

**Snow Rogers Elementary School
2636 Snow Rogers Road
Gardendale, Alabama 35071**

**2018 - 2019
STUDENT/PARENT HANDBOOK**

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Community Education Zone Office: 205-379-5650 (Day Care)

<http://snowrogersel.jefcoed.com>

Office Hours: 7:30 a.m. until 3:30 p.m.
School Hours: 8:00 a.m. - 2:45 p.m. Monday
8:00 a.m. - 2:55 p.m. Tuesday-Friday

School Colors: Red and White
School Mascot: Bulldog

****This document outlines school procedures and guidelines and has been revised for the 2018-2019 school year and supersedes all previous editions.**

Snow Rogers Elementary
Student-Parent Handbook

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SECTION I – STUDENT ATTENDANCE

ABSENCES

- If your child is absent, a written excuse must be sent to the classroom teacher within three (3) days following return to school. This excuse must contain dates of absence, reason of absence, and be signed by parent or guardian.

No more than seven (7) parent excuses will be accepted within a school year.

A student having seven (7) unexcused absences within a school year will constitute a student being truant for the purpose of filing a petition with the Court.

ARRIVAL AND DEPARTURE

| | |
|-----------------------|----------------------------------------------------|
| Morning arrival time | 7:25 a.m. |
| Morning bell | 7:50 a.m./ Tardy bell 8:00 a.m. |
| Monday dismissal time | 2:45 p.m./ Tuesday-Friday dismissal time 2:55 p.m. |

- **ARRIVAL:** Students transported should not arrive at school before 7:25 a.m. For the safety of our children, students may not be dropped off until a school employee walks outside. Please drop your child off next to the sidewalk. Students who do not eat breakfast at school should report directly to the gym. Students who plan to eat breakfast must arrive before 7:45 a.m. and should go directly to the lunchroom. *The school cafeteria serves breakfast from 7:25-7:45 a.m.*
- **TARDIES:** Students arriving after 8:00 a.m. are considered tardy and must check in through the school office by an adult. *Students who have a tardy will be ineligible for an attendance award.*
- **LATE PICK UP:** If a student is not picked up by **3:20** p.m., he/she will be brought into the main office. All students remaining in the office will be sent to the school's daycare facilities; parents/guardians will be responsible for fees incurred by daycare attendance. **IF YOU KNOW THAT YOU WILL BE LATE PICKING UP YOUR CHILD AT DISMISSAL, CALL THE SCHOOL (379-5400).**

CHECK OUT

A check-out sheet will be provided at the office to sign students out of school. Do not go directly to the classroom to pick up your child. If anyone other than the parent or guardian is to check the student out, a written note from the parent/guardian must be supplied or the name must be listed on the registration card. *An early check-out makes a student ineligible for a perfect attendance award.*

DAY CARE – 379-5650

School day care services will begin the first day of school. Day care services begin each morning at 6:30 A.M. Afternoon day care times are immediately following dismissal until 6:00 p.m. daily.

INCLEMENT WEATHER

In case of inclement weather, please listen to local radio and television stations for school information for the Jefferson County School District; announcements are usually made between 6:30 a.m. and 8:00 a.m. If school must be dismissed due to severe weather, regular bus routes will be followed.

MAKE UP WORK

Makeup work for an EXCUSED absence must be completed no later than three days after returning unless arrangements have been made by the teacher. If an assignment was made prior to the absence, the student will be expected to turn in the assignment upon returning to school. Students having an UNEXCUSED absence will not be allowed to make up work or tests for a grade. A grade of zero will be given for all work missed during an unexcused absence, including tests.

STUDENT ILLNESS/ACCIDENT

In order to ensure all students' health, a student should **not** attend school if the following occurs:

- **Fever** – Temperature of 100°F or above; fever free for 24 hours without medication.
- **Vomiting** – If a child has vomited within the last 12 hours, they should not attend school.
- **Diarrhea** – If a child has had diarrhea within the last 12 hours, they should not attend school.
- **Undiagnosed Rash** – The rash should be diagnosed and treated before returning to school.
- **Pink Eye** – This is VERY contagious. A child must be treated before returning to school.

In the event of a student accident, parents will be notified. In the event of a serious injury, the emergency procedure included on the back of the health card will be followed.

