

# Pintlala Elementary School

2019-2020

## Parent and Student Handbook



Goals Attitude Thankful Oppportunity Respect Successful

Pintlala Elementary School  
215 Federal Road  
Hope Hull, Alabama 36043  
334-288-9523

Angela K. Sampson, Principal



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## FOREWORD

Following a rich tradition of community involvement, the mission of Pintlala is to empower students to become life-long learners and productive citizens in a dynamic global society by providing learning experiences that develop the knowledge, skills, abilities and attitudes for continued success.

This handbook informs parents and their children about school expectations and procedures that have been developed to provide the best learning environment for all students. We share a common goal of quality education for each child. We can achieve this goal with parental help and support. Plan to work and to communicate with us to achieve the maximum benefit for every student. Please read this Parent/Student Handbook then sign the acknowledgement form and return to your child's teacher indicating that you have received and read this document.

Come to see us this year. Keep up with us on our website and the Pintlala Elementary PTO Facebook page. Become a volunteer, join the PTO, and commit to helping make a difference as we at "**Pintlala Elementary School** believe that setting **G**oals with a positive **A**ttitude and being **T**hankful for the **O**pportunity to attend school, while showing **R**espect towards others and making **S**uccessful choices will make the **GATORS** great!

Aiming for 100% Success,

Angela Kornegay Sampson  
Principal

### MPS Mission Statement

We will engage, educate and inspire our students to succeed in college, career and beyond!

### MPS Vision Statement

MPS is a place where every student develops a love of learning, cultivates intellectual curiosity, and dreams of a future full of amazing possibilities.

### Pintlala Elementary School Mission Statement

The mission of Pintlala Elementary School is to prepare our students to be successful, self-disciplined and productive citizens. A caring, dedicated, professional staff and community will provide a challenging, diverse, and constructive curriculum in an environment that is safe and nurturing.

### Pintlala Elementary School Vision Statement

The vision of Pintlala Elementary School is to become a unified faculty and community that will enthusiastically and willfully share responsibility in educating our children using innovative learning strategies. The unique abilities and strengths of every child will be encouraged by actively participating in an integrated curriculum, stimulating experiences, and developmentally appropriate activities. Through our endeavors, we will become a school that is a sage and supportive place to work and play. The students will leave our school as highly motivated students performing on or above grade level.

### Principal's Expectation

We are here to teach and learn. We will show respect for all people - ourselves, other adults, and students. We will show respect for all property- our own, the school's and other's. Pintlala Elementary School will have an atmosphere that is orderly, calm, and safe; we will be encouraging while teaching and supporting learning as well as individual student growth.

## **Pintlala Elementary School Philosophy and Objectives**

### **Our Staff Believes:**

1. Each child is an individual with unique needs and abilities.
2. The environment will enable students to achieve their fullest potential.
3. The school should serve as a center of learning for the entire community.
4. Parents should be encouraged to become involved in the educational process of their children.
5. Communication between parents and teachers is essential.
6. The self-esteem of each child should be enhanced through the learning environment.
7. Each child should participate in decision-making and problem-solving processes that will encourage independent thinking.
8. The school day should be challenging and rewarding for all students.
9. Each child deserves to be treated with dignity and respect.
10. Each child should be taught to be responsible for his or her actions.

### **Desired Student Outcomes:**

1. The students will demonstrate the ability to read, comprehend, and utilize written materials and will possess the basic skills of an effective communicator.
2. The students will demonstrate basic skills in reading, language arts, history, mathematics, social science, health, and physical education.
3. The students will develop an appreciation for visual and performing arts, physical fitness, and wellness.
4. The students will demonstrate skills in using technology as a tool for learning and obtaining information.
5. The students will understand the importance of preserving the environment, and the ways to protect our non-renewable and renewable resources.
6. The students will develop an awareness of present and future career opportunities.
7. The students will develop a knowledge and understanding of different cultures.
8. The students will demonstrate decision-making and problem-solving skills.
9. The students will demonstrate the ability to work cooperatively with others and develop an appreciation for the value of and team effort.
10. The students will develop positive character traits and a sense of good self-esteem.
11. The students will develop an awareness of the adverse influences in our society (drugs, gangs, etc.) and ways to deal with them effectively.

