Flowers Elementary School

3510 Harrison Road Montgomery, AL 36109



Parent Student Handbook

2025-2026

Principal - Stacy Williams, Ed.S. Assistant Principal-Sherie Stephens

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Parent-Student Handbook Communication -3rd Grade Promotion

Montgomery Public Schools will Not offer summer school promotion for the 2025-2026 school year to support students acquisition of grade level skills before moving to the next grade.

Moreover, effective with the 2025-2026 academic year, the Alabama Literacy Act states "if a student does not demonstrate sufficient reading skills on one of the three options listed below and does not qualify for a good cause exemption, the student may not be promoted to fourth grade."

- Alabama Literacy Act Commencing with the 2025-2026 school year, third grade students shall demonstrate sufficient reading skills for promotion to fourth grade.
- Students shall be provided all of the following options to demonstrate sufficient reading skills for promotion to fourth grade
- Scoring above the lowest achievement level, as determined by rule of the State Board of Education, on a board approved assessment in reading
- Earning an acceptable score on an alternative standardized reading assessment as determined and approved by the State Board of Education.
- Demonstrating mastery of third grade minimum essential reading standards as
 evidenced by the reading portfolio. The State Superintendent of Education and the task
 force established criteria for minimum essential standards and the student reading
 portfolios and a definition of what constitutes mastery of all third grade state reading
 standards. (Alabama Act 2019-523)

FLOWERS ELEMENTARY SCHOOL 3510 HARRISON ROAD **MONTGOMERY, AL 36109** PHONE: 334-851-4871

FAX: 334-260 - 1050

Stacy Williams, Principal Sherie Stephens, Assistant Principal Renee' Word, Secretary Elizabeth Suttles, Bookkeeper Shearon McGhee, Lunchroom Manager Johnna Horn - School Nurse

A Note from Principal Williams

Welcome to the 2025–2026 school year!

We are excited about our plans for this school year! Please read this handbook carefully so that you will understand our procedures. If you have any questions about the information in this handbook please do not hesitate to call me at 334-851-4871. We look forward to supporting your child at Flowers Elementary.

Important Numbers

Superintendent's Office	223-6710
Bus Transportation	284-2085
Student Support Services Office	223-6850
Special Education	269-3808
Social Services	223-6851
Communication	223-6761

School Calendar

July 30-August 4	Teachers/System-Wide Professional Development (PD)
August 5	First Day for Students
September 1	Labor Day
October 10	First Grading Period Ends
October 13	Indigenous People Day
October 24	Asynchronous Learning Day (Students will not report to School)
November 11	Veterans' Day Holiday
November 24-28	Thanksgiving Holidays
December 20	Second Grading Period Ends
December 23–Jan 3	Winter Holidays
January 6	Professional Development Day
January 7	Students Return

Martin Luther King Day (Holiday) January 20

February 17 Asynchronous Learning Day (Students will not report to school)

March 14 Third Grading Period Ends

March 17-21 Spring Break

Asynchronous Learning Day (Students will not report to school) April 18

May 22 Fourth Grading Period Ends/ Last Day for Students

Final Day for MPS Teachers and Staff May 23

Montgomery Public School's Mission, Purpose and Direction

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

Montgomery Public School's Vision

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



Emergency Contact

If your child becomes ill or injured while at school, it is **imperative** that we have a contact name and number where a parent can be reached during the day. Please be sure this information is on the registration card. If you get a new phone number during the year, please call the office (851–4871) and give us the new number.

Arrival and Dismissal

Students may not arrive at school before 7:35 a.m. The tardy bell rings at 8:10 a.m.

FES Updated Dismissal Procedure

The dismissal bell rings at 3:05 p.m. Students who walk home will be dismissed at that time. All other students will remain in their designated areas and wait for their names to be called. Teachers will begin calling car riders at 3:05 p.m. as names are announced. Each car rider will be issued a windshield sign to help staff identify students quickly and efficiently. Parents should place the sign on the passenger side dashboard so that duty staff can easily read the name and call for the student. Please remain in your vehicle at all times. You will be directed to pull forward to the end of the driveway, where your child will come to meet you. To ensure a smooth and safe dismissal, please make sure your child's teacher knows how they are getting home each day.

PLEASE NOTE -DUE TO ENHANCED STUDENT SAFETY PROTOCOLS

WE WILL NOT ACCEPT TELEPHONE CALLS WITH DISMISSAL CHANGES. ALL STUDENT DISMISSAL CHANGES MUST BE PROVIDED TO THE SCHOOL IN WRITING WITH PARENT/GUARDIAN SIGNATURE THROUGH CLASS DOJO, AND/OR WRITTEN NOTE BEFORE THE END OF THE SCHOOL DAY OF THE DISMISSAL CHANGE.

Bell System

7:35 a.m. Supervision Begins – Teacher Work Day Begins

7:50 a.m. First Bell – School Day and Instruction Begins

8:10 a.m. Tardy Bell -- Students arriving after 8:10 a.m. must be signed in by an adult to obtain a check-in pass from the office before being allowed to enter class.

