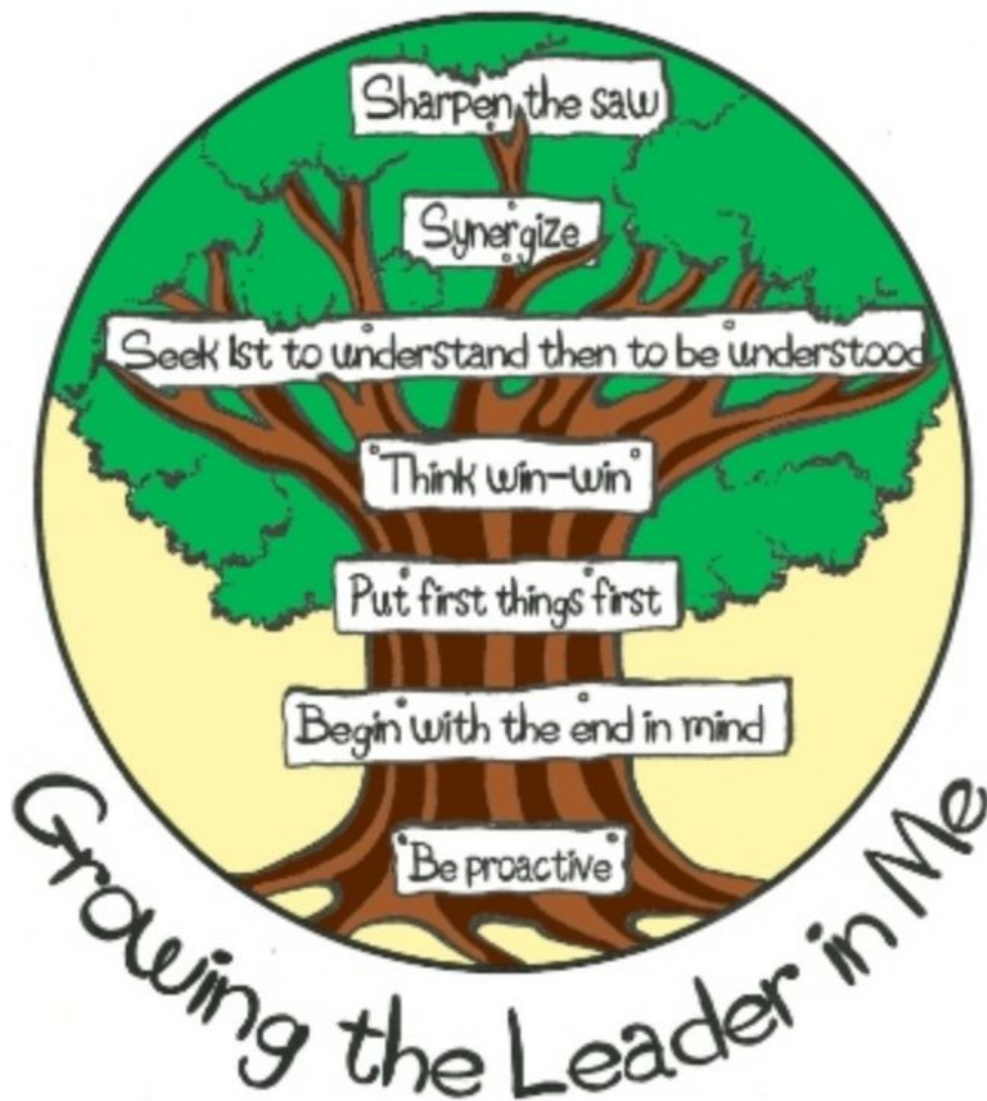


# Andalusia Elementary School Student Handbook 2017-18



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## MISSION STATEMENT

We, the Faculty of Andalusia Elementary School, believe:

The mission of Andalusia Elementary School is to ensure that all students develop the knowledge and skills that will enable them to reach their full potential and become productive members of society. The school will accomplish this by offering a student centered program which allows each student to develop personally, socially, mentally, and physically. A safe, caring environment will be provided. High academic standards will be taught by a staff committed to continuous improvement, acceptance of diversity, and recognition of the value of community support and involvement. The members of the Andalusia Elementary faculty believe attending school should be a pleasant experience for a child, long remembered and never forgotten. The faculty and staff will strive to make this goal a reality for each Andalusia Elementary School student.

We Learn - We Belong - We Lead to Succeed

It is the official policy of the Andalusia City School System that no person shall, on the grounds of race, sex, religion, color, creed, national origin, handicap, or age, be excluded from the participation in, be denied the benefits of, or be subjected to the discrimination under any program, activity, or employment. Inquires or complaints regarding compliance with Federal Regulations may be directed to the Title IX Coordinator, Andalusia City School, Sixth Avenue, Andalusia, AL 36420 between the hours of 8:00 A.M. and 4:00 P.M. Phone 222-3186. Andalusia Elementary School is a Title I School for the 2017-2018 school year. The School Wide Plan is available for viewing in the Andalusia Elementary School library and on Andalusia City Schools website [www.andalusiacityschools.net](http://www.andalusiacityschools.net).



Like us on  
**Facebook**

## SCHOOL DIRECTORY

### Faculty and Staff 2016-2017

Principal	Alane Brunson
Assistant Principal	Rob Mixson
Assistant Principal	Brenda Johnson
Bookkeeper	Wanda Wytch
Secretary	Carrie Capps
Food Service, Asst. Mgr.	Shena Odom
Counselor	Angela Sims
Counselor	Elisa Mount
Media Specialist	Angie Bowden
School Nurse	Kristy Martin
School System Nurse	Melinda Carrasco
Gifted Education	Barbara Peek
Physical Education	Robert Jackson/ John Dugger/Sarah Kelley
Speech/Language Pathologist	Hannah Rabren
Resource Specialists	Allison Stroud/ Gina Kuhn/ Annie Howell/ Jody Adams/ Sharon Bulger
Resource Specialist	Tammy Stevens
Pre-School Intervention/ Speech/ Language Pathologist	Jenny Watson
Music / Art	Cathy Powell
Band	Joshua Scheffer

<b>Pre-School</b>	Allyson Clarke Alexa Padgett	
<b>KINDERGARTEN:</b>	Jessica Bedsole Christy Clanton Kayla Gorum Bonnie Lee	Jeanne Morgan Shae Page Sherry Pouncey Shelley Smith
<b>FIRST GRADE:</b>	Mary Dutton Julie Hardy Bridget Harper Tammy McKinney	Megan Pugh Lynn Starnes Claire Walters
<b>SECOND GRADE:</b>	Ashley Black Jill Bryant Tammy Cross	Monica King Beverly Moore Tammy Wiggins
<b>THIRD GRADE:</b>	Dianne Chavers Amber Clark Lori Godwin	Stephanie Pearce Ann Pugh Beth Weed
<b>FOURTH GRADE:</b>	Greely Foshee Ragan Harwell Amanda Hutto	Natalie Mims Courtney Pennington Melissa Powell
<b>FIFTH GRADE:</b>	Anna Caldwell Jessica Daniels Magen Foley Traneshia Stoudemire	Jessica Tucker Nancy Wilson Brittany Woodall
<b>SIXTH GRADE:</b>	Cassie Battey Lynn Castleberry Matthew McQuay	Jennifer Majors Vanessa Snider
<b>PARAPROFESSIONALS:</b>	Shanna Davis Kathy Jones Rose White Karen Davis Monty Russell	Amy Mikel Katie Poole Cindee Strong Jane Ricks
<b>CAFETERIA STAFF:</b>	Carolyn Barrow Bonnie Harris Savannah Hutto Susan McDaniel Shena Odom	Karen Piland Rita Spivey
<b>CUSTODIAL STAFF:</b>	Kenny Stallworth Donna Neal	