## Pintlala Elementary 2019-2020 Faculty and Staff

### PRE - K

SELF, CHRISTI  
AIDE

### KINDERGARTEN

MOSELEY, JANET

### 1<sup>ST</sup> GRADE

MANTELL, PATTY

### 2<sup>ND</sup> GRADE

LEONARD, TERRI

### 3<sup>RD</sup> GRADE

FRANKLIN, KIM

### 4<sup>TH</sup> GRADE

MADDOX, SHARON

### 5<sup>TH</sup> GRADE

BEST, MARILYN

### 6<sup>TH</sup> GRADE

MERIWEATHER, URSULA

### LIBRARIAN

BETTS, TRACY

### COUNSELOR

DIXON, KIMBERLI

### P E COACH

VAUGHN, DEMETRIUS

### SPEECH THERAPIST

SHARPE, LEE

### SPED

MERRIWEATHER, SHERI  
SCOTT, TAMMY

### AIDES

GIDDENS, MARY  
EDWARDS, DANA

### QUEST

KENNEDY, ANGELA

### CAFETERIA MGR

CARTER, CARLOTTA

### LUNCHROOM WORKERS

BOGAN, TAMERA  
OSBORNE, ROMONDA

### CUSTODIANS

FRANK, JESSIE  
OSBORNE, JEROME

### OFFICE SECRETARY/BOOKKEEPER

McGILVERY, EBONE'

### OFFICE/ATTENDANCE AIDE

PARNELL, BECKY

### PRINCIPAL

ANGELA K. SAMPSON

## Pintlala Elementary School

### The School Day (8:00 – 3:00)

7:30 am - Students arrive at school for breakfast or move to class

8:00 am - Tardy bell will ring – late students must be checked in

3:00 pm – Dismissal

\*The PreK Program runs from 7:45 am-3:00 pm. All students should be picked up beginning at 2:30 pm and NO LATER THAN 3:00 pm.\*

Morning Arrival: For your child's safety, DO NOT leave your child at school before 7:30 am; Teachers are not on duty until 7:30 am and students SHOULD NOT be left unattended.

Teaching and learning at Pintlala begins promptly at 8:00 am. Tardy students will be missing substantial portions of instruction which will adversely affect their education. To provide your child with the best opportunity to be successful, please make every effort to have your child at school before 8:00 am. Any students arriving after the tardy bell must be escorted to the Main Office and signed in for the day by a parent/guardian – NO EXCEPTIONS.

### Afternoon Dismissal:

- Cars should stay in the car line and wait for your child to be escorted to the car.
- STUDENT PICK UP IS FROM 3:00 PM-3:15 PM. Any students remaining after 3:15 pm should be picked up in the Main Office.
- Refrain from using cell phones while moving through the car line.
- For your safety, remain in your car while waiting in the car line and during dismissal. No driver should leave their vehicle unattended once in the car line.
- Your CAR LINE STUDENT IDENTIFICATION SIGN should be posted on your dashboard to ensure that students are transitioned to appropriate adults. This is a safety measure for our students.

There are NO EXCEPTIONS to these procedures. These are designed to ensure the safety of our students and staff.

### Attendance/Absences/Tardies

- “Perfect Attendance” is achieved when a student arrives on time each day and does not leave school early.
- Parents are asked to call the school on the day(s) their child is absent and give the reason the child is absent. Students, upon returning to school, must bring a note signed by a parent, which describes the reason for the absence. Please remember, without the required note within three school days, your child’s absence will be unexcused. Excessive absences will require a doctor’s excuse. If a doctor’s excuse is not provided, the absences will be reported to Student Support Services for investigation by the district attorney’s office.
- A child will be counted tardy after 8:00 a.m. All tardy students must be signed in at the office by a parent or guardian – NO EXCEPTIONS. A child who rides the bus is not counted tardy if the bus is late. Parents please check the Student Conduct Manual for lists of excused absences/tardies.

### Book Bags

For safety reasons no rolling book bags will be allowed. Standard CLEAR or MESH sized book bags are preferred for safety precautions.

### Breakfast

Breakfast is served at 7:30 am and ends at 7:55 am. All students are allowed to eat breakfast. The lunchroom will stop serving breakfast at 7:50 am. Students **MUST** be in the lunchroom by this time in order to eat breakfast.