3:05 p.m. Dismissal Bell

Late to School

Promptness is one of the many desirable characteristics the school is helping parents to develop in students' formative years. A student who is tardy misses the teacher's initial directions for the day's activities, which is vital to his/her daily achievement. Chronic tardies will be reported to Student Services for investigation. **All tardy students must be signed in at the office by a parent upon arrival.** A student who is tardy will not be eligible for perfect attendance.

Checking Out Students

There are no checkouts after 2:30 unless you have a doctor's appointment. Please bring the appointment card with you when you come to school to check out your child. Please do not check out your child just because you don't want to wait in the carpool line. Your child is missing valuable instructional time. Checkouts must be made at the office window. Please do not go directly to a classroom to check out your child. Only people listed on the registration card will be allowed to check out a child. Photo identification will be required for anyone checking out a child. We hope you will not be offended if we ask for picture identification. We are doing this to protect the children. A child who checks out will not be eligible for perfect attendance.

Prior Approval Form

All Prior Approval Absence forms must be hand-delivered to the Office of Student Services or mailed via U.S. Postal Service within TWO (2) WEEKS PRIOR to the date requested. **Faxed or emailed forms will not be accepted.** Please be sure to have with you or include a copy, if mailed, a valid photo identification.

Attendance

Alabama law requires all students between the ages of 6 and 17 to attend school regularly during the entire school term. Consistent school attendance is one of the keys to academic progress. Parents can help their children succeed by making sure of their attendance except when illness or a family emergency arises. When absences occur, a note from the parent or doctor is required. If after three days you have not sent a written excuse to school, then the absence stays as unexcused. If you receive a warning letter entitled, "Montgomery Public Schools Notice of Unexcused Absences" then the school did not receive the note stating the reason for your child's absence. Please call the office (851–4871) to discuss the letter. Failure to send a note for your child's absence may cause you to have to appear in court. **Please read the Montgomery Public Schools' *Student Conduct Manual* for the law of the state of Alabama concerning attendance.

Bicycle Safety

Students who ride bicycles to school should know and practice traffic rules that apply to the use of bicycles. For the protection of all students, bicycles are parked in the designated area behind the school. Bicycles should be securely locked while at school, and the serial number recorded at home, in case of theft. The school is not responsible for lost/stolen bicycles.

Administration of Medicine

Please read and be familiar with the medication policy regarding prescription medications in the *Student Conduct Manual*. All prescription medication must be turned into the office along with the signed medication form. The medicine cannot be administered by any

school personnel if a form is not sent with the medicine. All medication MUST have a current prescription label.

- Students must bring medication to the office.
- The *School Medication Prescriber/Parent Authorization* form must be turned in with the medicine.
- The entire form must be filled out and signed by the prescribing physician and the parent. If both signatures are not on the form, the medicine cannot be given to the student.
- Students will be responsible for remembering when to take the medicine.
- No over the counter medication can be administered at school.
- Students may not keep any kind of medicine in their pockets, backpacks, etc. to self administer. This includes cough drops and sore throat lozenges.

Inclement Weather

Please have a clear and definite rainy day plan. By planning ahead, you will not need to telephone the school, and students will not need to telephone parents.

Use of Telephone/Cell Phones

The cell phone/telecommunication device guidelines of Flowers Elementary School coincide with the MPS policy, but in a more detailed and specific to Flowers **Elementary.** Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Blackberry, Smartphone, Apple Watch or other adapted PDAs or electronic devices. Cell phones and other electronic devices are to be out of view and not in use while students are in the school building, in classes that may be held outside of the building and on school sponsored field trips. If a cell phone rings or beeps in class/school, it is considered being in use. We ask that students bring the cell phones to the office to keep them from being lost or stolen. School officials accept no responsibility for any cell phone or other electronic device that is stolen. Students are not allowed to receive phone calls at school unless it is an emergency. Classrooms will not be interrupted for routing phone calls to students or teachers. Transportation and lunch concerns should be discussed at home. Students will not use the school phones unless deemed necessary by the teacher or the office personnel. Parents wishing to confer with teachers are invited to call the office, and every effort will be made to have the teachers return the calls as soon as possible.

School Food Services

Montgomery Public Schools/Child Nutrition Program is participating in the Community Eligibility Provision (CEP) of the Healthy, Hunger-Free Kids Act for the 2025–2026 school year. Students who attend any of the schools within the Montgomery Public Schools, breakfast and lunch will be available to them at no charge. All students enrolled in the school system may participate in the School Breakfast Program (SBP) and the National School Lunch Program (NSLP) at no charge to them. Please do not send carbonated beverages for lunch or snack.

Price of Adult Lunches

Visitors and substitute teachers must have correct change (cash) for breakfast or lunch. If a child brings a drink from home to have with breakfast or lunch it cannot be carbonated and it cannot be in an original container such as Capri Sun, Gatorade, etc. A cup will be provided so they can pour their drink into the cup. This does not apply to students who bring their lunches from home except the rule about no carbonated drinks and candy.

