

Fitzpatrick Elementary School

Dr. W. A. Milledge, Jr. – Principal
Mrs. Wilanie Covington– Assistant Principal

2017-18

Student - Parent Handbook

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



“We Believe, Achieve, and Succeed! We Are Fitzpatrick!”

Parents’ Accountability

Parents can be held accountable if they fail to make their children regularly attend school or conduct themselves properly while at school. Under the City of Montgomery’s Truancy Ordinance, a parent or guardian can be found guilty of a misdemeanor.

Montgomery Public Schools

307 South Decatur Street
Montgomery, Alabama 36104
(334) 223-6700

Superintendent: Margaret Allen

Purpose and Direction

The mission of MPS is to **engage, educate, and inspire our students to succeed in college, career, and beyond.**

Vision

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

Core Values

Commitment to Achievement

Passion for Learning

Integrity & Accountability

Respect for Self and Others

Educational Equity

Community Partnerships

Fitzpatrick Elementary School

4055 Fitzpatrick Blvd.
Montgomery, AL 36116
Office: 334-284-8044 Fax: 334-284-8045

Title I School

Fitzpatrick Elementary School is a Title I School. Title I is a federal program that provides additional funds to qualifying schools. Currently, our school is receiving Title I funds based upon the number of students who qualify for the free or reduced lunch program. The funds are used to provide additional support to all students based on their needs.

Purpose and Direction

The mission of Fitzpatrick Elementary School is to engage, educate, and inspire our students in a safe and caring environment that supports and encourages higher learning.

Vision

Fitzpatrick Elementary, where every child grows in knowledge, skills, and respect.

Core Beliefs

- School is a professional learning community that holds each student to high academic and behavior standards.
- Students are entitled to engaging work.
- Students should be held accountable for their making good choices and being responsible for their academics and behavior.
- High expectations, frequent monitoring of student progress and adequately designed learning lessons are critical to improving student achievement.
- School should be safe, nurturing, and conducive to learning.
- Parental involvement and support are essential in fostering academics and attendance.

Fitzpatrick Elementary School

PARENT-STUDENT HANDBOOK

NOTICE OF RECEIPT MEMO 2017-2018

My parent/guardian and I, _____, a student enrolled at Fitzpatrick Elementary School, hereby acknowledge by our signatures that we have received and read the Fitzpatrick Elementary School Student-Parent-Community Handbook. We understand that the procedures apply to all students and parents at Fitzpatrick Elementary School.

Student Signature

Date

Parent Signature

Date

Parent Signature

Date

Guardian Signature

Date

Please detach and return to homeroom teacher!

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**MONTGOMERY
PUBLIC SCHOOLS**

Fitzpatrick Elementary School

4055 Fitzpatrick Blvd. • Montgomery, AL 36117
Phone (334) 269-3662 • Fax (334) 241-5392

August 10, 2017

Greetings Parents and Students:

Fitzpatrick Elementary is a place where everyone is someone special. The school is organized and designed to facilitate and enable teachers to teach and students to learn.

Our educational goal is to make learning so exciting that students will experience the joy of discovering new ideas and building new skills. The ultimate goal is to help them to develop a love of learning.

Positive attitudes toward school and long term changes in behavior are the behavioral goals for each student. Students are taught to respect themselves and others. They are given many opportunities to develop and demonstrate self-discipline and responsibility.

As we embark upon this school year, it is important to expand our partnership. Your children and our student's success hinges on our ability to work together.

As we implement College and Career Ready Standards we will engage, educate, and inspire our students to excel both academically and beyond.

Sincerely,

Dr. W. A. Milledge, Jr.

Principal



**MONTGOMERY
PUBLIC SCHOOLS**

Montgomery County Board of Education
The Office of Instructional Support Services
307 South Decatur Street • Post Office Box 1991
Montgomery, Alabama 36102-1991
www.preparingstudentsforlife.com
Suite 305 – 334-223-6840, Telephone; 334-269-3997, Fax
Suite 308 – 334-223-6830, Telephone; 334-269-3039, Fax

LETTER TO PARENT

Dear Parents/Guardian:

Montgomery Public Schools (MPS) is committed to providing the highest quality of education to every student through a Multi-Tiered System of Supports (MTSS). To meet that goal, MPS adopted two fundamental frameworks: Positive Behavioral Interventions and Supports (PBIS) and Response to Instruction (RtI). PBIS is a proactive approach to establishing behavioral supports to address psychological, social and emotional needs. RtI is a multi-tiered approach to providing core instruction to all students in addition to identifying and supporting students with learning and behavior needs. Both frameworks provide early, systematic and intensive assistance to students who are at risk or already underperforming. Interventions will include but not be limited to specialized, research-based teaching and behavior strategies provided in both the classroom and small group settings.