### Bullying

All forms of bullying are unacceptable and, to the extent that such actions are disruptive to the educational process of the school, offenders shall be subject to appropriate staff intervention, which will result in administrative discipline. Students who report that they have been bullied will receive an immediate investigation, and corrective action shall be taken when a complaint is verified.

Parents and students should use the MPS Bullying Complaint Form to report alleged violations of the anti-bullying policy.

Standards of student conduct will be maintained and consequences for misconduct will insure school and classroom rules are followed. Rules will be adhered to by each student. If you have any questions about our system of discipline, please refer to the MPS Student Conduct Manual. This document is given to each student on the first day of school.

**Cyber bullying** includes, but is not limited to, the following misuses of technology: intimidating text messages or emails, rumors by email or social networking sites, embarrassing pictures and/or videos, harassing, teasing, threatening, or terrorizing another student(s) or staff member by way of any technological tool.

**\*Parents/Guardians should monitor their child's/children's social media activities.**

*The Student Harassment Prevention Act can be found starting at Section 16-28B-1 of the Alabama Code.*

### **Bus Riders**

Students who use school transportation are expected to follow the bus rules outlined in the MPS Student Conduct Manual. The MPS Transportation Department is committed to ensuring the safety of each student. Riding in a MPS transportation vehicle is a privilege offered to students who reside within the district. All students being transported are under the authority of the bus driver and must obey his or her requests. Procedures and safety rules help ensure the safety and protection of each student. Failure to follow the safety rules and procedures may result in student conflicts or injuries and may also cause delays or distractions to the driver.

### **Cell Phones**

The cellular phone/telecommunication device guidelines for Pintlala Elementary coincide with the MPS Policy, but in a more detailed and school specific form. Bringing a cell phone or other communication device to school is strongly discouraged. If there is an extenuating circumstance in which a student must have a phone at school, please contact the principal for approval and procedures.

**In the event a cellular phone/electronic device is confiscated on the school campus or bus by an MPS employee, the following procedures will be followed:**

1. Teacher will submit the item to the principal or assistant principal for further action if necessary
2. Item is logged in with an administrator and placed in a secure location in the office.
3. Parents will be contacted regarding retrieving the item.
4. Disciplinary action will follow the MPS Student Conduct Manual.

### Child Abuse

Any teacher, administrator, or school professional acting in an official capacity who has reason to believe a child has been subjected to, or adversely affected by physical, mental, or emotional abuse/neglect will, by law, report such to officials.

### Checking In/Out

A picture ID is required to check out a child, which is for the safety of your child. If for any reason a child needs to leave school during the day or comes in late, the parent must come into the office and sign him/her in or out. If for any reason you must send someone to get your child, that person's name must be on the registration card or must have a signed note giving them permission to check your child out. Please do not check your child out unless it is for an appointment with the doctor, dentist or an emergency. Every minute of the instructional day is important. We ask that you do not check your child out after 2:30pm. This is a major disruption at the end of the day for students and teachers.

### Classroom Visits By Parents

Guidelines for School Visitors is a Board Policy. Please refer to the MPS Student Conduct Manual for additional information. We welcome and encourage classroom visits by parents; however, to avoid any disruption of the instructional program, the following visitor rules apply:

- We ask that all visitors sign in at the office and get a visitor's pass. ABSOLUTELY NO EXCEPTIONS!!! Failure to follow this request will result in a loss of privilege to visit classrooms.
- Children (siblings and other small children) are not allowed to visit in the classroom.
- Classroom visits are allowed between 8:00 a.m. and 2:30 p.m. with the exception of K-2 Reading Instruction time (8:10-10:30). Visits during this time must be approved by the principal and requested 24 hours in advance.
- Visitors are to **observe only** and should not talk with the teacher or students during instruction. This is not the time for

a conference. If you need to schedule one, tell the secretary when you sign out.

- Classroom visits are not allowed for more than 30 minutes, unless the teacher or principal asks the parents to spend the day with their child.
- Only the student's legal guardian will be allowed to visit the classroom unless the legal guardian has given WRITTEN permission for another individual to visit.
- Parents may NOT come to school at the end of the day and "hang out" in a classroom while waiting for the school bell to ring. All classroom visits must have a purpose.
- Visitors **should NOT** use cell phones during the visit.

