



**REDLAND ELEMENTARY  
SCHOOL**

**STUDENT/PARENT HANDBOOK  
2017/2018**

**REDLAND ELEMENTARY SCHOOL**

**495 SCHOLARS DRIVE**

**WETUMPKA, AL 36093**

**(334) 567-1248**

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**Administration and Staff:**

Principal	Chad Walls
Assistant Principal	Georgia Pinkston
Administrative Asst.	Christy Wright
Bookkeeper	Casey Hudson
Secretary	Torie Champion
Lunchroom Mgr.	Sandra Smith

Welcome to the 2017-2018 school year! We are looking forward to an exciting year here at Redland Elementary. Our teachers have worked hard over the summer and plan to provide your child the very best education available! If I can be of assistance, please do not hesitate to let me know. Chad Walls, Principal

**Every Student Empowered, Every Student Succeeds**

## REDLAND ELEMENTARY STUDENT/PARENT HANDBOOK

### GENERAL INFORMATION:

#### DAILY SCHEDULE:

7:15 am	Students may be dropped off at school/Supervision of Students Begins. Must report to the lunchroom.
7:30 am	Students Admitted to Classrooms
7:45 am	Official School Day Begins
7:45 am	Tardy Bell Rings and Students Must be Signed-In at the Office
2:45 pm	Dismissal Bell Rings

If you would like your child to eat breakfast at the school, and he/she is a car rider, please have them at the school by 7:30 a.m.

#### According to Elmore County School Policy/Procedures:

**“No student should be present on school property more than thirty minutes prior to the official school day or remain on school property more than thirty minutes after the close of the official school day.”**

#### Absences/Tardy and Check In/Out Procedures

School starts at 7:45 a.m. each day—please be on time. This allows your child to start class at the same time as all the other children. This prevents your child from missing valuable class time.

State law and district policy set specific rules for excused and unexcused absences. A note is required for each absence and should be sent to school no later than the student’s third day back.

#### Excused Absences:

- Illness
- Legal quarantine
- Court-required appearance
- Death in the student’s immediate family
- Inclement weather which could be dangerous to life and health of the child as determined by the principal
- Emergency conditions as determined by the superintendent or principal
- Approval of absence for other reasons must be presented in writing in advance of the absence and given to the principal for approval.
- It is the responsibility of the parent or child to schedule make-up work for excused absences with the teacher(s). No make-up work is allowed for an unexcused absence/tardy.
- Students must be checked in/out by a legal guardian through the front office.

*\*Note—Perfect Attendance is defined as no absences or tardies (check-ins or check-outs)*

### Honor Roll Award Criteria:

1. All A's Year—student has maintained all A's for the year.
2. All A/B Year—student has maintained all A's and/or B's for the year.

### Parent and Visitor Information

1. All visitors are asked to stop by the office, sign in, and receive a visitor's badge. Teachers have been instructed to monitor our visitors and to send those without a badge to the office to sign in. Parents with a visitor badge will be allowed to visit classrooms. However, to protect the integrity of academic instruction and management, please try to limit classroom visits to the teacher's planning time.
2. According to Redland School procedure, parents wishing to visit in the classroom, during instruction, should receive permission from the principal or assistant principal. Please remember that this is not a time to conference with the teacher or to have conversation with your child. Teachers will have a designated chair for visitors. Visitation badges are available in the office.
3. **Please allow your child to become an independent and responsible student while at Redland Elementary. To do this, we ask that you do not go into the classroom with your child in the mornings or afternoons to help him/her with book-bags, etc. Our teachers are working hard to teach independence and responsibility in all grades, and this will assist all of us.**
4. Due to student privacy requirements, neither teachers nor administrators will discuss a student with anyone (including other family members) unless a parent or legal guardian is present. Please do not ask teachers for information they are not permitted to disclose.

