

CENTRAL PARK ELEMENTARY SCHOOL



Motto: Doing Our Best On The Road To Success



PARENT AND STUDENT HANDBOOK

2010 – 2011

**Bettie J. Griggs, Principal
4915 Avenue Q
Birmingham, Alabama 35208**

www.centralparkschool.com

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Central Park Elementary School. The faculty and staff join me in saying that we're happy to have you as part of the Central Park family. We hope this will be a successful year for you and your child.

The Central Park Elementary School Handbook is designed to provide basic information about the daily operation of the school. This Handbook will serve as a helpful reference for parents as they seek to provide academic support at home. We believe that open and clear communication between school and home is important to your child/children success. Please visit our website at www.centralparkschool.com for additional information about our school.

We welcome your participation and support during the school year.

Sincerely,

Bettie J. Griggs
Principal

VISION STATEMENT

Our vision is to produce highly performing, skilled and successful students who are respectful, self-motivated, disciplined and engaged in learning, facilitated by effective educators in collaboration with parents and the community

MISSION STATEMENT

Our mission is to provide a comprehensive and quality education with high expectations in a safe and nurturing environment.

CENTRAL PARK PRIDE

**I know I'm special as I can be
'cause I've got Central Park Pride in me**

**My mind's a pearl, my aim is high
My goals might even, reach the sky.
I come to school with all the rest to
Listen, look, and learn and do my best**

**Respecting my teachers,
and my classmates too
And of course, myself, in all I do**

**My uniqueness is what I bring
And I can accomplish, anything**

**I've got that power, RAM POWER!
I've got that power, RAM POWER!
And I've got that pride,
C.P. Pride, down inside**

**By: Mrs. Vernessa Curry
Kindergarten Teacher**

BELIEFS

Success is a continuous process. Failure is not an option.

Every student is entitled to a culturally enriching environment that promotes high academic standards and achievement.

Educating students is the responsibility of the educators, parents, and the community.

Differentiated instructional strategies will be provided to accommodate the learning styles of students to support academic achievements.

Students will develop the technological skills necessary to become productive citizens in a global society.

ARRIVAL & DISMISSAL

Supervision Is Not Provided For Students On Campus Before 7:45 A.M. Or After 3:00 P.M.

Arriving students are to go directly to the exterior door closest to their classroom and wait in an orderly manner until the teacher leads them to the classroom. Students are not to be on halls without the supervision of a Board's Employee. All students are to remain in assigned area.

Exceptions to this rule are students who eat breakfast in the cafeteria and those who are enrolled in Morning Care. These students will go directly to the lunchroom.

Please Discuss With Your Child's Teacher how you expect him / her to get home. If there is a change in your standard routine, please send a note to your child's teacher or call the school at 231-1250.

ATTENDANCE/ABSENCES/TARDIES

Regular attendance is essential for adequate school progress. Students are required to attend school a total of 178 days. By law, parents are required to provide within 3 school days a written explanation of each absence. Notes not received within 3 school days will cause an absence to be considered as an unexcused absence.

Students are marked tardy after 8:05 A.M. and must be checked-in through the office. An **Attendance Officer** will contact the parents of any child/children who is / are frequently tardy for school.

BEFORE & AFTER SCHOOL CARE

A Day Care program is provided at Central Park. The Day Care will provide you with specific hours and fees. Contact: **Liz Sklivis @** 231-1290 or 231-1263.

CONFERENCE REQUIREMENTS

Please call the office to make an appointment with the teacher you desire. The teacher / office will contact you and confirm or arrange a time for the conference.

DISCIPLINE

Discipline is an important lesson. A disciplined child displays self-control and character. See the Birmingham City Schools Code of Conduct for A complete listing of our school system's rules, procedures and possible punishment for violating the regulations are outlined in the Code of Conduct. See also: Classroom Rules and Procedures provided by the classroom teacher.

DRESS CODE

Males / Females: Solid white shirts or light blue shirts with collar. No logos on the shirt. This may be a knit shirt, dress shirt, turtleneck, or mock turtleneck.

Males / Females: Navy blue or black pants, 'walking' length shorts limited to 2 inches above the knee (No Denim).

Females: Skirts and jumpers, Sweaters V-neck, or crew neck style, Cardigan. No logos.
Sweater Colors - Navy blue or white

EARLY CHECKOUT REQUIREMENTS

1. The parent or guardian must sign the student out in the school office on the checkout sheet.
2. The individual checking out a student must be an **ADULT** and listed on the enrollment form.
3. Drivers License or Photo Identification must be presented at checkout.
4. Exceptions: The parent / guardian must contact the office, if someone other than the persons listed come to checkout a student.

5. Students who are checked out before 10.00 A.M. are marked absent.
6. **No checkouts after 2:30 P.M.**
7. Please make student doctor's appointment according to school calendar

ENROLLMENT REQUIREMENTS

1. Copy of birth certificate
2. Copy of social security card
3. Original immunization card
4. Current proof of residence
5. 2 Current Utility bills (No Telephone)
6. Report Card (New Student)

FIELD TRIP

Field trips provide the student with learning experiences that enhance classroom instruction. Students must have a signed permission form on file from the parent / guardian for field trips. Teachers reserve the right to exclude students who display inappropriate behavior that violates the Birmingham City School Student Code of Conduct.