### County Policies

If you have questions about our expectations or procedures, please refer to the MPS Student Conduct Manual.

The Montgomery County Board of Education operates under the following policy: "No person shall be denied employment, be excluded from, participate in, or denied the benefits of, or be subject to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color or age."

### Communication Between School and Home

#### Classroom Newsletters

Each Monday, your child's teacher will send home a classroom newsletter to inform you of information pertinent to your child. Please make sure to ask your child for this newsletter and read over it so that you will remain abreast of what is happening in your child's classes and at the school.

#### Notification of Child's Transportation Home

Changes in transportation can be confusing to your child. For any change in the way your child will get home, please send a note to the teacher or call the office prior to 12:00pm to make changes to your child's transportation plans. Please include a phone number where a parent can be reached if

clarification is needed. If the teacher or the office does not receive official notification of a change either by note or phone, the student will go home as usual.

□ Notification of Change of Address or Telephone Number

Parents must notify the school regarding any change of address or telephone number. Parents should also notify the school with changes in phone numbers of alternative emergency contact persons. Should an emergency arise, the school needs to be able to contact the parent or other persons listed as emergency contacts immediately.

□ Parent Involvement and Responsibilities

Educational success occurs when there is a strong partnership between home and school. All parents are encouraged to be involved in their child's education through PTO, volunteering, and regular communication with the school. Parents are welcome to use the Parental Involvement Center to work with students, volunteer, or conference with teachers.

□ Parent-Teacher Conferences

Pintlala Elementary encourages conferences between parents and teachers. Conferences may be requested at any time by parents or teachers. If you wish to talk to a teacher regarding your child's progress or conduct, please call the school (334-288-9523) and ask the secretary to place a request in the teacher's box (YOU MUST GIVE A 24 HOURS NOTICE) and conference has to occur before school 7:15, during the teachers planning, or after school 3:05. Please do not drop in and expect a teacher to stop and conference with you about your child. This is especially true during instructional time and in the mornings before the bell. If you work and cannot come for a conference, please send the teacher a note stating the reason for the conference request and ask the teacher to call you. Teachers also will provide email contact information to you so that you may communicate electronically throughout the year.

### □ Questions/Concerns

The question or concern should first be addressed to the teacher or individual involved. The Principal of Pintlala can be contacted any time to answer questions and/or clear up any concerns.

### □ Student Progress

Students in grades 1<sup>st</sup>-6<sup>th</sup> will receive report cards every nine weeks, a progress report midway through the nine weeks, and signed papers every 2 weeks. Students in Kindergarten will receive report cards each nine weeks.

### Discipline

Pintlala Elementary School follows the MPS Student Conduct Manual in regard to addressing discipline issues. All classrooms have a classroom management plan and expectations. The school also implements Positive Behavior Intervention and Supports (PBIS) school wide to provide incentives for students to maintain good conduct. All teachers provide parents with a copy of their classroom management plan at the beginning of the school year to ensure that you are aware of the expectations of students and consequences of appropriate and inappropriate behavior.

### Dress Code

The Uniform Guidelines for Pintlala Elementary coincide with the MPS Dress Code but in a more school detailed and specific form.

- **SHIRTS:** White, Green, Navy, or Yellow – solid, no stripes or prints – collared polo-type (long or short sleeve). Shirts must be tucked in and properly buttoned. No writing or logos depicting clothing brands or team logos are permitted on shirts – monograms are acceptable.
- **PANTS:** Khaki or Navy regular length pants, shorts, or skorts. Shorts and skorts must be **NO SHORTER** than two inches from the crease in the back of the knee. Girls may wear Khaki or Navy capri length pants. No writing or logos are permitted on pants. Optional plaid skirt is also acceptable.
- **SKIRTS FOR GIRLS:** Khaki or Navy. Skirts must be **NO SHORTER** than two (2) inches from the crease in the back of the knee. Khaki or Navy jumpers are allowed and must be worn with a uniform shirt. Slits in skirts/jumpers must meet the 2-inch regulation. No writing or logos are permitted on skirts/jumpers.

