Martin Luther King

4655 Gateway Drive
Montgomery, AL  36108
(334) 284-8080

Student – Parent Handbook
2021-2022

B.T. McMillian, Principal

“GREAT THINGS HAPPEN HERE!!!”
## Table of Contents

<table>
<thead>
<tr>
<th>Content Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s Letter</td>
<td>2</td>
</tr>
<tr>
<td>Procedures for All Visitors, Classroom Visits</td>
<td>3</td>
</tr>
<tr>
<td>School Visitors (BOE Policy)</td>
<td>4-5</td>
</tr>
<tr>
<td>School Norms/Statement of Protection and Safety</td>
<td>6</td>
</tr>
<tr>
<td>Dress Code for Parents and Visitors</td>
<td>7-8</td>
</tr>
<tr>
<td>Mission and Vision Statements</td>
<td>9</td>
</tr>
<tr>
<td>Faculty/Staff List/District Accreditation Certificate</td>
<td>10-11</td>
</tr>
<tr>
<td>School Calendar/Assessment Calendar</td>
<td>12</td>
</tr>
<tr>
<td>Daily Schedule/Arrival and Dismissal Times</td>
<td>13</td>
</tr>
<tr>
<td>Check-In/Check-Out</td>
<td>14</td>
</tr>
<tr>
<td>Conferences/Classroom Parties/Outside Food</td>
<td>15</td>
</tr>
<tr>
<td>Uniform Guidelines</td>
<td>16</td>
</tr>
<tr>
<td>Discipline Plan/Student Conduct</td>
<td>17</td>
</tr>
<tr>
<td>MLK Pledge/Bus Behavior/Consequences</td>
<td>18</td>
</tr>
<tr>
<td>Cell Phone Procedures/Consequences/Confiscation Procedures</td>
<td>19</td>
</tr>
<tr>
<td>Attendance/Absences/Excuses/Perfect Attendance</td>
<td>20</td>
</tr>
<tr>
<td>Birthdays/Breakfast and Lunch</td>
<td>21</td>
</tr>
<tr>
<td>Change of Address/Field Trips</td>
<td>22</td>
</tr>
<tr>
<td>Gifted Program/Guardianship</td>
<td>23</td>
</tr>
<tr>
<td>Homework Procedures/Inclement Weather/Illness</td>
<td>24</td>
</tr>
<tr>
<td>Make-up/Media Release</td>
<td>25</td>
</tr>
<tr>
<td>Non-Discrimination/Principal’s Authority</td>
<td>26</td>
</tr>
<tr>
<td>Progress Reports/Signed Papers/Report Cards Calendar</td>
<td>27</td>
</tr>
<tr>
<td>PTA/School Colors and Mascots</td>
<td>28</td>
</tr>
<tr>
<td>School Supplies/Snack &amp; Juice/Handling Money/Textbooks</td>
<td>29</td>
</tr>
<tr>
<td>Transportation</td>
<td>30</td>
</tr>
<tr>
<td>Withdrawals &amp; Enrollment Procedures</td>
<td>31</td>
</tr>
<tr>
<td>Notice of Receipt</td>
<td>32</td>
</tr>
</tbody>
</table>
August 16, 2021

Dear Students and Parents:

The past year has proven how resilient we are as a community! You have been diligent in our pursuit of excellence. COVID-19 has stretched our capacity and awareness; causing us to be a more innovative community of learners. This year we want to continue to build on what we have learned; all while creating a safe environment for leading and learning. We will continue to follow all guidelines from the CDC and the Alabama Department of Public Health (ADPH). We will continue to update our procedures as new information is made available.

Along with our staff, I am committed to serve the MLK. Community. This upcoming year will be filled with re-acquainting, re-orientating, and re-learning routines and procedures in our school environment as so many thing have changed. We have been intentionally planning with you in mind. We want our scholars and our teachers to love coming to school. We want you to be an active and integral part. We want to re-connect with you. In [our] MLK Community of Learners, everyone is important! We are asking each of you to CONNECT WITH US on a regular basis. We welcome your visits. We ask that you visit our school’s website regularly for updates. Together, we can [and we will] make “Great Things Happen Here!” We are looking forward to another amazing year – together.

We are continuing with our theme – “Great Things Happen Here!” We are committed to the following:

- Creating a safe, conducive, and productive environment for learning.
- Increasing student proficiency, academics, growth, and attendance.
- Building and fostering capacity for all community stakeholders.

We look forward to seeing you!

Sincerely,

Booker T. McMillian
Principal

Disclaimer: This handbook will in no way supersede the MPS Student Conduct Manual or any other MPS Policy set forth by this school district. This handbook is designed to provide you with procedures, routines, and general information that will be beneficial throughout the school year. It is designed to give you a general overview of the day-to-day operations in our school. Please read and keep this handbook to become familiar with the information. We encourage you to discuss it with your child/children. If situations arise which are not covered in this handbook, please check with your child’s teacher or the school office. Utilizing this MLK handbook and other MPS manuals will ensure a successful school year for everyone.
MLK PROCEDURES FOR ALL VISITORS

IMPORTANT NOTE FOR VISITORS

Guidelines for School Visitors is a Board Policy

All visitors are welcomed!

ALL VISITS MUST BE SCHEDULED A MINIMUM OF TWENTY-FOUR (24) HOURS IN ADVANCED THROUGH THE OFFICE AND APPROVED PRIOR TO YOUR VISIT.

This is for the health and safety of our school community at-large.

The administrative staff reserves the right to have a disruptive visitor removed by school security and/or police department. This individual may be prohibited from the school campus and/or participating in future visits to the school.

*The building and school campus are under 24-hour video surveillance.