According to the Alabama Administrative Code, all public schools in Alabama are required to implement the Problem Solving Team (PST) model. The PST process is designed to guide general education instruction and intervention services for all students who have academic and/or behavioral needs. The PST will review student data regarding the need for assistance, monitor progress being made by students, inform parents of plans of action, and make recommendations for changes to interventions.

Based on initial screening results and other academic data, if it is determined that your child would benefit from assistance or intervention, he or she will be provided tiered support as needed.

MPS utilizes a three-tiered approach to instruction/intervention:

- **Tier 1** – Classroom teachers will use a variety of instructional strategies and positive behavioral supports within the core curriculum to address individual instructional needs
- **Tier 2** – Based on assessments, discipline, grades, attendance and other data, students who are unsuccessful with Tier 1 will be provided additional research-based interventions
- **Tier 3** – Students who continue to misbehave or struggle in Tier 2 will be referred to the PST and receive more intensive interventions.

Respectfully,

Bridgette Johnson

Bridgette Johnson, RtI Coordinator

Montgomery Public Schools

(334) 223-6840



**MONTGOMERY
PUBLIC SCHOOLS**

**Fitzpatrick Elementary School
Personnel for 2017-2018**

Dr. William A. Milledge, Jr., Principal
Mrs. Wilanie Covington, Assistant Principal

*ELA: Reading and Language
Updated 7/28/17*

BS: Math, Science, Soc. Studies

Certificated Personnel

Kindergarten (4)

Antonnia Owens
Mattie Jones
Tamia Webster
Pamela Smith

First Grade (4)

Linda Thomas
Dianne Motley
Brenda Pettway
Sandra Anthony

Second Grade (5)

Tonija Dimbo
Johnnie Nelson
Petrina Harvest
Patricia Lane
Martin McKay

Third Grade (5)

Shana Ervin (BS)
Mary Williams (ELA)
Shalandra Love (ELA)
Predencia Dickerson (BS)
Robert Rivera-Self Contained

Fourth Grade (4)

Angela Franklin (ELA)
Darren Roberson (BS)
Lateka Jackson (BS)
Crystal Tomlin (ELA)

Fifth Grade (4)

Anita Hudson (ELA)
Angelica Rowe (BS)
Stephanie Stebbins (ELA)
Julie Valenzuela (BS)

Specialists Areas

John Napier, PE
Daryl Holloway, PE

Ayesha Mosley, Music
Betty-Ann Palmer, Tech.
Jenifer Lane, LMS
Karen Wilson, Counselor

Special Education (2)

Jessica Myers
Sheri Merriweather
Helen Kimball
Randi Lambert
Shameka Carroll

Literacy Coach

Kimberlyn Stallworth
Academic Interventionist
Cassandra Mitchell

Non-Certificated Personnel

Custodians (3)

Ruby Sankey
Georgia Howard
Antonio Martin

Office Staff

Deloris Dixon, Book-keeper
Shelia Osborne, Secretary

Instructional Assistant (BIP)

Marvin Smith (BIP)
Brian Lawrence (BIP)

Lunchroom

Carolyn Simmons, Cafeteria Manager

MONTGOMERY PUBLIC SCHOOLS
2017- 2018 SCHOOL CALENDAR



MONTGOMERY
PUBLIC SCHOOLS

Event	Date
First Day for Students	August 10, 2017
Grading Period Ending Dates	October 5, 2017
	December 15, 2017
	March 9, 2018
Last Day for Students	May 24, 2018

Semester Dates

First Semester Ends	12-15-17
Second Semester Ends	5-24-18

Report Card Dates

1st Nine Weeks	10-12-17
2nd Nine weeks	1-11-18
3rd Nine Weeks	3-22-18
4th Nine Weeks	5-24-18

Staff Development - (Students Will Not Attend These Dates)

Date
Wednesday, August 2, 2017 - Friday, August 4, 2017
Monday, August 7, 2017 - Wednesday, August 9, 2017
Friday, October 6, 2017 - Parent Visitation Day, no classes/student holiday. Parents can visit the school anytime (with or without their children) to talk with teachers, see their children's classrooms, and learn how they can become more involved in the education process.
Monday, October 9, 2017
Tuesday, January 2, 2018
Tuesday, February 20, 2018
Monday, March 19, 2018
Friday, May 25, 2018

School Holidays

Event	Date
Labor Day	Monday, September 4, 2017
Veterans	Friday, November 10, 2017
Thanksgiving	Monday, November 20, 2017 - Friday, November 24, 2017
Winter Holidays	Monday, December 18, 2017 - Monday, January 1, 2018
Birthdays of King/Lee	Monday, January 15, 2018
President's Day	Monday, February 19, 2018
Spring Holidays	Monday, March 12, 2018 - Friday, March 16, 2018
Weather Day	Friday, March 30, 2018
Last Day for Students	Thursday, May 24, 2018



2017-2018 Assessment Schedule

*Testing dates are subject to change.

