**SUSAN MOORE**

**ELEMENTARY SCHOOL**

**Parent/Student Handbook**

**2022-2023**



***“Never Be Anything Less Than***

***Everything You Can Be”***

**SUSAN MOORE ELEMENTARY SCHOOL**

**Parent/Student Handbook**

**2022-2023**

At Susan Moore, we pledge to show **PRIDE**…

***P***ositive Attitude

***R***espect for Self & Others

***I***ntegrity

***D***edication to Excellence

***E***xcitement for Learning

Table of Contents

Table of Contents……………………………………….………………………….……...……….2 - 3

A word from the principal……………….……………….…….……………………………………….4

I. School Day………………………..………………………………….……….….…….……....5 - 6

A.    Arrival and Departure of Students

1. Arrival
2. Departure
3. Change of Departure

B.    Car Rider Procedures for Loading and Unloading

1. Attendance

II.     General Operating Procedures………………….….…...………………………..……..……6-7

A.   PTO

B.     Office and School Phone

C.     Parties

D.     Visitors

1. Volunteers
2. Deliveries
3. Breakfast, Lunch, and Snack
4. Fund Raising

III.      Health and Safety of Students…………….……….…………………………..…..….……7-8

A.    Medication

B.    Counseling

C.    Pediculosis (Lice) Screening

D.    School Insurance

E.    Safety Drills

 IV.       Curriculum………………………………………..……………….……….………….….……....8-9

A.     Hiring of Personnel

B.     Class Assignments

C.     Homework

D.     Promotion and Retention Guidelines

E.     Report Cards

  V. Respect for Persons and Property………………….…….…..….…………....….………8-10

1. Common area Rules
2. Gym
3. Halls/Passes
4. Library
5. Textbooks
6. Language
7. Fighting or Violent Behavior
8. Bus Conduct
9. Special Activities at School
10. Conduct at After School Activities
11. Theft of Property
12. Vandalism
13. Articles Prohibited from School
14. Electronic Devices
15. Tobacco
16. Harassment and Bullying
17. Student Dress…………………………………….…..…….………………………..……..10

 VII.       Consequences for Serious or Habitual Offenses………..………………..…….…………....11

A.     Corporal Punishment

1. Saturday School
2. Suspension/Expulsion

  1.     In-School Suspension

  2.     Out of School Suspension

  3.     Expulsion from School

           D.     Alternative School

1. Early or Unexpected Dismissal of School…………..…………………………………..…….11

***A word from the principal . . .* . .**

Dear Parents,

Susan Moore Elementary School is excited to provide a quality educational experience for your student.  We are staffed with energetic, highly qualified teachers who follow best practices and use research-based programs to deliver the best possible education to our students.  Our teachers, support staff, bus drivers, cafeteria workers, and administrators will work hard to make Susan Moore Elementary School a safe and welcoming environment for your students and your family.

We have a collection of policies and procedures in this school handbook as a quick reference for parents.  This information is consistent with Blount County Board of Education policies and designed to help everyone at Susan Moore Elementary School have a safe educational experience. We need your support for these policies to help Susan Moore Elementary School have a great year!

Respectfully,

Carnell Spradlin

**Susan Moore Elementary School**

**3996 Susan Moore Road**

**Blountsville, AL  35031**

***Parent/Student Handbook and Code of Conduct***

**NOTICE OF RECEIPT**

**My signature below verifies that I have received a copy of the Susan Moore Elementary School Parent/Student Handbook and that I will read and follow policies and procedures as outlined previously.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date                                                  Printed Name of Student**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent or Guardian**

***(IMPORTANT!  Please sign, remove, and return this form to school.***

**I. SCHOOL DAY**

1. **ARRIVAL and DEPARTURE OF STUDENTS**

**1.**       **ARRIVAL OF STUDENTS:**

        School doors open and buses begin unloading each day at 7:30 a.m.  The first bell rings at 7:50 for students to go to class.  Students must be in their homerooms before 7:55 or will be counted tardy.  Students who ride in cars must be dropped off in the designated area and should arrive between 7:25 and 7:55.  Students who plan to eat breakfast at school should be at school no later than 7:35. Parents of students who arrive after the tardy bell (7:55 a.m.) rings must accompany their child/children to the office for a tardy slip before the student(s) may go to class.  *(Several staff members monitor students as they arrive for parent drop off in the morning.  If there are no staff members in the drop off area, parents should park their cars and accompany their child/children into the office for a tardy slip.)*

1. **DEPARTURE OF STUDENTS:**

**All students will be dismissed at 2:45 p.m.**  K - 6 bus riders will exit the building and load buses under their teacher’s supervision. Students picked up by parents/guardians will be dismissed first to load in the designated area.  Traffic can become very congested at this time of day.  Please do not arrive on campus prior to 2:15 P.M. To insure the safety of our students and help everyone get to their destination as quickly as possible, please use the following procedures:

1. Parents for student pick up should turn off Susan Moore Road

      onto the driveway at the west end of the campus.