CLASSROOM/SCHOOL VISITS

Parents and volunteers are always welcome to visit. For the safety of everyone; all school visits must be scheduled twenty-four (24) hours in advance. Upon scheduling your visit, all visitors must sign in at the office upon entering the building. In order to get a visitor’s pass, ALL VISITORS must have a valid photo ID. The visitor’s pass must be visibly worn during your on-campus visit. Small children with a visitor are not allowed in the classroom.

During these visits, this is not a time to discuss a child’s work or have a conference with the teacher. However, you will be able to request a conference.

Students may not bring visitors to school. We value our instructional time and we guard this time very carefully. We want to minimize all distractions in the learning environment. Thank you in advance for your cooperation and understanding.
SCHOOL VISITORS (BOARD OF EDUCATION POLICY)

Parents/guardians and community members are encouraged to visit the school. To ensure the safety of students, staff and visitors, ALL PERSONS (PARENTS, COMMUNITY MEMBERS, VOLUNTEERS, BOARD EMPLOYEES, ETC.) VISITING THE SCHOOL ARE REQUIRED TO ENTER THROUGH THE DESIGNATED MAIN ENTRANCE TO SIGN IN AT THE SCHOOL OFFICE AND PRESENT PROPER IDENTIFICATION, INCLUDING AT LEAST ONE PHOTO ID.

A visitor’s pass will then be issued by office personnel. All school visitors must comply at all times with Board of Education policies, administrative rules, and school regulations. Any person entering a Montgomery Public School building is subject to a routine hand-held search or walk through a metal detector. This is to include any school sponsored activity on or off school property, and non-school sponsored activities on school property.

**Raptor System** – All school visitors must be prepared to show a valid government issued picture ID- i.e., state issued driver's license. Visitors will not be allowed on school property without proper identification.

**Sex Offender Status** - Under the Code of Alabama 15-20A-17 (2019)

No adult sex offender, after having been convicted of a sex offense involving a minor, shall enter onto the property of a K-12 school while school is in session or attend any K-12 school activity unless the adult sex offender does ALL of the following:

1. Notifies the principal of the school, or his or her designee, before entering onto the property or attending the K-12 school activity.
2. Immediately reports to the principal of the school, or his or her designee, upon entering the property or arriving at the K-12 school activity.
3. Complies with any procedures established by the school to monitor the whereabouts of the sex offender for the duration of his or her presence on the school property or attendance at the K-12 school activity.

For the purposes of this subsection, a K-12 school activity is an activity sponsored by a school in which students in grades K-12 are the primary intended participants or for whom students in grades K-12 are the primary intended audience, included, but not limited to, school instructional time, after school care, after school tutoring, athletic events, field trips, school plays, or assemblies.

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

***
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.

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.

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 no-tice 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.

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.

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.
SCHOOL NORMS

To all of our guests: When visiting, we ask that you refer to the following norms.

1. Request an approval for your visit through the office.
2. This is a learning environment.
3. We have rules, guidelines, protocols, and policies.
4. End all cell phone calls before entering the building.
5. Be respectful of the views of others.
6. Be willing to share your views.
7. Welcome questions for clarification.
8. Be mindful of your tone and the language being used.
9. Honor time limits and stay on task.

STATEMENT OF PROTECTION AND SAFETY OF ALL STUDENTS

In order to protect the safety of all students; parents/guardians and visitors should refrain from including other students in pictures that are taken at school or school sponsored events. This includes all on or off campus events. Furthermore, parents/guardians and visitors are prohibited from posting pictures of any other student on any non-MPS media platform.

NOTE: All conferences will be limited to 15-20 minutes. It is our desire to respectful of everyone’s time. Thank you in advance for your understanding and cooperation.

When attending an assembly and/or school program, we ask that you refer to these norms:

1. Be respectful of all program participants.
2. No balloons, gifts, etc. will be allowed; as these items will block the view of others.
3. We will respect the integrity and dignity of all programs.
4. Turn all cell phones to the silent mode or on vibrate.

“Great Things Happen Here!”

Disclaimer: All of the above stated norms are intended to enhance the culture and climate of our learning community. It is NOT our intent to offend anyone. We have included links throughout this handbook that will refer you to the MPS website for further information.
DRESS CODE FOR PARENTS AND VISITORS

Parents: This dress code is for Martin Luther King Elementary School. This dress code is more school specific; however, it does not violate the MPS Dress Code Policy.

All Parents and Visitors at MLK are asked to adhere to the following dress code; but not limited to the following:

- NO clothing that is revealing!
  (i.e. – holes in clothing, shorts that are too short, midriff exposure, etc.)
- NO sleep wear!
  (i.e. – onesies, lounge wear, etc.)
- NO house shoes/slippers!
- NO bandanas, head scarves, bonnets, doo rags!

Please note the following:
- Shoes must be worn at all times.
- All cell phone calls must end before entering the building.

Disclaimer: Martin Luther King Elementary School is a learning community. It is our intent to be as inviting as possible. It is NOT our intent to offend anyone.
**Dress Code Alert**

**Don't Wear:**
- undershirts or pajamas
- tops with spaghetti straps or tops that do not meet bottoms
- shorts that are above extended finger tips
- backless tops or clothes with revealing holes or tears
- clothing that does not provide adequate coverage of your body
- sunglasses
- any offensive remarks or any advertisements for drugs, alcohol or tobacco
- pants below hips or that allow visibility of undergarments

**Don't Wear:**
- skirts that are above extended finger tips
MISSION STATEMENTS
Montgomery Public School

Mission: The mission of the Montgomery Public School System (MPS) is to engage, educate, and inspire our students to succeed in college, career, and beyond.