# SCHOOL CALENDAR

2017-2018

August 7	School Opens
September 4	Labor Day Holiday
September 25	Early Release (Details TBA)
October 9	Columbus Day Holiday
November 10	Veterans Day Holiday
November 20-24	Thanksgiving Holidays
December 21 - January 5	Christmas Holidays (Students return to school on Monday, January 8, 2018) (Teacher In-Service on January 4-5)
January 15	King / Lee Holiday
February 16	Teacher In-Service Day (No School for Students)
February 19	President's Day
March 26-30	Spring Break
April 19	Early Release Day (Details TBA)
April 20	Spring Holiday
May 24	Final Day of School

## BELL SCHEDULE

First Bell 7:30 a.m. / Tardy Bell 7:45 a.m./ Dismissal Time 2:30 p.m.

# GENERAL INFORMATION

**GENERAL SCHOOL BOARD POLICY REGARDING STUDENTS** The Andalusia Public Schools are maintained for all children who are eligible to attend school in Alabama. However, in cases of overcrowding in any school, grade, or class, preference will be given to children living with their parents or legal guardians within the city limits of Andalusia.

## ENROLLMENT:

**PRE-K:** Andalusia Elementary Pre-K 4 Program is designed for students who are four (4) on or before September 1. Andalusia City Schools will follow all guidelines set forth by the Office of School Readiness.

**KINDERGARTEN-AGE STUDENTS** (STATE REQUIREMENT) As of the 1990-91 school year, a child must be five (5) years of age on or before September 1 to enter a public kindergarten program.

**FIRST GRADE** Beginning in the 2016-17 school year, Alabama Act #2016-297, allows a child who is six years of age on or before December 31 to enroll in first grade. This extends the timeframe from the current date of on or before September 1 **for first grade only**. It does **NOT** extend the timeframe for enrollment in kindergarten. For this reason, parents or legal guardians must present a Certified Birth Certificate when enrolling a child in prek, kindergarten or first grade.

**WITHDRAWAL FROM SCHOOL** A student who is leaving or transferring to another school should notify the school office at least one day in advance. Withdrawal forms must be obtained in the office and filled out by the homeroom teacher. All state owned textbooks and library books must be turned in before the official withdrawal forms can be completed. No transcripts can be sent to the school in which the student enrolls until these requirements have been met.

**ARRIVALS AND DISMISSALS** Students arriving at school prior to **7:30 a.m.** should report promptly to the gymnasium. Supervision of students will begin at **7:00 a.m.** (**Note: THERE IS NO ADULT SUPERVISION OF STUDENTS WHO ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:00 A.M. PARENTS WHO DROP OFF OR SEND THEIR CHILD(REN) TO SCHOOL PRIOR TO 7:00 A.M. ARE HEREBY NOTIFIED THAT BEHAVIOR PROBLEMS DEVELOP WHEN STUDENTS ARE UNSUPERVISED AND THE POTENTIAL FOR THESE TYPES OF PROBLEMS ARE GREATEST AT THIS TIME OF DAY.** Students who arrive on campus prior to 7:30 a.m. will not be allowed to loiter in unsupervised areas of the building.

While in the gym or multipurpose room, students are expected to conduct themselves in an orderly manner and cooperate with school staff members. Students will not be allowed to go to classrooms or other areas of the building prior to 7:30 a.m. unless a school staff member has granted permission. Students should report to their classrooms no later than 7:45 a.m. daily. The homeroom teacher records attendance. Students must be in their homeroom classrooms by the time the 7:45 a.m. bell sounds to avoid being tardy. Dismissal for school is at 2:30 p.m. School staff members will be on duty for thirty minutes following the dismissal of school. Proper supervision for students cannot be assured after this time. Car riders should be picked up between 2:30 p.m. and 2:50 p.m. in the designated loading/unloading areas (See Loading and Unloading). It is imperative that students be picked up daily by 2:50 p.m. Please make sure arrangements have been made so that your children are not left at school after this time.



**DRESS CODE** Students are expected to be clean and appropriately dressed for school. Shoes must be worn at all times in all areas of the building, gym, and outside play areas. Dress and appearance must not cause disruption or present health or safety problems. We wish to have a wholesome environment for our students, which promotes learning and the development of positive self-esteem. We ask students not to dress in an inappropriate fashion.

**The following are not allowed:**

1. Halter tops, backless tops, spaghetti straps (Straps should be at least 1" wide.)
2. Short tops that reveal the midriff
3. Mini-skirts and short –shorts (All attire should be mid-thigh length.)
4. Platform shoes or skate shoes (Shoes should be appropriate for running, jumping, and play.) **Tennis shoes are preferred.**
5. Apparel that has profanity, obscene words, or slogans, beer or cigarette symbols or advertising
6. Trousers, shorts, jeans or any other pants which are noticeably too large and do not fit the waist in a usual and reasonable fashion (sagging)
7. Skin-tight apparel or clothing too revealing as to distract or provoke other students
8. Hats, caps, other types of headgear (such as sweat bands, visors, hairnets, etc.). An exception may be made for health reasons or for special school events.
9. Dark glasses, sunglasses or shades unless health conditions deem acceptable or school-wide permission is granted in observance of a special event
10. Any clothing where undergarments are visible. Clothing should cover the student's back when the child is seated, leaving no space between shirt and pants.
11. Extreme hairstyles or coloring, piercings (other than ear piercings), clothing, make-up, etc. that is disruptive to the normal school day or distractive to the learning environment will not be allowed.

**LOADING AND UNLOADING OF STUDENTS** The morning unloading and afternoon loading of students is a time when our children are particularly vulnerable. The rush to get to work and the excitement of the end of the day make this time one in which we, as adults, must be patient and ever mindful of the potential danger associated with cars and kids. The faculty and staff of Andalusia Elementary School will provide adult supervision, so that you may drop your children off and pick them up as quickly as possible. **PLEASE READ THESE INSTRUCTIONS FOR LOADING AND UNLOADING CAREFULLY AND ADHERE TO THESE GUIDELINES TO ASSURE A SAFE BEGINNING AND ENDING OF EACH SCHOOL DAY.**

## **LOADING AND UNLOADING OF STUDENTS**

Please adhere to the travel patterns for a smooth transition in dropping-off and picking-up students.

Parents with children in more than one grade level should drop-off or pick-up the children in the area designated for the youngest child's grade level.