STUDENT MEDICATION

The Alabama Board of Nursing, Alabama State Department of Education, and Jefferson County Board of Education have implemented the following procedures related to medications in the school setting:

- If your child has a prescription medication that is taken at school, **your doctor must complete** an authorization form before any medication can be given. Forms can be obtained from the school office. Any change in dosage/time given will require a new doctor's authorization.
- Any medication that is administered at school must be in **the original container**. Do not send medicine in zip lock bags, old pill bottles, etc.
- Children are not permitted to transport medication from home to school. **Parents/guardians must be responsible for bringing all medication to the school**. This includes cough drops, cough medicine, vitamins, supplements, etc.
- A form must be completed by the parent for over the counter medications with specific instructions as to dosage, time given, and why such medicines may be necessary. Parents must provide the over-the-counter medicines such as Tylenol, Motrin, Benadryl, etc., in the original, unopened container. A two week limit is set for such medications.
- Liquid medications must be precisely measured. Parents must provide a calibrated medicine cup, spoon, or syringe. Silverware or plastic spoons cannot be used.
- School personnel can only treat cuts, bug bites, etc., with soap/water, band-aids, and ice bags.

SECTION II – STUDENT WELFARE, SAFETY, AND SECURITY

CELL PHONES

Students are discouraged from bringing cell phones to school. All cell phones brought to school must be turned off and remain in the student's backpack for the full school day.

DRESS CODE

Any student who fails to dress appropriately will not be allowed to attend class until appropriate clothes are brought from home or found at school. Nonconformity to the dress code is a Class I offense.

Following are some items listed in the Code of Conduct. Please refer to the JEFCEOED Student Code of Conduct for complete dress code guidelines.

- Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out; suspenders shall be fastened and belts buckled. Pants must be worn at the waist.
- Articles of clothing must be appropriate for school wear, and skirts, dresses, and shorts may be no shorter than four inches above the top of the knee, except that students in grades K-3 may wear shorts appropriate for school. Clothing must be worn over leggings/jeggings or tights and must be of appropriate length (no shorter than four inches above the top of the knee).
- Hair must be clean, combed, and well groomed, and should not impair vision or be a distraction to the instructional program. No hairstyle, hair color, body piercing, clothing, or other article which is disruptive to the learning environment will be allowed. Any hairstyle that would impair the vision of male or female students would be a violation of the Board's policy.
- Sundresses and backless dresses or tops will be worn with a jacket or appropriate covering.
- Cutoff tops, tank tops, and mesh tops can be worn if a T-shirt with sleeves is worn underneath or another shirt is worn over the top. (Cover shirt or undershirt may not be sheer or mesh.)
- Jeans and other articles of clothing must be clean with no open holes above the knee.

INTERNET USAGE

Student's use of the Internet shall be subject to the provisions of the JEFCEOED policy. All students must read and sign a student agreement form before using the Internet. Parents or guardians must also sign the parent consent form and return it to the teacher.

LOST AND FOUND

Please label all personal property with your child's first and last name. This may include jackets, sweaters, coats, hats, book bags, and lunch boxes. Unclaimed items will be donated to charity.

SEARCH AND SEIZURE

The principal or other authorized school officials may conduct a search and seizure. Search and seizure applies to students, school property and/or school sponsored activities away from the school. The Jefferson County Sheriff's Department drug dog may be utilized to conduct unannounced searches.

TRANSPORTATION TO/FROM SCHOOL

Please have an understanding with your child as to his/her plans after school so that instructional time will not have to be interrupted to contact parents. UNLESS WE HAVE SOMETHING IN WRITING, YOUR CHILD WILL GO HOME AS INDICATED ON THE ENROLLMENT CARD AND AFTER SCHOOL PROCEDURE FORM. Write a note to your child's teacher or in the agenda if you are aware of changes before your child leaves for school.

- BUS - Transportation services are a privilege, not a right. Bus discipline rules and disciplinary consequences can be found in the JEFCEOED Student Code of Conduct. Every rider is required to obey the bus rules or be subject to removal from the bus. There will be no transportation provided for students wishing to go to another address for occasional visits, parties, etc., except upon written request by the student's parent and permission by the school administrator.
- CAR – **For safety issues, the use of cell phones is prohibited during student pick up/drop off.**

ARRIVAL-When dropping off your child each morning, please pull as far down as possible. Children should only exit from the right side of the car; this is a safety precaution due to traffic moving in the second lane. *Parents may not walk students to class.*

DISMISSAL-Make a sign with your student's name on it and display it clearly. Do not pull around other vehicles unless directed to do so. Students may only load on the passenger side of the vehicle unless escorted by an adult.

VISITORS

All visitors upon arrival should report to the school office to sign in and receive a school visitor's badge.