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

Core Values: Commitment to Achievement
Passion for Learning
Integrity and Accountability
Respect for Self and Others
Educational Equity
Community Engagement

Martin Luther King
Mission Statement

The mission and core values of Martin Luther King (MLK) Elementary School are preparing students to:

Be Responsible Make Good Choices
Be Respectful Listen to Instruction
Be Resourceful Know What to Do and When to Do It

Our Vision

“Great Things Happen Here” – Preparing Students for Life!!!
Through Purposeful, Intentional, and Productive Student Engagement

DISCLAIMER: This building and campus is under twenty-four (24) hour surveillance. The exterior and the interior of this building are being monitored for the safety and security of all occupants. All entrances will be locked. All visitors must report to the main entrance with valid identification to enter the building.
MARTIN LUTHER KING ELEMENTARY SCHOOL
FACULTY/STAFF

OFFICE
Booker T. McMillian, Principal
Dallas Anderson, Secretary
Jennifer Sullivan, Bookkeeper

PRE-K/AIDES
Dorothy Flowers 118
Martha Watkins 118
Toni Briggs 116
Debrekia Burton 116

KINDERGARTEN
Antoinette Salary 115
Tiffani Sanders 110

FIRST GRADE
Sheryl McCaster 135
Kaycee Tillman 122
***LaTasha Griffin - LTS

SECOND GRADE
Angela Coker 125
Lakeisha Robinson 137

THIRD GRADE
*Tiffany Green 120
Bobby Bonner 121

FOURTH GRADE
Mitchell Jones 101
*TBD/TBA 105

FIFTH GRADE
Valencia Sellers 108
*TBD/TBA 107

SPECIALISTS
<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deedee Fairley</td>
<td>Library/Media Center Librarian/Media Specialist</td>
</tr>
<tr>
<td>Adrian Russell</td>
<td>131 P.E. Specialist</td>
</tr>
<tr>
<td>*TBD/TBA</td>
<td>112 SED-Inclusion (K-3)</td>
</tr>
<tr>
<td>*Amanda Battles</td>
<td>130 Speech/Language Pathologist</td>
</tr>
<tr>
<td>Virgil Powell</td>
<td>Office Counselor</td>
</tr>
<tr>
<td>*Cynthia Wellborn</td>
<td>113 PALS/Language Impaired/SEF</td>
</tr>
<tr>
<td>Alexus Trimble</td>
<td>111 PALS/Language Impaired</td>
</tr>
<tr>
<td>Gwendolyn Tunstall</td>
<td>112 SED – Inclusion (3-5)</td>
</tr>
<tr>
<td>Lessie Simpson</td>
<td>103 – Computer Lab Technology Coordinator</td>
</tr>
<tr>
<td>Cheryl Thomas-Dean</td>
<td>129 QUEST</td>
</tr>
<tr>
<td>Kayla Moye</td>
<td>109 School Nurse</td>
</tr>
<tr>
<td>Rosalyn Floyd</td>
<td>132 Reading Specialist</td>
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</table>

New Personnel*

New Personnel*
# MARTIN LUTHER KING ELEMENTARY SCHOOL
## FACULTY/STAFF ROSTER

### SUPPORT STAFF – CLASSIFIED

<table>
<thead>
<tr>
<th>SED SUPPORT STAFF</th>
<th>LOCATION</th>
<th>TITLE</th>
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</thead>
<tbody>
<tr>
<td>Diaka Bean</td>
<td>113</td>
<td>Paraprofessional</td>
</tr>
<tr>
<td>Venissa Hollis</td>
<td>111</td>
<td>Paraprofessional</td>
</tr>
<tr>
<td>Shantae Jackson</td>
<td>113</td>
<td>Paraprofessional</td>
</tr>
<tr>
<td>Merlakia Jones</td>
<td>111</td>
<td>Paraprofessional</td>
</tr>
<tr>
<td>TBD/TBA</td>
<td>124</td>
<td>Teacher Tutor (Hourly)</td>
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<table>
<thead>
<tr>
<th>CUSTODIAL STAFF</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Charles Davison</td>
<td>101-118, Office, SED</td>
<td>Custodian</td>
</tr>
<tr>
<td>Evelyn Rogers</td>
<td>119-137, SED</td>
<td>Custodian</td>
</tr>
<tr>
<td>*TBD/TBA</td>
<td>??????</td>
<td>Custodian</td>
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<table>
<thead>
<tr>
<th>CNP LUNCHROOM STAFF</th>
<th>LOCATION</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>Shani Helms</td>
<td>Lunchroom</td>
<td>CNP Manager</td>
</tr>
<tr>
<td>*TBA/TBD</td>
<td>Lunchroom</td>
<td>CNP</td>
</tr>
<tr>
<td>*TBD/TBA</td>
<td>Lunchroom</td>
<td>CNP</td>
</tr>
<tr>
<td>*TBD/TBA</td>
<td>Lunchroom</td>
<td>CNP</td>
</tr>
<tr>
<td>*TBD/TBA</td>
<td>Lunchroom</td>
<td>CNP</td>
</tr>
</tbody>
</table>

New Personnel*

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* Indicates new personnel.
SCHOOL CALENDAR  
(2021-2022)

Please use this link to go to MPS’ website to access the MPS school calendar for the 2021-2022 school year:


ASSESSMENT CALENDAR  
(2021-2022)

Please use this link to go to MPS’ website to access the MPS assessment calendar for the 2021-2022 school year:


NOTE: Dates and/or assessments in this link are subject to change; with notification.
DAILY SCHEDULE