GOTCHA PROGRAM

The "Gotcha Program" is a positive Reinforcement program implemented to encourage and reward students for good behavior. Students receive a **Gotcha Card** for each act of positive behavior.

GRADING SCALE

KINDERGARTEN

E - Excellent S - Satisfactory
N -Needs Improvement

GRADES 1 – 5

A	=	90 - 100	Excellent
B	=	80 - 89	Good
C	=	70 - 79	Fair
D	=	60 - 69	Passing
F	=	59 & Below	Failure

HOMEWORK

Doing homework results in higher grades.

Homework serves to:

- Reinforce the present day's lesson
- Develop skills and study habits
- Help develop responsibility
- Teach students independent learning

Student's Responsibilities:

- Homework is the responsibility of the student.
- Student should record all homework assignments in Agenda/Folder.
- Student should have parent/guardian to sign homework assignments in Agenda/Folder.
- When a student is absent, it is his/her responsibility to complete the work assigned.

Parents' Responsibilities:

- Parents should demonstrate an interest in their child's homework
- Parents should make sure their child completes and returns the assignment.
- Parents should ensure that their child has a special time and space for homework.

INCLEMENT WEATHER

If severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. Students are allowed to call a parent or guardian. It is the parent's / guardian's responsibility to monitor news reports via television and radio station.

LIBRARY BOOKS

Library books are furnished on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of library books.

LOCKERS

Lockers are assigned to the students in the fourth and fifth grades by the classroom teacher. **Students must use only the locker that has been assigned to them.**

LOST AND FOUND

All articles that are found are placed in the "LOST AND FOUND BOX" are located in the school's gym. Students are encouraged to label all personal items. At the end of the school year, all unclaimed items will be donated to charity.

LUNCH & BREAKFAST PROGRAMS

Central Park has an excellent meal program. Breakfast is served at 7:15 A.M. Cash may be sent to cover purchases for one or more weeks or for the month. Free or reduced lunches are available for families whose total income qualifies. Parent / Guardians must qualify for Free or Reduced meals through the Child Nutrition Office. Contact the school office for an application.

MEDICATION AT SCHOOL

If a child is to receive any medication during the school day, the parent or guardian must fill out and sign a Physician's Statement Form. The parent or guardian must bring the medicine to the school. Medicine must be in the **ORIGINAL CONTAINER. THE CHILD'S NAME** and the **DOSAGE MUST BE ON THE CONTAINER / BOX**. Do not send over-the-counter medication to school.

All medication will be kept in the office and administered by office personnel. If your

child's prescription changes during the school year, a new Physician's form must be submitted to the office.

PARENT / TEACHER ASSOCIATION

Central Park has an active Parent / Teacher Association. For more information relating to this organization, contact the school office (231-1250) PTA DUES: \$7.00 JOIN TODAY!

PARENT / TEACHER CONFERENCE

Conferences with the classroom teachers are based on the conference time set by the classroom teacher. Other times must be scheduled by the teacher by appointment only.

PARENTAL INVOLVEMENT

It would be very difficult for Central Park to operate without devoted and dedicated volunteers who work so diligently assisting in the school. Please see the *Parent Education Coordinator* or your child's teacher to volunteer.

PROGRESS REPORT

This **report** provides an update on the **progress** of **students** and is sent home during the mid point of each grading period. The **Progress Report** is used to identify a student's academic success and difficulties.

REGISTRATION

Each parent / guardian is required to complete a new registration package prior to the academic school year. Two registration dates are provided. Please see your child's report card for scheduled dates.

REPORT CARDS GO HOME

October 19, 2010
January 12, 2011
March 29, 2011
May 26, 2011

REPORT CARDS

Report Cards will be sent home at end of each nine weeks. This is a means of informing parents / guardians of the student's progress in each subject.

SCHOOL COMPACT

The school-parent compact is a written agreement. It is a document that clarifies what families and schools can do to help your child / children reach high academic standards. Every school receiving Title I funds must develop a compact.

SCHOOL PHONE NUMBERS

Main office	231-1250
Principal	231-1253
Assistant Principal	231-1258
Lunchroom	231-1251
After/Before School Care	231-1263

SPECIAL SITUATIONS

Special precautions which are required for the safety and well being of individual students should be clearly stated in writing. **Examples:** Custody Ruling, Medical Procedures or other potentially critical conditions

STI Information Now Parent Portal

This website will give you the ability to track your child's grades, homework, progress, attendance and discipline. The link to access is:
<http://10.10.2.84/InformationNOW>

STUDENT ILLNESS

If a student becomes ill or injured, the parent / guardian will be called. When the condition requires additional medical attention the Paramedics will also be called. If the parent cannot be located and the child's condition requires more medical attention, the child will be transported to Children's Hospital. Therefore, it is **critical** that we have accurate **working telephone numbers** on file in the office at all times.

It is imperative that we have on file an **alternative telephone number** of a person who has been authorized by you to take care of your child.

TEXTBOOKS

Textbook are assigned to each student and must not be damaged, disfigured or lost. Students will be required to pay for lost or damaged books.

TUTORIAL PROGRAMS

Before and after school tutorial programs are available for students. These tutorial programs are meant to help students maintain constant and acceptable levels of achievement.

ZERO TOLERANCE

In order to maintain positive student interaction, we have instituted the ZERO TOLERANCE rule, which states anyone involved in a physical fight, regardless of who "started" the fight will be suspended from school.