

COLLIER ELEMENTARY SCHOOL

STUDENT-PARENT HANDBOOK

2023 - 2024



ELSIE COLLIER ELEMENTARY SCHOOL MISSION STATEMENT

The mission of the Elsie Collier Elementary School community is to cultivate the academic, social, and emotional growth of each child. We will strive to produce educated, responsible, and self-confident learners who are ready to embark upon a life-long journey of learning. As a caring community of citizens, parents and educators, we will empower every student to pursue future success by educating them today in a safe, stimulating environment that accommodates children's diverse needs and challenges them to achieve.

SCHOOL MOTTO

Focused on Tomorrow Through Learning Today

DeAnna Stevens, Principal
Brittany Davis, Assistant Principal

4-Independence Day (System wide Holiday) 31-1ST Teacher Day Professional Dev.	July 2023						
	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

JANUARY 2024							1-New Year's Day (System Wide Holiday) 2-Professional Dev./3-Teacher Work Day 4-3rd Qtr Begins/ Students Back 15-MLK Jr. Day (System wide Holiday) S-19/T-21
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

1-2 Professional Dev. 3- Administrative Day 4-Teacher Work Day 7-School Start / 1st QTR Begins Student 19 Days Teachers 23 Days	August 2023						
	S	M	T	W	Th	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

FEBRUARY 2024							12-16 Presidents / Fat Tuesday Mardi Gras Break S-16 /T-16
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29		

4- Labor Day (System wide Holiday) 11-Teacher Work Day Students 19 Days Teachers 20 Days	SEPTEMBER 2023						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

MARCH 2024							15-3rd QTR Ends (46 Days) 18-Teacher Work Day 19-4th Qtr. Begins S-20/ T-21
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

6-1st QTR. Ends (43 Days) 9-Teachers Work Day 10-2nd QTR. Begins STUDENTS 21 Days TEACHERS 22	OCTOBER 2023						
	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

APRIL 2024							15-19- SPRING BREAK S-17/ T-17
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

10-Veterans Day (System wide Holiday) 20-24 Thanksgiving Break (School Holiday) STUDENTS 16 Teachers 16	NOVEMBER 2023						
	S	M	T	W	Th	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

MAY 2024							23-4th QTR ENDS/ 43 Days Last Day for Students 24-Teachers Work Day 27- Memorial Day System wide Holiday 17-S/ 18-T
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

15-2nd QTR. Ends (43Days) 18- Teacher Work Day/ No Classes 19-29 Christmas Break (School Holiday) STUDENTS 11 TEACHERS 12	DECEMBER 2023						
	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

JUNE 2024							12 Month Employee Holidays 2023-24 July 4-Independence Day Sept.4-Labor Day Nov. 10-Veterans Day Nov.22-24 Thanksgiving Dec. 25-27-Christmas Break Dec.29 & Jan. 1 New Year's Jan.15 MLK Jr. Day Feb-12-14 Mardi Gras/ Pres. Day May 27- Memorial Day /June 20-Juneteenth Day
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	

First and Last Day of Quarter

Teacher Planning/Staff Development/Student Holiday

Student/Teacher Holidays



Collier Elementary Uniform Policy 2023-2024

Mobile County Public School System mandates the wearing of uniforms in all public schools in Mobile County. A committee comprised of parents, teachers and administrators annually revises and adopts the uniform dress code for Elsie Collier students.

PANTS, SHORTS, SKIRTS, JUMPER OR SKORTS

SOLID KHAKI OR COLLIER PLAID

- Collier plaid may be purchased at ZOGHBY'S #83, or www.Frenchtoast.com – “green plaid”, or Walmart (The plaid number is Collier #9001-2350-6 or 1-800-469-222)
- Shorts must be worn under jumpers and skirts at all times.