1. Follow the line of traffic to the designated area where students will load or unload. Follow the directions of the school staff for pulling up, waiting, and exiting out to Susan Moore Road.
2. The school provided decal with students’ names must be displayed in the front wind-shield for pick-up. If the decal is not visible, parents will be asked to park and pick up his/her student from the school office.
3. Parents are not to leave their cars unattended.
4. Any elementary students riding with high school siblings must   be picked  up and dropped off in the designated area according to  the standard procedures for car riders.
5. Parents are asked to make any early student check-outs BEFORE 2:30 p.m.
6. Students may **NOT** be removed from buses.
7. Do **NOT** block the entry road.  Leave access in the middle of the lane.
8. ***Unauthorized personnel are not allowed to approach buses or***

***drivers during arrival or departure times.***

1. **CHANGE OF DEPARTURE:**

        Students are expected to depart from school by the same means every day.  If a student needs to go home by any means other than his/her usual transportation, he/she must present a change of transportation form to the office, signed by the parent/guardian before 2:00 p.m.  The form will then be documented, signed by office personnel, and returned to the student to be given to the bus driver or the supervising staff at car pick-up.  **Due to overcrowding, students are not allowed to ride home on buses other than his/her primary bus.** ***\*Please remember that no changes will be taken over the  telephone***

1. **CAR RIDER PROCEDURES / LOADING AND UNLOADING**

* Your car should be put in park before students begin to load.  Keep your car in park until you are instructed to move forward.
* If you have business in the school morning or afternoon, (for conferences, etc.) please park in the parking area at the front of the building.
* No parking will be allowed in the loading area between 7:00-7:55 a.m.

and 2:00-3:00 p.m.

* Elementary students are **NOT** allowed to walk to or from the high school.
* Please follow the instructions of the Staff member in charge of the safe

loading and unloading of students!

*\*FAILURE TO FOLLOW INSTRUCTIONS OF THE SUSAN MOORE ELEMENTARY STAFF  IN CHARGE WILL ENDANGER STUDENTS AND STAFF AND WILL BE ADDRESSED BY THE PRINCIPAL AND THE SCHOOL RESOURCE OFFICER.*

1. **ATTENDANCE**

Alabama State Law mandates regular attendance at school of all students who are enrolled in school.  All students should attend school regularly and be punctual for class in order to receive the greatest benefit from the instructional program and develop habits of punctuality, self-discipline, and individual responsibility.  There is a direct relationship between poor attendance and class failure.  Students who have good attendance generally achieve higher grades and enjoy school more.  Attendance at school shall be one of the factors considered in determining the promotion of a student from one grade to another.  **Please note that only seven days or partial days can be excused by parent/doctor notes each semester as a valid excused absence. Students who exceed eight (8) days in a semester or sixteen (16) total absences in a school year will lose course credit and/or be retained.**

**Complete policy information is located in the *Blount County Schools Parent-Student Handbook &             Student Code of Conduct Handbook****.*

1. **GENERAL OPERATING PROCEDURES**

1. **PTO**

              The Susan Moore Parent -Teacher Organization meets each month

in the lunchroom or library. Dates will be announced.   Become an active part of the

Susan Moore Elementary PTO by joining and attending the monthly meetings.  Together

parents and teachers are doing great things for the students at Susan Moore Elementary.

**B.     OFFICE and SCHOOL PHONE**

           The school office is open during school hours (7:30-3:15) or by appointment.   Students will be allowed to use the phone only for sickness or emergencies.

**C.     PARTIES**

           Homeroom classes may have two parties during the year. Parents/guardians may be contacted to assist either by sending a donation or party supplies, or by helping serve.   \*DUE TO CURRENT CHILD NUTRITION POLICIES WE CAN NO LONGER ALLOW FOR  CUPCAKES, SODAS, ETC. TO BE BROUGHT IN FOR SNACK-TIME PARTIES.  We appreciate your help and understanding in following these guidelines. THANK YOU!

**D. VISITORS**

In order to protect our students and their instructional time at school, it is mandatory that visitors enter through the office entrance. Please press the buzzer and the front door will be opened. All visitors must obtain a pass from the office.   Someone in the office will be able to assist with messages, forgotten items, etc. without having to disrupt classes.  If you need to talk with a teacher or staff member, you may make an appointment in the office.  Visitors without visible passes will be directed to the office.  Students are not allowed to bring visitors to school. Please be aware that video cameras are being utilized on campus.