Tests	Testing Dates	Approximate Days Needed to Test
District Quarterly 1 Test	Sept. 22-Oct. 5, 2017	10 Days
ACT WorkKeys Online Testining	Dec. 1, 2017-Feb. 28, 2018	1-3 Days
District Quarterly 2 Test	Dec. 1-15, 2017	10 Days
Second Grade Gifted Child Find Testing	January 3-5 and 8-10, 2018	6 Days
ACT WorkKeys Paper Testing with Accomodations	Feb. 21-March 7, 2018	IEP/504 Decision
NAEP (Select Schools and Grades Only)	TBD by NAEP	1 Day
ACCESS 2.0	Jan. 22-March 23, 2018	2-4 Days
Alternate ACCESS for ELLs	Jan. 22-March 23, 2018	1-5 Days
State Assessment (Grades 3-8 and 10)	April 9-May 4, 2018	1-5 Days
ACT with Writing-Pre-Test Session	Prior to Test Date	1 Day
ACT with Writing Paper Testing with Accomodations	April 3-April 17, 2018	ACT Decision
ACT with Writing Online Format	April 3-April 17, 2018	1 Day
Alabama Alternate Assessment (AAA)	March 5-April 13, 2018	May vary by student
District Quarterly 4 Test	K-8 Reading and Math	10 Days

**MONTHLY PARENT MEETING DATES
2017-18**

August 24th

September 21st

October 19th

November 16th

December 14th

January 18th

February 15th

March 15th

April 19th

Meeting Times TBD



Fitzpatrick Elementary School 2017-2018 Calendar

MPS 2017-18 Progress Report Dates

1st Nine Weeks

Progress Reports 9-12-17
End of Grading Period 10-5-17

2nd Nine Weeks

Progress Reports 11-10-17
End of Grading Period 12-15-17

3rd Nine Weeks

Progress Reports 2-6-18
End of Grading Period 3-9-18

4th Nine Weeks

Progress Reports 4-3-18
End of Grading Period 5-18-18

Student work samples ~ will be sent home *Every other Tuesday* beginning August 29th.

First Semester

- August 29
- September 12 & 26
- October 10 & 24
- November 7 & 28
- December 12

Second Semester

- January 9 & 23
- February 6 & 20
- March 6 & 20
- April 3 & 17
- May 1 & 15

Note: *If a child does not return his/her signed papers, parents will be required to come to the school to view samples of child's work.



Daily Schedule



Arrival

Students are NOT to arrive at school/on campus before 7:30 a.m. Breakfast is served between 7:30 a.m. and 8:00 a.m. **Supervision is not available before 7:30 a.m.**

All students enter the building through the cafeteria side and remain in the cafeteria until they are dismissed at 7:40. Those who are eating breakfast are dismissed once they are done eating. Students are expected to eat their breakfast quietly. After eating, students are responsible for throwing away their tray and trash.

After eating breakfast, students will report to their grade level hall.

Bell System

- 8:00 a.m. **First Bell** (Breakfast ends)
8:10 a.m. **Tardy Bell/Announcements** -- *Students arriving after 8:10 a.m. must obtain a check-in pass from the office before being allowed to enter class.*
2:45 p.m. **Drop Everything and Read (D.E.A.R.)**
3:10 p.m. **Dismissal**

Dismissal

Daycare and Bus Riders (Music/P.E. Portable)

Car Riders (Cafeteria)

K-1st Grade Walkers (Main Door) **2nd-5th Grade Walkers** (Virginia Meadows-portable side door, Virginia Loop Road-2nd grade door)

All students should be picked up no later than 3:30 p.m. We do not have staff to supervise children on campus outside these times. Please never leave your child at school without supervision. Failure to comply with this procedure will result in administrators contacting the proper authorities.

Check-out, Check-in, and Tardy

Check-out Procedures --A picture ID is required when checking out students!

1. Parents must sign out students at the office.
2. The school day ends at 3:10 p.m. **Students will not be called out of classrooms after 2:30 p.m. for checkout.** To limit classroom disruption, as well as to ensure the safety and security of the students during dismissal, please wait to pick up your child at the designated areas.
3. Only individuals listed on a student's registration card will be allowed to check-out a student.
4. If a student returns to school the same day after checkout, he/she must be sign-in at the front office.

Check-in Procedures --All students must be signed in at the front office if arriving after 8:10 a.m. The student will be given a pass to class. (See tardy procedures for more information.)

Tardy - Any student who arrives to school at or after 8:10 a.m. is tardy.