### Scheduling a Conference

1. Please call the office (567-1248) to schedule a conference.
2. If your child has more than one academic teacher, it is best to have both/all teachers involved in the conference. This helps you understand your child's behaviors, needs and participation in both/all classes.
3. **Conferences may be scheduled on most Tuesday, Wednesday, and Thursday afternoons at 3:00 p.m., during the teacher's planning period, or at 7:15 each morning.**
4. If you would like a teacher to call you, please send a note by your child, call the office and leave a message, or e-mail the teacher. Teacher e-mails can be located via the school website.
5. Please refrain from conferencing with teachers during lunch, at PTO meetings, immediately before and after school or on field trips.

## Transportation

### **Bus transportation**

Students shall conduct themselves in an orderly and respectful manner. The driver is in charge of the school bus in the same manner as a teacher is in charge of a classroom. The bus drivers' instructions are to be followed. Failure to do so endangers the driver and students.

Bus students are dropped off in the morning and picked up in the afternoon at the right side of the school. Teachers are on duty to supervise arrival and dismissal of students. The established rules, for students transported on Elmore Co. school buses, are outlined in the Student Code of Conduct.

Bus referrals will be written if rules are not followed.

**Car Riders** are dropped off and picked up in the front drive-through of the school. **Students may not be dropped off until 7:15 a.m.** Teachers are on duty for supervision beginning at 7:15 a.m. All students arriving prior to 7:30 a.m. will wait in the lunchroom. Students will be assigned tables based on grade level. Students eating breakfast will eat at the assigned breakfast tables.

Parents are asked to allow students to enter the building on their own after the first day of school. This instills responsibility and independence even for our kindergartners. Teachers are on duty to make sure students make it to class.

### **Your child's name and grade should be visible in the front window of your vehicle all year.**

Parents must turn in the first (top) entrance to the school and make their way completely around the school for pick-up and drop-off. The county engineer designed this drive so cars would not back up on Scholars Drive. Please ***drive slowly*** around the school as students may be outside. As you make your way around the school in the afternoon, you will stop at the "bus crossroad" and wait for directions from the adult posted at this intersection. This will be the staging area for your child to make his/her way to his/her car. An individual will allow a certain number of cars to proceed to the pick-up area. When students see their car, they should load next to the curb. When the cars in that group have loaded, they will exit; and another group of cars will proceed to the loading area.

Parents are asked to **PLEASE remain** in cars in the drive-through lane. It is tempting to leave your car to find your child, but the process will work if you allow us to bring your child to you. Again, students should be waiting for you to pull up to the pick-up area and load instantly. The hope is that as you are pulling forward your child is making his/her way to the designated area for immediate pickup. **Your child's name and grade should be visible in the front window of your vehicle all year.** Please discuss with your child the importance of never getting in a car with a stranger, be it at school or away from school.

When your child arrives at the car, if he/she has forgotten a lunchbox, book, etc., please pull in a designated parking place and escort your child back in the building. There is absolutely no parking in the drop-off/pick-up zone in front of the school.

**IMPORTANT!!!!!!!!!!!!!!**

**IF A CHANGE IN TRANSPORTATION IS TO OCCUR FOR ANY GIVEN DAY,  
A WRITTEN NOTE MUST BE SENT TO THE TEACHER. PLEASE DO NOT  
CALL THE OFFICE FOR A CHANGE IN TRANSPORTATION.  
NO CHECK OUTS WILL TAKE PLACE AFTER 2:30 P.M.**

**According to Elmore County School Policy/Procedures:**

**“No student should be present on school property more than thirty minutes prior to the official school day or remain on school property more than thirty minutes after the close of the official school day.” All students should be picked up from school by 3:30 p.m.**

## **Field Trip Guidelines**

Teachers at Redland Elementary believe that students benefit greatly from experiences on field trips. School bus transportation will be used for all local field trips. Students are required to have written permission on Elmore Co. field trip forms in order to participate in field trips. No phone permission or faxed forms are acceptable. Payment for trips is communicated to parents well in advance of trips, and deadlines for payment must be followed. Most of the time, teachers must pay for trips in advance and require student payment early. Depending on the trip, some money may NOT be refundable if a child misses the trip.