BELL SCHEDULE: ARRIVAL AND DISMISSAL OF STUDENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buses start to arrive; supervising personnel are on duty</td>
<td>7:30 A.M.</td>
</tr>
<tr>
<td>Breakfast</td>
<td>7:30 A.M. – 7:55 A.M.</td>
</tr>
<tr>
<td>First Bell – Followed by morning announcements</td>
<td>7:55 A.M.</td>
</tr>
<tr>
<td>Tardy Bell</td>
<td>8:10 A.M.</td>
</tr>
<tr>
<td>Instructional Day – begins and ends</td>
<td>8:10 A.M. – 3:10 P.M.</td>
</tr>
<tr>
<td>No CHECK-OUTS after</td>
<td>2:30 P.M.</td>
</tr>
<tr>
<td>Dismissal – Bus Students/Van Riders/Car Riders/Walkers</td>
<td>3:10 P.M.</td>
</tr>
</tbody>
</table>

Students arriving after 8:10 A.M. must be accompanied to the office by an adult with valid ID to secure a tardy pass for late check-in. This must be done before reporting to class. The instructional day begins **promptly** at 8:10 A.M. each morning and ends at 3:10 P.M each afternoon. Please have your child at school on time each day on time.

ARRIVAL/DISMISSAL

**Students should not arrive or be dropped off on campus before 7:30 A.M.** Students will remain on the bus, with their daycare provider, or in their car until 7:30 A.M. At this time supervising personnel will be on duty.

Bus students, daycare riders, car riders, and walkers are dismissed at 3:10 P.M. **All students should be off campus by 3:30 P.M.**

Please do not call and ask the secretaries to interrupt the classroom to give messages about dismissal or transportation arrangements. All arrangements should be taken care of in advance. Any change in mode of transportation MUST be made in writing with a signature and should be given to (each of) your child/children’s homeroom teacher in advance.

*All changes MUST be made in writing from an authorized, responsible party (i.e. – parent and/or legal guardian). Please provide contact information on all notes for verification purposes.*
CHECK-IN DURING THE SCHOOL DAY

If a student reports to school after 8:10 A.M., he/she must be checked in through the office with valid ID.

1. The parent must bring the child to the front/main entrance.
2. The parent must sign the child in before going to class.
3. The office will issue a tardy pass for the student to take to class.
4. This pass should be given to the teacher when the student enters the classroom.

*Check-ins after 11:40 A.M. will be considered as an absence for the day. If a student is checked in after this time in the school day, the student would have missed half of the instructional day. **ALL CHECK-INS MUST BE HANDLED THROUGH THE OFFICE. DO NOT DROP STUDENTS OFF WITHOUT SIGNING THEM IN.**

CHECK-OUT DURING THE SCHOOL DAY

Please keep check-outs to a MINIMUM. Your cooperation in this matter is greatly appreciated.

If a student must be checked out from school during the school day, parents or guardians should do the following:

1. Go to the school front/main entrance and request to check the student out.
2. Present a valid picture identification. You must be on the student information card in order to check a student out – NO EXCEPTIONS!
3. Sign the student out as directed by the office staff.
4. Student will be called from their class to the office. No one will be allowed to go to the classroom and get a student for check-out.
5. **THERE WILL BE NO CHECK-OUTS AFTER 2:30 P.M.**

*Check-outs before 11:40 A.M. will be considered as an absence for the entire school day. If a student is checked out before this time in the school day, the student would miss half of the instructional day. **All check-outs will be handled through the office.**

Students are released to a parent, an authorized guardian, or a person whose name appears on the registration card. **VALID PICTURE IDENTIFICATION MUST BE SHOWN WHENEVER CHECKING OUT A STUDENT.** All students will be checked out from the office. Students will not be released by a teacher from the classroom.
CONFERENCES

Parents may schedule conferences on Tuesday, Wednesday, or Thursday of each week; morning conferences; no later than 7:30 A.M. or afternoon conferences; no earlier than 3:15 P.M. Conferences can be scheduled through the office or directly with the teacher. Conference may be set up in the following ways: in person, by telephone, by email, or with a note. All conferences should be scheduled in advance; a 24-hour notice is needed. After your request, you will receive a call from the teacher [or a staff member] to confirm a date and time that is convenient for all attending parties.

CLASSROOM PARTIES

Two school parties are scheduled during the year (Winter Holiday Celebration and Valentine’s Day). All arrangements must have a minimum of a seventy-two (72) hour notice; pending approval.

Outside Food:

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 2021-2022 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. These items MAY NOT be shared with other students.
UNIFORM GUIDELINES

ALL MPS SCHOOL STUDENTS ARE REQUIRED TO WEAR UNIFORMS. The MPS Student Conduct Manual will provide more details; outlining the Districts approved policy.

Students are to be clean and appropriately dressed for school. Dress and appearance must not cause a disruption or present health/safety problems. Students must wear shoes that cover the entire foot. Inappropriate clothing that causes a distraction is not permitted. Clothing decals or slogans that contain profanity and/or reflective of immoral/illegal behavior are not allowed. It is the responsibility of the parent or guardian to ensure that students arrive at school appropriately dressed. The principal and/or designee has the authority to request additional clothing or to call a parent to take a child home who is dressed in such a manner as to interfere with his/her school work or cause distraction to others.

THE FOLLOWING DRESS CODE WILL BE WORN BY ALL MLK STUDENTS!