1. A parent or guardian is required to sign the student in at the front office. The student will be given a pass to class. In order for a tardy to be excused, the parent must immediately present to the office worker a written excuse explaining the reason for being tardy.
2. Tardiness is excused for the following reasons: illness of self or an immediate family member, death in the family, emergency or exceptional situations as determined by the administration. Traffic problems or car trouble is not a valid excuse.
3. If a student is tardy to school because of a doctor or dental appointment, he/she must bring a statement from the doctor or dentist before the tardy will be considered excused.

Parents and other Visitors

Guideline for School Visitors is a Board Policy. Please refer to the Code of Student Behavior for 2017-2018.

Visitors-- All visitors' cell phone calls should be completed prior to entering the building!

Parents/Guardians and community members are invited and encouraged to visit Fitzpatrick Elementary School. Upon entering the building, you **MUST** sign-in at the front office and receive a visitor's pass before reporting to the classroom, lunchroom, or on the hallway.

When visiting your child's classroom, we ask that no more than two visitors for each child report at a time in order to minimize classroom distractions. Other children are not permitted to report to the classroom with parent because they may distract students and hinder the learning process.

Parent conferences can be scheduled with the teachers or in the office. All conferences require a 24-hour notification prior to scheduling as well as for cancellation when possible.

Parents, when there is a change in how your child will be picked-up each day, please notify the teacher and the office in written form.

As part of our safety plan, parents should enter and exit through the front of the building.

Parental Concerns

Parents and guardians of our students may have a concern about a program or a teacher decision. The best way to reach resolution is to address the concern with the school employee responsible for the issue.

When reporting a complaint or expressing a concern:

- 1) First contact the teacher responsible for the classroom or other setting where the situation took place.
- 2) If you inform an administrator first, you will be redirected to the teacher.
- 3) If you do not receive a response or the issue remains unresolved, you may contact the principal or assistant principal.
- 4) During all conferences, the **group norms** below will be followed. If meeting becomes disruptive, the Montgomery Public School's Disruptive Visitors procedure will be enforced.

Be respectful of the views of others

Be willing to share your views

Welcome questions for clarification

Be open to ideas and views presented

Honor time limits and stay on task

- 5) A parental complaint form will be available in the front office for your use when registering a concern. The principal or assistant principal will contact you regarding your concern.

Levels to address concerns/complaints:

Level 1 – Teacher

Level 2 - Principal or Assistant Principal

Level 3 – Student Support Services Office

Telecommunication Device

The cell phone/telecommunication device guidelines of the school coincide with MPS procedures, but in a more detailed and school specific form.

Confiscating, securing, and returning electronic devices

Students are NOT permitted to use a cell phone or any electronic device in school unless prior authorization has been given by the building principal for instructional purposes only.

School officials accept no responsibility for safeguarding confiscated items or for loss or damage to confiscated property.

Fitzpatrick Elementary School's procedures for confiscating, securing and returning devices are:

First Offense: Teacher will confiscate device (documenting student's name, date and time confiscated, and description of device), store in a locked area of the classroom, and contact parent. The device may be returned to the student the same day if successful contact has been made with parent. Therefore, the length of time of confiscation will be based upon the teacher's ability to contact parent.

Second Offense: Teacher will confiscate device and turn-in to principal or assistant principal. The receiving administrator will secure the device where the items will be logged in indicating student's name, date and time confiscated, and description of device. The infraction will be upgraded to a Class B and a face-to-face parent conference is required before device will be returned.

Third Offense: An Out of School Suspension will be imposed, and the device will be returned the same day of suspension to the parent or student.

Dress Code

The uniform guidelines of the school coincide with MPS dress code, but in a more detailed and school specific form.

All students will be in proper standard school attire.

2017-2018 FITZPATRICK DRESS CODE

To improve school safety and student behavior, we ask your assistance and cooperation with the following dress code policy.

- Beige or navy walking shorts/pants (knee length)
- Khaki or navy skirt or jumper (knee length)
- White or navy shirts(with collar) polo type
- White long or short sleeve blouses or button down collar dress/oxford shirts
- Belts will be worn with any pants that have belt loops. Only one belt may be worn with attire. Standard belt buckles only (no oversized belt buckles).
- Shoes - Tennis shoes (no sandals, mules, slides, etc.)
- Socks must be worn but should not be a distraction.
- No hoop or dangling earrings larger than a quarter. No long necklaces, chains, or heavy medallions. No spikes.
- Hair should be clean and styled neatly.

Dress and appearance are expected not to cause disruption or present health/safety problems.

Uniforms will be worn Monday – Thursday of each week. Spirit shirts can be worn on Fridays.

