

McBride Elementary School

Student Handbook 2025-2026

In the event of a conflict, discrepancy, or inconsistency between the Student/Parent Handbooks and The Policies of the Muscle Shoals Board of Education, the Board Policy Manual shall take precedence and prevail.

McBride Elementary School



Britney Schneider
Principal

Jonathan Bailey
Assistant Principal

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Guidance Counselor

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Bookkeeper

Paige Callahan
Secretary

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Nurse

PRINCIPAL'S MESSAGE

On behalf of the faculty and staff at McBride Elementary School, I would like to welcome you to the 2025-2026 school year. We take pride in knowing that every child and staff member is treated like family here in the Muscle Shoals community. We look forward to working with our students and parents this year in a continued effort of achieving academic excellence.

It is our hope that you take time to read through this handbook with your family as it will answer many of your questions regarding the upcoming school year. If you have any questions or suggestions, please feel free to reach out to us. We look forward to seeing you soon.

Go Trojans,

Dr. Britney Schneider
Principal

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Attendance

To achieve in school, regular attendance is necessary. Students must be in attendance 160 days in order to receive credit for academic work. In extraordinary circumstances, students who did not attend a minimum of 160 days may appeal to an attendance committee to determine eligibility for credit for the year's work.

1. After a student's 10th absence (excused or unexcused), parents/guardians will receive a letter from the school. The purpose of the letter is to remind parents of the attendance policy of Muscle Shoals City Schools and to inform parents that ten or more absences have been accumulated by the student.
2. Upon the student's 21st absence (excused or unexcused), parents/guardians will receive another letter from the school. The purpose of this letter is to inform the parents of the student's excessive absences and to give further directions for attending a hearing to be held in May.
3. An attendance hearing for students with 21 or more absences will be held in May. At that time, parents will be allowed to present justification for excessive absences. Within five working days after the hearing, the attendance committee will inform the parents in writing of their decision (promotion or retention).

EXCUSED ABSENCE means that the student has presented a lawful reason justifying the absence from school and will be expected to make up any work that was missed due to the absence.

According to Alabama State Law, the following constitutes an **EXCUSED** absence:

1. Personal illness
2. Inclement weather which would be dangerous to the life or health of the student if he/she attended school
3. Legal quarantine
4. Death in the immediate family
5. Emergency conditions as determined by the Superintendent or designee
6. **Prior permission of the principal and with the consent of the parents (to include family trips, business trips, vacations, and any other personal reasons for students missing school)**

Within (3) THREE DAYS of an absence, a student who is absent for any reason must bring a written excuse from a parent, guardian, or physician. McBride Elementary will accept **SEVEN** parent notes when determining excused absences. After the **SEVENTH** parent note, all subsequent absences must be verified by a doctor's excuse. Otherwise, the subsequent absences will be considered unexcused. The excuse should include the date of the absence(s) and the specific reason for the absence(s). If the written excuse is not brought in within the three day period, the absence will be marked unexcused. Unexcused absence means that the student has not presented a lawful reason for the absence from school, or the reason was not presented within three days of the absence or that prior arrangements were not made. Any out-of-school suspension is an unexcused absence. Administrative action for unexcused absences is dictated by ALABAMA LEGISLATIVE ACT 93-368, and can result in referral to the Juvenile Probation Officer. A grade of "0" will be given on any work/tests for an unexcused absence.

PRE-APPROVED ABSENCES may be granted when the parent wishes to arrange for a child to be absent due to a planned event which is considered to be worthwhile. The request should be made in writing and submitted to the office at least three days in advance. Even when approved, these absences do count toward the 20-day limit.

UNEXCUSED ABSENCE means that the student has not presented a lawful reason for the absence from school, or the reason was not presented within three days of the absence or that prior arrangements were

not made. Any out-of-school suspension is an unexcused absence. Administrative action for unexcused absences is dictated by ALABAMA LEGISLATIVE ACT 93-368, and can result in referral to the Juvenile Probation Officer. A grade of "0" will be given on any work/tests for an unexcused absence.

For a student to be recognized for PERFECT ATTENDANCE, the child must have been in school a full day for every day of the school year (no tardies, no check-ins, no check-outs)

Board Policy

The policy manual for the Muscle Shoals City Schools Board of Education is available on the school district's website.

Books

Students are responsible for all textbooks and library books issued to them during the school year. Lost or damaged books must be paid for before the end of the school year.

Cafeteria

McBride Elementary School participates in the National School Lunch and Breakfast Programs. Students are encouraged to take advantage of the nutritious meals offered in the school cafeteria. Breakfast is served from 7:15 – 7:45 am each morning in the cafeteria and the gym. We send menus home with students monthly and all menus and pricing are posted on the school website. Students who qualify for free or reduced price lunch may also receive free or reduced price breakfast. Ice cream is available for students to purchase at the teacher's discretion.

All students are issued a private meal account number. Please keep enough money in your student's meal account to cover meals and extras, thus avoiding charges and phone calls from the school. Parents are asked to prepay for meals and a la carte items by sending cash or checks to school, or by depositing payment online using our secure payment system called MySchoolBucks. There is no cost to have an account, however there is a small fee to make an online deposit. With a MySchoolBucks account, you can view online what your child is eating in the cafeteria and receive a text or email reminder when your child needs money.

To apply for free or reduced price meals, go to www.MySchoolApps.com . New applications are needed each school year. For the upcoming year, apply after July 1.

Foods and beverages from outside establishments or food companies may not be brought into the school during meal service times. This includes canned or bottled soft drinks and foods in restaurant wrappers and bags. Foods from vendors other than the school cafeteria are not to be provided or sold to students while school meals are being served. This policy is in accordance with the State of Alabama Policy for Competitive Foods. Foods and beverages provided or sold to students during the school day should meet the USDA Smart Snack definition, with the exception of fundraisers approved by the principal.