- **TOPS:** White, light blue, or navy shirt/blouse with sleeves and collar; no marking, labels, or emblems; except MLK logo
- **BOTTOMS:** Khaki or blue pants, shorts, skirts, or jumpers – NO DENIM
- **BELT:** One belt will be worn with all garments having belt loops. (i.e. – preferred colors of black or brown)
- **SHOES:** solid color preferred, closed toe shoes
  (No bedroom slippers, flip flops, stilettos or slides will be allowed)
- **COATS/JACKETS:** solid color preferred

**NOTE:** Students MUST wear uniforms Monday through Friday of each week. Tank tops or other garments with low cuts and/or large arm-hole openings and ‘mesh’ clothing should not be worn. Pants must be worn at the waist (no sagging). Students are to wear clothing that fits properly. *Uniform free days will be officially announced in advance.*

HAIR CUTS/HAIRSTYLES

We strongly encourage all parents/guardians to be consciously aware of the haircuts and/or hairstyles that our students come to school with. We strongly discourage the following:

- Logos/designs/hair art that has a negative connotation.
- Hairstyles that will block the view of other students.
- Hairstyles that will limit a student’s performance in Physical Education.
- Hair accessories/colors that will distract others.
- Hair accessories that will make noise.

**CONSEQUENCES**

1st Violation – Parent will be contacted and required to take corrective action.
2nd Violation – a one-day In-School Suspension or work detail; the parent will be asked to bring appropriate apparel/shoes.
3rd/Subsequent Violation – will be upgraded to B10: Persistent/Willful Disobedience and consequences will be issued accordingly.
DISCIPLINE

FIVE STEP DISCIPLINE PLAN

These steps must be followed with proper documentation:
1. Warning (verbal or non-verbal)
2. Parental contact
   • start RtI plan with PST Leader (Tier II)
   • involve the parent/guardian
3. Conference
4. Intervention referral
   • Corrective strategies (see MPS Student Conduct Manual)
   • All interventions must be research-based
5. Office referral
   • Supporting documentation must accompany referral
   • Documentation must include steps 1-4
   • RtI Plans must be up-to-date throughout the process

Planning is a process, not just a plan!

STUDENT CONDUCT

A well-balanced student body is required if meaningful and effective instruction is to take place in the classroom. Students are expected to conduct themselves in an acceptable manner at all times. They are required to conform to school and class procedures. Students are required to show proper respect for the faculty, staff, visitors, and fellow students at all times.

All students in Montgomery Public Schools are subject to the MPS Student Conduct Manual. Parents will receive this booklet explaining the offenses and consequences upon the first day of school. Students are expected to follow the classroom discipline plans, the school-wide discipline plan, and the MPS Student Conduct Manual.

Disclaimer: Montgomery Public Schools does not advocate the use of corporal punishment. Corporal punishment will not be administered to any students. This outlined process is intended to be instructional and corrective. Written documentation will be kept on all students. Parental involvement is very important in this process.
MLK PLEDGE

*Today* is going to be a great day.
*I* will make good choices.
*I* will encourage others to make good choices.
*I* will respect all people.
*I* will treat others as *I* want them to treat me.

BUS BEHAVIOR

Bus behavior will be handled as stated in the MPS Student Conduct Manual. The bus driver is in charge of the school bus in the same manner a teacher is in charge of a classroom. Students shall conduct themselves in an orderly and respectful manner while on the bus. The following conduct is prohibited and may result in the loss of bus riding privileges; this list is not all inclusive:

- Delaying the *bus* schedule
- Refusal to obey the driver’s instructions
- Tampering or willfully damaging the vehicle
- Getting off at an unauthorized stop
- Distracting the driver
- Participating in disruptive behavior while the vehicle is in operation
- Throwing objects from the vehicle
- Failing to observe safety regulations
- Violating any other good conduct rules while on the vehicle

*It is the parent/guardian’s responsibility to accompany students to the bus stop; remaining there until the bus arrives. Parents/guardians should be at the bus stop when students are being dropped off after school. This is for the safety of all students!*

CONSEQUENCES: Violations of Bus Rules

*Refer to the MPS Student Conduct Manual; Bus Rules/Information*

<table>
<thead>
<tr>
<th>Minor Violations</th>
<th>Major Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Warning notice</td>
<td>- Suspension; minimum of 10 days and may lose bus privileges</td>
</tr>
<tr>
<td>- Bus suspension (up to 2 days)</td>
<td>- Proposal for Due Process/Expulsion</td>
</tr>
<tr>
<td>- Bus suspension (up to 3 days)</td>
<td>- Restitution will be required; if warranted</td>
</tr>
<tr>
<td>- Continued violations will result in loss of bus privileges</td>
<td>- Loss of privileges up to one year</td>
</tr>
<tr>
<td></td>
<td>- Law enforcement may be called for criminal prosecution</td>
</tr>
</tbody>
</table>
CELL PHONE/TELECOMMUNICATION

Students are not permitted to use a cell phone or any electronic device in school. This includes, but is not limited to an iPhone, Smartphone, watches or other electronic devices. Principals have the authority to allow the use of cell phones and electronic devices for instructional purposes during class; however, that permission must be granted before students are allowed to openly display cell phones or other electronic devices in class/school. Unless otherwise stated, 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. This includes any classes that may be held outside of the building and on school sponsored field trips. Therefore, it is strongly advised that student phones remain off while in the school building. Students assigned to behavior alternative sites are to adhere to MPS Cell Phone Usage Policy. Procedures for confiscating, securing, and returning devices are outlined below in the confiscation procedures. We accept no responsibility for safeguarding confiscated items of for loss or dame to confiscated property.

Additionally, cell phones and other electronic devices may not be used to talk; take pictures; play games; upload school related incidents, events, or activities to social media; record; or text during school hours – including recesses or on school property.

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. Only if absolutely necessary should your child have a cell phone at school. These guidelines coincide with MPS policies, but in a more detailed and school specific manner.

**DISCLAIMER:** All cell phone calls must be ended before entering the building. Your cooperation is greatly appreciated. All cell phone/telecommunication device guidelines of MLK coincide with MPS Policy in a more detailed and school specific form.