The following may not be worn:

- **Tight or revealing clothing such as biker shorts or midriff/halter tops, mini skirts**
- **Hats, sunglasses, picks, combs, headbands, or bandanas**
- **Clothing with inappropriate slogans or logos**
- **No sandals (unsafe for Physical Education)**
- **See through blouses or tank tops**
- **Sagging pants**
- **Red shoes or red clothing**

The administrators shall make the final decision in determining appropriate school dress. Parents will be called to bring proper clothing as deemed necessary.

On special occasions, the principal may designate days when dress for students may be adjusted.

Dress Code Violations/Consequences

First Violation/Consequences-- Parent will be contacted and required to take corrective action.

Second Violation/Consequences-- Student will receive a one-day detention/in school suspension and parent will be requested to bring appropriate apparel/shoes.

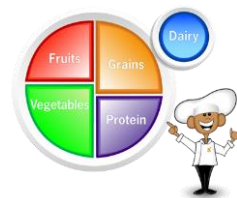
Third or subsequent offenses will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued accordingly.

General Information



Change of Address or Phone Number--Parents are asked to inform the school office in writing of any change in address or phone numbers so that we have accurate, up-to-date information for all students in the event of an emergency.

Child Nutrition Program (CNP)



The Child Nutrition Program will be implementing the Community Eligibility Provision (CEP) for the school year 2017-18.

What does this mean for you and your children attending Montgomery Public Schools? All enrolled students of Montgomery Public Schools are eligible to receive a healthy breakfast and lunch at **NO CHARGE** to your household for the 2017-2018 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, and \$2.00 for Junior and High School student lunch. A la carte item prices will also remain the same.



Behavior Expectations

“Students, we all care very much about your success here at Fitzpatrick Elementary School. We also care about making this a fun and exciting learning environment for you as well. It is our hope that you will learn to understand and comply with these rules. Before you get into trouble, please come see me or another adult. Let this year be the best year you have ever had at Fitzpatrick.”

Dr. W. F. Milledge, Jr.

Expectations	Classroom	Hallway	Restroom	Lunchroom	Grounds
Respectful	<ul style="list-style-type: none"> Enter & exit quietly Raise hand to speak or leave seat Use inside voice Be Kind 	<ul style="list-style-type: none"> Remain in line Keep hands & feet to self 	<ul style="list-style-type: none"> Keep your eyes in your stall Wait your turn Use quiet voices 	<ul style="list-style-type: none"> Wait your turn Use quiet voice last 10 minutes Chew with mouth close 	<ul style="list-style-type: none"> Walk quietly when entering or exiting building Use quiet voice Comply with all directives given by adults
Responsible	<ul style="list-style-type: none"> Bring pencil, paper, and homework daily Keep up with textbooks & personal belongings 	<ul style="list-style-type: none"> Follow directives Report inappropriate activities 	<ul style="list-style-type: none"> Keep restroom clean Report maintenance issues 	<ul style="list-style-type: none"> Dispose of all trash after eating 	<ul style="list-style-type: none"> Pick up litter Report inappropriate activities Leave promptly when exiting the campus
Reliable	<ul style="list-style-type: none"> Be on time Complete all assignments Help others when appropriate 	<ul style="list-style-type: none"> Exhibit positive behavior Only go where you are instructed to go 	<ul style="list-style-type: none"> Enter and exit in a timely manner Flush toilet after each use. Wash hands 	<ul style="list-style-type: none"> Use lunch time for eating only Stay inside the lunchroom unless given permission to leave 	<ul style="list-style-type: none"> Exhibit appropriate behavior Report problems

Class A Behavioral Infractions

Classroom Management Plan

Every teacher has a classroom management plan in accordance with the school-wide discipline plan to assist in managing his/her classroom. Teachers will make every effort to correct inappropriate behavior in positive ways. Teachers will implement the following consequences for correcting classroom violations or Class A offenses:

Class A Offense: Procedures for Consequences	
1st Offense	– Verbal Warning/Conduct check
2nd Offense	--Teacher-Student Conference
3rd Offense	–Contact Parent (telephone or written notice) / After-School Detention
4th Offense	--Parent Conference Required
5th Offense	--Refer to Counselor and begin RTI-Behavior process
6th Offense	--Office Referral--Class A Offenses upgraded to Class B or C Offense

***Please refer to *Montgomery Public Schools 2017-2018 Code of Student Behavior* for examples of Class A offenses. Consequences for all student misbehaviors will be implemented in accordance with the Code of Student Behavior.**

Bullying

Fitzpatrick Elementary School strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member, who must report the incident to the principal. The principal will take prompt action to prevent future harm. Guidelines for conducting investigations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior. Montgomery Public Schools has a Bullying /Harassment procedure that addresses this behavior (*See Student Anti-Bullying and Harassment Procedure of the MPS Code of Student Behavior*).

