is sent to school needs to be in a labeled, sealed envelope. On the front of the envelope, please place your child's name, the teacher's name, the amount of money in the envelope, and what the money's for (ex. lunch, field trip, pictures, etc.). On several occasions we have had students' lose large amounts of money or have had money that they do not know what the money was for. Envelopes are not necessary for daily snack money.

Inclement or Severe Weather

In the event of bad weather, you will receive a phone message from School Messenger. Also, please listen to the radio or television for updated school dismissal. Listen for weather details on Albertville City Schools and not Marshall County Schools. Please do not call the office to ask if we are dismissing early. This information will be relayed via AES social media (Facebook), radio, TV or phone message. **When picking up your child on inclement weather days, you must present a visor tag as you do every other day.** Once again, this is to ensure the safety of all students.

Visitors

Visitors are welcome at AES. We ask that all visitors sign in at the office. If possible, please be in contact with the teacher or office regarding your visit to help us better welcome you when you arrive.

School Health

Dispensing Medication at School - Parents should, whenever possible, administer all medications before and after school. However, there are times when medicine needs to be given at school. A school nurse is on campus daily. Before medication can be given to a student, a medication form needs to be completed by the parent/guardian. These forms are located in the nurse's office.

Over the counter medication **cannot** be administered by the classroom teacher. The necessary form needs to be completed and the medicine will be administered by the nurse. All over the counter medication administered at school must be in the **unopened original container**. Do Not send medication to school with a child on the bus or in their backpack. All medication must be taken to the office by a parent or guardian. Please inform the teacher if your child has a medical condition so the school nurse, faculty, and staff may be aware of this situation.

ACADEMIC INFORMATION

Promotion and Retention

Students in 1st-6th grades must pass ELA and mathematics with a yearly minimum average of 60/D or higher to be promoted to the next grade. In determining a student's appropriate placement, teachers and administrators will communicate with parents regarding student achievement.

Parents will be notified throughout the school year of their child's academic progress through progress reports, nine-week report cards, and parent conferences. In the event a student begins to demonstrate challenges in the learning environment, teachers and administrators will meet to determine additional support that can be provided. At any time during the school year, parents or teachers can request a meeting to discuss students' needs. The Problem-Solving Team (PST) meets to determine strategies and interventions that can be put in place for students.

English Language Learners (ELL)

Any student receiving ELL services is eligible for appropriate accommodations to instruction. The student's EL status should be considered when determining promotion and retention. When a student begins to be unsuccessful, the ELL Committee should meet to discuss appropriate next steps.

Special Education

Special education students receiving a traditional grade must pass reading and mathematics with a yearly average of 60 or higher. Special education students receiving a basic/adapted grade will be promoted based on mastery of their Individualized Education Plan (IEP) goals. Special education teachers will adhere to the retention procedures stated above for special education students receiving traditional grades. For special education students receiving basic/adapted grades, teachers must follow the guidelines written in the student's IEP. When a student begins to be unsuccessful the IEP team will reconvene to determine the appropriateness of the IEP.

LUNCHROOM INFORMATION

EVERY student in Albertville City Schools will receive breakfast and lunch during the 2023-2024 school year at no charge to the student!

Breakfast

Breakfast will be served in the classroom between 7:20-7:40 each morning.

Lunch / Snack

Students will eat lunch in the lunchroom with their class. **Lunch brought in from fast food establishments is not allowed.**

Students may buy snacks at school or they may bring snacks from home. Please do not send soft drinks or candy. Snacks at school are \$.50 each. Your child may buy bottled water and something to eat for \$1.00. Please remember that it is your responsibility to provide snack or snack money for your child daily.

If you have any questions, you may contact the lunchroom directly at (256) 891-6318.

STUDENT CODE OF CONDUCT

Instruction should occur in an environment that is conducive to learning. Good order and discipline are basic elements of such an environment and contribute to an atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals. The Code of Student Conduct will be deemed an extension of Board policy and will have the force and effect thereof. You can view the Student Code of Contact by scanning the QR code below or request a copy from the office.

ACS Code Of Conduct



DRESS CODE

The Albertville City Board of Education recognizes the effect which students dress and grooming have upon student behavior and commitment to learning. It further recognizes the role of parents in assisting their children in making appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, the Board requires that all students exercise good taste with regard to their personal appearance. Attire considered disruptive or that could present a health or safety problem is not appropriate. Prohibited dress violations are listed below, but this list is not all inclusive nor is a violation of the dress code limited to the following:

1. Any clothing that is explicitly gang related is prohibited, or colors that would lead school administration to believe the student to be wearing gang colors.
2. Any article of clothing that advertises alcoholic beverages, tobacco products, illegal drugs, adornment that displays vulgar or abusive words, pictures, designs, lettering or messages that may be offensive to a particular racial, ethnic, or religious group or unusually large displays on vehicles driven to school by the student that potentially disrupt the educational process.
3. Dresses, shirts or tops that are low cut in the front or back are prohibited.
4. All tops must have straps that measure at least 1" wide and cover both shoulders. No spaghetti strap tops may be worn without a blouse to cover it.
5. All shirts or blouses that expose the midriff at any time are not permitted. Halter type dresses or tops and tube tops or clothing that does not cover undergarments is prohibited.
6. No "see through" clothing is allowed unless the clothing that can be seen meets the dress code. No muscle shirts, skin-tight shorts (such as bicycle shorts) or sleeveless T-shirts designed to be undergarments are allowed.
7. No hats, bandanas, athletic headbands, sunglasses, visors or any headwear not otherwise required, may be worn in the building during the regular school day (unless medically required).
8. Bare feet and any type of footwear that is detrimental to the floor or floor-coverings, i.e. boots and shoes with cleats, is prohibited. Any other footwear that is distracting to the learning process, i.e. house shoes, is not acceptable.
9. For safety reasons, oversized or long coats may not be worn out of season. Students should not wear heavy metal chains, metal spiked apparel, or other accessories that can be used as weapons. No chains will be allowed on students except for necklaces and bracelets that are for cosmetic purposes.
10. Facial piercing disruptive to the learning environment is not permitted (Earrings cannot be excessive or create safety or health hazards and shall not be worn during sports & PE activities). Principal may use discretion for final determination.
11. All shorts, culottes, skirts and dresses are to be NO shorter than 3" above the kneecap. The principal may use discretion for final determination. Pants or shorts with holes or cuts must not show skin above the 3" mark.
12. No athletic sweatpants that are tight fitting and unsuitable for school attire are permitted. Clothing with writing on the seat of the garment is not allowed.
13. Students are to wear clothing in the manner it was designed to be worn, i.e. clothing worn backwards or inside out, or suspenders/overalls undone are not allowed. Specifically, pajama pants, pants worn too low, too long, or excessively large are not permitted. Pants are to be worn at the natural waistline with a belt if needed. Excessively large clothing of any kind is not permitted.
14. Appropriate attire must be worn over leggings at all times. Garments worn over leggings must be at least fingertip length or longer.
15. Neither hairstyles nor hair color should be disruptive to the learning environment.

Students who violate the rules and/or intent of the Dress Code will be subject to punitive action as well as having privileges allowed under the Dress Code withdrawn. In the event that any type of dress is questionable and does not fall under the Dress Code, the school administration has the final authority in determining whether the dress is acceptable.

ATTENDANCE AND TARDIES

Attendance

Attending school on a regular basis is very important for your child to have a successful year. Attendance is posted daily and a student is tardy if they are not at school by 7:35. When your child returns to school, they must have a parent note or a doctor's excuse explaining their absence. Excessive tardies or absences may lead to truancy issues. Board policy states that **a student has 3 days after his/her absence to bring a note from home or a doctor's excuse so that the absence will be excused. If the student does not bring a note, this will result in an unexcused absence.**

Tardy Policy

All students are considered tardy after 7:35. Students that arrive after 7:35 **must be** accompanied by an adult and should report to the main office. **Do not** send a student in alone after 7:35. An adult must sign the child in at the office.

TECHNOLOGY USAGE

The Albertville City School System may make available to students, access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the Albertville City School System to continue to make its computer network and Internet access available, all students and personnel must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the Albertville City School System's teachers and other staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. **Each student and his/her parents/guardians are required to sign an Acceptable Use Agreement at the beginning of each school year (see below).** This agreement is kept on file at each school. Failure to sign the agreement will disallow the student's privilege to access the system's network and the Internet and would also prevent students from engaging in any technology-related class or enrichment.



ALBERTVILLE CITY SCHOOL SYSTEM

ACS Technology Equipment Use Agreement

The student named below has received and is authorized to use the technology equipment subject to the conditions established in Albertville City Schools Board Policy (4.9, 4.9.1, 4.9.1-E(2), 4.9.2, 4.9.3, 4.9.3-E(1,2,3), 4.9.4, 4.9.5, and 4.9.6).

Students Name / Estudiantes Nombre

**BY SIGNING THIS FORM THE STUDENT/PARENT AGREES TO THE FOLLOWING TERMS:
AL FIRMAR ESTE FORMULARIO, EL ESTUDIANTE / PADRE ACEPTA LOS SIGUIENTES TÉRMINOS:**

- **The equipment remains the property of Albertville City Schools and should be returned no later than the end of the school year in the same condition it was issued.**
- El equipo sigue siendo propiedad de las escuelas de la ciudad de Albertville y debe devolverse a más tardar al final del año escolar en las mismas condiciones en que se emitió.
- **The borrower shall ensure the safety of the equipment while in their possession.**
- El prestatario garantizará la seguridad del equipo mientras esté en su poder.
- **The borrower has read and understands the provisions of the Board Policy as noted.**
- El prestatario ha leído y comprende las disposiciones de la Política de la Junta como se indica.
- **In case of loss or damage, the student could possibly be responsible for the device's repair or replacement cost (\$350).**
- En caso de pérdida o daño, el estudiante podría ser responsable del costo de reparación o reemplazo del dispositivo (\$350).
- **The device is to be used for educational purposes only.**
- El dispositivo debe utilizarse únicamente con fines educativos.
- **ALL devices will be monitored by the ACS and Linewize for unrelated educational purposes.**
- Todos los dispositivos serán monitoreados por ACS y Linewize con fines educativos no relacionados.

Student Signature
Firma del estudiante

Parent Signature
Firma del padre