Questions regarding cafeteria services and lunch account balances may be directed to Stacy Oliver, Cafeteria Manager, at (256) 389-2610, Ext. 1410.

Cell Phones

We recognize that cell phones, and other mobile devices (iPads, smart watches, etc.), have become common tools for communication for children of all ages. However, they have also become a distraction for the learning environment, even in the elementary grades. Student cell phones, Smart Watches, and other mobile communication devices must remain off and in a locker or backpack. Such devices are not to be used inside the school building. This includes at breakfast and in the hallways, before and after school. Consequences for unauthorized student cell phone and other mobile communication device use will result in confiscation and/or disciplinary action as determined by school administration.

Checking In and Checking Out

The bell for students to enter the building will ring at 7:45 a.m. Students who arrive at school after 7:55 a.m. must check in through the office. Students presenting a doctor's excuse will receive an excused check-in.

Students checking out before 2:45 p.m. can only be released to parent/guardian or person listed on the Office Record Card. Picture identification is required. An absence will be charged to a student who misses more than one-half of the school day (Check out before 11:20 a.m. or check in after 11:20 a.m.).

Child Custody

Parents are asked to ensure that child custody papers are on file in the McBride office if specific rules and regulations are to be enforced.

Child Find

The Muscle Shoals City School System serves children within our jurisdiction who need special education and related services to benefit from their education. Please contact the Student Services Office at the Muscle Shoals Board of Education (256-389-2600) if your child has a disability and is in need of these services. The Muscle Shoals City Schools will provide an interpreter to communicate with non-English speaking parents and students eligible for IDEA services.

Discipline

School Rules:

- 1. BE RESPECTFUL**
- 2. BE RESPONSIBLE**
- 3. BE RESOURCEFUL**

Classroom behavior reports for each student will be marked daily as needed. Parents are asked to sign these reports weekly. A conduct grade for students will be determined by the behaviors documented on the report. This numerical grade will be on the report card and used in determining Honor Roll recognition.

The McBride Elementary School teachers are cooperatively responsible for the discipline of students at any place on the school grounds. Students are subject to the direction of any and all members of the faculty and will be governed accordingly for the good of all concerned. Situations occurring that are not specifically dealt with in this handbook will be handled on an individual basis.

In addition to the rules and regulations described in this handbook, every student is expected to comply with the *Code of Conduct*, which states clearly the school system's standards of behavior.

Inappropriate objects which jeopardize safety or disrupt the learning climate should not be brought to school. This includes games, electronics, toys, trading cards, fidget spinners, etc.

Rewards for Positive Behavior

- House points, praise, positive notes home, various treats and privileges, etc.
- Students who maintain a conduct grade of 85 or higher each nine weeks will be eligible to participate in the nine-week behavior reward.
- Students who maintain an average conduct grade of 80 or higher throughout the entire year will qualify for the end-of-year class picnic.

Consequences

- **Warning**
- **First Check:** 2 points deducted from conduct grade and loss of privilege.
- **Second Check:** 2 points deducted from conduct grade, loss of privilege, and parent will be notified (phone, email, text, etc.).
- **Third Check:** 2 points deducted from conduct grade, loss of privilege, and parent conference scheduled.
- **Fourth Check:** Office referral. Teachers shall refer student to school administration for conference and/or consequences.
- Examples of loss of privilege may include: no recess, isolated lunch, loss of special activity, etc.
- Severe discipline issues may result in an immediate office referral (examples: behavior that obstructs the teaching/learning process, threats, intimidation, willful disobedience, etc.).

Notes

- We believe that each day offers students a fresh start. Therefore, our accumulating check consequences will reset at the beginning of each new day.
- Information about your child's behavior will be communicated through the discipline report that will be sent home daily. Please sign and return the discipline report each week.

Dress Code

Students at McBride Elementary School are expected to come to school dressed appropriately, with dignity and responsibility.

Dress or personal appearance should not disrupt, interfere with, disturb, or distract from school activities and should not create health or safety hazards.

Students should adhere to the following guidelines:

1. Any top that is revealing in nature is not to be worn at school. No exposed midriffs or halters are allowed.
2. Shorts and skirts should be of a length appropriate to the age and size of the student.

3. Head coverings are not to be worn at school. This includes all hats, scarves and bandanas. Any distracting hairstyle or color is prohibited.
4. Garments with decorations, patches, lettering, advertisements, etc., that may be considered obscene, suggestive, or offensive, may not be worn at school. This includes any garment or accessory that represents a drug emblem, tobacco product, or any type of alcoholic beverage advertisement on the garment.

CONSEQUENCES OF DRESS CODE VIOLATIONS:

Teachers are responsible for monitoring dress code guidelines. Excessive dress code violations will result in an office referral.

Emergency Cards

Parents are required to fill out emergency cards for each child enrolled. It is very important to keep these cards current. If an emergency should arise, we rely on the emergency cards for current information. A change in any of the following should be reported to the school office immediately:

- Cell and/or home phone and physical address.
- Parent's work phone number.
- Name and phone number of relative, friend, or child care provider designated as an alternate or emergency contact.

Extended Day Program

An extended day program is available for students who need after school care. Their hours are immediately after school until 5:30 pm. Please contact the Community Education Coordinator (Monica Jeffreys) at 256-389-2600, extension 1012, for more information.

Field Day

Field Day activities will be held in May. Parent volunteers are always needed. Information will be sent out about this in the spring.