Guidelines for conducting investigations

1. Principal **or designee** will hold a conference with the reporting student to collect all information including names of other students. The reporting student will be asked to complete a Bullying Harassment Complaint Form (see Montgomery Public School Code of Student Behavior 2017-2018).
2. Principal **or designee** will conference with each student individually and have each to give a verbal and written description of the behavior.
3. Principal **or designee** will hold a group conference with all students **ONLY** if the reporting student feels comfortable to meet with the other students.
4. All parents will be notified of the allegation and a required group parent conference may be held with all the parents and students depending on the severity of the situation as part of the resolution. (See guidelines/procedures for conferences on pages 9-10.)
5. At no time, will non-custodial parents be permitted to speak with another student without the other student's parent being present.

6. MPS Code of Student Behavior will be strictly enforced when implementing disciplinary actions.

Delayed Openings/ Inclement Weather--Remember to always check the radio or television to find out about school closings during inclement weather. Please do not drop off your child early on a delayed school opening day. Staff members will not be required to report to work until 30 minutes prior to the delayed opening time. The decision to delay school because of weather conditions also includes the safety and well being of staff members so no one will be available to supervise students.

In cases of advance warnings, parents will receive a call from MPS Messenger System notifying you of the current situation relative to closings and delays. However, your information must be accurate in the school's database in order to receive the call.

Emergency Drills--Fire and inclement weather drills are conducted monthly during the school year. Escape plans are taught and reviewed by teachers and students. A detailed emergency plan exists in each classroom and the school is prepared for a variety of emergency situations. In case of an actual emergency, students will not be released from school until parents have been contacted.

Field Trips --Field trips are planned in conjunction with learning objectives. All students are expected to attend each field trip. It is hoped that all students will participate unless stated otherwise by parents or the administration. Some fieldtrips will be at cost to parent. The teacher, school, or sponsor in charge of arranging the activity cannot assume the cost of the trip. **Parents are asked to understand that payments submitted for field trips are non-refundable.** The school's overall objective is to facilitate optimum learning experiences through educational field trips.

Hall Passes--Students are not permitted to leave the classroom unless they are accompanied by a teacher or have a HALL PASS from a teacher or administrator. No students are allowed in the building before or after school unless they are under the direct and personal supervision of an employee of the school. Students found in the hall will be returned to the teacher for a pass.

Homework Procedures--Teachers will assign homework to reinforce the skills taught in class. Please work with your child nightly to ensure he/she completes all assignments given. Please see your child's teacher to discuss homework procedures.

Make Up Work--Make-up work shall be provided for any excused absence from a class or school. On the day of the student's return to school, the student/guardian will arrange with the teacher a timeline for the make-up work to be completed. If the student fails to turn in the missed work by the deadline, the student will receive a zero for the missed work. If the absences are for more than five (5) consecutive days, a reasonable timeline will be established for submission of make-up work.

Parties and Birthday Celebrations Two parties will be held during the school year for the following holidays: Winter Celebration and Valentine's Day. A student will not be required to participate if it conflicts with moral or religious convictions. Please let the teacher know so that alternative options can be arranged. **Classroom birthday parties are not permitted.** Any food or beverage that has sugar or high fructose corn syrup listed as the first ingredient **CAN NOT** be served on the school premises until after the last scheduled class. Birthday treats are usually served at the end of the day or during snack time. **Parents must receive approval from the principal at least two days before activity.**

Promotion/Retention--A copy of Curriculum Guide can be obtained from Instructional Support Services

STI Parental Portal (STI Home) –You can have access to your child’s grades by coming to the school and signing up for Accessing STI-Home. This tool allows you to view information on your child's progress, grades, attendance, etc. To ensure the security of the information, you must obtain a password from the school in person. A state-issued photo ID will be necessary to receive a user name and password. Once you have your new user name and password, you access it through the “For Parents” button above, choose “STI Home”, then the words “click here”.

Textbooks-are resources that are available for students’ use. Our teachers use a variety of resources to prepare your child for mastery of College and Career Ready Standards. Therefore, some classes may not use the adopted textbooks as part of your child’s learning experience.

However, state owned textbooks are furnished by Montgomery Public Schools. *“...The parent, guardian, or other person having custody of a child to whom...textbooks are issued should be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of such textbooks” (Excerpt from STATE TEXTBOOK LAW).* Books that are issued must be cared for properly and covered with book covers furnished by the school. Students will be charged for books that are lost or damaged. It is very important for students to write their names on the book cover in the proper place so that books can be returned if found.

1. *Books will not be issued unless student returns the Textbook Forms.*
2. *Textbooks will be checked at the end of each nine (9) weeks.*
3. *Students with missing books will be charged a lost textbook fee.*
4. *A fee sheet will be sent home with report cards.*

Transfer and Withdrawal Procedures--Parents MUST complete a written withdrawal request form and give the school at least 24 hours to process the request. The student’s official records will be forwarded to the new school upon that school’s request.