Not allowed – dresses, bell bottoms, cargo pants/shorts, hip huggers, denim material, pants with rivets, overalls, or LOGO pants

SHIRTS

SOLID WHITE OR NAVY POLO

- MUST have collar and sleeves
- Collier Uniform T-shirt is also allowed as a uniform shirt
- 2022-2023 Spirit Shirts may be worn
- PAST spirit shirts, PAST BEST BEE shirts, PAST club shirts may NOT be worn
- Undershirts: Solid white or navy are the only colors allowed (short and long sleeved)

SHOES

TENNIS SHOES ONLY – LACE UP OR VELCRO WITH NON-MARKING SOLES NAVY, BLACK, WHITE, GRAY OR COMBINATION ONLY

Not allowed – high-top tennis shoes, boots, loafers, Sperry's, heels, zippers, buckles, light-ups, Heelys, sparkles/glitter, slip-ons, or dress shoes

SOCKS

SOLID WHITE, NAVY OR BLACK ONLY SOCKS MUST BE AT OR ABOVE THE ANKLE

White, Navy, Gray or Black leggings (must cover the ankle) and tights are allowed

Not allowed – leggings that do not cover the ankle, flesh-colored tights or leggings, multi-colored leggings

BELTS

SOLID BLACK, SOLID BROWN, OR SOLID NAVY

Not allowed – decorations, sparkles/glitter, characters

INDOOR WEAR

SOLID NAVY, GRAY, WHITE OR COLLIER LOGO

Jackets, sweatshirts, sweaters

Not allowed – non-uniform outerwear, Large Logos, Other School Logos, etc.

OUTDOOR WEAR

SOLID NAVY IS ENCOURAGED

THIS WILL NOT BE RESTRICTED AS STUDENTS STAYING WARM IS A TOP PRIORITY! HOWEVER, NON-UNIFORM OUTERWEAR SHOULD BE REMOVED INSIDE THE BUILDING.

ADDITIONAL INFORMATION

SHIRTS MUST BE TUCKED IN / BELTS MUST BE WORN IF THERE ARE BELT LOOPS / NATURAL HAIR COLOR ONLY

COMPLETE SCOUT UNIFORMS ARE ALLOWED / LABEL OUTERWEAR WITH STUDENT'S LAST NAME

UNIFORMS MUST BE CLEAN AND FREE OF RIPS

NOT ALLOWED FOR DISTRACTION PURPOSES – make-up, dangling earrings, necklaces visible outside clothing, hats/caps in the building, bright nail polish, fake fingernails, bandanas, head-wraps, hairstyles that distract from the educational process (fauxhawks, mohawks, shaved designs, spiked hair, etc.) or headbands with 3-D designs (flowers, cat ears, pom-poms, etc).

Backpacks must be school appropriate (no scary characters or distracting decorations)!

SCHOOLWIDE ATTENDANCE PLAN

Collier's school day:

Breakfast begins	7:45 a.m.
Enter classrooms.....	8:00 a.m.
Breakfast serving ends	8:05 a.m.
Collier BUZZ begins	8:05 a.m.
Tardy bell	8:15 a.m.
Class Dismissal	3:05 p.m.
School Dismissal	3:10 p.m.

Students are allowed to enter the building at 7:45 a.m. **Parents/Guardians are responsible** for students before 7:45 a.m. and after 3:30 p.m.

BeeKeepers (before and after school care) is available at Collier. There is limited space available. Please contact Jada Sharpe @ 221-1120 or visit the Collier website for additional information.



ABSENCES, TARDIES, AND EARLY DISMISSALS

Parents are responsible for seeing that their children have good attendance. Students should arrive at school on time, stay all day, and miss school only for illness or true emergencies. Perfect attendance is rewarded quarterly and is a wonderful habit for a child to develop at a young age.

Students must bring written excuses satisfactorily explaining absences on the first day of return following an absence. **Any absence not explained with a written note within 3 days of the student's return shall be considered unexcused.** Each time a child goes to the doctor, a doctor's excuse should be obtained and returned to the school. A doctor's excuse is accepted only for the absence noted. (Because of previous instances of falsification, doctor's excuses may be verified.) A notice from a dentist is accepted for only $\frac{1}{2}$ day unless further explanation is provided, since the student is usually able to be present during a portion of the school day. One day for each day of excused absence is allotted for completing make-up work. Teachers can only get together makeup work during planning time. If the teacher is not notified in time, assignments cannot be supplied until the next day.

Students are required to be on time for school. It is the responsibility of the parent or guardian to ensure that their children arrive on time each day. **Any student who is tardy must be checked in through the office by the parent.** Frequent tardies will result in referral to the Early Warning Truancy Program (and revocation of the student's transfer without notice, where applicable).