## **YELLOW LOADING/UNLOADING ZONE**

**Kindergarten and First Grade Students** drop-off/pick-up zone is located behind the cafeteria. Parents will enter the campus from the Moore Road entrance. Cars will stay in the right lane following the appropriate yellow arrows. At the stop sign, turn right and continue to follow the yellow arrows to the designated drop off/pick-up zone at the awning behind the cafeteria. When exiting the campus, follow the yellow arrows leading back to Moore Road. Cars exiting to the right onto Moore Road should use the right exit lane (following the appropriate arrows). Cars exiting to the left onto Moore Road should be in the center exit lane (following the appropriate yellow arrows).

## **BLUE LOADING/UNLOADING ZONE**

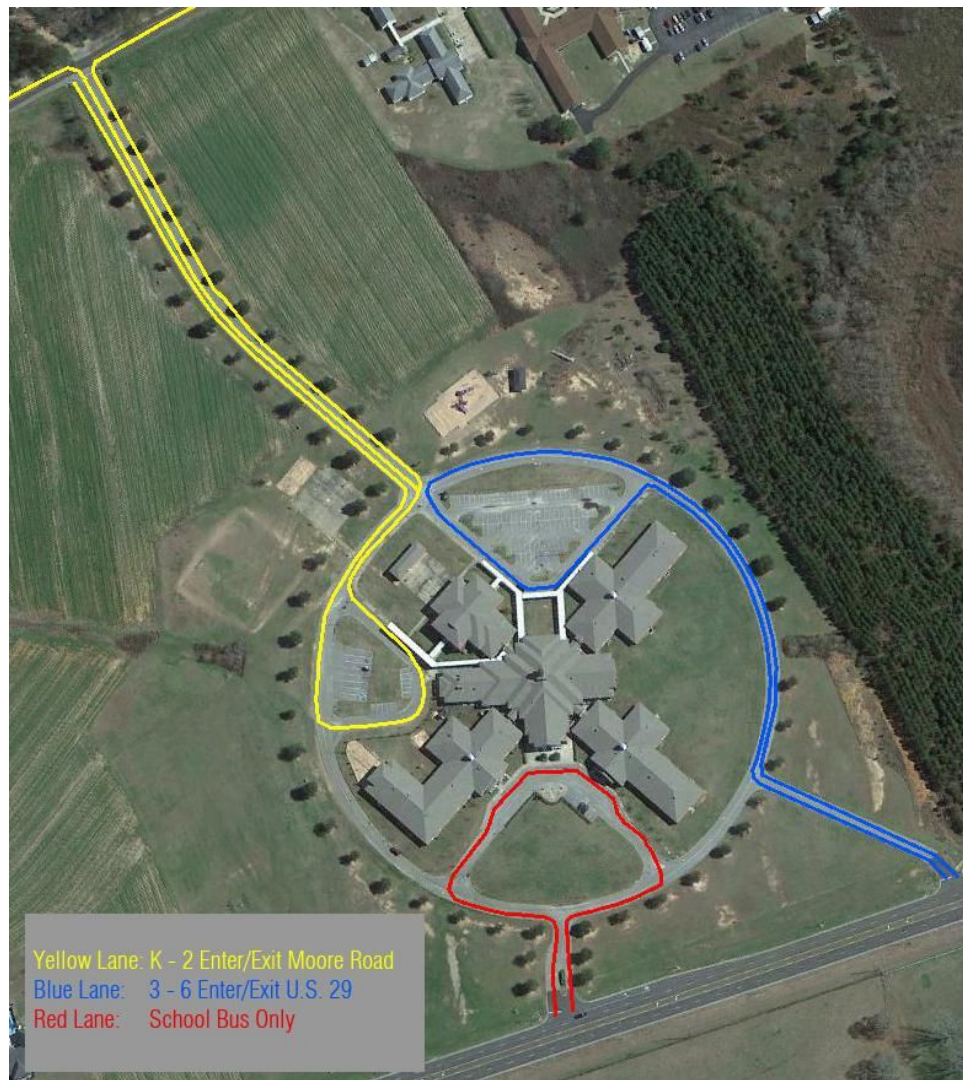
**Pre-K, Second, Third, Fourth, Fifth and Sixth Grade Students** drop off/pick up zone is located behind the second and third grade wing. Parents will enter the campus from Highway 29 at the lower drive in front of the school. Follow the blue arrows at the Highway 29 entrance. Bear right, and continue to follow the blue arrows to the drop-off and pick-up zone located at the awnings behind the second and third grade wing. When exiting the campus, use the Highway 29 exit route. Follow the blue arrows when exiting the campus onto Highway 29.

## **BUSES LOADING/UNLOADING ZONE**

**All buses** will use the main entrance to Andalusia Elementary School for unloading and loading of students. **Students who ride in cars should not be picked up or dropped off in the loading and unloading zone for buses.**

**IT IS EXTREMELY IMPORTANT THAT PARENTS DO NOT PARK CARS IN THE TRAFFIC LOADING/UNLOADING LANES. PLEASE LOAD/UNLOAD STUDENTS ACCORDING TO DIRECTIONS OF SCHOOL STAFF MEMBERS IN ORDER TO ENSURE STUDENT SAFETY AND KEEP TRAFFIC FLOWING SMOOTHLY.**

**\*NOTE: THE POSTED SPEED LIMIT ON AES CAMPUS IS 15 MPH. STRICT ADHERENCE TO THE POSTED 15 MPH SPEED LIMIT IS MANDATORY FOR ALL VEHICLES ON CAMPUS AT ALL TIMES.**



**LOADING/UNLOADING ZONE** for car riders in grades Kindergarten and First will enter from Moore Road and follow the yellow arrows on the pavement.

**LOADING/UNLOADING ZONE** for car riders in grades Pre-K, Second, Third, Fourth, Fifth and Sixth will enter from the lower Highway 29 Entrance and follow the blue arrows on the pavement.

**LOADING/UNLOADING ZONE** for buses only will be at the front entrance of school. Students who ride in cars should not be picked up or dropped off in the loading and unloading zone for buses.

**PARKING FOR SCHOOL FUNCTIONS** Parking for school functions (honors assemblies, special programs, etc.) is allowed along the inside and outside curb areas in both the yellow and blue zones and in the faculty parking area between the hours of 7:45 a.m. and 2:00 p.m. Entrance into the building will be at either the front or rear entrance unless otherwise announced.

**PARKING** (for purposes of checking in /out student, a conference during school day, etc.) Parents may enter and leave the campus from Highway 29 between the hours of 7:45 a.m. and 2:00 p.m. Parking is available in the designated parking spaces in the front of the building. Parking is also allowed on the inside and outside curb areas between the hours of 7:45 a.m. and 2:00 p.m.

**PARENTAL CONCERN** If parents have concerns regarding any situation within the classroom or school, please follow the **GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS** found in the booklet **STUDENT/PARENT RIGHTS AND RESPONSIBILITIES A STATEMENT OF POLICY.**

We are committed to providing the best possible educational program for each student. We are also concerned with the general welfare of each boy or girl. We are partners with you in these endeavors. Please feel free to express your ideas, appreciation, suggestions, and concerns to the school.