**E.         VOLUNTEERS**

SMES welcomes volunteers at school.  Your help is very much appreciated and needed.  The Blount County Board of Education Policies require volunteers be approved by the board.  Volunteers attend a brief orientation on school policies, procedures, and task-related training.  You may sign up with your child’s teacher on “*Meet Your Teacher Night”* or contact Vickie Morris(Parent Liaison), at school for more information about how you can volunteer.

1. **DELIVERIES**

Vendors, outside organizations, or individuals are prohibited from making deliveries (flowers, balloons, candy, gifts, etc.) to students during the school day.

**G.   BREAKFAST, LUNCH, AND SNACK**

                                Students may participate in the breakfast program from 7:30-7:50 each morning.  Breakfast will be $1.25.  Student lunch cost is  $2.35 or at a reduced price of   $.40.Visitor lunches cost $3.75.  Students may eat free if an application is on file and has been approved.  An application must be on file in the office for each child in a family who would like to be considered for the lunch program.  Students may not charge breakfast or lunch.  Students may bring lunch from home.  Carbonated beverages may **NOT** be brought to school.  Food from outside vendors is **NOT** allowed in the lunchroom unless it has been packed in a lunchbox and is not in the original containers.  Menus are posted on the school website.  Students have a snack/break in the afternoon.  Kindergarten through sixth grade students may purchase bottled water, and assorted food items. Snacks range in price from $.50 and $1.00.

**H.        FUNDRAISING**

 School fundraisers are necessary events.  Your participation and cooperation in these events is appreciated.  All fund-raising events must be scheduled in the office and approved by the principal.  Students are **NOT** allowed to sell items at school or on the bus that are not school fundraisers.

**III.   HEALTH AND SAFETY OF STUDENTS**

**A. MEDICATION**

Drugs, both prescription and nonprescription, can be very dangerous to children when **NOT** utilized as directed.  The following policies governing delivery of medications to school, administration, and disposal of medications is for everyone’s safety.  Please read carefully so you and your child know what procedures to take in case he/she should need medication at school.

**Complete policy information is located in the *Blount County Schools Parent-Student Handbook &             Student Code of Conduct Handbook****.*

*\*\*Parents are responsible for picking up any unused leftover prescription or non-prescription medications at the end of the school year.  Any medication that is not picked up by 12:00 p.m. the last day that students attend school will be destroyed by designated school personnel.*

1. **COUNSELING**

The guidance program at Susan Moore Elementary School is designed to enhance the education of all students, not only those experiencing problems.  Group counseling sessions are provided regularly in each classroom to help students in their physical, intellectual, social, and emotional development.  A variety of techniques is used to facilitate discussions of numerous topics.

**PEDICULOSIS (HEAD LICE) SCREENING**

            Students will be screened for Pediculosis on a regular basis according to the State of Alabama Health Administration guidelines.  We will call the parent/guardian if evidence of Pediculosis is found.  Parents/guardians must pick up their child when called and follow the Blount County Board of Education guidelines for treating Pediculosis. **The student is ONLY excused for the day he/she is picked up early.**

**D.       SCHOOL INSURANCE**

School accident insurance is available for purchase at the beginning of the year.  Purchase of this program is optional.   *ALL KIDS* is a FREE program thatis also available for all children who qualify.  Information about this program is available in the school office.

**E.        SAFETY DRILLS**

Students will be taught and will practice procedures for all safety drills the first 2 weeks of school.  These drills will be practiced throughout the year.

**IV. CURRICULUM**

1. **HIRING OF PERSONNEL**

  Blount County School District personnel will actively recruit highly qualified personnel for employment to offer the highest quality education possible.

1. **CLASSROOM ASSIGNMENTS**

  SMES does not take requests for our students to be assigned to a particular teacher’s classroom or with other students.  This policy allows for appropriate grouping and effective scheduling.

**C.        HOMEWORK**

                Homework assignments are required at SMES.  Students are expected to turn in their assignments to their teachers on the day they are due.  Students that do not turn in their homework will be required to make-up the assignment and receive partial credit. **If failure to turn in homework continues, disciplinary sanctions will be imposed.  These discipline sanctions will follow school-wide guidelines.  Please refer to your child’s registration packet for this policy.**

**D. PROMOTION AND RETENTION GUIDELINES**

         Promotion/Retention Guidelines for students can be found in the Blount County Board of Education Policies.