Parents or guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement verifying the child's condition. A Chronic Ailment form must be requested through the school nurse. **A new form must be submitted at the beginning of each school year.**

Students must be in attendance one-half of the instructional day to be counted present. An early dismissal before $\frac{1}{2}$ day ($3\frac{1}{2}$ hours, approximately 11:45 a.m.) or a tardy after $\frac{1}{2}$ day must be counted as an absence. **Tardies and early dismissals are strongly discouraged since they are a significant disruption to the instructional program.**

EARLY DISMISSALS interrupt instruction and should be requested only for unavoidable circumstances. A parent picking up a child early must sign out and pick up the student from the office. Per MCPSS Student Code of Conduct, **only contacts listed in PowerSchool will be allowed to pick up a student and a Photo ID is required.** Parents may not pick up students from classroom period.

Please remember that Collier teachers teach from bell to bell, and students need to be here for the entire day. **No Early Dismissals after 2:00 P.M.** If a medical or dental appointment is the reason for an early dismissal, please return the "doctor's note" the next day, and the early dismissal will be an excused one.

Perfect Attendance Awards are given at the end of every quarter. Students who are present every day during the quarter, who have 2 or less excused tardies, and have 2 or less excused early dismissals qualify to receive this recognition.

CHANGES IN DISMISSAL It is important for the safety of your child to ensure he/she has a consistent dismissal method. Changing frequently causes undue stress on the child, parents, and teachers. **ALL changes in dismissal must be made in writing and given to your child's teacher at the beginning of the school day.** Changes in dismissal will not be taken over the phone due to safety concerns. If an emergency should occur during the school day and your child's dismissal needs to be changed, please contact the school office before 2:00. **Students will not be release to an adult at carpool without a valid carpool tag.**

SCHOOLWIDE DISCIPLINE PLAN

PHILOSOPHY

Students are expected to conduct themselves in a manner that will bring positive recognition to themselves, their family and to Collier Elementary School. They must remember they are here to learn and must always respect the rights and feelings of their classmates.

The Collier Discipline plan is designed to provide staff and students with guidelines to cultivate a safe and orderly learning environment that is based on high expectations for all students.

Discipline Procedures and Guidelines

A. General Guidelines

Collier students have a responsibility to:

1. Treat others with kindness and respect.
2. Arrive at school on time and ready to learn every day.
3. Respect the learning environment by moving quietly in the halls.
4. Respect school property and the property of others.

B. Halls/Sidewalks

Collier students have a responsibility to:

1. Walk quietly down the hall on the blue line one behind the other.
2. Keep your hands and feet to yourself.
3. Refrain from throwing or kicking rocks or other objects.

C. Restroom Guidelines

Collier Students have a responsibility to:

1. Use the restroom without talking
2. Not take pencils, pens, or markers into the restroom.
3. Always flush the toilet/urinal after use.
4. Wash your hands with soap and place paper towels in trash.

D. Classroom Computer Guidelines

Collier Students have a responsibility to:

1. Treat the computers with respect.
2. Keep food and drinks away from all computers.
3. Work quietly together when using technology.
4. Use technology as instructed by teacher.
5. Adhere to the Acceptable Use Policy.

E. Cafeteria

Collier Students have a responsibility to:

1. Enter the cafeteria silently.
2. Talk quietly only when the cups are on green.
3. Use good table manners.
4. Leave your area and tables clean.
5. Carefully place your tray and trash in the proper place.

F. Rewards and Acknowledgment for Students

Students who choose to follow the rules will have the following positive experiences:

- Specific verbal praise
- Best Bee recognition
- Positive notes home
- Special treats
- Extra privileges
- Class Dojo Points and messages

G. Consequences for Students

- Verbal warnings with reminder of expected behavior
- Loss of privileges
- Teacher/Student conference
- Brief cool-down in partner teacher's classroom
- Phone call to parent/guardian
- Discipline reports sent to and signed by parents
- Teacher/Parent conference

Collier Behavior Management Plan (MCPSS Student Code of Conduct)

Group A behaviors include:

- Minor disruptive behavior (ex. excessive talking)
- Out of Uniform (three previous written warnings)
- Loitering/playing in restroom or hallway
- Loud talking/making noise in hallway
- Non-participation in class
- Possession of nuisance items as defined by the principal
- Disobeying P.E. rules
- Teasing others
- Disobeying cafeteria rules
- Disobeying playground rules
- Minor acts of disobedience (non-compliance, disrespect)
- Inappropriate Language
- Cheating and/or copying the work of other students
- Any other Group A offense listed in the MCPSS Student Code of Conduct

Step 1: Group A behaviors are to be handled by the classroom teacher or staff member witnessing such behaviors. The behaviors and consequences should be noted in the student's daily conduct folder.