**PERSONAL ITEMS** Items brought to school by students, which are hazardous or disruptive to the educational process, may be collected by school officials. **STUDENTS SHOULD REFRAIN FROM BRINGING PERSONAL ITEMS TO SCHOOL SUCH AS ELECTRONIC GAMES, TRADING CARDS, GAMES, JEWELRY, ATHLETIC OR SPORTS RELATED CLOTHING/EQUIPMENT, CELL PHONES/PAGERS, OR OTHER ITEMS NOT REQUIRED FOR INSTRUCTIONAL/LEARNING PURPOSES. THE SCHOOL WILL NOT ACCEPT RESPONSIBILITY NOR BE LIABLE FOR PERSONAL ITEMS LOST, MISPLACED, OR STOLEN WHILE AT SCHOOL.**

**LOST and Found** Clothing and other personal items, which could be lost or misplaced by students, should be marked with the student's name. If a student misplaces an article of clothing or other personal item, he/she should check the "lost and found" area.

## **LOCKERS and LOCKS**

All students in grade 6 are required to use a locker for books and supplies. Backpacks and book bags will not be allowed in the classrooms. Lockers are provided by the school. Students will be assigned a locker at the beginning of the school year. Locker rentals are \$7.00 per year. Locks must be rented from the school. No other locks may be used on a locker. All locks must be returned at the end of the school year or at the time of early withdrawal. A fine of an additional \$7.00 will be assessed if the lock is not returned. If a lock is lost, stolen, broken or otherwise damaged (beyond normal use), a replacement will be issued for a charge of \$7.00.

The school reserves the right to search or inspect a locker in the school with or without the presence of the student as provided by the state or local law. Police dogs may also be used to check lockers. Students are reminded that they are not to share lockers with any other students, allow others to keep items in their locker, give their combination to other students, or leave locks unlocked or set to open. Failure to comply with locker guidelines could result in the forfeiture of locker privileges. All lockers at AES will be locked at all times, including those not rented to students.

**STUDENT CONDUCT** A well-behaved student body is required if meaningful, effective instruction is to take place in the classroom. Students are expected to conduct themselves in an acceptable manner at all times, and are required to conform to classroom, school, and school system policies and regulations.

**THE SCHOOL SYSTEM'S EXPECTATIONS FOR STUDENT BEHAVIOR ARE LISTED UNDER Knowledge and Observation of Rules of Conduct, found in the system calendar "STUDENT/PARENT RIGHTS AND RESPONSIBILITIES-A STATEMENT OF POLICY HANDBOOK".**

In order to facilitate a safe and orderly environment for learning, each teacher at Andalusia Elementary School has developed a classroom management plan. Each student and parent will be made aware of this plan at the beginning of the school year. Rules and consequences will be implemented in each classroom and in all areas of the school building and campus. Each teacher is expected to manage student behavior in the classroom. Parents are expected to assist teachers in their efforts to control student behavior (**SEE PARENT/LEGAL GUARDIAN RESPONSIBILITY, IN COMPLIANCE WITH PUBLIC LAW 94-782, FOUND IN THE BOOKLET "STUDENT/PARENT RIGHTS AND RESPONSIBILITIES-A STATEMENT OF POLICY CALENDAR."**)

Alabama Law, Act 94-782, requires parents/guardians to be responsible for the conduct of their child(ren) at school. The law reads as follows: Attendance and Conduct (Act 94-782) Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 30 days). **Parents/Guardians will receive notification from the principal's office of conduct offenses according to the school discipline plan.** It is strongly recommended that parent/guardians respond appropriately to notifications from the principal's office regarding their children's conduct in order to be in compliance with ACT 94-782.

**PARENT/GUARDIAN CONTACT INFORMATION** It is imperative that the school be able to contact parents/guardians at all times. Please notify the school office immediately if you have a change of address or telephone number.

**SCHOOL VISITATION** Andalusia Elementary School welcomes parents to visit the school to better understand their children in the classroom setting. Before forming specific opinions as to the school program or classroom instruction, please make a visit and schedule a conference with the teacher. **In an attempt to provide a safer environment, all exterior doors at AES are locked. All visitors will be required to enter through the front door or blue zone entrance of the school and be buzzed in from the office. Please follow any directions given. Proof of identity may be required along with valid reason for visit. AES reserves the right to deny entrance. These procedures are in place to provide additional security to our school.**

**\*NOTE! PARENTS ARE NOT TO GO TO A CLASSROOM WITHOUT CHECKING IN THROUGH THE OFFICE AND OBTAINING A VISITOR PASS. THIS RULE APPLIES TO ALL PARENTS AT ALL TIMES. THIS IS NECESSARY FOR THE SAFETY AND PROTECTION OF ALL OUR CHILDREN AND STAFF MEMBERS.**

## **GUIDELINES FOR PARENT VISITATION**

Having parents visit the classroom is an important part of the elementary school experience. By following some simple guidelines, visiting your child's classroom will be a rewarding experience for both you and your child.

- First, obtain a Visitor Pass from the school office. Anyone coming into the classroom is a distraction. Come in quietly and sit in the area the teacher has designated for visitors.
- You will be able to concentrate on what the class is doing and enjoy what the class is doing if a younger brother or sister does not come to the school.
- Talking to the teacher during class time distracts the students. Please talk to the teacher at another time or schedule a conference through the office.
- Relax and enjoy this visit with your child. He/She appreciates the time and effort you made to visit him/her in the classroom.

**CLASSROOM VISITATION IS LIMITED TO PARENTS / LEGAL GUARDIANS OF STUDENTS ENROLLED IN THE CLASSROOM. ANY OTHER PERSON MUST RECEIVE PERMISSION FROM THE PRINCIPAL TO VISIT IN A CLASSROOM. THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO LIMIT THE NUMBER OF CLASSROOM VISITATIONS BY ANY PERSON.**

**SNACK** A ten (10) minute break is scheduled for students in grades 1 through 6. During the break, students are allowed to have a snack. Snacks may be brought from home and should be nutritious. Fruits, crackers, pretzels, etc. are allowed. Please do not send candy or other sugary snacks. Drinks such as boxed fruit drinks, Capri Suns, and fruit drinks in thermos bottles or plastic containers are acceptable. According to State Policy, cola drinks in cans or bottles will not be allowed.

As a convenience to our parents, Andalusia Elementary School will offer a fruit drink and a snack (crackers, pretzels, popcorn, etc.) The snack will vary, and students will be able to choose from the menu offered.

The cost of each fruit drink is \$.50 and each snack is \$.50 for students in grades PreK - 6th. Parents are encouraged to send \$5.00 each Monday to cover the cost of both items for an entire week. Either snack (drink or food) may be purchased separately, if desired. If buying only a drink, the cost is \$2.50 for the week. If only the snack is purchased for the week, the cost would be \$2.50. Please make checks for snacks payable to **Andalusia Elementary School**. Cafeteria checks should be made payable to **Andalusia Elementary School Cafeteria**. Please send lunch and snack money in a sealed envelope labeled with the child's and teacher's name.

**UNIVERSAL BREAKFAST** No child should start the day hungry. Breakfast will be offered at "no charge" to all Andalusia Elementary School students. Breakfast will begin in your child's classroom at 7:30 and end promptly at 8:00. Eating breakfast has been associated with improved memory, test scores, school attendance, and tardiness rates. For any questions regarding Universal Breakfast, please contact Shan Burkhardt, Child Nutrition Coordinator at 222-6379.