Visiting Adult Breakfast - \$2.25 Lunch - \$4.75 Visiting Child Breakfast - \$2.25 Lunch - \$4.05

If there is a problem of any kind, please contact Ms. Davis, the lunchroom manager at 260-1015.

Juice/Snacks

We will not sell juice and snacks this year. You may send one juice and one small snack for your child to eat during snack/juice time. The juice should be no larger than 16 ounces. Candy and carbonated drinks are not allowed. Please try to refrain from sending cookies and other snacks that are high in sugar.

Outside Food

According to the MPS Student Code of Conduct (pg.30) The principal also has the authority to prohibit outside food/drink, and any outside items that may be hazardous to others (i.e.aerosol sprays and perfumes). In an effort to quickly gain information about certain incidents involving or witnessed by students, MPS has the right to question and/or interview students outside of the presence of students' parents and/or guardians. To the extent required by law or Board policy, parents will be notified of such interviews as soon as practicable.

In order to prevent a spread of food-borne illness and to promote safety, consistency and equal access for the growing number of children who have life threatening food allergies, the following guidelines will take effect beginning with the 2025-2026 school term:

- All foods and snacks provided to students as a shared snack during school hours must be store bought and display an ingredient label for food allergen verification. Food should be unopened and in a sealed package.
- Homemade or home-baked food will not be allowed at school parties or brought to school to be shared with other students.
- Parents may still provide homemade or home-baked foods for their child's snack or lunch.

Parents and Other Visitors

Parents/Guardians and community members are invited and encouraged to visit Flowers Elementary School. For safety and precaution, when entering the building, you <u>MUST</u> sign-in at the front office, present a valid form of a government issued I.D. and receive a visitor's pass before reporting to the classroom, lunchroom, or on the hallway as <u>mandated by Montgomery</u>

<u>Manual</u>. Visitors will only be allowed to visit the specific designation on the visitor badge. <u>Manual</u>. Visitors will only be allowed to visit the specific designation on the visitor badge. Parents/Visitors may not enter the building before 8:15 a.m. to ensure that school day starts smoothly and students remain safe. Parents/Visitors may enter the building between 8:15 a.m. and 2:30 p.m. These times are set to ensure that the arrival and dismissal processes are carried out safely, smoothly, and orderly for our students.

In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored events (on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

All visitors' cell phone calls should be completed prior to entering the building. 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 parents 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. As part of our safety plan, parents should enter and exit through the front of the building and receive a visitor's pass and wear it at all times. Parents'/Visitors' specific location will be written on the pass and are only permitted to visit the designated area on the pass. Again, this is to ensure that students are kept safe.

SCHOOL VISITORS (BOARD OF EDUCATION POLICY)

- 1. Parents/guardians are asked to plan a scheduled visit and arrive at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. The school may have a designated area in the classroom for visitors. All visitors are required to present a valid ID source.
- 2. The principal and school administration will reserve the right to limit the number of visitors to a classroom. More than one visitor or a parent with other children could distract students and hinder the learning process. The principal must approve the visit and set the maximum time period for the visit.
- 3. Students on suspension from any school are not allowed on any MPS campus or to attend any MPS functions, and will be considered trespassing.
- 4. Students from other schools will be allowed on campus only with the permission of school administration. ANY PERSON WHO KNOWINGLY VIOLATES THE ABOVE SHALL BE GUILTY OF A CLASS C FELONY. PLEASE NOTE THAT THE CODE

STIPULATES THAT THE LOCAL SCHOOL BOARD SHALL ADOPT A POLICY TO EFFECTUATE THIS SECTION OF THE CODE.

- 5. Parent/guardian conferences with the teacher and/or principal must be scheduled in advance and concluded in a timely manner.
- a. Mutual courtesy and respect should be shown during the conference. Visits may be prohibited at certain times such as: the first and last week of school, immediately before or after vacations and other breaks, and while standardized testing or other assessments are being conducted.
- b. Conferences can only be held with a parent/guardian. Parents/guardians may invite the participation of an attorney or other advocate; Please note that an attorney representing the school system may attend as well. The principal must be notified in advance if they are requesting that additional persons attend. The principal will have the final decision whether or not additional persons may attend conferences. If special accommodations are needed for a conference, call the school to make arrangements prior to the visit.
- 6. Disruptive Visitors Montgomery Public Schools expects mutual respect, civility and orderly conduct from all individuals on school property or at school sponsored activities, no matter his or her status or the purpose of his or her presence. Any person who becomes physically or verbally disruptive on school property may be subject to criminal prosecution as well as termination of visiting privileges. Disruptive conduct includes, but is not limited to, using a raised voice, using profanity, uttering verbal or written threats or employing threatening gestures or otherwise engaging in an action deemed inappropriate by the building administrator. In the event a person visiting school property is deemed to be disruptive, the person will be instructed to leave school property and law enforcement may be called for assistance, if necessary. The superintendent may issue a no-trespass notice against any person who is deemed to have created a disruption while on school property or at a school-sponsored event. The no-trespass notice shall be in force until such time as the superintendent deems appropriate to lift that order. Once security asks the visitor to leave, and they refuse, it becomes a trespassing charge.
- 7. All visitors' cell phone calls should be completed prior to entering the building. All electronic devices should be turned off. Visitors should follow all school rules regarding telecommunication devices for students. All electronic devices should be left in their car or placed in designated magnetic pouches. No airpods are permitted.
- 8. To maintain a safe and healthy school environment, MPS is requesting that all visitors adhere to a standard of dress that is appropriate and non-offensive. Clothing that has profanity, sexual content or any negative message displayed, reveals body parts, sleepwear, and/or underclothing will not be allowed. This guideline will apply on all MPS properties and at MPS sponsored events.
- 9. In order to protect the safety of all students, Parents/Guardians or Visitors should refrain from including other students in pictures that are taken at any school sponsored events(on or off campus). Furthermore, Parents/Guardians or Visitors are prohibited from posting