Field Trips

Field trip opportunities that enhance the curriculum are provided for students at all grade levels. Information regarding each trip will be communicated to parents. **Due to accounting issues, money cannot be refunded to students or parents who are unable to attend.** Unless extreme hardship is applicable and prior approval is granted by the principal, Board of Education policy states that only a parent or legal guardian is permitted to check out a child from a field trip location.

Gifted Education

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience or environment. These students require services not ordinarily provided by the regular school program. Students

possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents/guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student to the gifted program. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the Supervisor of Student Services at the Muscle Shoals Board of Education or the Gifted Education Specialist at McBride Elementary School.

Gifts and/or Deliveries to Students

The school **will not** accept deliveries of balloons, flowers, and other gifts for students. Parents should not bring gifts to school or order items to be delivered to their children.

Grade Reporting

A report of the student's progress will be sent home regularly.

Each student will receive a progress report and a computerized report card during each 9-week period. It is the responsibility of the student to share these reports with his/her parents. The dates on which parents should expect students to bring reports home are as follows:

Progress Reports.....September 4, 2025
End of 1st 9 weeks.....October 3, 2025
Report CardsOctober 9, 2025

Progress Reports.....November 6, 2025
End of 2nd 9 weeks.....December 19, 2025
Report Cards.....January 8, 2026

Progress Reports.....February 5, 2026
End of 3rd 9 weeks.....March 6, 2026
Report Cards.....March 12, 2026

Progress Reports.....April 16, 2026
End of 4th 9 week.....May 21, 2026
Report Cards.....To Be Delivered

Grievances

The process for appealing or grieving an administrative decision can be found in the Muscle Shoals City Schools Code of Conduct. Appeals must be filed in writing within seven calendar

days of an adverse decision. It is encouraged that an appeal begins at the lowest level authority/ability to address the concern before initiating an appeal or grievance with the Principal (Level One), Assistant Superintendent (Level Two), Superintendent (Level Three), or the Muscle Shoals Board of Education (Level Four).

Health

If your child is injured or becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you provided on the emergency information card. Please remember that we cannot keep a child at school if the child has a fever, is vomiting, or has a contagious disease. Students must be fever free for 24 hours before returning to school.

If a case of head lice is discovered or if there is a reasonable cause to suspect a student has head lice, the student or class will be inspected. If during the individual inspection of students, head lice contamination is confirmed, the following procedure will be followed:

1. Any infested child will be removed from class and the parent/guardian will be called to take the child home for treatment. Care will be taken not to embarrass the child.
2. After the infested child has been given the first treatment and nits have been manually removed, the parent/guardian should bring the child to the school and wait for the completion of an examination by a school official. If the student is not lice and nit free, he/she will not be readmitted to school.
3. A school official will give a second examination, seven to ten days later.
4. Identification information such as the name of school, children, parents, and employees will be considered confidential.

Printed material relative to the treatment of head lice is available in the office. Please refer to the section entitled "Medication Guidelines for Students" for information regarding dispensing of medication.

Internet Access and Usage

Access to the internet and e-mail has been made available to students, teachers, and staff of the Muscle Shoals City Schools. The goal is to promote educational excellence by facilitating research, resource sharing, innovation and communication. The internet is to be used in support of research and education that is consistent with the educational objectives of McBride Elementary School. Written parental permission must be granted before students will be allowed to use these services. Use of school-provided Chromebooks and email is a privilege; therefore, these privileges may be revoked if used inappropriately.

Inspection of Student Records

Official student records, files, and data may be inspected by parents and legal guardians of a particular student. Students who are over 18 years of age may inspect their own records. The following procedures shall be followed in making inspection of student records:

1. All requests for inspecting student records shall be made in writing on forms provided by the Muscle Shoals Board of Education. Responses to record review requests shall be granted within a reasonable period of time, but in no case will this time exceed 45 days from the date of the original request.

2. The request form shall be signed by the person making the request and shall be kept permanently with the file folder of the student. This shall be available to parents, legal guardians, students who are 19 and older, and to school personnel who have access to the file.
3. When a student has attained 19 years of age or is attending a post-secondary education institution (full-time), the permission or consent required of the rights accorded to the parents shall thereafter only be required of or accorded to the student.

Library

The library will be open from 7:45 am until 3:00 pm. Lost or damaged books have a replacement fee of \$10 for paperback and \$20 for hardback. No refunds will be given; recovered books may be kept by the student or donated to the library in the child's name. Late fines will not be charged; however, students with outstanding books (overdue, lost, stolen, or damaged) are not eligible to check out additional materials until the book is paid for or checked back into the library. Students are allowed to check out books on a daily basis.

Lockers

Third and fifth grade students will be provided a locker space for storage. In order for backpacks to fit inside the locker, they should not exceed 11" wide, 11" deep, and 34" tall. Rolling backpacks are allowed; however, they must fit the locker space. Fourth grade students will share a cubby with a classmate.

The use of a locker/cubby is a privilege and students are expected to keep their lockers/cubbies in an orderly manner. After the last day of school, unclaimed items found in the lockers/cubbies will be donated to a charitable organization.

Lost and Found

Lost and Found is located in the office and in the gym. Please print the student's name in jackets and other personal items that are brought to school. Items not claimed will be donated to charity at the end of each semester.

Make-Up Work

Requests for assignments due to absence should be made by calling the school office **before noon**.

All make-up work should be completed in accordance with the following time frame:

For an absence of one to three days, the student will have three days to complete the work that was assigned during the absence. If the absence has been longer than three days, the student will have the same number of days to complete the missed work as he/she was absent.

