

# **Cahaba Elementary Student Handbook**

## **2024-2025**

301 Parkway Drive  
Trussville, AL 35173

205-228-3400 Main

205-228-3401 Fax

205-228-3495 Lunchroom

205-228-3414 Clinic

### **OUR MISSION STATEMENT**

**We celebrate our students in an inclusive, nurturing learning environment where they are empowered to set goals, develop lasting relationships and achieve their dreams.**

## TRANSPORTATION

### ARRIVAL

Classes start each morning at 8:00 am. Students arriving after 8:00 a.m. will be marked tardy and they must be signed in through the front office by an adult. It is very important for every child to be unpacked and ready for their day by 8:00 am.

Students who walk or bike to school will enter through the historic front porch doors. Parents should say their “good-byes” at the flagpole area. Any visitors that come on campus must first check in through the front office.

School staff will be on duty to supervise students beginning at 7:20 a.m. Upon arrival, students eating breakfast should report to the cafeteria. All other students should report to the designated waiting area for their grade level.

These expectations apply to bus riders, car riders and walkers.

### DISMISSAL

#### **Bus Riders**

Bus Riders are dismissed by grade level to exit through the historic front porch doors and load their bus. Teachers help with this process until the students are confident enough to go directly to their assigned bus without assistance. Bus riders dismiss at 3:00 and typically leave campus by 3:10. *Bus transportation services are a privilege. The school bus is considered an extension of the classroom and all TCBOE rules apply while being transported and while waiting at the bus stops.*

Bus numbers and stops can be found through PowerSchool for grades 3-5. Students in grades K-2 can seek information during Meet the Teacher events or by calling the school office.

Students are not permitted to ride any bus other than their regularly assigned bus without the approved Permission Form found in the Transportation Department's section on the TCS website. The form must be completed and submitted to school by the parent. IF APPROVED, the student will have the form to give to the bus driver upon boarding the bus.

#### **Car Rider**

A staff member will start the carline each afternoon when all of the students are seated and ready to listen. A staff member will come to your car and take the names of your student(s), either orally or by reading a car sign that you prepare for your dashboard. The name is called and the student(s) is assigned a “loading number”. They report to the assigned spot until all cars are stopped and the staff member announces “Car Riders you may load”. This procedure is followed until all car riders are dismissed. Car riders are typically dismissed to their holding area by 3:10.

#### **Walkers**

Students who are approved to walk or bike as their dismissal plan, must have a parent note on file with the teacher. Students are then given a “walker pass” that they must present at the door before leaving. Walker passes are different colors and they are changed daily as a safety measure. Students who are designated as “walkers/bikers” must also have a plan in place with their teachers for inclement weather. In the event of thunderstorms and/or lightning, students are not permitted to leave campus as a walker/biker.

An important note for those who are considering allowing their children to walk or bike ride to school: There is no off campus supervision of students by school personnel. Students are supervised by school personnel ONLY while they are on Trussville City Schools property. *The area around the flagpole is City property.*

## HEALTH ROOM

Cahaba's Health Room is staffed by Nurse Amy Bonner. Nurse Bonner follows all guidelines detailed in the Parent and Student Handbook found at [Trussvillecityschools.com](http://Trussvillecityschools.com). Please contact Nurse Bonner with any questions at [Amy.bonner@trussvillecityschools.com](mailto:Amy.bonner@trussvillecityschools.com) or 205-228-3414.

## CONDUCT

The administration and staff create a school culture built on positive reinforcement. If student behavior demands redirection through negative consequences, parents are notified and a plan of action is created to modify the negative behaviors.

Students are expected to conduct themselves in an orderly manner at all times while under the supervision of school personnel. Please refer to the Trussville City Schools Code of Student Conduct and your teachers classroom management plan.

## ATTENDANCE AND ABSENCES

State law requires that every child enrolled in school (grades K-12), regardless of age, comply with the Alabama Compulsory School Law. Future attendance patterns are developed at a very early age, thus we strongly encourage parents to help children achieve good scholarship and attendance habits during their elementary years. We urge parents to make routine doctor and dental appointments after school hours

Cahaba Elementary follows all policies outlined in the TCS Parent and Student Handbook found at <https://www.trussvillecityschools.com> If you have questions, please contact our Registrar, Ms. Harrington by email or calling the school office.

When sending in Parent Notes and Doctor's notes, it is mandatory that excuses are received within 3 days of returning to school. Doctor excuses must be the original excuse or faxed directly from the doctor's office. When sending excuses to teacher **Please copy all excuses to [Cissie.harrington@trussvillecityschools.com](mailto:Cissie.harrington@trussvillecityschools.com)**

Makeup Work should be completed as soon as possible after returning to school. It is the responsibility of the student or student's parents to arrange with the teacher to makeup work. All graded assignments must be completed at school. It may be necessary for the student to complete makeup work before or after school hours.

## IDENTIFICATION NUMBER

Each student is assigned a unique student ID number upon enrollment. The student will use this ID number to purchase lunches, login to computers, and check-out library books. Please write the ID number and the teacher's name on all checks written to the school.