**SEVERE WEATHER** In the event of severe weather, warnings will be sounded and the students will be placed in designated safe areas as determined by the Office of Emergency Management. Every effort is made to see that your child is protected and safe. Checkouts during this time are discouraged for obvious reasons. **IN THE EVENT WEATHER CONDITIONS ARE SUCH THAT CITY SCHOOLS WOULD HAVE TO BE CLOSED, LOCAL RADIO STATION WAAO, 93.7 FM IS THE MEANS BY WHICH PARENTS / GUARDIANS CAN RECEIVE OFFICIAL WORD FROM THE SCHOOL SYSTEM. IF A DECISION HAS TO BE MADE CONCERNING WEATHER CONDITIONS, THE OFFICIAL ANNOUNCEMENT WOULD AIR BETWEEN 5:45 – 6:00 A.M. ALSO THE USE OF THE AUTOMATED PHONE SYSTEM WILL BE UTILIZED TO NOTIFY PARENTS OF ANY SPECIAL CLOSINGS. MAKE SURE ALL OF YOUR INFORMATION IS ACCURATE AT THE SCHOOL.**

**SPECIAL OCCASIONS POLICY** Andalusia Elementary School will not accept delivery of flowers, balloons, or gifts for students during school hours due to the disruptions caused by these items in the classroom and hazards created by transporting such items on school buses.

**ASBESTOS MANAGEMENT PROGRAM** By law, public facilities are required to inform the public of buildings constructed using asbestos products. Andalusia Elementary School is in complete compliance with federal and state guidelines regulating the inspection and management of areas identified as having been constructed using asbestos.

# **TELECOMMUNICATIONS POLICY (Board Policy) NETWORK AND INTERNET ACCESS AGREEMENT AND POLICY**

Students, parents, and teachers are required to sign a Telecommunications Policy prior to using the Internet or any computer network at any Andalusia City School location.

The purpose of the computer network and Internet access is to assist students in preparing themselves for the future. These are valuable tools, but like most tools, there are right and wrong ways to use them. As with other pieces of school equipment, a student must understand what they can and cannot do with that equipment. They must also understand there are consequences for incorrect usage. Anyone using the Andalusia City Schools Network and Internet resources at school or away from school must comply with the following:

A. The use of the Network and Internet are considered privileges that may be revoked by the District at any time and for any reason. There are many reasons these privileges can be revoked. Some of these reasons are: the changing of system software the placing of unapproved information on the computer system the placing of a virus or harmful program on or through the computer system in either public or private files or messages The District can remove files, limit or deny access, and refer the student for other disciplinary actions. (See the applicable portions of the Student Handbook.)

B. Students will not use the District's equipment or facilities to obtain, view, download, or gain access to any materials that may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students violating these rules could have their access limited or denied, and the student can be referred for other disciplinary actions. (See the applicable portions of the Student Handbook.) The District has all rights to material stored in files. The District will remove any materials that it believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.

C. All information services and features contained on District or Network resources are intended for the private use of its registered users. Any use of these resources for commercial-for-profit or other unauthorized purposes (e.g., advertisements, political lobbying) in any form is expressly forbidden.

D. The District's Network and Internet resources are for the use of approved users. The student is responsible for the use of his/her account/password and access privilege. A student's account is his/her responsibility. A student is not to allow another student to use his/her account or password. It is forbidden to use someone else's account/password. Such a use may be grounds for a loss of privileges and/or referral for further discipline. (See the applicable portions of the Student Handbook.)

E. Any misuse of an account could result in the suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but is not limited to:

1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
2. Misrepresenting other users on the Network
3. Disrupting the operation of the Network through abuse of the hardware or software
4. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
5. Interfering with others' use of the Network
6. Extensive use for non-curriculum-related communication
7. Illegal installation of copyrighted software
8. Unauthorized copying of licensed or copyrighted software
9. Unauthorized use of licensed or copyrighted software
10. Installation of software that is not approved by the District
11. Allowing anyone to use an account other than the account holder

F. The use of District Network and Internet resources are for the purposes of (in order of priority):

1. Support of the academic program
2. Telecommunications
3. General information
4. Recreation

G. The District does not guarantee that the functions of the Network and Internet resources will meet any specific requirements that a user may have. The District cannot guarantee the Network and Internet resources will be error free or uninterrupted. Nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred concerning the use, operation, or inability to use the system.

H. The student will delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail space.

I. The district will periodically make determinations on whether specific uses of the Network and Internet resources are consistent with the acceptable-use practice. The District reserves the right to log Internet use and monitor electronic mail space utilization by users.

J. The student may transfer files from information services and electronic bulletin board services. Any file received should be scanned with virus screening software. The student agrees to make a reasonable effort to ensure that the virus scanning software is turned on. The student also agrees to seek help from the adult in charge when a virus is detected or when the computer gives them other warnings during this process. Should the student recklessly or intentionally transfer a file, shareware, or software, which infects the Network with a virus and causes damage, the student may have to pay the cost of repair to the Network system. S/he may be subject to other disciplinary measures. (See the applicable portions of the Student Handbook.)

K. The student may not transfer files, shareware, or software from information services and electronic bulletin boards that would incur a cost or fee without the permission of their building principal. The student will be liable to pay the cost or fee, whether intentional or accidental, without such permission.

L. The student may not log on and use the Network or Internet unless under the supervision of an authorized staff member. S/he must also use his/her account number or password if applicable.

M. The District has the right to monitor computer use and fileserver space utilization by users. The District also has the right to remove a user account on the network to prevent further unauthorized activity.

N. The rules and regulations of Network and Internet usage may be changed from time to time by the District. These rule changes will be made known to all users and will be available on hardcopy in the principal's office.

The Andalusia City School District makes no warranties of any kind, either expressed or implied, for the Network and/or Internet access it is providing. The District will not be responsible for any damages users suffer including, but not limited to, loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on district diskettes, hard drives, or servers; nor will it be responsible for the accuracy, nature, or quality of information gathered through district-provided Internet process. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet. By his/her use, any user of the District's Network and Internet resources releases any and all claims of any nature arising from his/her ability or inability to use the District Network and/or Internet resources.

#### **Implementation of the Children's Internet Protection Act**

In accordance with CIPA, Andalusia City Schools is currently using web filtering provided by the Alabama Super Computer Authority which supplies dedicated unlimited Internet Access. This appliance monitors all Internet access, blocking inappropriate sites and tracking all Internet activity. The blocked site information is updated automatically on a daily basis. All computers are filtered with this process.

#### **Cell Phone/Digital Device in a Testing Setting by Students**

The possession of digital devices (including but not limited to cell phones, MP3 players, camera, mobile entertainment, social connections, navigation devices, or other telecommunication devices) **is strictly prohibited** in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room. If a



device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

**GUIDANCE AND COUNSELING SERVICES** Andalusia Elementary School has two school counselors, certified at the Master's Level, available on a full-time basis.