If the work/test was assigned prior to the absence, the student will be expected to take the test and turn in the work on the day he/she returns to school. This rule also applies to school related absences due to parental consent with the permission of the principal.

If a student does not complete his/her make-up work on schedule, then he/she will receive a zero on that work. Any incomplete grade on the report cards must be cleared before the end of the following 9 week period.

Medication Guidelines for Students

The medication administration procedures for Muscle Shoals City Schools have been written to comply with the recommendations from the State Department of Education. Please read all of the below information carefully. If your child will be taking medication during school hours, you may pick up the necessary form in the school office.

1. All medication for children in grades K-12, (prescription / nonprescription), should be brought into the school office by an adult. Students should not have medication in their possession. The only exception is for a student who must carry an asthma inhaler as prescribed by a physician.
2. Controlled medications will be counted by nurse/office personnel in the presence of parents/guardians.
3. All medication, (prescription and nonprescription), must have a medication release form completed and on file in the office prior to medication administration by school personnel, The form must be signed by a parent or guardian for nonprescription and by the physician for prescription medication.
4. The medication release form must indicate the reason the student will be taking the medication. He/she will only be given the medication for the reason indicated.
5. Medications prescribed to be given once daily should be given at home; twice daily should be given at home before school and at night; three times daily should be given at home before school, after returning home from school, and at night. One exception to this schedule involves students enrolled in after school care. Any other special considerations should be brought to the attention of the registered nurse.
6. A new medication release form must be completed anytime there is a medication change. To assist in this matter, information may be faxed to and from the doctor's office and the school.
7. All prescription medication must be in the original pharmacy-labeled container. The information on the bottle must have the same information as the medication release form. Most pharmacists will give an extra bottle for home use if asked.
8. All nonprescription medication must be in the original container with the student's name written on the outside of the container.
9. A student may self-administer prescription medication (such as an asthma inhaler, epi-pen, etc.) when directed by a licensed prescriber. The prescriber must indicate in writing that the student may carry the medication and that self-administration of medication is permitted with his/her signature.
10. Unused medication should be picked up by an adult for students in grades K-12. Medication that has not been picked up will be disposed of by school personnel the day after school ends for summer break.
11. Students with potential life threatening illnesses/conditions (asthma, seizures, severe allergic reactions, hemophilia, diabetes, cardiac conditions, or any other condition the doctor recognizes as life threatening) should have an emergency plan on file at the school. Parents should notify the student's teacher if an emergency plan is needed. The teacher will notify the school nurse. The school nurse will be involved in the development of the emergency health plan.

Messages

If you must leave your child a message, please call the office before 2:30 p.m. Instructional time will not be interrupted to call students to the office for messages. The student will be called up during afternoon announcements to come to the office to retrieve their message. It is the student's responsibility to listen to announcements so that they will know to come by the office for their message. Office personnel are not responsible for messages that are not picked up by the end of day. Please keep student messages to a minimum. Transportation arrangements should be made prior to bringing students to school.

Non-Resident Students

Admission to Schools

- a. **Resident Students** – School-age children who reside within the municipal limits of the City of Muscle Shoals, Alabama, may be admitted to Muscle Shoals City Schools. For purposes of this policy, the residence of the student will be the residence of the parent(s) or legal custodian/guardian. If custody of the child is shared between parents, the residence of the student shall be that of the parent who has primary physical custody of the student, as established by an appropriate order issued by a court of competent jurisdiction.
- The legal residence of the student means the fixed, permanent and primary domicile of the parent(s), parent with primary physical custody or the court appointed legal custodian/guardian. The legal residence means that a true, fixed and permanent home and principal establishment to which, whenever absent, the parent(s), parent with primary physical custody, or court appointed legal custodian/guardian of the student has the intention of returning daily. The legal residence, as used herein, is distinguished from a temporary or secondary place of residence established for some specific purpose, but not the fixed permanent residence of the parent, parent with physical custody, or the court appointed legal guardian.
 - To be considered a resident student, a student must physically reside full-time with his or her parent(s), parent with primary physical custody, or court appointed legal custodian/guardian within the municipal limits of the City of Muscle Shoals, Alabama.
 - Custody/guardianship must be ordered through a Court of competent jurisdiction.
- b. **Non-resident Students** – Students who do not reside within the corporate limits of the City of Muscle Shoals may apply for enrollment in the Muscle Shoals City Schools. The Board may establish criteria for admission of non-resident students, and may require the payment of tuition as a prerequisite to enrollment. The Board will not provide transportation to nonresident students.

All out-of-district applicants who are permitted to attend the Muscle Shoals City Schools shall complete non-resident applications. Applications for new non-resident students for each grade will be reviewed in the order they are received until the allotment of successful applicants has been accepted.

Children of full-time employees who work in Muscle Shoals City Schools but reside outside the City of Muscle Shoals may attend Muscle Shoals City Schools without payment of tuition. However, such student(s) must meet all standards established for non-resident students.

A non-resident enrollment application may be denied because a school, grade, or program(s) lacks space, staff, support services, facilities, or equipment, taking in-district enrollment projections into consideration, or because the student:

- does not meet the established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of academic performance;
- has been suspended or expelled from school, is in the process of being suspended or expelled, has withdrawn from a school to avoid possible suspension or expulsion;

- has a history of documented, disciplinary infractions within the past three (3) years, or has been adjudicated or convicted of a crime that involved personal injury, loss of or damage to property, or disturbing the peace or public order;
- has a record of truancy from excessive absences from school; or
- incorrect or incomplete information on the enrollment application.