**Consequences:**
First through Second Offense: Confiscate device on all offenses
Third Offense: Out-of-School Suspension
If a violation of this rule also violates other Class B and/or C offenses; other consequences will be imposed.

**Confiscation Procedures:**
Cell phones and all other telecommunication devices will be confiscated and logged into record in the office. A parent/legal guardian; with photo identification, must sign out all devices according to the offenses below. No students will be allowed to sign out any confiscated device(s).

1<sup>st</sup> Offense: device will be kept for 48 hour
2<sup>nd</sup> Offense: device will be kept for one week (5 school days)
3<sup>rd</sup> Offense: device will be kept until the end of the semester
4<sup>th</sup> Offense: device will be kept until the end of the school year
All students enrolled in Martin Luther King Elementary, regardless of age, are required to be in continuous attendance. If a student has to be absent from school, a written note from the parent/guardian which states the reason for the student’s absence should be sent to the school after each absence. Make-up work will be given for all excused absences.

**ABSENCES AND EXCUSES**

All absences are coded as either “excused” or “unexcused.” Within three (3) days, parents must send a written excuse (note) to their child’s homeroom teacher explaining the reason for the absence. **FAILURE TO PROVIDE A PROPER WRITTEN ExcUSE WILL RESULT IN AN ABSENCE BEING CODED AS “UNEXCUSED.”**

Excuses cannot be faxed or emailed. The excuse must contain an original signature of the parent or legal guardian. Otherwise these notes will be unacceptable. All excuses must be given to your child’s teacher within three days of returning to school.

Students absent due to a contagious disease must present a certificate from a physician or the Health Department before returning to school. A parent/guardian of any student having a chronic illness (i.e. – asthma, sickle cell, etc.) that may cause the child to miss school during the year is required to provide the school with a **Chronic Illness Letter** from the doctor verifying the illness each school year. In addition to the letter, an original signed note must be submitted each time that their child is absent – even with a chronic illness letter on file.

All Prior Approval Absence Forms must be hand-delivered to the Office of Student Services or mailed via U.S. Postal Services 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 ID.

**PERFECT ATTENDANCE**

*A student will not be eligible for a perfect attendance if the student has an absence, check-out, or check-in.*

This is inclusive of the last day of school. MPS Attendance Policy – Refer to the MPS Student Conduct Manual.
**BIRTHDAYS**

Birthdays are recognized daily through the office for all students. Because of health and safety concerns at this time, we will refrain from celebrating birthdays as we have done in the past. All birthday recognitions will include Pre-K and Kindergarten students only and will be done virtually; using an approved platform and scheduled at least one week in advance through the office. Each teacher will be notified and will be included in the approval process. It is necessary that you make arrangements ahead of time to avoid interruptions to the academic day. A form will be given to you to complete to begin this process. Thereafter, you will be notified of approval.

**BREAKFAST AND LUNCH**

*All enrolled students of MPS are eligible to receive a healthy breakfast and lunch at no charge to your household. Your child(-ren) will be able to participate in these meal programs without having to pay a fee or submit a lunch application.*

One breakfast and one lunch meal will be served to all students at no charge regardless of the eligibility status. Additional student meals will be charged the following prices:

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor – Child</td>
<td>$2.00</td>
<td>$3.75</td>
</tr>
<tr>
<td>Visitor – Adult</td>
<td>$2.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>MPS Staff/Personnel</td>
<td>$2.00</td>
<td>$3.85</td>
</tr>
</tbody>
</table>

Breakfast is served from 7:30 A.M. – 7:55 A.M.
Please be on time!
We encourage all students to participate in this program.

***All pricing is subject to change with notification***

Reminders:
- Students who bring lunch, their lunch must be in a lunch bag or thermos.
- We must have a proper documentation on file if a child a food allergy.
- No bags, cups, etc. are allowed in the lunchroom from any franchise.
- No labeled carbonated drinks/beverages/soda cans may be brought into the lunchroom.
- Staff members are not permitted to heat or store student lunches.
- Neither the office nor the lunchroom accepts personal checks.
- All students are expected to conduct themselves in an orderly manner.
- All students are expected to demonstrate good table manners.
- All students are expected to use their time wisely.
CHANGE OF ADDRESS/TELEPHONE NUMBER(S)

It is very important to notify the school when there is a change in your address and telephone number. *We must be able – at all times – to reach a custodial parent/legal guardian. All information must be current and up-to-date.* If a home or business number changes, these changes need to be made in the office immediately.

We will be utilizing a school callback system to announce and keep the MLK community informed and up-to-date concerning events/programs during the school year. This notification system will only work with correct information.

**NOTICE:** All parents/guardians will need to submit [both] a primary and a secondary proof of residence; both of which must be current – within 30 days to the start of school. The following documents (with the name of the parent or guardian) are acceptable forms of address verification:

**Primary Proof of Residence**
- Utility Bills or Deposit Receipts for Electric or Gas services only.
  (Bill must be current – within the last 30 days)
- Apartment or Home Lease/Mortgage
  (Official document only; must be current – within 30 days)

**Secondary Proof of Residence**
- Property Tax Records or Deeds
- Income Tax Records (IRS Correspondences, etc.)
- Social Security Checks or other correspondences
- Correspondence from other U.S. Gov’t agencies
- Employment Records (Paycheck stubs within last 30 days)

**FIELD TRIPS**

Students will go on field trips during the school year. We will follow all established CDC and ADPH Guidelines. Bus transportation will be provided through the MPS-Transportation Department or a charter service. Parents will sign permission slips as each trip is scheduled and return them in a timely manner – deadlines/timelines will be established as each trip is planned. Students are expected to be on their best behavior during field trips. Field trips are an extension of the classroom. Administrative discretion will be utilized in extreme or special circumstances as it relates to student participation.
GIFTED PROGRAM

DEFINITION: Intellectually gifted children and youth are those who perform at or 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 children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted. The Montgomery Public School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

To make a referral, contact the Gifted Specialist or Gifted Referral Screening Team chairperson at the school. If you have any further questions, you may contact the Gifted Coordinator at the Office of the Special Education Department (334) 269-3808.