**E. REPORT CARDS**

 Computer-generated report cards are issued to kindergarten through sixth grade students at the end of each nine (9) week grading period.  Students should take them home, have them signed, and return them to school promptly.  If a report card is lost, a new one will be issued to parents at a charge of $1.00.  Report cards are not to be written on or defaced in any way.  Attendance records for each nine-week grading period will be recorded on the report card.  Grades K-3 will receive standards-based report cards.

1. **RESPECT FOR PERSONS AND PROPERTY**

We are proud of our school, students, and faculty.  It is the responsibility of all students to respect the property of others, as well as, our common property at school.  Students are expected to do their part to keep the buildings and grounds clean and neat.  They are expected to immediately report anyone who defaces school property.  Students and their parents are responsible for malicious damage done to school property.

We all benefit when we work together in a spirit of respect for one another and our personal and common property.

**A. COMMON AREA RULES:**

1.    Walk at all times and in all areas.  (The only exception is during P.E.)

2.    Walk on the right side of the hallways and use the right hand door

        when entering or exiting the buildings.

3.    Keep hands, feet, and objects to yourself.

  4.    Be quiet in the halls and restrooms unless talking to an adult.

5.   Use an appropriate voice in assemblies and the lunchroom.

    6.  Use facilities appropriately and with care.

  7.  Follow instructions given by faculty/staff.

**B.      GYM/PLAYGROUND**

  Students are asked to wear athletic shoes or sneakers for P.E.  Students are not to be in the gym unless they are attending class, an assembly, or another event is scheduled.  Never use P.E. equipment unless you are under the direct supervision of a teacher.  The gym is closed after school and on weekends.  To enter at these times, without supervision or permission, is trespassing.

**C. HALLS/PASSES**

**\**Students are strictly prohibited from being in the high school, going through the high school before or after school, or being on the high school campus without permission.***

**D.         LIBRARY**

             The library is available for student use.  Students must assume responsibility for books checked out.  Fines may be charged for overdue books.  Students are expected to pay for lost or damaged books.  Library privileges will be taken away if library obligations are not respected.

**E.        TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year.  Textbooks are to be kept clean and handled carefully.  Students/parents will be required to pay for lost and/or damaged books.

**F.       LANGUAGE**

      The use of profanity, obscenity, vulgarity, and/or the possession of obscene or pornographic material will result in disciplinary action such as corporal punishment, suspension, *Saturday School* assignment, expulsion, or *Alternative School* placement.

**G.      FIGHTING OR VIOLENT BEHAVIOR**

     Fighting or violent behavior will not be tolerated and could result in suspension, *Saturday School* assignment, expulsion, or *Alternative School* placement.

**H.      BUS CONDUCT**

            Riding a school bus is a privilege.  It is the parents’/guardians’ responsibility to ensure that their child/children will use good behavior on the bus at all times.  Students who do not follow the bus rules will have their riding privilege taken away. Glass bottles or other dangerous objects are not allowed on the bus. The bus driver has the authority to seat students on the bus in the manner he or she thinks best.  Students are assigned their bus when they enter school each year.  To change to a different bus on a permanent basis, students must have permission from the principal.

**I.       SPECIAL ACTIVITIES DURING SCHOOL**

         Student participation and attendance in special activities (i.e. field trips, field day, class parties, etc.) is a privilege.  However, students may be prohibited from attending based on conduct.  If a student has a 60-70 conduct grade, a parent/guardian must attend with the student.  Parent/guardian is responsible for his/her own cost.  Any student with a 59 or lower conduct grade may not attend.

**J.       CONDUCT AT AFTER SCHOOL ACTIVITIES**

            Students attending after school activities such as football or basketball games, dances, programs, etc. are still under the authority of the school.  When at these activities, students are to behave in such a way as to reflect well upon themselves, their parents, and their school.

**K.       THEFT OF PROPERTY**

     Any student found guilty of taking public or personal property will be subject to disciplinary actions such as corporal punishment, suspension, *Saturday School* assignment, expulsion, *Alternative School* placement and/or restitution.  Academic cheating is covered under theft of another person’s property and will be handled with similar consequences.

**L.       VANDALISM**

Any student who is proven to have vandalized the school during or after school hours is subject to legal arrest and expulsion from school for the remainder of the school year.