The non-resident approval process is as follows:

1. The parent or guardian must submit a completed application and provide any and all supplemental information requested by the District.
2. The principal/designee may interview/assess the applicants.
3. The school principal makes a recommendation to approve or not approve the enrollment application.
4. The recommendation is sent to the Superintendent.
5. The Superintendent approves or denies the request.

An approved application shall be valid for one year only. All nonresidents must complete an *Intent to Return Form* each year.

The Muscle Shoals City School System reserves the right to revoke the enrollment status of a non-resident student at any time for any misconduct that would warrant suspension or expulsion under the Code of Student Conduct, or because of false, misleading or incomplete information on the enrollment application. In the event of a revocation, the Superintendent or designee shall inform the parent/guardian of the circumstances which resulted in the revocation decision. The decision of the Superintendent is final and there is no appeal process.

Parent Conferences

Conferences may be arranged by either the teacher or the parent as needed.

Parent Teacher Organization (PTO)

Parent involvement is vital to the success of McBride Elementary School. The PTO coordinates fundraisers and other worthwhile events throughout the year. Please contact a PTO officer or the McBride office if you would like to volunteer. Forms will be sent home in the registration packet to join the PTO and sign up to volunteer.

Parties in the Classroom

Each class will have a Christmas party in December and a Valentine special snack in February at a time determined by the teacher in each class. Designated homeroom parents will be responsible for the party organization and clean up.

Normally, snacks for birthdays or other special occasions may be brought to the office before school if prior arrangements have been made with the teacher.

Party foods and treats for special occasions should adhere to the MSCS Wellness Policy Guidelines.

Perfect Attendance

Special recognition will be given at Honor Day to students who have perfect attendance for the entire year.

Perfect attendance means attending school every day for the entire day with no tardies, no check-ins or no check-outs.

Pets

Pets are not allowed at school due to health regulations.

Physical Education

Physical Education Requirements:

1. Students are required to wear tennis shoes with non-marking soles for P.E. Tennis shoes must have back and not an extremely large sole in height. Students may not wear sandals, boots, jellies, loafers, etc. This is for the safety of the student.
2. Girls are not excused from P.E. if they wear a dress or skirt. They may slip shorts or sweats on under dress or skirt.
3. Students must have a note written by their parents or a doctor's excuse to be excused from physical activity.

School Rules and Physical Education Rules

- **BE RESPONSIBLE**
Follow directions.
Obey safety rules.
Enter and leave in a quiet orderly line.
Dress properly for P.E.
- **BE RESPECTFUL**
Keep hands, feet, and other objects to yourself.
Listen quietly when the teacher is talking.
Respect others and their property.
Wait for permission to touch P.E. equipment.
- **BE RESOURCEFUL**
Solve problems independently.
Use good judgment in all situations.
Be willing to learn.

Parental support of these rules is essential to ensure a safe and successful year of physical education. Please feel free to make an appointment to see a P.E. teacher if you have any questions or concerns regarding your child.

Promotion and Retention Policy

Students are promoted from grade to grade on the basis of academic credit earned during the school year or in such other academic programs as may be approved or recognized by the Board of Education. The determination of whether to promote or retain a student will be made by school officials.

Publicity

The Muscle Shoals City Schools attempt to develop a cooperative relationship with local newspapers and area television stations. During the year we receive requests to photograph or video students at school for use in media coverage. Your registration form has a publicity authorization section.

Board of Education policy does not permit handbills, flyers, etc. to be handed out at school for non- school related events.

Safety

The safety of our students is a serious matter. Behavior which is viewed as harassing or threatening will not be tolerated; **students must recognize the seriousness of such offenses**. Special notice should be made of Type I, Type II, and Type III violations which are listed in the *Code of Conduct* for Muscle Shoals City Schools.

Measures that promote safety include:

1. The availability of a resource officer, if needed.
2. Locking of all exterior doors during school hours.
3. A policy requiring all visitors to sign in.
4. Fire, tornado, and lockdown drills.
5. Emergency evacuation plans.
6. Airlock doors and cameras.

Picking up students on the north side of Avalon Avenue (across the overpass) is discouraged since this area is off school grounds and is unsupervised. Students are not to be brought to school prior to 7:15 a.m. Supervision is not available before 7:15 a.m. Students are not allowed on school playgrounds before or after school. These areas are not supervised. Students crossing from the north side of Avalon Avenue should use the crosswalk directly in front of the school. Bicycles should be ridden directly to the rack and not around the campus. Skateboards, in-line skates, scooters, etc., are not allowed on school premises.

Students are encouraged to report serious threats to school officials. Students or parents may report concerns to school officials or the SAFE SCHOOLS HOTLINE 1-888-SAV-KIDS.

School Closings

In the event that severe weather or other emergency conditions exist, the superintendent will decide if the school will open. If the decision is made to close the schools, radio and television stations serving the area will be notified (**WHNT, WAAY, WAFF, WVNA, WLAY, WFIX, and WZZA**). The local newspaper, Times Daily, will also be notified and an announcement will be posted to the district website. If possible, the decision to close will be released to the media the evening prior to the school day. If a decision is made the day of the closing, the announcement will be made by 6:30 a.m.

Muscle Shoals City Schools will implement a late arrival procedure that will incorporate our current staggered schedule. Announcements concerning late arrival to school will state the length of the delay. (Example: The message may state that there will be a two hour school opening delay). The schools would then begin at the time based on the current start times. An announcement that Muscle Shoals City Schools will delay for two hours would mean that Howell Graves Preschool, Highland Park, and Webster would begin at 9:45 a.m.; McBride at 9:55 a.m.; Muscle Shoals Middle School at 10:00 a.m.; and Muscle Shoals High School and Muscle Shoals Center for Technology at 10:07 a.m.