## LIBRARY (MEDIA CENTER)

Students have regular access to the library. Parents will pay for a library book if lost or damaged. Students with overdue books may not check out another book until the overdue book is returned.

## CHANGE OF ADDRESS AND/OR CUSTODY

A copy of custody papers must be on file with the school if a child is residing with a legal guardian or a custodial parent. Any new, updated or modified custody paperwork should be brought to the school office for review by the Principal. Trussville City Schools will abide by all orders of the court.

Through the registration process, contacts are added to your students' PowerSchool information. All school personnel will use this information for communicating with you about your student. Any changes to this information, must be submitted via email to Ms. Harrington at [cissie.harrington@trussvillecityschools.com](mailto:cissie.harrington@trussvillecityschools.com)

Address changes must be submitted to Ms Harrington within 14 days of relocation.

## SCHOOL VISITORS

ALL VISITORS MUST ENTER THE SCHOOL AT THE OFFICE ENTRANCE. Once at the office counter, all visitors must produce their driver's license which will be scanned into a security monitoring system. A photo ID sticker will be issued for you to wear while you are in the building. You should sign out at the front desk when you exit the building. Video surveillance is used throughout the building and grounds for the safety of our students and staff.

Visits to classrooms must all be pre approved by the Principal through a form submitted by the teacher. Guests without a "visitors form" will not be allowed in classrooms.

## HOMEWORK

Homework assignments are minimal at Cahaba. Each grade level sets expectations for independent reading and practice work typically through an online platform. Students are also expected to review spelling words, read aloud for fluency practice and practice using new vocabulary words. We do not take grades on any work done at home. However, we do reward students who meet and exceed expectations and we see a direct correlation between students who follow our homework expectations and proficiency on graded work at school.

## INCLEMENT WEATHER

The Superintendent of Trussville City Schools makes decisions regarding the closing of school during inclement weather. The most effective way to obtain emergency information is to subscribe to "Notify Me" where you will receive an automated call, text, and/or email should schools be closed or delayed. To subscribe go to [www.trussvillecityschools.com](http://www.trussvillecityschools.com) and click "Notify Me" under the news tab.

## COMMUNICATION

### *From the District*

The most effective way to receive emergency messages and other communication from our school and the district is to subscribe to "Notify Me." If you did not sign up for this free service during the registration process, you may visit the school or district webpage and click on "Notify Me" under the News tab to subscribe.

### *From Cahaba*

Each Homeroom Teacher creates an email distribution list using the email address you added during registration. School Events and information from Mrs. Tyner are sent to you through emails. Only parents or legal guardians are added to the "distribution list". However, the information disseminated can be shared by the recipient. We also share through our social media accounts on FaceBook <https://www.facebook.com/CahabaElementary> and Instagram [https://www.instagram.com/ces\\_tcs](https://www.instagram.com/ces_tcs). Each month a video newsletter, "Cahaba Tidbits" will be distributed on social media and through email. Mrs. Tyner will tell of upcoming events and share pertinent information about school life.

### *From your teacher*

Weekly Newsletters will be disseminated by each teacher through their email distribution lists. These newsletters give information about curriculum, classroom events, and student shout outs. Reviewing weekly newsletters is vital to facilitating the teacher-parent team.

## LOST AND FOUND

Please LABEL all clothing and items that are brought from home with the student's first and last name. Labeled items found will be returned to the student. Lost items will be placed in a designated area. At the end of each grading period, items with no identifying label that are left unclaimed will be given to a charitable organization.

## DRESS CODE

Guidelines for dress are simple for elementary children. All clothing should be appropriate for work and play. All students attend PE and recess; therefore, no flip flops or open back shoes are allowed. Students may change into tennis shoes for PE. Students who do not wear appropriate shoes for PE will sit out for safety reasons. To be safe in the gym, we require our students to wear shoes safe for exercise. Please think of the types of shoes that YOU wear when you are exercising!

Shoes must: • Completely cover the toes • Completely cover the heel (no straps) • No heel height • No boots • Rubber bottom

If the clothing of a student is in question, the administration will decide about appropriateness. The definition of appropriate clothing will vary with the age of the student and the program of instruction. If a student's dress violates code, the parent or guardian will be called to help correct the situation. According to Trussville City Schools Code of Conduct, nonconformity to dress code is a Class 1 Offense.

## MESSAGES TO STUDENTS/TEACHERS DURING THE SCHOOL DAY

Protecting instructional time is a priority. Therefore, we ask for your cooperation in keeping classroom interruptions to an absolute minimum. The best way to communicate with our staff is through email. However, you should NEVER leave transportation changes on voicemail or email as the teacher checks emails only during planning times or before and after school. Should you need immediate assistance to make a transportation change or any message that would be time sensitive, please call the main office and we will help you. **Any transportation changes should be made no later than one hour prior to dismissal.**

## **ELECTRONIC DEVICES**

Personal electronic devices are not needed during the school day. Personal electronic devices (smart watches, phones etc.) should be powered off and placed in the students locker/cubbie during the school day. Students should not have personal electronic devices on their person. This includes the playground, the hallways, bathrooms, classrooms and field trips. Students who do not abide by this policy could have their device confiscated. Repeat offenders will face disciplinary action. The school is not responsible for lost or stolen electronic devices

A Chromebook is assigned to each student by their teacher. Students should access only TCS approved apps and websites. Failure to use electronic devices according to school and board regulations will result in confiscation of the device and disciplinary action. Teachers may require that Chromebooks be taken home to complete assignments and students may choose to take Chromebooks home to access books on the online platforms or complete digital learning experiences. Cahaba does not require students to take home Chromebooks daily.