- **Withdrawal for Non-Attendance:** Students under age six (6), who accumulate more than 10 consecutive or 15 days total unexcused absences during a single semester may be withdrawn from school.

IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE



What is meningococcal disease?

Meningococcal disease is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningococcal disease is caused by bacteria.

How is the disease transmitted and what are the risk factors?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories are at an increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where the cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get it and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they will reside in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to:

www.adph.org/immunization

WHAT DOES IT MEAN TO BE A TITLE I SCHOOL?



- Being a Title I school means receiving federal funding (Title I dollars) to supplement the school's existing programs. These dollars are used for...
 - Identifying students experiencing academic difficulties and providing timely assistance to help these students meet the State's challenging content standards.
 - Purchasing supplemental staff/programs/materials/supplies
 - Conducting parental Involvement meetings/trainings/activities
 - Recruiting/Hiring/Retaining Highly Qualified Teachers

(Examples of Title I support in our school: Technology Teacher, computers, classroom supplies and materials, parent resources, teacher resources, and copier maintenance.)

- Being a Title I school also means parental involvement and parents' rights.

What is the 1% set-aside and how are parents involved?

- Any LEA with a Title I Allocation exceeding \$500,000 is required by law to set aside 1% of its Title I allocation for parental involvement.
- Of that 1%, 5% may be reserved at the LEA for system-wide initiatives related to parental involvement. The remaining 95% must be allocated to all Title I schools in the LEA. Therefore each Title I school receives its portion of the 95% to implement school-level parental involvement.
- You, as Title I parents, have the right to be involved in how this money is spent.
- The LEA Title I Plan addresses how the LEA will use Title I funds throughout the school system. Topics include:
 - Student academic assessments
 - Additional assistance provided struggling students
 - Coordination and integration of federal funds and programs
 - School programs including homeless, migrant, pre-school, school choice, supplemental educational services, neglected and delinquent as applicable.
 - Parental Involvement Strategies, including the LEA Parental Involvement Plan
- You, as Title I Parents, have the right to be involved in the development of the LEA Title I Plan.

What is the LEA Parental Involvement Plan?

- This plan addresses how the LEA will implement the parental involvement requirements of the *No Child Left Behind Act of 2001*. It includes...
 - The LEA’s expectations for parents
 - How the LEA will involve parents in decision-making
 - How the LEA will work to build the schools’ and parents’ capacity for strong parental involvement to improve student academic achievement
- You, as Title I parents, have the right to be involved in the development of this plan.

What is a CIP?

- The CIP is your school’s Continuous Improvement Plan and includes:
 - A Needs Assessment and Summary of Data
 - Goals and Strategies to Address Academic Needs of Students
 - Professional Development Needs
 - Coordination of Resources/Comprehensive Budget
 - The School’s Parental Involvement Plan
- You, as Title I parents, have the right to be involved in the development of this plan.

What’s included in the school’s Parental Involvement Plan?

- This plan addresses how the school will implement the parental involvement requirements of the *No Child Left Behind Act of 2001*. Components include...
 - How parents can be involved in decision-making and activities
 - How parental involvement funds are being used
 - How information and training will be provided to parents
 - How the school will build capacity in parents and staff for strong parental involvement
- You, as Title I parents, have the right to be involved in the development of your school’s Parental Involvement Plan.
- The compact is a commitment from the school, the parent, and the student to share in the responsibility for improved academic achievement.
- You, as Title I Parents, have the right to be involved in the development of the School-Parent Compact.
- Distribution of the Compact.
- You, as Title I Parents, have the right to request the qualifications of your child’s teachers.
- How you are notified of this right and the process for making such request.

How will I be notified if my child is taught by a teacher who is not Highly Qualified?

All Title I schools must disseminate a blanket statement via Montgomery Public Schools that any parent can request information about any teacher of their child. Under federal law, parents have the right to know the status of the teacher or paraprofessional teaching their child.

At the beginning of the school year, The Parents Right to Know letter is sent to every student in the Title I school within the district to give parents the opportunity to be notified by the central office of their right to request information about the qualifications of their child's teachers and paraprofessionals, to include: Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

How is the evaluation of the LEA Parental Involvement Plan Conducted?

- Evaluation Requirements
 - Conduct annually
 - Conduct with Title I parents
 - Analyze Content and Effectiveness of the current plan
 - Identify Barriers to parental involvement
 - Data/Input may include...
 - Parent Survey (Required)
 - Focus Groups
 - Parent Advisory Committees
- Process and Timeline
- How the evaluation informs next year's plan

Title I – MPS Contacts

Title I Parental Involvement Coordinator
334-241-5361

Fitzpatrick Elementary School Counselor and Parent Liaison
334-284-8044

Fitzpatrick Elementary School

Title I School-Parent Compact



MONTGOMERY
PUBLIC SCHOOLS

Fitzpatrick Elementary School's administration, faculty, staff, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the No Child Left Behind Act of 2001 (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2017-2018.