AES students are provided a comprehensive guidance program each school year that includes a curriculum developmentally appropriate for all grades, K-6. School counselors use the Alabama Course of Study for guidance, counseling goals, and objectives to assist students.

Counselors coordinate planning and scheduling with teachers and parents to provide services and resources to students. The counselors coordinate individual or group assessments such as state testing programs. They are available to explain test results or test data to parents, teachers, and students. School faculty/staff or parents may request counselors to complete educational or behavioral planning with students. They consult with parents and teachers and set up conferences when necessary.

School counselors provide small group counseling opportunities during the school year according to student or school/community needs. Parents or teachers may also refer students. Small group opportunities may include grief groups, divorce, anger management, academic improvement, study groups, self-esteem, and others.

AES counselors are responsible for school records and documents required for enrollment and withdrawal of students. They are active in all school activities and are required to participate in school-wide programs and assigned duties.

School counselors work closely with school staff/faculty and parents to promote social, emotional, and physical well-being of all students at Andalusia Elementary School. Please contact the school counselor assigned to specific grade levels if you have concerns or questions. Telephone voicemail for both counselors is available using the school telephone numbers and following the menu to leave a message (222-1223 or 222-1224).

## **SCHOOL TELEPHONE**

Students are not permitted to use the telephone except in cases of emergencies.

**PLEASE MAKE PLANS FOR RAINY DAYS IN ADVANCE SO YOUR CHILDREN WILL KNOW WHAT TO DO.** Parents are asked to make after-school arrangements with students before they leave home. It is not desirable to interrupt class time to deliver messages, except in an emergency. **Students are not allowed to have cell phones at school.**

**TOBACCO POLICY** The Andalusia City Schools shall maintain a tobacco-free policy at all school, maintenance, or administrative buildings, on all system grounds, and in all system owned or operated vehicles. This policy applies to students, visitors, and employees of the Board.

**WORTHLESS CHECKS** (Board Policy) The Alabama Department of Education requires all school systems to establish and implement certain policies regarding worthless checks:

1. A list of individuals who have submitted bad check(s) will be maintained in order to prevent the receipt of any further checks from those individuals.
2. A Non Sufficient Funds (NSF) check fee of \$30.00 will be charged to the check writer for all returned checks whether collected or not.
3. A ten (10) day notice will be mailed Certified/Registered mail for any check stamped insufficient funds. The check writer will be given ten full days from receipt of the letter to make the bad check good. After ten days, the bad check will be turned over to the Covington County District Attorney's Office Worthless Check unit.

\* Once a worthless check is turned over to the Covington County District Attorney's Office Worthless Check Unit, the school system cannot accept any money from the defendant in payment of the bad check. Collection will be made by the District Attorney's office.

## ACADEMICS

**PARENTS RIGHT-TO-KNOW NOTICE** In accordance with Title I of the No Child Left Behind Act (NCLB) of 2001, parents are being notified that Andalusia Elementary School is a Title I school and by Federal law, may request within the first four weeks of school information regarding the professional qualifications of their child's classroom teachers to include:

- Whether the Alabama State Department of Education has licensed or qualified the teacher for the grades and subjects he or she provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which Alabama State Department of Education qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether their child is provided services by paraprofessionals and, if so, their qualifications.

To receive information about your child's assignment to a teacher or paraprofessional, you may obtain a Parents Right To Know-Request Teacher Qualifications form from the school office. Upon receipt of the request, a response will be mailed to parents. Andalusia City Schools will provide information to parents in their native language either through a written translation or through the services of an interpreter for parents of English Learners (EL). Home visits will be made when necessary to explain educational decisions that impact their child(ren).

If you have additional questions related to teacher qualifications, please contact Kim Thompson, Teacher Certification Specialist, at the Andalusia City Schools Board of Education at 334-222-3186

**MAKE-UP WORK** It is the intent of the personnel of Andalusia Elementary School to work with parents and students in every way possible for the welfare of the students. Teachers will devote additional time toward assisting students who have missed work for a good reason. Make-up work can be provided upon request. Some students are able to do make-up work while confined to certain illnesses.

**ARRANGEMENTS FOR MAKE-UP WORK SHOULD BE MADE IN ADVANCE. TEACHERS ARE NOT EXPECTED TO INTERRUPT CLASS TIME DURING THE INSTRUCTIONAL DAY TO GRANT WALK-IN OR PHONED-IN REQUESTS FOR HOMEWORK. PARENTS ARE REQUIRED TO NOTIFY THE TEACHER (S) WELL IN ADVANCE FOR HOMEWORK OR MAKE-UP WORK.**

**RETENTION AFTER SCHOOL** Students may be requested to remain after the regular hours of school up to a period of one hour for the purpose of individual conferences, make-up work, or for disciplinary reasons. If a student is to be retained after school, the teacher will notify parents in writing. Parents should sign and return the written notice and make arrangements for the student to be picked up at school. Where special problems exist, the parent should contact the teacher requesting the after school retention.

**HOMEWORK POLICY** (BOARD OF EDUCATION) Homework serves to extend learning beyond the classroom setting. Parents have both the right and responsibility to be involved in the education of their children. Homework provides an opportunity for the home and school to work cooperatively to make the instructional program a meaningful experience for the student. The Andalusia City Board of Education emphatically affirms that the assignment and completion of homework is one of the keys to student success when employed in keeping with sound principles of teaching and learning and when properly reinforced in the home. When deemed appropriate by the classroom teacher, homework shall be assigned with the following purpose in mind: to serve as part of the introduction of new material; to reinforce skills taught in the class; to provide for individual and/or class needs; to cultivate effective study habits and promote self discipline.

The following guidelines shall be followed by the instructional staff when making homework assignments: Homework shall not be employed as the sole means of introducing new material. Homework shall not be employed as a disciplinary measure.

- Homework need not be limited to textbooks.
- Homework assignments shall be reasonable, with consideration being given to age, grade level, and ability of the student.
- Homework shall be assigned with consideration to the amount of time for completion and the availability of related materials.
- Homework shall be evaluated by one or more methods and/or used as part of in-class activities.
- Consideration shall be given to the amount of homework required of the student by other teachers.

In the event a student repeatedly fails to complete homework assignments, disciplinary action may be taken and parents shall be notified in writing.

**GRADING** Students will be graded academically in grades 1<sup>st</sup> through 5<sup>th</sup> using the following system: **90–100 A, 80–89 B, 70–79 C, 60–69 D, 59– Below F**

**Grades on report cards will be in both letter and numerical format.**

**STUDENT PAPERS** It is school policy that teachers send student papers home every other Wednesday for work performed during the preceding two weeks. These papers are to be sent home in folders that will be provided. The dates the papers are to be sent home are printed on the folder. There is also a space available for parents to sign indicating that they have reviewed the papers. Parents are asked to return the papers to the teacher on Thursday. Teachers will keep a record of papers returned to the school. If the parent has a concern regarding the progress of his or her child, a teacher conference may be requested to review the student's work.