Early dismissal is a more complicated issue. The reason for an early dismissal is, again, usually weather related. Circumstances could exist that would necessitate schools dismissing as quickly as possible before extreme weather conditions reach our area. Due to this fact, Muscle Shoals City Schools will follow the procedure of dismissing at one announced time (Example: Muscle Shoals City Schools will dismiss at 1:00 p.m.).

If emergency conditions require that school be dismissed early, the same radio and television stations will be notified. Please remember, when emergency conditions exist, telephone calls to the school office prevent efficient information release. **Please listen to one of the local radio or television stations listed above.** The safety of your children is our greatest priority and they will be supervised until you are able to arrive at school.

School Hours

The bell for students to enter their classroom will ring at 7:45 a.m. Students who arrive at school after 7:55 a.m. must check in through the office. School will be in session from 7:55 a.m. until 2:45 p.m. each day. **Students may arrive on campus no earlier than 7:15 a.m.** Doors will not open until that time and students should never be left unattended when the doors are locked.

To ensure proper supervision students should report to the location indicated upon arrival: 7:15-7:45 am. Students should report to the cafeteria if they plan to eat breakfast on campus. Students should report to the gym if they do not plan to eat breakfast at school.

Third grade students will be dropped off and picked up at the back of the school. Fourth grade students should be dropped off and picked up at the front left entrance to the school. Fifth grade students should be dropped off and picked up at the front right entrance to the school. Those who have not been picked up by 3:10 pm will wait in the lobby where a parent may be required to come into the office to sign them out.

School Nondiscrimination Policy (Title IX, Section 504, Title VI)

It is the official policy of the Muscle Shoals School System that no person shall on the grounds of race, sex, religion, color, creed, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to the Title VI Coordinator (Dr. Matthew Carpenter), Title IX Coordinator, and Section 504 Coordinator, Muscle Shoals Board of Education, 3200 South Wilson Dam Road, P. O. Box 2730, Muscle Shoals, AL 35662.

Search and Seizure

Board Property- All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained.

Personal Property- Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phone, computers, and personal digital assistant devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonable deemed to present a risk or threat to the safety or welfare of the school community.

Personal Searches- Students may be searched whenever reasonable suspicion exists that the student possesses prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Personal searches will be conducted with due regard for the age and gender of the student.

Use of Recovered Items- Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

Student Council

The Student Council is a service organization made up of elected fourth and fifth grade students and teacher sponsors. The organization is dedicated to the betterment of our school and community. Student Council meetings are from 2:45-3:15pm on the 2nd Wednesday of each month.

Student Support

McBride Elementary School provides support for students with academic, behavioral or attendance concerns through the Problem Solving Team (PST). This team consists of faculty members, a counselor, and an administrator and meets on a regular basis.

Student Insurance

Student insurance is available to any student who wishes to enroll. Envelopes are provided to each student at registration and are available through the office for one week after school begins. For school records, it is necessary for each child to return an envelope marked yes or no with a parent signature.

Suspension

The following procedure will be followed when students are suspended for serious offenses:

1. The student will be given an explanation of the alleged misconduct and a chance to present his/her version.
2. The parents or legal guardian will be notified by telephone or letter and given details of the suspension.

3. If a parent cannot be reached by phone, the student will remain in a designated area until school dismisses.
4. If the situation warrants, the student will be released into the custody of juvenile authorities.

Two types of suspension may be assigned:

1. *In-School Suspension (ISS)*

Students suspended in school will be under the supervision of the Director of the Alternative School Program, who will assign work during the suspension period. Students will be allowed to make up missed class work.

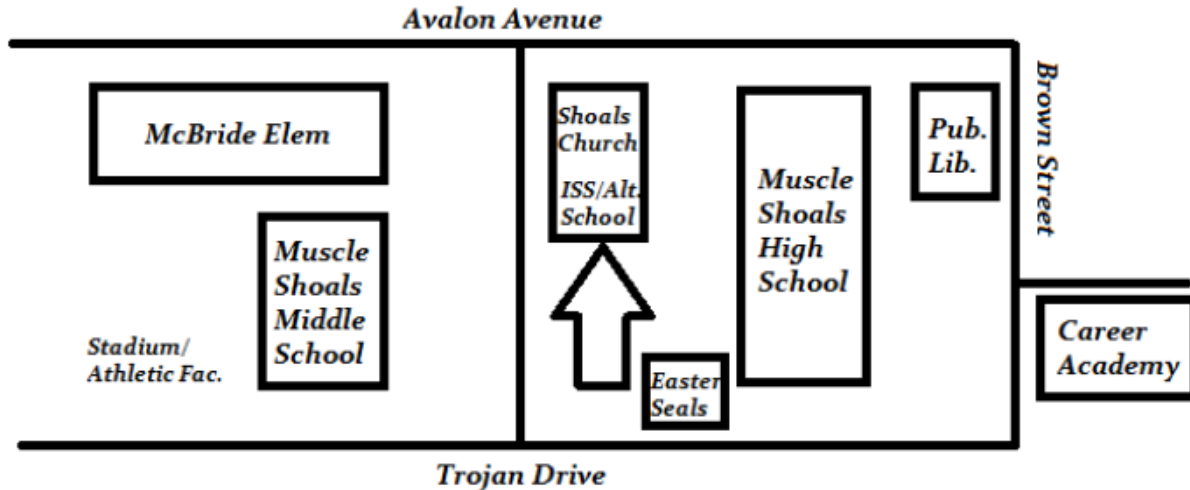
2. *Out-of-School Suspension (OSS)*

Students suspended at home will be expected to complete work missed during the suspension. A conference with the student and his/her parents will be required before the student can be readmitted.