Cahaba will absorb the cost to make repairs to devices that are a result of typical wear. Deliberate destruction of a school Chromebook will result in disciplinary action and possible restitution. Students may also check out a loaner chromebook from the media center.

Trussville City Schools provides students with a variety of technology resources to support the educational and instructional environment. Because these resources must be used in ethically and legally appropriate ways, a parent signature is required during online registration for a student to have computer/internet access while at school.

## **CES DOGS**

Please follow the suggestions of our Cahaba Encouragement Squad. These Fifth grade students are carefully selected for this leadership opportunity. They help with loading and unloading our car riders and with directing our traffic flow in and around the school. They are on duty each morning and afternoon to assist parents and students.

## **FIELD TRIP RULES**

Field trips will be offered to the student and are an integral part of our instructional program. Money and permission slips must be turned in to the teacher in accordance with the letter you receive regarding each individual trip. School personnel shall supervise all field trips. No children will be permitted on a field trip other than the students of the teacher/class requesting the field trip. Only students' parents or guardians may assist as chaperones. Any parent or guardian who agrees to serve as a chaperone will be expected to observe some general guidelines which will be provided by the teacher. The age of the students, regulations involving special needs students, and safety considerations on the field trip shall dictate how many chaperones will be required for a particular trip. Each grade level will determine the number of chaperones needed for a field trip. The principal will have final approval of that number. Students must be transported to and from school field trips using Trussville City Board of Education buses or any other properly insured, franchised, public transportation company. TCBOE bus rules apply to all field trips. No refunds will be given for field trips since reservations and deposits for admissions and buses are made well in advance of the trip

## **LUNCHROOM**

Balanced breakfasts and lunches are served each day. Students may purchase ice cream on designated days. Water is also available for purchase, along with extra milk. These items are not considered part of the lunch meal and their cost will be deducted from your child's lunch account. A menu listing the breakfast and lunch choices for the month are posted at [www.trussvillecityschools.com](http://www.trussvillecityschools.com) and emailed via distribution list.

Restaurant fast foods and carbonated drinks may not be brought into the lunchroom by anyone under any circumstances. This is a violation of the Federal Lunch Program guidelines and could jeopardize the receipt of the program monies by our lunchroom. Lunch visitors should sign in at the school office. All visitors must be listed as a "contact" on PowerSchool. We ask that lunch visitors wait at the lunchroom doors and eat with only their student at our designated Visitor tables.

If you have any questions about your child's lunchroom account, please call the school lunchroom at 205-228-3495. You may also elect to participate in the My School Bucks program. This would allow you to make online deposits into your child's meal account, as well as check account balances. Visit [myschoolbucks.com](http://myschoolbucks.com) to set up your account.

## **SNACK**

Students will be allowed to eat a small, reasonable snack during the day at the teacher's discretion. Students may bring containers of water to keep at their desk or in their locker. No juices or other drinks are allowed. We suggest fruits, vegetables, cheese/crackers, Granola/cereal bars, Fruit Roll-Ups, yogurt, etc.

## **SCHOOL PARTIES**

Parties will be under the direction of the classroom teacher with assistance from the room parent. Please remember that school parties are for the students. If you are contacted to help with this activity, please do not bring preschool siblings or other guests. **NO FOOD (cakes/cupcakes) or BALLOONS SHOULD BE BROUGHT INTO THE SCHOOL FOR STUDENT BIRTHDAY CELEBRATIONS** as this interferes with instructional time. However, parents may contact the teacher to offer a “special snack” for the class to have during snack time with a 3 day notice.

Party invitations may be distributed at school only if an invitation is given to each member of the class.

## **WITHDRAWAL FROM SCHOOL**

Parents planning to withdraw children from school should contact the school office at least one day in advance of the withdrawal. Transfer and immunization forms, along with copies of birth certificate and social security card on file may be picked up at school the last day your child attends. Cumulative records will be sent upon written request to receiving schools.

**Cahaba Elementary follows all policies outlined in the District Handbook and the TCS Code of Conduct. If you have any questions or concerns about your child’s experience at Cahaba, please let us know and we will work with you to rectify the situation. Parents should first contact the student's teacher and/or case manager. If you do not feel that the situation was resolved, please contact the principal, Joy Tyner. You can reach Mrs. Tyner through email [joy.tyner@trussvillecityschools.com](mailto:joy.tyner@trussvillecityschools.com) or leave a message through voicemail at 205-228-3410.**