**PROGRESS REPORTS** Progress reports will be sent home at the midpoint of each grading period for students performing below grade level expectations in specific subject areas. Parents are asked to review the report, sign it, and return it to the teacher. The dates for progress reports to be sent home are:

**September 13, 2017                      February 7, 2018**

**November 29, 2017                      April 18 , 2018**

**REPORT CARDS** Report cards will be sent home at the end of each nine weeks grading period. The dates report cards will be sent home are:

**October 19, 2017                      March 15, 2018**

**January 11, 2018                      May 24, 2018**

**PARENT-TEACHER CONFERENCE** In order to encourage cooperative planning and to establish lines of communication between the school and home, at least one parent/teacher conference shall be scheduled annually for each child in the school system (Board of Education Policy, 1989).

## **PARENT/TEACHER CONFERENCES**

Teachers are available for conferences with parents by appointment from 2:40 p.m.-3:00 p.m. on Tuesdays, Wednesdays, and Thursdays. Teachers can hold conferences during planning times if the teacher is available.

**PROMOTION/ RETENTION -REGULAR PROGRAM** A student will be evaluated on academic performance on the grade level or current placement in the regular program classes. For example, a first grade student's evaluation is to be based on success in READING at the first grade level. In order to qualify for promotion, a student is to be reading a-grade-level basal. A student who is reading below grade level should receive grades reflective of the low performance. A subject failure is a yearly average of 59% or below. If the student fails the subjects below, it will result in retention.

**Grades 1-2** 1. Reading

**Grades 3-5** 1. Reading and Math  
2. Reading or Math and 2 of the following: Language (English), Social Studies, Science

**Grade 6:** A student must obtain no less than 60% in 5 of 7 academic subjects attempted during the scholastic year to be promoted to the next grade. Supporting data will be utilized in cases where unusual circumstances exist. Supporting data includes, but not limited to: ASPIRE results, reading and math levels, special services, age, attendance, maturity, number of retentions, prior failures in the same subject, etc.

**EQUAL ACCESS TO PROGRAMS** Andalusia Elementary School shall not discriminate or deny access to students desiring to participate in any school sponsored program or activity based on race, sex, religion, color, creed, national origin, or handicap. Andalusia Elementary School encourages the participation of students, regardless of race, sex, religion, color, creed, national origin, and/or handicap in all school sponsored academic and extracurricular programs.

**CHILD FIND** In accordance with the Individuals with Disabilities Education Act (IDEA), Andalusia City Schools conducts ongoing *Child Find* activities to locate, identify, and evaluate children with disabilities from 3-21 years of age.

The Board authorizes the Superintendent and/or designee to prepare and maintain a comprehensive plan for the development and implementation of individual instructional programs for all exceptional children of school age residing within the school district who are in need of specialized assistance. The Superintendent and/or designee shall be instructed to include within this plan procedures which fully comply with the equal protection and due process clauses of the U.S. Constitution as these relate to identification, testing procedures relative to assignment, actual assignment and instruction, and other legal aspects concerning exceptional children. All development and implementation procedures shall comply with specified State and Federal statutes concerning education programs for exceptional children. The Board is required to provide free appropriate public education for all eligible children with disabilities, ages 3 through 21 years, inclusive, in accordance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all amendments thereto.

**Contacts:**

**Preschool ages 3-5** residing within the Andalusia City School District: Mrs. Jenny Watson at 222-1224 ext 306

For students **ages 6-21** residing within the Andalusia City School District and/or enrolled in one of the Andalusia City Schools, you may contact the guidance counselor or RtI Chairperson at your child's respective school.

District Level Contact: Mrs. Sonja Hines at 222-3186 ext 5

**RESPONSE TO INSTRUCTION (RtI)** Response to Instruction (RtI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental, and special education services in providing high quality, standards-based instruction and intervention that is matched to students' academic, social-emotional, and behavioral needs. RtI combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems.

The RtI process requires the involvement of classroom teachers, parents, students (when appropriate), building specialists, (e.g., principals, academic coaches, special education teachers, ELL teachers, counselors, gifted teachers, speech therapists) and community service providers. The ultimate purpose of the RtI process is to enhance the success

of students with a variety of academic and/or behavior needs, rather than solely determine whether a student qualifies for special education services. For more information about the RtI process, please contact your child's school and speak with the RtI Chairperson.

**TALENTED AND GIFTED SERVICES** Definition: Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with 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.

Standard Referral: Teachers, counselors, administrators, parents or guardians, peers, self, and other individuals with knowledge of the student's abilities may refer a student for consideration of gifted services. Standard referrals may occur at any time for students six years of age and older. Parents must be informed when students are referred.

Second Grade Child Find: All second grade students will be observed as potential gifted referrals using a gifted behavior checklist provided by the State Department of Education.

Equity: Efforts must be made to identify students among all populations and socioeconomic groups as well as students with disabilities and students who are Limited English Proficient (LEP).

Evaluation: Information must be obtained in the following areas: 1. Aptitude. Aptitude should be assessed through an individual or group test of intelligence or creativity. Vision and hearing screening must be completed prior to completing individually administered aptitude assessments (not screeners). 2. Performance. At least three examples of student performance that indicate the student is performing at high levels in academic or creative fields when compared to others of his or her age, experience, or environment must be included. 3. Characteristics. A behavior rating scale designed to assess gifted behaviors should be used.

**ELIGIBILITY DETERMINATION** Eligibility Criteria: Two methods of eligibility determination are available. The student may not be determined ineligible without having the matrix applied. 1. Automatic Eligibility. A student may be determined automatically eligible for gifted services when the obtained full scale/composite IQ score on an individually administered test of intelligence (NOT a screener) is two standard deviations above the mean or higher; or either the Verbal Average Standard score or Figural Creativity Index of the Torrance Tests of Creative Thinking is at or above the 97th national percentile. 2. Matrix of Multiple Criteria. The matrix of multiple criteria developed by the State Department of Education requires information in the areas of aptitude, performance, and characteristics.

## **Advanced, Accelerated, and Enrichment Reading and English Courses:**

Advanced, Accelerated, and Enrichment courses are offered for students in grade 6. A rubric will be utilized to determine student placement in each course. The following components will be included, but not limited to, in the overall score on the rubric: Yearly Average in Reading and English (5<sup>th</sup> grade), ASPIRE scores (Reading and Writing), reading range, attendance, office referrals and teacher recommendation.

**PHYSICAL EDUCATION** According to Alabama law and school policy, no student may be excused from physical education classes except in cases where student participation in physical activities presents an extreme hardship on the student's well-being. Students may be excused from Physical Education for a period of up to one week by the parent or guardian writing a note to the student's homeroom teacher stating this request. If the student needs to be excused from Physical Education for a period of longer than one week, a statement from the student's doctor should be sent to the student's homeroom teacher. When notes are sent to school, the principal or the homeroom teacher will initial them and forward them to the Physical Education teacher.

**TEXTBOOKS** Students will be issued state owned textbooks in all classes where textbooks are used. Upon issuance, these books become the responsibility of the student/parent. Andalusia City Schools Board of Education policy IC states “The parent, guardian, or other person having custody of a child to whom textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from the normal use of the textbook. If the parent, guardian, or person having custody of the child to whom the textbook was issued fails to pay the assessed damages within 30 days after notification, the student shall not be entitled to further use of the textbooks until remittance of the amount of loss or damage has been made.” Students who withdraw from school must turn in or pay for textbooks before records and transcripts will be forwarded to other schools.