MUSCLE SHOALS CITY SCHOOL SYSTEM **ALTERNATIVE / IN SCHOOL SUSPENSION RULES & GUIDELINES**

1. Students assigned to the ISS/Alternative School are expected to conform to **ALL** rules published in the Muscle Shoals student Code of Conduct and the School Handbook, and follow all directives given by the alternative school director.
2. Students must report each day between 7:30 and 7:45 a.m., with textbooks, pencil and paper. Upon arrival students must be seated at their assigned cubicle. School will begin dismissing at 2:30 p.m.; students must be off the ISS/Alternative School campus by 2:45 p.m. or additional days may be assigned.
3. Students are **not** permitted to drive to the ISS/Alternative School. Students must be accompanied by a **parent/guardian** on the **first** day. The parent/guardian or a designated adult (not a student) may accompany the student on subsequent days. The student must be signed-in and -out every day.
4. Students must supply his/her own textbooks. No book bags or backpacks.
5. Searches and seizure will be conducted by staff if probable cause is warranted.
6. Students who arrive late to ISS/Alternative School will not be allowed in.
7. Students who check out will be assigned another day at the ISS/Alternative School to replace the day checked out.
8. If a student is truant from the ISS/Alternative School, additional days will be assigned to the length of the original referral time.
9. If a student is absent (excused) for the first day of his/her referral time, the initial time will start on the first day the student is able to return to the ISS/Alternative School.
10. In order for the student to have an excused absence from the ISS/Alternative School, a written explanation must be submitted the day of return from a parent or guardian, along with a phone number where the parent or guardian may be reached.
11. Students will be assigned to an individual study cubicle. Students cannot leave the assigned cubicle or communicate with any other student without permission.
12. There will be no sleeping, vandalism, throwing objects, talking, chewing gum, writing or passing of notes, inappropriate periodicals, communicating with other students using technology, watching non-educational videos or playing games on Chromebooks, disrespect, or moving about for any purpose without permission.
13. Students must satisfactorily complete teacher or ISS/Alternative School assignments daily; additional days may be assigned if work is not satisfactorily completed.
14. Students referred to the ISS/Alternative School will not be permitted on MSCS school campuses, during referral stay.

15. A student sent to the ISS/Alternative School is not allowed to participate or attend in any extra-curricular activities or practices during the ISS/Alternative School assignment period.
16. Students are not allowed to deface any school property.
17. Students **MUST** follow the **School Dress Code** as addressed in the Code of Conduct and the Student School Handbook. Students may bring a **cell phone** to the ISS/Alternative School but it must be turned in to the alternative school director upon arrival. If a student is found in possession of a cell phone after the school day begins, the director may assign additional days of ISS.
18. Meal Service:
All students eat FREE (breakfast/lunch) due to participation in C.E.P. program.
19. A student may receive additional days if, based upon counseling sessions, he/she does not display appropriate behavior or attitude to adequately adjust to base school environment.
20. Misbehavior or failure to follow rules may result in additional days, suspension or expulsion.
21. Each student assigned to the ISS/Alternative School will sign a copy of the ISS/Alternative School rules indicating he/she has received, read and understands the rules of the program.
22. The ISS/Alternative School Administrator will make decisions that are in the best interest of the student and the ISS/Alternative School program.
23. When a student is assigned to the ISS/Alternative School program, their parent or guardian will be notified by the assigning school Administrator, as specified in the Code of Conduct and The Student Handbook.
24. Students are not allowed to have visitors during the hours they are assigned to the ISS Program. Parents are the only ones outside the school system who will be allowed to see students during their assigned time in ISS.
25. Complaints, grievances, and requests for corrective action may be brought to the attention of the Board only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. All appeals must be filed in writing to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. The original complaint must be filed within seven calendar days of the occurrence of the situation in question. Appeals at all levels must be filed within seven calendar days of the grievant being informed of the decision.
27. The directions to ISS; students will need to come down Kimberly street either from Wilson Dam Road or from the Howell Graves Kindergarten to the parking lot in front of ISS.
28. When using technology ISS/Alternative School students must remain on the sites pertinent to the assignments they are given. Visiting other sites and/or listening to music without permission from the ISS director may result in loss of technology privileges and/or additional days assigned in ISS/Alt School.



Tardiness to School

Excessive tardiness is disruptive to the learning environment and will result in consequences for the student. Students should report to the classroom by 7:55 a.m. to avoid a tardy.

Students are allowed ten (10) unexcused tardies per semester. Unexcused tardies are given when a student arrives at school after 7:55 a.m. without a parent signing them in. A warning notice will be sent home when a student receives the fifth (5) tardy. On the eleventh (11), twelfth (12) and thirteenth (13) tardies, both the student and the parent will be assigned to Saturday School. After three (3) Saturday School assignments, students will be assigned to ISS (In-School Suspension) for each additional tardy accumulated in the semester. In addition, the penalty for missing a Saturday School assignment is one (1) day of ISS (In-School Suspension) to be served the following week and scheduled through the principal. Unexcused check-ins and check-outs are considered a tardy and will count toward the ten allowed per semester. Check-outs within 30 minutes of dismissal time will result in a tardy unless there is an emergency situation (as determined by school administration).