(Refer to the MPS Student Conduct Manual; Special Populations)

GUARDIANSHIP

Each student must be registered by their legal guardian (i.e. – parents named on the birth certificate or other legal, court ordered documentation). If you are not the biological parent of a student as indicated on the birth certificate, you must provide legal documentation supporting your guardianship and/or agreement of custody. This [original] document must be presented at the time of registration. This document will be copied and placed in the student’s permanent record. A copy of this document must be on file. NO EXCEPTION!!

Our primary purpose is to provide a safe learning environment for all students with a focus on instruction. The school will not become the environment for parental custody disputes.
HOMEWORK PROCEDURES

It is important to the overall instructional program that students complete all homework assignments. Regular homework assignments should require no more than 30-60 minutes each night. Projects and long-range assignments may take more time. A communication folder, student homework calendar, or homework notebook will be used to record daily assignments. Parents are asked to review the homework assignments daily. Parents may contact the teacher if there are concerns about homework. If the student is absent for an extended period of time, the parent/guardian should contact the office to get assignments from the teacher.

Parents and/or legal guardians are encouraged to obtain their INOW log-in and password to review homework assignments, grade postings, and student attendance. You can obtain this information through the office; after presenting a valid photo ID.

Parents are encouraged to read with their child every day. Students are encouraged to read, write, and engage in creative, educational experiences.

INCLEMENT WEATHER

When severe weather conditions or other emergencies arise, this information will be broadcasted by the local media, as well as the MPS callback system. During severe weather warnings, students will be placed in designated safe areas within the building. Every effort will be made to protect your child. Check-outs during this time are strongly discouraged! ALL DOORS WILL BE LOCKED AND SECURED. School will remain in session while executing proper safety protocols until hazardous weather conditions have passed.

ILLNESS

If your child becomes ill at school, he/she will not be allowed to go home unless a parent or another authorized person checks him/her out. If your child needs medication at school, it must be kept in the office or nurse’s station. Each student taking medication at school MUST have a signed medication form on file. Montgomery Public School policy does not permit school personnel to give students aspirin and other non-prescription medication. School personnel may only give a student medication prescribed by his/her doctor. All medications should be given to the school in the prescribed container; along with a MEDICATION PERMISSION FORM, for proper storage. This form can be obtained from the office or in the Student Conduct Manual.
MAKE-UP WORK

When a student is absent, he/she should get his assignment from the teacher when he/she returns to school. If the student will be absent for an extended time, parents are encouraged to contact the teacher or the office to get the assignments.

Make-up work will be permitted only when written excuses from the parent, guardian, or legal custodian have been received in accordance with this procedure. The excused note must be on file. No make-up work will be allowed for unexcused absences and a failing grade will be given for missed assignments.

MEDIA RELEASE

Occasionally the media will ask to come to our school to photograph students in classroom activities or to interview students on a variety of subjects. The school or the school district may also take student photographs or conduct interviews for publications or web postings. Only students who have completed an MPS Media Release Form will be considered in filling these requests. This form is located in the MPS Student Conduct Manual.

THIS FORM MUST BE ON FILE!

If there is some reason that extra care should be taken to keep your child from being photographed or interviewed, please contact the principal. Every effort is made to only allow those with completed forms to participate.
MPS POLICY OF NON-DISCRIMINATION

MLK adheres to the following policy for “Equal Educational Opportunities” adopted February 26, 2019:

No student will be unlawfully excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity offered or sponsored by the Board on the basis of race, ethnicity, color, disability, creed, national origin, sex, immigration or migration status, non-English speaking ability, or homeless status.

*MPS BOE Policy 6.8

PRINCIPAL’S AUTHORITY

The principal is granted authority to modify the consequences for violating a rule indicated in the Student Conduct Manual by exercising good judgment in consideration of extenuating factors presented by school system employees, the students, the student’s parents, or representative(s). Such factors may include, but are not limited to, the age of the student, the seriousness of the offense, the prior discipline record of the student, the degree of disruption to the educational process, and other relevant factors. Repetitive instances of misconduct constitute a violation of Board Policy: Persistent/Willful Disobedience and will be handled according to consequences under the Student Conduct Manual. Consequences are applicable to all grade levels unless otherwise specified. The principal has the authority to develop an individual school cell phone procedure. 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 student’s parents and/or guardians. To the extent required by law or Board policy, parents will be notified of such interviews as soon as practicable.

DISCLAIMER: The MPS Student Conduct Manual [further] supports the authority of the local school Principal. This handbook outlines procedures; not a policy, at the local school. This handbook does not supersede the MPS Student Conduct Manual – Board approved.
PROGRESS REPORTS/SED Signed PAPERS/REPORT CARDS

Samples of student’s work will be sent home bi-weekly (every two weeks) on Tuesday. Parents are asked to review the papers, sign the envelope, and return the papers in the envelope to the school the next day. You can expect to receive subsequent sets of papers on a bi-weekly schedule that will be followed during the course of the school year – except for holidays and/or other breaks in the school calendar.

Signed paper envelopes will accompany all signed papers. The envelope and all signed-papers must be returned each time they are sent home. In the event that papers are not returned, parents can schedule a conference with the teacher to review student work. Additional signed-papers will not be sent home.

The teacher will send home Progress Reports midway through each grading period for all students. All progress reports must be signed by the parent/guardian and returned to the school.