Parent volunteers are necessary for field trips. Parents must follow the bus in personal cars. Any additional information will be supplied by individual teachers. **No siblings are allowed on field trips.** It is important for parent volunteers to monitor Redland Elementary students and not be distracted by other children.

## **Gifts, Birthdays and School Parties**

Parties will be planned by room parents each year. No gifts may be delivered to classrooms. Please remember to send “healthy” snacks whenever you provide snacks.

## **School Pictures**

Individual school pictures are taken twice each year, once in the fall and once in the spring. Payment for these pictures is made directly to the photographer in a supplied envelope. Class pictures are taken in the spring and are available by pre-payment. These dates will be communicated to you as soon as they are scheduled.

## **Medication**

Please read the medication information printed in the Elmore Co. Student Handbook & Code of Conduct that you will receive on the first day of school. Students in need of prescription medication during the school day must follow the guidelines printed in this code. If prescription medication is to be administered three times per day, and does not specify “with meals”, please give this to your child in the morning, after school, and at night.

## **In Case of Emergency**

1. Be sure to include an emergency contact phone number on the registration card. This should not be a long distance number and MUST be different from those listed on the front of the card. This information is necessary if we cannot contact you at work or at home. In the event of an emergency involving illness or accident, and the parent cannot be reached, the office will follow the School Safety Plan, including calling paramedics and/or an ambulance service, if needed.
2. In the event of a tornado warning, please refrain from coming to the school to check out your child. This is both for your safety and for your child’s safety. Students are placed in safe areas in the school as determined by the Emergency Management Office of the State of Alabama. Watch the local TV stations if severe weather occurs before school begins on any given day. If the severe weather occurs at the end of the day, students will be held at school until the warning is lifted.
3. In the event we must evacuate the school, we will evacuate to Mulder Memorial United Methodist Church on Fire Tower Rd. Parents will be notified via TV/Radio announcements. Parents are to go to the office of the church to sign students out.

## **Internet Access Policy**

The ElmoreNET Technology Agreement form must be signed and returned to the homeroom teacher the second day of school. Please note the listed consequences for inappropriate use of the Internet.



## **Library Media Center**

Students are encouraged to visit the Library Media Center to discover and explore the wonderful world of reading! Destiny, our automated catalog system, assists students in locating specific books. The Alabama Virtual Library is available to all Redland Elementary students. The STAR reading assessment is administered periodically during the school year to assist teachers in directing students to books within their appropriate reading level. The Enterprise System, giving access to all AR available quizzes, is in use at RES.

Students coming to the media center bring their reading folders and all books checked out to them. New books may not be checked out until all books are returned or renewed. By giving permission for students to check out materials from the media center, parents are responsible for paying for lost or damaged books. This is an Elmore County policy. Each book we have is precious. The support you have given through book fairs, the school store, fundraisers and donations is much appreciated. Please consider taking part in those activities again. The media center recycles ink cartridges and old cell phones and hand-held gaming devices for cash. Please donate those and encourage businesses and organizations to do the same.

## **Discipline**

Students at Redland Elementary are expected to have a high standard of behavior and integrity. Integrity is defined as “choosing to do the right thing, even when nobody is watching”. This is what is expected. As you review the Elmore Co. Student Code of Conduct, you will notice that Class 1 Offenses are “behaviors that interfere with the educational process in the classroom or elsewhere when the student is under supervision of the teacher or other school official”. Teachers will communicate the consequences for violation of Class I offenses through the grade level/classroom discipline plan. Other offenses will be handled according to the Elmore Co. Student Code of Conduct.

## **Breakfast/Lunch/Juice/Snack**

Mrs. Smith and her staff provide nutritious and tasty school breakfasts and lunches each day. Teachers are not required or responsible for heating lunches that might be brought from home.

Money for breakfast/lunch may be paid daily, weekly, or monthly. Weekly or monthly payments must be made on Mondays. We encourage advance payment. If paying by check, make it payable to Redland Elementary Lunchroom. If the student has paid for lunch and is absent, credit will be given for the absences; and it will be carried over until the child returns.