Step 2: If behavior persists, the classroom teacher will begin to document the corrective steps taken to improve the behavior.

Group B behaviors include:

- Ongoing acts of willful disobedience (non-compliance, disrespect)
- Use of obscene manifestations or profanity (verbal, written, gesture)
- Bullying or harassing behavior
- Destroying or damaging property
- Physical Aggression (hitting, roughhousing, fighting)
- Throwing or kicking objects
- Taking belongings of others without permission
- Use of technology for unapproved, non-academic purposes
- Leaving or out of designated area without permission
- Any other Group B offense as listed in the MCPSS Student Code of Conduct

Group B behaviors should be noted on the Discipline report and reported to the parent. In addition, the Discipline Action Plan must be followed and steps documented on the Action Plan. When an incident is not observed by an adult, the alleged incident will be carefully investigated.
See MCPSS Student Code of Conduct for Group C, D, E details.

Addressing concerns with your student

We understand that sometimes you have concerns about your student or an issue at school. If these issues arise, please help us by addressing the concern with the following people.

- **Your child's teacher** is the first person you should contact if you have a concern about your child. Collier teachers are advocates for your child and want to help ensure your child's academic, social, and emotional success. You can email, send a Remind message or call the school to get in touch with your child's teacher.
- **School counselor - Jada Sharpe** - Mrs. Sharpe handles concerns with social and emotional issues, bullying, friendships, and more. Her email is jsharpe@mcpss.com or leave a message in the office.
- **School Nurse - Tammy Ritchie**- Please call Nurse Tammy to report any serious medical issues, allergies, etc. with your child. Nurse Tammy also manages all medication given to students at school. You can reach her at tritchie@mcpss.com or call her extension at 221-1120.
- **Collier's Registrar - Tawnya Cook** - Please call if you have questions about attendance, early dismissals, or changing phone numbers or addresses. You can reach her at 221-1120.
- **Collier's Principal - DeAnna Stevens** - If you have reached out to the staff and have not resolved your issue, please call the office and Mrs. Stevens will call you back.
- **PLEASE GIVE 24 HOURS FOR EACH TO RESPOND TO YOUR CALLS/TEXTS/EMAILS/REQUESTS.**



FIRST AID

Since the 2010-2011 school year, every student in the state of Alabama has been required to have a Health Assessment Record on file. Parents must fill these out completely when they register online.

Please be sure the enrollment information is filled completely and updated as needed. We need at least one emergency number in case of an emergency, and the parent cannot be found. **Notify the office in writing via email or handwritten note of any changes in phone numbers so we can correct that in our system.**

If it is necessary for a student to take medication at school, **this should be brought to the nurse by the parent** with the child's name and directions clearly printed on the PRESCRIPTION bottle. **NO MEDICATION CAN BE ADMINISTERED WITHOUT A DOCTOR'S SIGNATURE ON A MEDICATION FORM! IT MUST STATE THE TIME MEDICATION SHOULD BE TAKEN, AS WELL AS HOW MUCH SHOULD BE TAKEN.**

Forms may be faxed to the school at 221-1123.

MCPSS HEALTH POLICY
When Your Child Should **NOT** Be at School

Issued by the Asst. Supt. of Student Services and the Health Services Supervisor

1. **FEVER:** Your child should stay home if he/she has a fever of 100 degrees (orally) or higher and should remain home for 48 hours after the fever has gone without medication.

2. **VOMITING AND/OR DIARRHEA:** Your child should stay home if he/she has vomited or has had diarrhea (more than two or three loose stools) just prior to the start of the school day and remain at home for 24 hours after the vomiting/diarrhea have subsided. If one or two loose stools are present, along with vomiting or fever, your child should remain at home. If diarrhea continues for more than 48 hours, your child will need a doctor's written statement to return to school.

3. **PINKEYE:** Conjunctivitis can be very contagious. If the white of your child's eye is red and has a thick yellow or greenish colored drainage, you should keep your child at home.
 - Drainage due to allergies is usually clear and involves both eyes simultaneously.
 - Pinkeye can involve only one eye at a time.
 - Children with pinkeye are usually light sensitive, and complain of itching, burning in the eye(s), swollen eyelids, and dried discharge on eyelids upon awakening.