School Responsibilities

Fitzpatrick Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

In education, teacher expertise is the most important factor in student achievement. Webster defines education as the process of educating or teaching. Educate is further defined as "to develop the knowledge, skill, or character of..." Thus, from these definitions, we might assume that the purpose of education is to develop the knowledge, skill, or character of students. At Fitzpatrick, we may not all agree with the assumption of the definition of education, however, in order to improve the school we must **all** be in agreement about the "core beliefs" of our institution.

What are our beliefs?

- Every student, everyday, is entitled to quality teaching instruction.
- Differentiated teaching enhances the potential to learn.
- An effective school is comprised of students, parents, faculty, staff, and administrators working as a team.
- Character education is an integral part of the instructional program.
- The school's environment should foster mutual respect.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:** The school agrees to host a New Student Orientation, Open-House, and Report Card Conference Day annually.
- 3. Provide parents with frequent reports on their children's progress.**
All students at Fitzpatrick Elementary School will receive progress reports and signed-papers every two weeks. Furthermore, a report card will be issued quarterly. Lastly, all parents will be informed of their ability to gain access to their child's academic records through use of STI Home Reporting System.
- 4. Provide parents reasonable access to staff.**
Home and school-everyone shares the goal of helping children learn and feel successful. Therefore, conferences will be schedule between teachers and parents on Tuesday, Wednesday, and Thursday before school, afterschool, or during teacher's planning periods.

5. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:** At Fitzpatrick, volunteerism can take many forms depending on your time and preference. Volunteers will be used as needed to help students practice their reading or math skills; to help teachers gather and manage materials for lessons and projects; to help supervise the class on a field trip or during an assembly. Volunteer assistance will also be used during after school hours-with PTA refreshments, or to serve as on school committees.

Teacher Signature

Date

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways:

- Maintain and foster high standards of academic achievement and positive behavior.
- Ensure that my child has materials and supplies needed for classes and activities.
- Make certain that my child’s attendance at school is regular and punctual (to all classes). When my child is absent from school, I will always submit a letter when he/she returns to school.
- Adhere to the system and school dress codes.
- Support school officials in maintaining a safe and orderly school environment, free of disruptions, which interfere with the learning and teaching.
- Teach my child to resolve conflicts in positive ways in school and in the community.
- Encourage my child to do his/her best and to complete his/her seatwork and homework on time.
- Provide my child with an appropriate place to study and monitor homework completion.
- Spend at least 30 minutes each night listening or reading with my child.
- Monitor my child’s academic progress and request assistance when needed.
- Attend and request parent conferences, workshops, school functions and activities, and volunteer at the school.
- Keep the school informed of changes of addresses and telephone numbers (home and work) and other important information.

Parent Signature

Date

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

- Believe that we can learn and will learn.
- Attend school regularly and on time.
- Do my best in class and complete all schoolwork and homework on time.
- Respect private, public, and school property.
- Obey school rules and show self control in school, on school property, on the school bus, walking to and from school, and at school activities.
- Follow the system and school dress code.
- Help to keep my school safe and report any questionable incidents.
- Show respect and cooperate with other students and adults.
- Work to resolve conflicts in positive, nonviolent ways.
- Show my parent/guardian all written communication from the school. Return all pertinent information required from the school.

Student Signature

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Date

Fitzpatrick Elementary School

Title I Parent Notification Form 2017-2018

Continuous Improvement Plan (CIP) You, as Title I parents, have the right to be involved in the development of this plan.

- Yes, I would like to be involved in the development of the CIP.
 No, I would not like to be involved in the development of the CIP.

Upon approval, the CIP will be available on the school's website as well as in the main office. Additionally, a summary of the plan will be sent home by each student.

Parental Involvement Plan— You, as Title I parents, have the right to be involved in the development of your school's Parental Involvement Plan and School-Parent Compact.

Parental Involvement Plan

- Yes, I would like to be involved in the development of the Parental Involvement Plan.
 No, I would not like to be involved in the development of the Parental Involvement Plan.

School-Parent Compact

- Yes, I would like to be involved in the development of the School-Parent Compact.
 No, I would not like to be involved in the development of the School-Parent Compact.

Annual Parent Meeting

Evening Meeting: TBA
Morning Meeting: TBA

Parent meetings and trainings

September, November, January, March, and May --- *Dates and time will be announced later!*

If you answered yes to any of the plans above, please detach this form and return it to your child's homeroom teacher.

Parent's Name: _____

Student's Name: _____ Homeroom Teacher: _____

Contact Information: (home, cell, work) _____