SECTION III - INSTRUCTIONAL PROGRAM

AGENDA BOOKS – Grades 1-5

The agenda book is an important communication tool between home and school. Students will write homework and other important information in the agenda daily. Teachers will initial these books and if necessary, write conduct information and notes. Parents should initial the agenda book each night.

CONFERENCES

A parent who would like to set up a conference can make arrangements through the office (379-5400). Unscheduled conferences cannot be allowed. No one is to go directly to the teacher's room.

FIELD TRIPS

Babies, preschoolers, and/or students from other schools or in other grades may **not** go on field trips.

All field trips and field trip deposits are non-refundable for any reason. This includes sickness of child, court appearances, disciplinary actions, withdrawal from school, etc. Permission slips for students to participate in a class field trip sent home prior to the trip must be returned.

LIBRARY

Library books may be checked out on a weekly basis. Library books should be returned in good condition; if a book is lost or damaged while checked out to a student, he/she must pay for the book.

PROMOTION GUIDELINES

Kindergarten: Students must master academic readiness, social, and physical skills designated in the Jefferson County Curriculum guidelines. An agreement between the parent, teacher, and the administrator will be made regarding the promotion of a student who is not mastering minimum skills.

Grades 1 – 5: Students must earn passing grades in reading, language arts, math, science, and social studies. Students must comply with JefCoEd attendance policy. A maximum of two failed subjects may be taken in summer school for grades 4 and 5; summer school will NOT be offered for grades 1-3.

REPORT CARDS

Report cards are sent home each nine weeks grading period and should be returned within two days.

TEXTBOOKS

Textbooks are the property of JEFCEOED and State of Alabama. Lost or damaged books must be paid for by the student to whom the textbook was issued before a replacement textbook is given. Damages include, but are not limited to, pages missing, water damage, or pen/pencil markings.

TOYS AND ELECTRONIC EQUIPMENT

Items such as computer games, trading cards, as well as toys should NOT be brought to school unless requested. The school will not be responsible for these items.

SECTION IV – FINANCIAL PROCEDURES

CHECKS

All checks should be made payable to Snow Rogers Elementary School unless otherwise instructed. Please write your child's name in the reference section on all checks. **A current telephone number and DL# should be written on each check.**

LUNCHROOM

Our school cafeteria offers both a breakfast and lunch program for students daily. *Jefferson County policy does not allow students to charge food items.* You may use the online service to check your child's balance or make payment at any time at <https://paypams.com> . An automated telephone service will call parents of students whose lunch accounts fall below an acceptable monetary amount.

Application for free and reduced price meals will be sent home the first of the school year. All eligible persons are encouraged to complete the application and return it to school as soon as possible; there is an online application available also on the school website. If your child was receiving free or reduced price meals at the close of the last school year, he/she may continue the same during the first few days of school until the new application can be processed. **Even though your child may have been on free/reduced lunch previously, a new application MUST be submitted each school year.**

Breakfast \$1.50 per day / \$7.50 weekly

Reduced Breakfast \$.30 per day / \$1.50 weekly

Lunch \$2.25 per day / \$11.25 weekly

Reduced Lunch \$.40 per day / \$2.00 weekly

Visitors

\$4.50 per day

Lunches may be brought from home if you prefer. Milk may be purchased or a thermos or boxed drink may be brought to school for lunch. Bottled or canned carbonated drinks are not allowed at school. Due to state regulations, restaurant logos are not permitted in the school cafeteria. Food from fast food restaurants is **not** allowed to be brought in for students during lunch or breakfast.

SECTION V - PARENTAL /SCHOOL INVOLVEMENT

PARENT-TEACHER ASSOCIATION (PTA)

The PTA is a vital part of the program at Snow Rogers Elementary School. Please consider becoming a member of our PTA. If you would like to be involved, call the school and we will connect you with a PTA leader.

PARTIES

Two parties may be scheduled each year. Only students of Snow Rogers are allowed to attend school parties or functions during the school day – no younger siblings. No other parties will be approved—including birthday parties. If you would like your child to celebrate his/her birthday with the classroom, you may purchase ice cream from the cafeteria for the entire class as a birthday treat. (Ice cream is \$0.75 per student.) Balloons and party decorations are not allowed. If birthday party invitations are sent to be given out at school, invitations for the entire class must be sent.

- PROTECTING INSTRUCTIONAL TIME IS IMPORTANT; THEREFORE, GIFTS TO INDIVIDUAL STUDENTS SUCH AS BALLOONS, CANDY, FLOWERS, ETC. CANNOT BE DELIVERED TO STUDENTS. NOR CAN THE STUDENTS BE CALLED TO THE OFFICE.