Report Cards will be available for pick-up each grading period on the date below. If you are unable to pick up your child’s report card, parents and/or guardians are asked to provide a self-addressed stamped envelope.

<table>
<thead>
<tr>
<th>MPS Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 90 – 100</td>
</tr>
<tr>
<td>B = 80 – 89</td>
</tr>
<tr>
<td>C = 70 – 79</td>
</tr>
<tr>
<td>D = 60 – 69</td>
</tr>
<tr>
<td>F = 0 – 59</td>
</tr>
</tbody>
</table>

Please use this link to go to MPS’ website to access the MPS school calendar for the 2021-2022 school year:


*Notification will be given of any changes to this calendar.
The goal of the PTA at MLK is to promote a closer relationship between home and school. The PTA’s goal is to support and enhance the overall school culture. We believe that parent and family involvement must be a focus of any school. Please join us this year by first joining the PTA and second by volunteering your time. By working together, we can “Imagine a GREATER MLK!”

PTA Meetings: To Be Announced
Membership Dues: To Be Announced

SCHOOL COLORS

Black and Gold
*Note: These are not the uniform colors
See page 15 for uniform colors

School Spirit Shirts are being considered for students.
*Availability is being determined.
*Vendors are being considered.
*Prices will be provided.

SCHOOL MASCOT

Jaguar
SCHOOL SUPPLIES

Some student supplies are available to [our] students on an as needed basis.

SNACK/JUICE

Snacks may be purchased daily. Please encourage your child/children to purchase snacks. These funds are used for education supplies and various activities school-wide. (Pricing is subject to change with notification.)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Juice</td>
<td>$.50</td>
</tr>
<tr>
<td>Snacks</td>
<td>$.50</td>
</tr>
</tbody>
</table>

HANDLING MONEY

All monies will be handled through Class Wallet. We want to minimize the handling of money. More information will be shared with you on how to use this platform to pay for snacks, field trips, etc.

TEXTBOOKS

All students will be assigned state adopted textbooks. Each parent/guardian will sign for their child/children’s textbooks using the student registration card. Each parent/guardian is liable for the loss, damage, or abuse to any or all state owned textbooks issued to their child; this is inclusive of library books. In the event of lost books from previous years, students use will be limited to the school day. Students will not be allowed to take books home.
TRANSPORTATION BY
CAR/DAY CARE VANS/SPECIAL BUSES

Your cooperation is needed in following [certain] rules pertaining to the loading and unloading of the children.  *Whenever you are on campus, PLEASE PARK in a parking space rather than on the curb.*  Safety is a primary concern! These and other precautions should be followed:

1. Obey all signage.
2. Do not load or unload children into traffic or from the left-side of your vehicle.
3. Keep the center lane open and moving at all times.
4. Let the children exit or enter the car using the door next to the curb.
5. Children should cross the driveway only at the crosswalk with guided supervision.
6. If you plan to leave your car during arrival or dismissal times, please park your car in one of the parking lots – in a parking space.
7. Please do not block the driveway at any time.
8. Do not block any handicapped access entrance to the sidewalk/building.
9. Do not park in the bus-loading zone, no parking zone, or fire lane.
   a. Car riders will only be released through the north entrance.
   b. Bus riders will be released through the south entrance near the lunchroom.
   c. Van riders will be released through the main entrance.
10. If your child crosses the street into the parking lot, YOU must escort them across.
11. Children will not be permitted to walk into traffic.

MPS TRANSPORTATION: If you have a question and/or concern about bus transportation, you can call the Transportation Office directly at (334) 284-2085.
WITHDRAWALS

Please notify office personnel by phone, email, or a written notification at least 24 hours prior to your child’s withdrawal. Teachers will not be asked to stop teaching and complete paperwork for withdrawals. All textbooks, library books, and supplementary readers must be turned in before withdrawal forms can be completed. Only a parent or a legal guardian with a valid photo ID will be allowed to withdraw a student.

MPS Withdrawal and Enrollment Procedures

New Student Enrollment
- Parent will enroll in zoned school utilizing the online registration platform using https://registration.mps.k12.al.us/login.
- Parent will upload supporting documentation as requested (i.e. – proof of residence, immunization, ID, etc.).

Current Student - in district transfer (moving, AAA, Zone Variance, Employee Petition, Magnet, etc.)
- Parent will call the school to make an appointment for withdrawal.
- School will notify parent to immediately update all information in registration process. Parent may upload documentation or bring to the school during their appointment.
- Parent will report to school to sign withdrawal paperwork (MPS Transfer Withdrawal Notice).
- School designee will confirm all necessary paperwork is in portal.
- School designee will release [and withdraw] the student to receiving school.
- Receiving school will proceed with registering/enrolling the student and make a formal records request.

New Student – out of zone (AAA, Zone Variance, Employee Petition, Magnet, etc.)
- Parent will call the school to make an appointment for registration/enrollment.
- Parent will upload supporting documentation as requested (i.e. – proof of residence, immunization, ID, etc.).
- Parent will contact the school the student will be attending with registration/enrollment verification and approval from the MPS office/designee.
- Receiving school will make a formal Records Request from the previous school.
NOTICE OF RECEIPT

I acknowledge by my signature that I have RECEIVED, READ, and REVIEWED the Martin Luther King School Handbook with my child.

Parent Name: ________________________________

Parent Signature: ________________________________

Date: ____________________

Student Name: ________________________________

Student Signature: ________________________________

Date: ____________________

Parents: It is important that this Notice of Receipt is signed and returned to your child’s teacher as soon as possible. Thank you for your attention. Expect GREAT THINGS as you “Imagine a GREATER MLK!

Great Things Happen Here!!!