4. **HEAD LICE:** Children with LIVE BUGS will not be allowed in school until their heads have been treated and the nits removed. All nits **MUST** be removed to prevent reinfestation.

5. **IMPETIGO:** Impetigo is sores that have become infected and can be found anywhere on the body including the face. The sores can drain infected material before becoming crusty. If the sores have not dried, they will need to be covered while the child is in school. Your child can return to school once treated by a physician for at least 24 hours. Upon returning to school the parent will need to provide a written statement from the treating physician.

6. **RINGWORM:** Ringworm is a fungal infection of the skin, hair, and nails. Ringworms must be covered with a clean dressing while the child is at school. Ringworm of the head (hair) will need to be evaluated by a physician.

7. **RASHES:** Any child that has an undiagnosed rash cannot come to school. When the child is sent home from school with a rash, a physician's note is required for the child to return to school.

8. **COUGHING/SNEEZING/NASAL DRAINAGE:** Your child should not come to school with excessive coughing, sneezing, and nasal drainage. If the child has been kept awake at night with these interruptions, please allow the child to recover at home.

9. **STREP THROAT:** If your child has been diagnosed as having strep throat (this requires a special test by a health care provider), your child should stay home for 48 hours after antibiotic therapy has been started by a physician.

PLEASE HELP US KEEP EVERYONE HEALTHY BY ADHERING TO THE ABOVE EXPECTATIONS!