- BELTS: A belt is required for pants with belt loops. Only one belt may be worn with attire. Standard belt buckles only.
- SHOES: Shoes must cover the foot completely. Athletic shoes are preferred due to physical education activities and for comfort. Socks should be worn with shoes as appropriate. Boots – both weather and work must fit properly. No bedroom slippers, flip flops, stilettos, or slides will be allowed.
- JACKETS: Solid colored without LARGE PRINT branded logos or writing. Team logo jackets are appropriate. Jackets should not be oversized or “too tight”.

Students are to wear clothing that fits properly. Girls may wear tights or leggings with skirts or skorts during cold weather. Pants must be worn at the waist. Oversized or “too tight” clothing – including pants, skirts, shirts, jackets, etc. will NOT be allowed. The principal will have final determination if a student’s attire is inappropriate and a parent will be contacted to bring other clothing. If a student is in violation of a dress code requirement, the parent will be contacted to assist in providing appropriate clothing. If the violations continue, the parent will be asked to meet with the school principal to discuss a resolution.

### Drills: Fire/Bomb, Tornado, Lock Down and Other Emergencies

From time to time, students, teachers, and other employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the directions of teachers or others in charge quickly, quietly and in an orderly manner. Pintlala Elementary School has a School Safety Plan that explains all emergency procedures. If a parent or visitor is on the campus during any of these procedures, they are expected to follow the same directives.

### Emergency Cards

An emergency card will be on file for each student. It is very important to keep these cards up to date. Please make sure your emergency contacts are willing to assume responsibility for your child in the event of a medical situation. Parents are strongly encouraged to keep phone numbers for emergency contacts current.

### Field Trips

All field trips are related to classroom studies or as recognition of student performance/conduct. A signed Montgomery Public School field trip permission form is required for each trip. No notes or

verbal approval will be accepted. No child will be denied the opportunity to participate in a Field Trip experience due to inability to pay. ALL PARENTS wishing to chaperone a field trip MUST complete the AUTHORIZATION AND AGREEMENT FOR BACKGROUND CHECK form and be approved before the field trip.

Chaperone Guidelines:

1. Chaperones must be a child's legal guardian or grandparent.
2. Chaperones should not bring other siblings on the field trip.
3. Chaperones must meet and depart from time and place specified by the teacher.
4. Chaperones should notify teachers early if unable to attend.
5. Chaperones are expected to dress appropriately for the trip.
6. Chaperones must stay with the group of students assigned.
7. Chaperones are not allowed to ride MPS buses.

Fund-Raising Projects

The principal must approve all fund-raising projects sponsored by the school. Students are not allowed to sell items, make collections, conduct membership drives, or sell subscriptions on school property during the school day without the authorization of the principal.

Homework/Textbooks

Assigned homework will be purposeful, and should be appropriate to the age and learning level of the child. Students are expected to return all homework.

Children are issued textbooks each year. Before a child is allowed to use state owned textbooks, the parent or guardian will sign an agreement stating that they will pay for any damages the book may receive during the year or the cost of the book if it is lost. Lost books must be paid for before new books will be issued.

Illness or Injury of a student

Should a student become ill at school, the teacher will refer him/her to the school nurse. If the nurse feels that the child is sick enough to go home, the parent will be called. In our judgment, when a possible serious health emergency occurs, paramedics will be notified. The school will take appropriate action for treatment in

the case of emergency. If it is necessary to call an ambulance to transport a student to a hospital for emergency treatment, the parent/legal guardian will be responsible for the expenses incurred.

### Internet Access Policy

The Internet form must be signed and returned to the homeroom teacher in order for your student to use computers at school. Please read carefully the listed consequences for inappropriate use of the internet and make sure your child understands that he/she must adhere to this policy to be allowed to use the Internet.

### INOW Parent Portal Passwords/Access

All parents may access their student's grades through INOW. This is an internet accessible way to follow your student's progress throughout the year. If you would like to receive a password, please contact the school office for additional information.

### Library

All children are scheduled to visit our school library with their classes weekly for checkouts, stories, videos or lessons on how to use the library. Lost, misplaced or damaged books must be paid for before another book may be checked out. Children will also visit the Public Library adjacent to the school and follow the same rules.

### Lost and Found

Lost items are turned in to the office. If your child loses something, please have them check with the office. At the end of the year, all items will be donated to a local charity.