pictures of any other student on any non-MPS media platform. This includes any live videos.

Parental Concerns

Parents and guardians of our students may have a concern about a program or teacher's 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 may 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 a 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. Refrain from the use of cell phones.
- 5. A parental complaint form will be available at the front office for your use when registering a concern. The principal or the principal's designee will contact you regarding your concern.

Field Trips

Students will be given the opportunity to go on field trips. All parents are required to sign a permission slip if they wish for their children to participate. If the permission slip is not returned, signed, or is lost, students will not be able to go on the field trip. They will stay at school in another teacher's room. Permission may not be given over the phone. Please help students understand the importance of returning the signed field trip permission slip. If students have chronic behavior problems, they will be unable to go unless a parent accompanies them.

Severe Weather

We will have fire drills and tornado drills on a regular basis in our school during the year. During severe weather warnings, students will be placed in designated areas. Every effort is made to protect our students. Checkouts during this time are discouraged.

Textbooks

Textbooks are issued to all students in grades K through 5 by their teacher. **No form or signature is required**, and there are **no fees** for textbooks or consumable materials.

Schedules

All teachers create a daily schedule. These schedules are posted by the front door of every classroom.

Teacher Conferences

Parents who wish to schedule a conference with a teacher may send the teacher a note requesting one or they may call the office. Conferences may be held during a teacher's planning period and/or before and after school.

Students Selling Snack Items

Students cannot sell or distribute any snacks, drinks, food or any item to other students under any circumstances. Any items that are confiscated will be disposed of by school administration.

Student's Bookbag Policy

MPS is dedicated to providing a safe and conducive learning environment for all students. As part of our commitment to safety and security, we will implement a clear bookbag policy for all K-12 students attending schools within our district. The clear bookbag policy requires all students to utilize transparent/clear backpacks for transporting their belongings to and from school. This policy is in place to enhance safety measures within our school premises by allowing school staff to easily inspect the contents of students' bags for prohibited items.

Flowers Elementary School 2025-2026 Faculty and Staff Roster

Stacy Williams, Ed. S., -Principal

Sherie Stephens-Assistant Principal

Front Office Staff

Renee Word, Secretary Elizabeth Suttles, Bookkeeper Johnna Horn, Nurse

Kindergarten
Shana Browder
Freddie Fleeton
Staquilla Wilson

First Grade RaSheedah Jackson Melva Dupree Terrie Cogman

Second Grade Charlotte Griffin Megan Shierling Ashley Haggins

Third Grade Katrina Hayden-Math/Sci Satana Dowdell -ELA/S.S. Shametris Goshay-Math/Sci Robbin Johnson-ELA/S.S.

Fourth Grade Tracy Grant-Math Kennedy Jones /S.S./Science LaQuanda Sweeny-ELA

Fifth Grade Katrice McCain-Math Lakesia Williams-S.S./Science TBA-ELA

Special Education

Sherry Garror-Resource Teacher Anna Schmidt-Resource Teacher Caroline Toles-Speech Eddie Hunter-SPED Assistant Pamela Collar-SPED Assistant Dedra Hall- SPED Assistant Wonda Scott- SPED Assistant Trenecia Williams - PALS Teacher

Specialists

Kimberly Townsend- Counselor
Kendarius Mathews-Accountability Interventionist
Diamond Mickle- ARI Specialist
Taryn Gable-Math Coach
Amber Tuberville-STEM Teacher
Raven Urquhart-Technology
Alicia Smith-Art Teacher
Clark Quisenberry-Physical Education
Jayvius Langford-Physical Education
Narkeylia Hooks-Librarian
Larhonda Tillman -Gifted Teacher
Stacy Powell- EL Teacher
TBA - Instructional Aide

Environmental

Ashley Young Brandon Gantt Cassandra Smith

Child Nutrition

Shearon McGhee-Food Service Manager Alicia Whetstone -Cafeteria Staff Cassandra Hartfield- Cafeteria Staff Brittany Moorer-Cafeteria Staff

Behavioral Expectations School-wide Discipline Plan

The school-wide discipline plan has been developed to promote positive student interactions through **P**ositive **B**ehavior **I**ntervention and **S**upport (PBIS) as directed by Montgomery Public Schools. We are committed to building a learning environment where students are equipped with

strategies to help them become respectful, responsible, and reliable citizens.