Teacher Requests

The development of class lists is an involved process that requires consideration of the learning needs of all students. The administration at McBride Elementary makes every effort to balance our classes in terms of ability, gender, and number. As a result, it is not possible to honor requests from parents for particular teachers. However, parental input on class assignments will be considered in exceptional cases. In order to be considered as an exceptional case, parents must submit specific information in writing to the principal by **May 1**. **No requests will be accepted after that date!** Please note that teacher requests are **NOT** guaranteed even in exceptional cases. Please include the following important information in your request for consideration as an exceptional case:

- Child's name
- Description of the child's characteristics that merit his/her consideration as an exceptional case
- List of the child's academic/social strengths and weaknesses

- Optional - Name of one teacher that you wish to be removed from consideration with appropriate justification and rationale for such removal

Technology

Only the MSCS technology department should attempt to repair a damaged Chromebook. It is requested that parents and/or students not attempt to repair damage themselves or by taking the device to a store or outside computer technician as doing so could void the warranty or lead to further damage.

Students in grades pre-K through 5th grade are exempt from the annual technology fee and will not be assessed charges for a single incident of accidental damage. However, students in grades pre-K through 5th grade will be assessed repair costs for a second and subsequent incident of accidental damage.

Students in all grade levels will be assessed charges for lost or destroyed Chromebooks or a lost charger.

Telephone Use

Student use of the office telephone will be limited to matters of illness or emergency. Classroom phones are not for student use. A student must have a teacher's permission to use the office telephone.

Traffic

The following requests will allow us to clear our parking lot in a safe and orderly manner:

- The through lines should be used for quick drop off and pick up. Please pull all the way forward before letting your child enter or leave your vehicle. This will ensure that traffic moves quickly off of Trojan Drive and Avalon Avenue. Please do not block the through lanes. If you need to wait for your child, please use the designated parking spaces. Do not use the designated parking spots as through lanes since this places our students and visitors at risk as they exit vehicles.
- If you typically arrive early in the afternoon because your child leaves the building quickly, you are welcome to wait in the through lines. In those cases where the student is later, we will ask you to please pull forward so that traffic is not blocked.
- If you are moving in the through lanes, please be courteous and allow cars to exit parking spaces.
- For safety reasons, our parking lots should remain as open as possible for emergency vehicles to be able to enter and exit our campus. For this reason, please begin arriving on campus no earlier than 7:15 a.m. to drop your child off, and 2:15 p.m. to pick your child up.

Visitors and Volunteer Workers

All visitors must check in at the office upon entering the building to receive a visitor's badge. This badge should be worn throughout the visit. Your assistance in adhering to this policy helps to ensure your child's safety! Students are not allowed to bring a "guest" to school.

Volunteers are always welcome at McBride Elementary School. Please contact your child's teacher or the office if you are interested in sharing your time and talents. Be sure to follow visitor check-in procedure and receive a volunteer badge upon arrival. Please remember that volunteer time should not be used for conferences regarding your child. Teachers are happy to schedule a conference during non-instructional time.

It is the policy of McBride Elementary School that preschool siblings not accompany the parent for activities during the school day. This includes class Christmas parties, lunch visits, volunteer work, conference with teachers, etc. While we do not wish to create a hardship for parents, lack of space and supervision make this request necessary. We also feel that this policy will increase the meaningfulness of the parent visit for the McBride student.

A parent who wishes to observe a student in an educational setting should contact the principal for specific guidelines.

Wellness Policy Guidelines for Muscle Shoals City Schools

The Muscle Shoals City Schools Wellness Policy encourages healthy eating habits and physical activity among students and school personnel. This policy meets the requirements of the State Department of Education.

This year look for:

- ✓ Healthy foods to be served at school parties and celebrations
- ✓ Healthy snack foods to be sold in vending machines
- ✓ More water, juice, and sports drinks in vending machines
- ✓ Fewer soft drinks in vending machines
- ✓ Healthier foods at bake sales and other fundraisers

What are the School Party Guidelines?

Parents are asked to bring healthy snacks to parties and events. Birthday cakes and cookies are perfectly fine to bring. Please be sure to bring bottled water, 100% juice or sports drinks. Foods that do not meet the guidelines include soft drinks, sugary powdered drink mixes, candies, mints, gummy snacks, marshmallows, chewing gum, popsicles, candied popcorn, cotton candy, candy bars or other foods/beverages with sugar or corn syrup as the main ingredient.

What about foods for Holiday Parties?

Food ideas include trail mix, dipped pretzels, raisins, cheese crackers, glazed or iced muffins or cookies, gingerbread, ginger snaps, angel food or pound cake, yogurt cups with fruit, raw vegetables or fresh fruit with dip, pizza, sandwiches, and peanut butter crackers.

What foods can be sold at Bake Sales?

Cookies, muffins, quick breads, cakes, fruit pies and other baked items with flour or fruit as the primary ingredient. Pre-bagged items from the holiday party foods listed above would be great!

Candies, fudge, corn syrup pies (like pecan pie), candy bars, and other items with sugar as the main ingredient do not meet the guidelines.

Do these guidelines apply to take home Party Bags?

Yes, the guidelines apply to any food given to students during the school day and as they go home.

What about Field trips and Field days?

These events are exempt from the policy.

Do these policies apply to foods I send in my child's lunchbox?

No, this policy does not apply to an individual child's lunchbox. The policies apply to foods given to groups of students or foods sold in the cafeteria, vending machines or school sponsored activity.

What happens if I don't follow the policy?

These guidelines are required by the State Department and the Muscle Shoals Board of Education. All school personnel are expected to follow the policy. When parents or non-school personnel bring foods that do not meet the guidelines, a teacher or school official will ask the parent to please comply when bringing foods in the future.

<h2>Withdrawal</h2>

Parents should notify the school office of plans for withdrawal as soon as possible, prior to the student's last day. Upon receiving an official request from the child's new school, the child's records will be mailed. A student's blue immunization record may be picked up in the school office at the end of the day on the student's last day of attendance. All school property must be turned in and all charges paid prior to the release of a student's records.