### LUNCH

All enrolled students of Montgomery Public Schools are eligible to receive a healthy breakfast and lunch at NO CHARGE to your household for the 2019-2020 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a Free or Reduced meal application.

The school breakfast and lunch we serve follows the U.S. Department of Agriculture guidelines for healthy school meals. The Community Eligibility Provision cannot succeed without your

support; please encourage your children to participate in the school meal programs. One breakfast and one lunch meal will be served to all students at no charge regardless of the eligibility status. Additional student meals will be charged the normal price of \$1.00 for student breakfast, \$1.75 for Elementary student lunch.

### Lunch

Our lunchroom offers a “self-serve” lunch program. Children must select foods from at least three of the basic food groups. Parents and visitors are charged a small fee. (Prices may change.)

A child who wishes to bring his lunch from home should bring a wholesome, balanced meal with juice or milk. We prefer that parents who pack school lunches for their children select healthy drink options (100% juice or water) in accordance with state guidelines. Please use a plastic thermos or “throw-away” carton for their drink. No glass bottles or cans are allowed. Child Nutrition has mandated that carbonated drinks are not permitted in the lunchroom at any time. It is also against MPS Child Nutrition policy to bring food into the lunchroom from sources other than home. (Subway, Burger King, McDonald’s, etc.) Each student should eat all of what he/she selected for his/her meal. It is very important for you to go over the school menu that is sent home monthly.

**Students do not have access to microwave or refrigerator.**

### Medical/Health Services

Immunizations: In accordance with Alabama State Education Law, a certificate of immunization, listing specific dates and signed by a licensed physician, must be on file at the school for each student. Any student with a missing record or incomplete record of immunization will not be permitted to attend school.

### Medicines

We are not allowed to give anything that is not a prescription medication. Do not send over the counter medicine to school. If the medication is for three times a day, you can give it at home – before coming to school, after school, and bedtime. Medications that have to be administered daily require a medical permission

form signed by the physician and sent in with the medicine in the original pharmacy container before it can be dispensed. This form is found in the back of the MPS Student Conduct Manual. Please review this booklet for more specific procedures.

**Illness or Injury of Student** If a student becomes ill at school, the teacher will send the student to the office at which time his/her temperature may be checked and parents notified if necessary. Small scrapes and cuts will be cleaned and bandaged in the office. Unless the student is obviously sick, he/she will be encouraged to remain at school. If your child has a fever or is throwing up they should not come to school. If a serious injury occurs paramedics will be called.

Teachers and office personnel should be made aware of any chronic illness your child may have, such as: asthma, diabetes, rheumatic fever, allergies, etc. We need specific written instructions on file should an emergency arise.

**Communicable Diseases:** Diseases should be reported to the school nurse. Children with communicable diseases must follow specific restrictions for returning to school. We ask that recovery periods at home be maintained for communicable conditions such as conjunctivitis (pink eye), fifth's disease, strep throat, chicken pox, impetigo, ring worm, scarlet fever, and head lice.

**Doctor's Notes:** Doctors notes are required for children who must attend school with casts or crutches. A doctor's note is also required for a child to be excused from Physical Education class as well as to be readmitted to school after a serious injury or serious illness. These requirements are to ensure your child's safety.

**Nurse:** A part-time nurse is on staff at Pintlala; however, the nurse is not used as an option if medical attention is needed. Once the nurse finds that a student does not meet the requirements to remain at school, parents will be contacted and medical attention may be required.

**IMPORTANT!!-All telephone numbers must be kept up-to-date so we can reach you in case of an emergency.**

### **Monthly School Newsletters**

Each month, a school newsletter will be provided to families to keep you updated on activities, events, and special projects planned for our school. Use this to stay informed during the school year and make plans to support our school whenever possible.

### **Parties**

A Winter Holiday and Valentine Party for the class is planned by the room mothers in cooperation with the teacher. Any other parties must be cleared by the Principal. If a parent would like to provide a birthday snack for their child, it must be approved by the principal prior to the day of the requested event and **MUST** include ALL students in the classroom. Any snack food provided must be store bought according to CNP policy. (Please check with the teacher to ensure there are no children with food allergies.)