**M.    ARTICLES PROHIBITED AT SCHOOL**

    Students should not bring anything to school that is hazardous to the safety of others, interferes, or disrupts school instruction and procedures.  Articles that are specifically prohibited from use on the school campus or buses include but are not limited to: cologne/perfume, rolling backpacks, HEELIES, chewing gum, any form of tobacco, toys, trading cards, laser lights, knives, sharp objects, guns (including toy guns), or weapons of any kind.  Athletic cleats may not be worn at school.   Prohibited items confiscated at school will be held until the last day of school.  ***\*The school will not be responsible for lost or stolen items.***

**N.    ELECTRONIC COMMUNICATION DEVICES**

**Complete policy information is located in the *Blount County Schools Parent-Student Handbook &   Student Code of Conduct Handbook****.*

1. **TOBACCO**

**Complete policy information is located in the *Blount County Schools Parent-Student Handbook &   Student Code of Conduct Handbook****.*

**P.      HARASSMENT AND BULLYING**

Students shall not engage in conduct constituting discrimination, bullying or any form of harassment (sexual, cyber, or other).  Actions that constitute bullying or harassment will not be tolerated.  Sanctions against students who engage in bullying or harassment may include, but are not limited to, suspension or expulsion. Appropriate forms are available in the elementary office. **Please refer to Board Policy 5.7 N for further reference.**

1. **STUDENT DRESS**

             Good grooming and personal appearances are essential elements in the teaching and learning process.  Therefore, it is expected that students will dress in a manner that will ensure health and safety and not detract from the learning environment.  Dress and personal appearance are not to be disruptive or interfere with the educational interests and welfare of the students or the purposes of public school education.

Any student violating the dress code may be suspended for the remainder of the school day and may receive unexcused absences in the classes missed.  The principal, assistant principal or designated person(s) has the authority to determine inappropriate dress.  Repeat offenders are subject to further disciplinary action as deemed appropriate.

**Complete policy information is located in the *Blount County Schools Parent-Student Handbook & Student Code of Conduct Handbook.***

**VII. CONSEQUENCES FOR SERIOUS OR HABITUAL OFFENSES**

Teachers teach, model, and have students practice appropriate behavior every day.  Students are allowed many opportunities to learn and practice appropriate behavior before anything but a warning is issued.  Your child’s teacher will publish and send home his/her policies, rules, and consequences at the beginning of the year.  Do not hesitate to talk with the teacher if there is anything that you do not understand.

**A.      CORPORAL PUNISHMENT**

 Corporal punishment will be used as deemed necessary by the teacher and/or administrator as outlined in the *Blount County Board of Education Policies* and the *Alabama School Code of Law*.  Corporal punishment is only one of the means used to deter inappropriate behavior.

**B.     SATURDAY SCHOOL**

*Saturday School* may be assigned to students in an effort to deter behavior problems when other consequences have been unsuccessful.  (*Saturday School* gives students a chance to experience the setting of the alternative school without having to miss a regular school day.)

**C.    SUSPENSION/EXPULSION**

1.**IN-SCHOOL SUSPENSION** - A student may be placed in isolation during the school day.  He or she will be allowed to complete assignments while in isolation.  Assignments not completed while placed in in-school suspension will receive a zero.

2.  **OUT-OF-SCHOOL SUSPENSION** - A student may be suspended for as  many as five days if other methods fail or the act is severe enough to warrant  suspension.  Any disciplinary action resulting in suspension willrequire the parent/guardian to accompany the student to school before being readmitted.  If a student is suspended, he or she will not be allowed to make up work missed during the suspension.  Days missed for suspension are UNEXCUSED.

3.**EXPULSION FROM SCHOOL** - This can only be done by the Board of Education on the recommendation of the principal.

**D. ALTERNATIVE SCHOOL -** Students may be assigned to the Blount County Alternative School when other means have been tried and have failed to alter inappropriate behavior.  Other rules and regulations will be announced or added to this handbook as deemed necessary by the school administration.  For details concerning classifications of violations and sanctions see The Blount County Parent/Student Handbook and Code of Conduct 2020--2021.

**VIII.   EARLY OR UNEXPECTED DISMISSAL OF SCHOOL**

              During the days when serious inclement weather is threatening or other unexpected events

              require early school closing the public will be notified by the following:

**Radio:  WCRL/WKLD (1570 AM & 95.3 FM) – Oneonta,      WZZK 104.7 FM – Birmingham**

**Televison:    ABC 33/40 – Birmingham,      FOX 6 – Birmingham,    WHNT 19 – Huntsville**

**\*PLEASE REMEMBER** upon Early Dismissal of school students will follow the same plan provided for regular transportation.   We need to have phone lines available and buses ready to leave without delays.  When school is dismissed early or unexpectedly we count on our parents to help us in keeping our children safe.  Please remind your child periodically to ensure that they know what to do and expect in order to avoid concern and unnecessary confusion.

**\*\*Principals are not permitted to dismiss school early without permission of the Board and/or Superintendent, except in times of emergency, when the lives and safety of students are endangered.**