Expectations	Classroom	Hallway	Restroom	Lunch room	Grounds
Preparedness	- Have supplies ready and accessible -Keep up with textbooks and personal belongings - Have your area neat	- Voice off as you enter the hallway - Facing the front and moving with the line	- Know when it is your turn to go - Flush toilet after each use - Wash hands	- Grab utensils and all items needed before you sit down - Bring lunch money or personal lunch	- Keep the campus clean - Only be in the location you are expected to be
Respect	- Enter and exit quietly - Raise hand to speak or leave seat - Use inside voice - Be kind	- Remain in line - Keep hands and feet to self	- Keep your eyes in your stall only - Wait your turn - Use quiet voices	- Wait your turn - Use inside voice during talking times - Chew with mouth closed - Gather and dispose of trash before exiting	- Walk quietly when entering or exiting the building - Use quiet voice - Comply with all directives given by adults
Integrity	- Be on time - Help others when appropriate - Be honest	- Follow directives - Report inappropriate activities - Keep your hands off of walls, doors, and displays	- Keep restroom clean - Give others privacy	- Utilize the share table and minimize food waste - Use lunch time for eating only	- Report inappropriate activities
Determination	- Complete all assignments - Try tasks until they are completed or improved	- Focus on moving quickly and quietly to your next location	Enter and exit in a timely manner with consideration to those waiting	- Pay attention in the lunch line and keep it moving smoothly	- Leave promptly when exiting the campus
Excellence	- Follow the directions of the class you are in always	- Exhibit positive behavior - Only go where you are instructed to go	- Report maintenance issues -flush toilet after each use -wash hands	- Utilize manners when receiving and eating lunch	- Pick up litter - Exhibit appropriate behavior

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 through the use of Class Dojo. Class Dojo is an App that is used school-wide to promote positive and unwanted behaviors as well as provide immediate communication through a technological device. Your child's teacher will reach out to

you to get you started and set-up.

Class A Offense	Procedures for Consequences	Class Dojo Points
1st Offense	Verbal Warning	0
2nd Offense	Teacher-Student Conference (Sign Discipline Log)	0
3rd Offense	Deduct Class Dojo Points (Sign Discipline Log)	Negative points awarded as determined by staff.
4th Offense	Contact Parent (telephone or written notice, Class Dojo) with corrective strategy (Sign Discipline Log)	0
5th Offense	Parent Conference Required (School-Wide Conference Form)	0
6th Offense	 Refer to Counselor and/or RTI Tier 2 Referral Office Referral Class A Offenses upgraded to Class B or C Offense 	Negative points awarded as determined by staff.

^{*}Please refer to Montgomery Public Schools 2025-2026 Student Conduct Manual for examples of Class A offenses. Consequences for all student misbehaviors will be implemented in accordance with the Student Conduct Manual.

The Montgomery Public School Student Conduct Manual will be followed. Please review this with your children. It is our goal at Flowers to teach our students that they are responsible for their actions, to enable them to use ethical decision-making skills, and to empower them to embody the basic standards of good citizenship.

Group A behaviors include student offenses that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violated Board of Education policy. Accumulation of Class A offenses may be upgraded to a Class B or C offense.

One or more of the following consequences may be used:

- 1. Conference with the principal or counselor
- 2. Loss of privileges
- 3. In-school suspension (Retract in the office)
- 4. Silent Lunch

For Class B, C, D & E offenses please refer to the Montgomery Public Schools' *Student Conduct Manual*

Bullying - Flowers 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 policy that addresses this behavior (See Student Anti-Bullying and Harassment Policy of the MPS Student Conduct Manual).

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.
- 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.
- 5. At no time, will any parent be permitted to speak with another student.
- 6. MPS Student Conduct Manual will be strictly enforced when implementing disciplinary

Classroom Discipline

Each teacher will send home a classroom discipline plan. This plan includes rules and responsibilities and a list of consequences.

Student Behavior

Responsibilities and Expectations

- 1. Walk silently in the hall. The hall is a "No Talking Zone."
- 2. Travel directly to and from your destination.
- 3. Keep hands and feet to yourself (off walls, displays, and other students).
- 4. Behave courteously and safely.
- 5. Respect others.

Lunchroom Behavior

The "Cup System" will be used as our behavior system in the lunchroom. A red and green cup will be placed on each table. For the first ten minutes of each lunch period the red cup is on top. This means that the students are not allowed to talk. When the teachers put the green cups on top the students are allowed to whisper. If the children talk during the time that the red cup is on top then there will be a consequence. The consequences for signing this folder are:

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1<sup>st</sup> Time – Silent lunch for one day
2<sup>nd</sup> Time – Silent lunch for two days
3<sup>rd</sup> Time – Silent lunch for 3 days and a letter goes home.
4<sup>th</sup> Time – Silent lunch for one week and a letter goes home.
5<sup>th</sup> Time – Silent lunch for the remainder of the month
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Flowers Elementary School Student Dress Code

The uniform guidelines of Flowers Elementary School coincide with the MPS dress code but are more detailed and specific to Flowers.