### **Physical Education**

Students are expected to participate in all P.E. activities unless parents send a written request for non-participation due to illness or injury. Extended illnesses must have a doctor's excuse. Athletic shoes are required for participation in physical education activities.

### **P.T.O.**

Please join the PTO and support the children at Pintlala Elementary School. This group of parents actively supports the teachers and classrooms each school year. Without the support of the PTO and the parents that join and volunteer, this school would not be the success that it is today. PTO meetings will be scheduled throughout the year and held at least once during each nine weeks' period. The PTO also maintains a Facebook Page – Pintlala Elementary School PTO/Supporters....

### **Riding the Bus**

Students who use school transportation are expected to follow the bus rules outlined in the Student Conduct Manual. The MPS Transportation Department is committed to ensuring the safety of each student. Riding in a MPS transportation vehicle is a privilege offered to students who reside within the district. All students

being transported are under the authority of the bus driver and must obey his or her requests. Procedures and safety rules help ensure the safety and protection of each student. Failure to follow the safety rules and procedures may result in student conflicts or injuries and may also cause delays or distractions to the driver.

### **Report Cards**

Report cards are issued four times annually. Parents will be notified during each quarter with a mid-quarter progress report. Parents are encouraged to communicate with teachers often regarding student progress and performance thru email, conferences, telephone, etc. The final report card will be distributed to students on the last day of school.

Grading Scale: 100 – 90 =A, 89 – 80=B, 79 – 70=C, 69 – 60=D, 59 – 0=F

### **Response to Instruction (Rtl)**

According to the Alabama Department of Education, Response to Instruction (Rtl) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. Rtl combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems. Through implementation of Rtl, Pintlala Elementary identifies and monitors students at risk, use problem-solving and data-based decision making to provide research-based interventions and adjust the intensity of interventions based on the student's response.

### **Student Work Samples**

“Signed Papers” Envelopes will be sent home every third Tuesday beginning the third week in school for 1<sup>st</sup> -6<sup>th</sup> grade students. It is important that parents review the papers, provide reinforcement, sign the envelope and return the papers to school on the following day.

### **Substitute Teachers/Student Teachers**

Students are expected to cooperate fully with substitute teachers and student teachers. Courteous behavior is expected of all students. Disruptive behavior will result in disciplinary action as usual.

### **Security**

MPS Security Guidelines have allowed for Pintlala Elementary School to establish heightened safety measures on campus. The office and annex both have electronic access buttons to ensure that all campus visitors are accounted for while on the campus. The campus is also now equipped with security cameras to ensure safety for our students, staff, and visitors. Please abide by all visitor expectations when on campus and always come to the office before visiting classrooms or other areas on the campus the sign in and get a visitor's pass.

### **Snack Times**

All teachers will have a snack time built into their daily schedule and the time allocation is dependent upon the grade level. Students will be allowed to bring a healthy snack/drink to have at this time if they would like. Teachers reserve the right to tell a student to put a snack away if it is not considered a healthy snack. The teachers also reserve the right in grades 3<sup>rd</sup>-6<sup>th</sup> to take away these privileges if student behavior during this time is inappropriate.

### **Telephone**

Students are not allowed to use the telephone except in the cases of emergency. Parents should support our request of keeping phone messages for children to a minimum. Please let your child know before coming to school if there is a change in the way he/she gets home that day and send this in writing to the teacher (See Bus Riders). Please do not call the school to tell your child where to go unless it is an emergency. Classrooms will not be interrupted for non-emergency messages.

### **Testing**

Throughout the school year, students will participate in statewide and district assessments. The window for testing for MPS will be

during Spring Semester. As additional information is shared with our faculty from the ALSDE and the district office, it will be passed along to parents.

### **Visitors**

Parents and other visitors are welcome to visit the school provided that they check in and identify themselves with the main office upon arrival and departure. Visitors will wear a Visitor's Badge provided by the office. All classroom visits should be limited to no longer than 30 minutes. Please schedule your observations in advance through the office. Please do not drop in and expect a teacher to stop teaching and conference with you about your child. This is especially true during instructional time and in the mornings before the bell. There are to be no classroom visits after 2:30p.m.

### **Volunteering**

If at any time during the school year you or a group of community members would like to assist the school, we always have ways to volunteer. Working with students, mentoring, speaking to groups of students, presenting to grade levels, or working on the building or around the campus are all ways you can volunteer. Volunteering is easy and is always WELCOME. If you would like to volunteer, please contact the school principal.