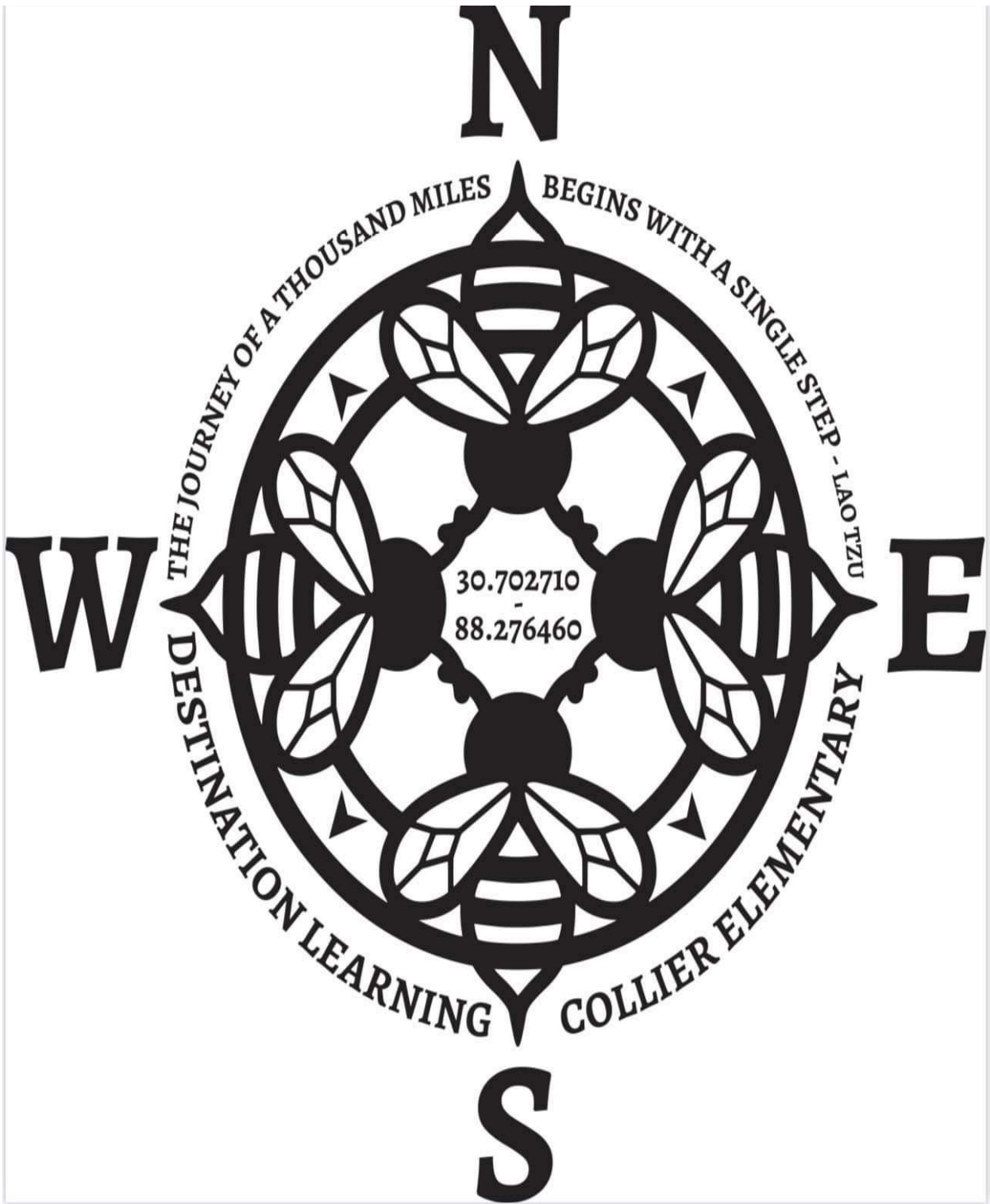
HOMWORK

Students are assigned homework to be completed at home, should take no longer than 30 minutes to 1 hour daily, depending on the grade level. **Parents are encouraged to read to or with their young child each day, or to observe that their older child is reading a self-selected book each day.**

Homework is the responsibility of the child and will be for practice of skills learned in class. Parental assistance should include: knowing what the assigned homework is, as well as checking for completion and accuracy of the assignment. Please remember parents who establish routines for good study habits at home will enhance academic success.

PARENT TIPS

- Parents are urged to see that all personal items are marked with, at least, the child's last name. This would include lunch boxes, bags, books, sweaters, coats, book bags, purses, etc. Each year we have many pieces of clothing not claimed by students. When unclaimed, these items are donated to needy students. Please enable us to return your child's possessions when found!
- Please do not send any more money to school than is needed each day. Teachers will not be responsible for money or other items not needed for schoolwork. **All money should be sent in an envelope with your child's name, teacher, amount and what the money is for.**
- Parents are requested not to distribute birthday party invitations at school unless there is an invitation for each child in the class. Instructional time cannot be used for birthday parties but healthy treats at snack time are allowed. Additionally, we do not accept deliveries for children at school.
- If a student needs to be excused from PE activities, a note should be sent from home. If this is necessary for a period of more than three days, a note from the doctor will be required.
- Parent-teacher conferences will be set up as often as needed or requested. If you would like to schedule a conference with your child's teacher, please request a time through a note or email. Conferences may not be held during class time, but may be conducted before school, after school, or during the teacher's planning period. **PLEASE DO NOT EXPECT THE TEACHER TO TALK TO YOU WHILE HE/SHE IS RESPONSIBLE FOR STUDENTS.** You are encouraged to request conferences quarterly with your child's teacher. If you do not receive a response to a written request for a conference, please email the teacher through the MCPSS website and include the principal on the email.
- Visitors to the school are welcome but, for security reasons, are expected to enter the building through the front door **ONLY**, to sign in at the office and receive a pass before going anywhere on campus. Teachers have been instructed to speak with visitors only after the visitor has presented this pass and may not speak to parents while responsible for children. Parents are respectfully requested not to put teachers in a position where they are forced to be discourteous to follow this directive.
- We will sell snacks from 7:45 - 8:05 each morning as students enter the building. Snacks will cost 50¢. **Once students have entered the classroom, they will not be allowed to return to the snack room to purchase snacks.**
- Ice cream is sold on Wednesdays for \$1.00! Late or forgotten ice cream money will not be accepted in the office.
- School bashing and negative comments about Collier are discouraged. Please **DO NOT** share misunderstandings that paint Collier in a negative light. Please share your concerns with administration for a positive solution for all parties. Our students, staff, teachers, parents, community members and administrators are proud of the heart put into our school daily. We would like that to **BEE our IMPACT!**
- **Parents should be prepared to show official identification for all early dismissals of students. For the safety and security of all Collier students, no early dismissals are allowed after 2:00 PM.**



N

THE JOURNEY OF A THOUSAND MILES BEGINS WITH A SINGLE STEP - LAO TZU

W

DESTINATION LEARNING COLLIER ELEMENTARY

30.702710
-
88.276460

E

S