All Montgomery Public Schools students are required to wear uniforms. Students are required to have their student ID badge worn on a lanyard. Colors of uniforms (top and bottom) will be determined by each school. Only one belt may be worn with attire. Standard belt buckles only (no over- sized belt buckles).

Guidelines for School Uniform is a Board Policy. Please refer to the Student Conduct Manual for 2025-2026 which is located on the MPS website, click on for students, then student conduct manual. The link below is the document.

MPS Code of Conduct Manual

School ID Badge

The student identification badge will be a part of the school uniform. All MPS students will be required to always wear a student ID badge while on MPS property. The first identification badge will be at no cost to the student.

Replacement badges

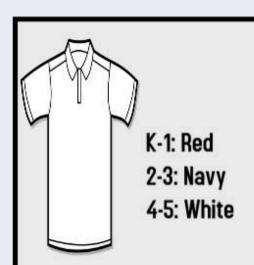
Consequences:

<u>First Violation</u>: Parent/guardian will be contacted and asked to bring ID Badge to school. The student will not be able to attend class until the badge is brought to the school.

Second Violation: The student will receive a one-day detention and/or In-School suspension. The parent/guardian will be asked to bring the ID badge to the school. The student will not be able to attend class until the ID is brought to the school.

<u>Third or subsequent violations</u>: will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued accordingly.

To ensure school safety, the Montgomery Public School Board has elected to require all MPS students to wear identification badges. An identification badge will help to identify trespassers and unwanted guests on school grounds. This will give administrators and staff the ability to identify all the students. This policy will be strictly enforced throughout the school district.



Flowers Elementary

Uniform Procedure 2025-2026

Student Return Date: Tuesday, August 5, 2025

Uniform Tops

K-1st Grade Students will wear RED polo style shirts.

2nd-3rd Grade Students will wear NAVY BLUE polo style shirts.

4th-5th Grade Students will wear WHITE polo style shirts.

*Uniform shirts should not contain logos.

Uniform Bottoms

Grades K-5 will wear navy or khaki uniform bottoms.

Students may wear uniform bottom and a FES Shirt on Fridays.

Shoes

Students will need to wear athletic closed-toe shoes.

*Crocs and slides are not permitted.

Backpacks/Purses

Students will be allowed to bring a clear plastic backpack and/or purse.

Cell Phones

Students are not permitted to use cell phones during the school day. If a student brings a cell phone to school, it must be turned into the homeroom teacher upon arrival and will be given back to the student at the end of the school day.

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- 1. Khaki-colored or navy blue (not blue jeans) pants, shorts, skirts, skorts, jumpers, capri pants, or overalls
- 2. Shorts, skirts, and jumpers must be **no higher than knee length from the crease of the back of the knee.** Slits in skirts/dresses must meet the knee length regulation. If the pants, shorts or skirts have belt loops then a belt must be worn. Standard belt buckles only (no oversized belt buckles). Students are to wear clothing that fits properly. Pants must be worn at the natural waistline (no sagging). Oversized or undersized clothing, including skirts, blouses, dresses, pants, or shirts will not be allowed.
- 3. Solid red (not maroon), white or navy blue (not light blue) polo styled shirts with no writing or pictures on them. The only students who are allowed to wear light blue shirts are our Junior Traffic Patrol Officers.
- 4. **Shirts and blouses must be tucked in at the natural waistline.** Shirts must not be revealing or skintight. If the shirts are sleeveless then they must be shoulder-cut (not spaghetti straps), snug under the arms with no undergarments showing. Shirts must be long enough to tuck in.
- 5. **Shoes -** Students may wear any type of shoe as long as their feet are completely covered (No Crocs). Shoes may not have high heels (nothing more than a half inch heel). Students must be able to run in the shoes they wear because there will not be time to change into athletic shoes for P.E. Sandals, flip flops and bedroom slippers are not allowed even on "No Uniform" days.
- 6. **Head Gear -** Bandannas, baseball caps, sweatbands, and scarves may not be worn at school.
- 7. **Jewelry** Visual piercing jewelry will be limited to ears only. Hoops larger than one inch will not be allowed. Jewelry that includes long necklaces, accessories with spikes or chains, heavy medallions, heavy bracelets, and large finger rings, will not be allowed.
- 8. **Junior Traffic Patrol Officers -** When the patrol squad is on duty their uniforms are considered part of the uniform dress code.

Dress Code Violations/Consequences

The uniform guidelines of the school coincide with MPS dress code, but in a more detailed and school specific form. (See MPS Student Conduct Manual 2025-26.) All students will be in proper standard school attire.