### **Withdrawing a Student**

When withdrawing a student from school, please notify the school office several days in advance. This will enable teachers to complete all records prior to the student's last day in school. The school will provide parents with a "transfer form". This form can be hand carried to the new school so that proper placement can be made. Your child's new school will then request the child's records from Pintlala Elementary.

### **Website**

During the school year, the Pintlala Elementary School website will be updated to keep parents and our community informed about activities and events being held. You may access our website through the MPS Home page.

### Additional Information

During the school year, pertinent information for parents will be sent home. Please review the information and keep this handbook handy so that you can refer to it as necessary.

**MPS SCHOOL CALENDAR**  
**Important Dates**

<b>Event</b>	<b>Date</b>
First Day for Students	August 6, 2019
End of 1 <sup>st</sup> Grading Period	October 10, 2019
End of 2 <sup>nd</sup> Grading Period	December 20, 2019
End of 3 <sup>rd</sup> Grading Period	March 13, 2020
Last Day for Students	May 21, 2020

**Progress Report Dates**

1 <sup>st</sup> Nine Weeks	September 10, 2019
2 <sup>nd</sup> Nine Weeks	November 19, 2019
3 <sup>rd</sup> Nine Weeks	February 4, 2020
4 <sup>th</sup> Nine Weeks	April 21, 2020

**Report Card Dates**

1 <sup>st</sup> Nine Weeks	October 17, 2019
2 <sup>nd</sup> Nine Weeks	January 16, 2020
3 <sup>rd</sup> Nine Weeks	March 26, 2020
4 <sup>th</sup> Nine Weeks	May 21, 2020

**Staff Development (Students Will Not Attend These Days)**

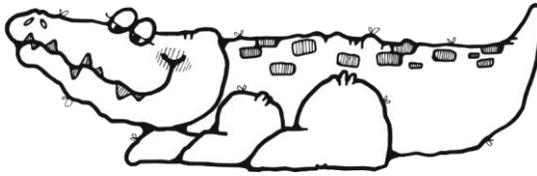
Thursday, August 1-Monday, August 5, 2019
Monday, October 11, 2019
Monday, January 6, 2020
Friday, May 22, 2020

**School Holidays**

<b>Event</b>	<b>Date</b>
Labor Day	Monday, September 2, 2019
Veterans Day	Monday, November 11, 2019
Thanksgiving	Monday, November 25, 2019 – Friday, November 29, 2019
Winter Holidays	Monday, December 22, 2019 – Monday, January 6, 2020
Dr. MLK Jr. Holiday	Monday, January 20, 2020
President's Day	Monday, February 17, 2020
Spring Holidays	Monday, March 16, 2020 – Friday, March 20, 2020

Montgomery Public School Student Assessment Calendar  
2019-2020

<b>ASSESSMENT WINDOW</b>	<b>GRADE LEVEL</b>	<b>ASSESSMENT</b>
Determined by School	K-2	DIBELS Next
August 12-30, 2019 January 13-31, 2020 May 4-15, 2020	3 <sup>rd</sup> – 8 <sup>th</sup> Grades	STAR Early Literacy, Reading & Math
January 7-17, 2020	2 <sup>nd</sup> Grade	NNAT-3 (Gifted Screening)
January 21-March 13, 2020	K-6 <sup>th</sup> LEP Population	ACCESS for ELLs
March 30-May 1, 2020	2 <sup>nd</sup> -6 <sup>th</sup>	ACAP Summative Assessment



Pintlala Elementary School  
Parent/Student Handbook  
Notice of Receipt

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Yes, I have received and read or had read to me a copy of the Pintlala Elementary School Handbook for the 2019-2020 school year. I understand and support the information as outlined in this handbook. I understand that if I should have questions about the information covered or any other concerns, I should contact the school and speak with the school principal.

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Parent/Guardian Signature

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Student Signature

Date \_\_\_\_\_

**Tear out this page, sign, and return to your child's teacher by Friday, August 16, 2019.** If you have any questions about the information contained in this handbook, please feel free to contact Angela K. Sampson, Principal, at (334) 288-9523.