Money for lunches bought on a daily basis will be collected by K-3 teachers. Money for lunches bought on a daily basis by students in grades 4-6 will be kept by the student and paid directly to the cashier at lunch. Please send the exact amount. Your cooperation is greatly appreciated in this matter.

**PLEASE PUT YOUR CHILD'S FULL NAME AND/OR LUNCH NUMBER ON THE "FOR" LINE OF ALL CHECKS.**

When there is more than one child in the family, each child must bring his/her own money or a separate check. The check must be for breakfast and/or lunch only.

### Breakfast Prices

Visitor Breakfast	\$2.50
Staff Breakfast	\$2.00
Student Breakfast	\$1.50

### Lunch Prices

Visitor Lunch	\$3.75
Staff Lunch	\$3.25
Student Lunch	\$2.50
Milk only	\$0.50

No carbonated beverages, glass containers, or lunches/bags from fast food restaurants are allowed at school at any time. If a child is allergic to any food, a diet prescription should be filed with Mrs. Smith, our lunchroom manager. If a child cannot drink milk, he/she should bring 100% fruit juice or water from home to have with lunch.

**Child Nutrition Services prohibits fast food to be brought to school for lunch.** Please either bring lunch from home or buy lunch at school when you come to eat with your child.

Juice/Snack may be brought from home. However, please remember that students are not to have carbonated beverages. Juice/Snack time will be determined by the teacher.

## **Lost and Found**

Lost and Found is located in the lunchroom. Items found without owners are taken to that area and are kept until the end of the current semester. All items left unclaimed will be donated to a local clothes closet. Please be sure names are on all jackets, sweaters and lunchboxes. Parents are encouraged to check the Lost and Found area for missing items.

## **Money at School**

Whenever possible, payments should be made by check for food services, pictures, PTO purchases and the like. ***Separate checks should be sent for separate expenses.*** Please be sure to send the exact amount since we have a very limited amount of change at school. We are not allowed to cash checks through the office. However, sometimes it is necessary for students to bring cash to school. Please talk with your child about being responsible when he/she is bringing money to school.

## **Textbooks**

Textbooks are issued by the classroom teacher once he/she receives the signed student information/registration card and textbook permission slip. There is a statement on the back of the card and on the permission slip for parents to sign that it is understood that they will pay for any loss, abuse or damage to state-owned textbooks issued to their child.

## **Communication**

Communication with your child's teacher is vital. Most teachers prefer e-mail as a means of communication and will let you know their preference and their e-mail address at open house. iNow Home Portal is a means of monitoring grades for students in first through sixth grade. PIN numbers may be obtained from the school administration. Homework is entered, but parents are encouraged to rely on the communication with their child. Homework and test dates may change, and iNow Home Portal has a 24 hour update time before changes will show up. Please understand that teachers enter grades as soon as possible. Again, there is a 24 hour update time once grades are entered. Always feel free to contact the teacher or office if you have questions or need to schedule a conference.

# Redland Elementary PTO Membership Form

Parents' Names: \_\_\_\_\_

Student Name

Grade

Teacher Name

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\$10 Fee Paid \_\_\_\_\_ Cash OR Check # \_\_\_\_\_ Decal Received \_\_\_\_\_

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## **Volunteer Info:** This will be detached. Please list name, email, phone again. Thanks!

Parents' Names: \_\_\_\_\_

Email: \_\_\_\_\_ Best Phone # to Use: \_\_\_\_\_

Please check the areas that you would enjoy helping with:

Fundraising  Helping in the Media Center/Book Fair

Special Events (Fall Festival, Grandparents Day, Workdays at school)

Faculty Appreciation (sending food)

When are you available to help? Please check all that apply.

During School  After School  Weekends

If you (or a friend or business contact) has any special skill, talent or area of expertise that would help us make RES an even better school, please list here. (musical or artistic ability, carpentry skills, discounts at a business, etc)

\_\_\_\_\_

Please list any items that you could contribute (or get a local business to donate) to our Silent Auction which will be held in October.

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