Bottom: khaki or navy	Students are to wear clothing that fit properly. Pants must be worn at the waist (no sagging). No cargo pants or shofts allowed. Only one belt may be worn with attire; shorts, skorts, skirts, should not be less than 2 inches above the knee.
Top: Red(K-1) Navy(2-3) White(4-5)	Plain polo style shirt <i>without</i> logos, emblems or markings

Shoes:	Students must wear shoes that cover their feet. Athletic shoes are preferred.
closed toe shoes	No bedroom slippers, flip flops, stilettos, slides, thongs, mules, clogs, etc.

On special occasions, the principal may designate days when dress for students may be adjusted. The principal shall be the final arbitrator of appropriate school dress.

•Consequences will vary by school age (i.e. more leniency will be shown to an elementary student versus a high school student.

First violation: Parent/guardian will be contacted and required to take corrective action. The parent will be asked to bring appropriate apparel/shoes or ID card to school.

Second violation: Student will receive a one-day detention and/or in school suspension. The parent/guardian will be asked to bring appropriate apparel/shoes or ID card to school.

On Fridays - Students may wear a Flowers Elementary Spirit T-Shirt with uniform bottoms.

Please remember that clothes that are gray, maroon, light blue and yellow are not part of our dress code. Also, blue jeans are not part of our dress code.

OPT-OUT PROVISION- If a sincerely held religious belief, disability or medical condition, financial hardship, or other special extenuating circumstance prevents a child from following the dress code policy, the parent/ guardian shall seek an exemption from the Office of Student Support Services. The school principal may also give students permission not to wear uniforms for curricular and extracurricular purposes.

Confiscated Items

Items confiscated from students will be brought to the main office where the items will be logged in under the student's name. The items will be stored in the vault. The items will only be returned to the student's parent or legal guardian, and it is the student's responsibility to inform their parent that an item has been confiscated. Parents should call the office to arrange a time to retrieve the item. The parent will be asked to identify the item and sign for it before it can be released. Any student who persistently brings impermissible items to school will be disciplined in accordance with the MPS' Student Conduct Manual. Any items not claimed by the end of the school year will be donated to charity. School officials accept no responsibility for safeguarding confiscated items.

Reading

Reading is the fundamental key to a student's success in school. The teachers check the students' progress through formative assessments and during their small group reading time. Because of the importance of reading, all students are asked to read with an **adult** for 20 minutes **each** night. This time of practicing with an adult not only increases the fluency

rate of our students, but it gives them a better chance of scoring well on standardized achievement tests. That adult signs the reading log each night and returns it to school. Students receive a daily grade from the reading logs each day. It is very important that students return the reading logs each day. Students who fail to return their logs will receive a "0" for a daily grade.

Gifted Program

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer to a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the Gifted Specialist, Mrs. Moulton. If you have any questions, you may contact the Gifted Coordinator for MPS at 269–3808. For further information about the Montgomery Public Schools Gifted Program, go to http://www.mps.k12.al.us/index.php/departments/special-education/gifted-education.

Technology

The students are learning the skills that will be necessary to function in our technological world. There are at least three computers in each classroom. The students use these computers to strengthen their academic and technology skills. The students also go to the computer lab once a week. The school provides individual headphones for each student. If a student damages his/her headphones by biting through the cord or stretching it to the point that it cannot be used, it will be the responsibility of the parent to replace the headphones. The cost will be under \$5.00.

2024 – 2025 State Assessment Dates

ACCESS for ELLs – January 12 – March 13, 2026 ACAP Alternate (Grades 2-8) – March 2 – April 3, 2026 ACAP Summative (Grades 2-8) – March 16 – April 24, 2026

Signed Paper Dates

Grading Period	Nine Weeks Date	Progress Report	Grading Period Ends	Report Card Date
l st Nine Weeks	August 5-October 9	September 11	October 9	October 16
2 nd Nine Weeks	October 10-December 19	November 13	December 19	January 15
3 rd Nine Weeks	January 5-March 13	February 12	March 13	March 26
4 th Nine Weeks	March 23-May 20	April 23	May 20	May 20

First Semester	Second Semester
September 4	January 15
September 18	January 29
October 2	February 12
October 16	February 26
October 30	March 12
November 6	April 2
November 13	April 16
December 4	April 30
December 18	May 14

If signed papers are not returned then future signed papers will not be sent home. Parents will have to come to school to see the papers.

Mid-Quarter Progress Reports	Report Cards
September 18	October 16
November 20	January 15
February 26	March 26
April 16	May 20

Honor Roll assemblies will be held for students in first through fifth grade each semester. Notices will be sent home informing parents of the dates and times of the assemblies.

More Important Information on MPS/Schools Website:

We know that all stakeholders play an important role in the success of our students, and we want to help you stay engaged and connected to the district and the school. The links below are the links to our district website and Flower Elementary School website.

MPS Website Link: https://www.mps.k12.al.us/

Flowers Elementary Website Link: https://www.mps.k12.al.us/o/flowers

Link and QR Code to the MPS School Calendar: https://www.mps.k12.al.us/page/2025-2026-calendar-proposal



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2025-2026 SCHOOL CALENDAR

Important Dates

July 30-August 4 Teacher PD Days Aug 5 MPS Students Return Sept 1 Labor Day OCT 13 Indigenous Peoples Day Oct 24 Asynchronous Day Nov 11 Veiterans Day Nov 24-28 Thanksgiving Break Dec 19 Teacher PD Day Dec 19-Jon5 winter treat (Students) Dec 22-Jan 5 winter treat (feaches) Jan 5 PD Day for Teachers Jan 6 MPS Students Return Jan 19 MLK Day Feb 16 Presidents Day March 16-20 Spring Break April 24 Asynchronous Day May 20 Lost Day for MPS Students May 21 Last Day for Teachers Color Legend Student Days Teacher Days Asynchronous Day

www.mps.k12.al.us

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Montgomery Public Schools Assessment Calendar

Date	Grades K-6	Assessment
January 12-March 13, 2026	LEP Population K-6	ACCESS for ELLs
March 2-April 3, 2026	2nd-6th Reading and Math 4th and 6th Science	ACAP Alternate(Grades 2-8)
March 16-April 24, 2026	2nd-6th Reading and Math 4th and 6th Science	ACAP Summative (Grades 2-8)
TBD	Selected Schools and Grades	NEAP

Scan QR Code for Testing Calendar.



***Districts are required to test all second and third grade students on the ACAP Summative English Language Arts assessment during the first four weeks of the ACAP Summative Testing Window (March 16-April 24, 2026)

What does it mean to be a Title I School?



- Being a Title I school means receiving federal funding (Title I dollars) to <u>supplement</u> 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? **LEA is used interchangeably between the district and local school**

- Any LEA (The over-all Local Educational Agency: Montgomery Public Schools)
 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 (Local Educational Agency: Flowers Elementary) 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 Every Student Succeeds Act of 2015. 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:
 - o A Needs Assessment and Summary of Data
 - o Goals and Strategies to Address Academic Needs of Students
 - o Professional Development Needs
 - o Coordination of Resources/Comprehensive Budget
 - o 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 *Every Student Succeeds Act of 2015*. Components include...
 - o How parents can be involved in decision-making and activities
 - o How parental involvement funds are being used
 - o How information and training will be provided to parents
 - o 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 a 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

MPS Title I Parental Involvement Coordinator 334-241-5361



Flowers Elementary School



Title I School-Parent Compact

2025-2026

Flowers 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 Every Student Succeeds Act of 2015 (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 the school year 2025-2026.

School Responsibilities

Flowers 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 Davis, 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, every day, is entitled to quality teaching instruction.
- Differentiated teaching enhances the potential to learn.
- An effective school is composed 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: Each Semester, and as scheduled by parents/guardians and staff members.
- 3. Provide parents with frequent reports on their children's progress. All students at Flowers 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 an online database system through PowerSchool.
- 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 scheduled 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 Flowers, 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 on school committees.
- 6. Ensure regular two-way meaningful communication between family members and school staff, and, to the extent practicable in a language that family members can understand.
- Weekly Newsletters will be sent home to parents/guardians by teachers
- School Messenger phone calls will be conducted as needed
- School Website and Social Media Platforms will be updated as needed

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.

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 Printed Name	Parent/Guardian Printed Name	Teacher Printed Name
Student Signature and Date	Parent/Guardian Signature and Date	Teacher Signature and Date

Flowers Elementary School

Title I Parent Notification Form 2025-2026

Continuous Improvement Plan (CIP) You, as Title development of t		
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Upon approval, the CIP will be available on the sch Additionally, a summary of the plan will		
Parental Involvement Plan— You, as Title I pare development of your school's Parental Involvement		
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Annual Title I P	arent Meeting	
Dates and times for the annu	ual parent meetings will be	
determined at	a later date.	
f 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)		

Flowers Elementary School

Stacy Williams, Principal

2025-2026 Continuous Improvement Plan (CIP) Parent Feedback Form

Please check one of the following statements below and add additional comments or concerns as needed. The CIP will be developed between September and October 2025 and posted on the Flowers Elementary Website. Please return this form after October 2025.

Yes, I am satisfied with the 2025-2026 CIP.

No, I am dissatisfied with the 2025-2026 CIP.	
Comments or Concerns	

Please return to principal.

NOTICE OF RECEIPT Parent-Student Handbook

I,	, am a student enrolled
•	My parent/guardian and I hereby that we have received and read the
Parent-Student Handbook.	
Student Signature	
Parent/Guardian Signature _	
Date	

PLEASE DETACH THIS PAGE AFTER SIGNING IT AND LET YOUR CHILD RETURN IT TO HIS/HER HOMEROOM TEACHER IMMEDIATELY.

NOTICE OF RECEIPT School-Wide Discipline Plan

acknowledge by our signatures	, am a student enrolled . My parent/guardian and I hereby s that we have received and read the
School-Wide Discipline Plan.	
Student Signature	
Parent/Guardian Signature	
Date	

PLEASE DETACH THIS PAGE AFTER SIGNING IT AND LET YOUR CHILD RETURN IT TO HIS/HER HOMEROOM TEACHER IMMEDIATELY.