## ATTENDANCE

**ATTENDANCE POLICY** The Attendance Policy for the Andalusia City Schools System is stated under ANDALUSIA CITY SCHOOLS ATTENDANCE POLICY found in “STUDENT / PARENT RIGHTS AND RESPONSIBILITIES -A STATEMENT OF POLICY HANDBOOK”.

### Compulsory Attendance

The board shall enroll in school all students in this district between the ages of seven and sixteen years. The classroom or homeroom teacher shall maintain an accurate record of attendance for each pupil. This record shall be kept in the official register, or through other officially approved documentation provided or approved by the State Department of Education.

Regular school attendance is very important, and irregular attendance makes for a lack of interest and poor grades. Because something of importance is being taught every school day, each pupil is expected to be in attendance on a regular basis for the full day. Personal activities should be scheduled on an after-school basis to ensure that all students meet attendance requirements.

- The school will assist with barriers and difficulties that might be preventing regular attendance.
- The school will take measures to help the family address absenteeism before court proceedings are initiated.
- The school will override excused absences when found to be illegitimate.
  - The school will increase awareness of the importance of attendance.
  - The school will emphasize attendance through school presentations and correspondence.
  - Create a school focus on attendance.
- The school will initiate truancy court proceedings if students and families are not making serious efforts to get the student to school or work with the school to overcome barriers

### Excused Absences

1. Pupil is too ill to attend school
2. Inclement weather which could be dangerous to the safety and health of the child if he/she attended school
3. Legal quarantine
4. Death in immediate family
5. Emergency conditions as determined by principal
6. Pupil absent from school with prior consent of the principal

### Unexcused Absences

Parents should note that excessive unexcused absences and tardies could result in students and parents being referred to the **COVINGTON COUNTY EARLY WARNING PROGRAM**. Parents of students who have unexcused absences will receive notification from the school office according to the following:

**FOURTH UNEXCUSED ABSENCE** The parent or guardian shall be notified by the school principal or his/designee that the student was truant and the date of the truancy. The parent or guardian shall also be provided with a copy of Alabama’s compulsory school attendance laws and advised of the penalties that can be applied and the procedures that

shall be followed in the event that other unexcused absences occur.

**FIFTH UNEXCUSED ABSENCE** The parent, guardian, or person having control of the child shall 1) attend a conference with the attendance officer and principal or his/her designee and /or 2) participate in the early warning program provided by the juvenile court. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or emergency exists. Failure to appear at the school conference and/or to appear at the early warning program shall result in filing of a complaint / petition against the parent under Code of Alabama (1975), Public Law 16-28-12© (failure to cooperate), or a truancy against the child, whichever is appropriate.

**SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)**

File complaint/petition with the court against the child and/or parent/guardian, if appropriate.

**CHILD UNDER PROBATION**

The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court consistent with state statute, Code of Alabama (1975), public law 12-15-100 and 105. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

Parents are required to send a note explaining all absences and tardies the day after the absence or tardy occurs. If the homeroom teacher does not receive a note explaining the absence after **TWO (2) DAYS, THE ABSENCE WILL BE RECORDED AS UNEXCUSED. AN EXCUSED ABSENCE PERMITS WORK TO BE MADE UP. AN UNEXCUSED ABSENCE MEANS A PUPIL MAY NOT MAKE UP WORK.**

**CHECK-IN/CHECK-OUT DURING THE SCHOOL DAY** If a student enters a class after 7:45 a.m., he/she is considered tardy and must be checked in through the office.

1. The parent must bring the student to the office.
2. The parent must obtain a pass for the student to be admitted to class.

**CHECKOUTS SHOULD BE KEPT TO A MINIMUM.** Your cooperation in this matter will be appreciated. Students checked out by parents in the afternoon to avoid traffic is unacceptable and will not be allowed. If a student must be checked out during the school day, parents or guardians should do the following:

- Go directly to the school office and request to check out the student.
- Check the student out on the check-out sheet located in the office
- Do not go to the classroom unless instructed to do so by the school office.

**\*STUDENTS WILL BE RELEASED ONLY TO A PARENT, AN AUTHORIZED GUARDIAN, OR A PERSON WHO HAS BEEN AUTHORIZED BY THE PARENT, IN WRITING, TO CHECK OUT THE STUDENT.**

**\*NOTE: STUDENTS WHO ARE CHECKED OUT OF SCHOOL ON A REGULAR BASIS MAY BE REQUIRED TO PRESENT DOCUMENTATION FOR THE REASON FOR CHECKOUT. STUDENTS WHO ARE CHECKED OUT OF SCHOOL ON A REGULAR BASIS WITHOUT GOOD REASON WILL BE SUBJECT TO THE ANDALUSIA CITY SCHOOLS' POLICY REGARDING UNEXCUSED ABSENCES AND TARDIES AND COULD RESULT IN A MANDATORY PARENT CLASSES OR WORKSHOP AND/OR REFERRAL TO THE EARLY WARNING PROGRAM.**

**PERFECT ATTENDANCE POLICY** A student's attendance is considered perfect if he/she has not been absent, tardy, or checked out.

# CAFETERIA

**GENERAL CAFETERIA INFORMATION** Borrowing or buying food served to pupils for breakfast or lunch is not allowed. Students are expected to get their tray, eat what they wish from the tray, and carry the remainder to the disposal window. Milk and juice cartons, as well as remaining food items, are to be left in the cafeteria. Students are expected to conduct themselves in a quiet and orderly manner while in the cafeteria.

**NO CARBONATED DRINKS IN CANS OR BOTTLES (GLASS OR PLASTIC) ARE TO BE BROUGHT FROM HOME BY THE STUDENTS.**

Juice or drinks in boxes, plastic containers, or thermos bottles are permitted. No food from outside sources (McDonald's, Dairy Queen, Taco Bell, etc.) should be brought into the cafeteria in their original container. Students who have special dietary needs must supply the School Nurse and Food Service Manager with a statement from the student's physician.

**SCHOOL CAFETERIA PROCEDURES** The cafeteria will serve, at a minimum cost, hot, balanced meals in accordance with standards set forth under the National School Lunchroom Act. Students are encouraged to eat in the cafeteria to ensure proper nutrition. Students may not be excused from the school campus for lunch except in cases where such is recommended by a physician for health reasons. Andalusia Elementary School has the new Fastlane computerized system for the cafeteria. Each student in the school now has a lunchroom account that is accessed with a PIN number. Each student will enter his or her PIN number into a PIN pad at the end of the serving line. The student can still pay cash. However, we encourage parents to deposit money into the student's account. Each student will receive a small card with his or her PIN number. Please help your child memorize their PIN number. They should bring this card with them the first day at lunch. When they have memorized the number, the card should be destroyed or stored in a safe place.

Handling cash and making change slows down the lunch line. When most students have money in their account, the lunch lines move much faster and it is more convenient for students, parents and teachers. When sending money by check or cash, please include the student's PIN number.

If your child has qualified for free or reduced price lunches, the information will be entered into the system, and the meal will be processed in the same manner as other students.

Parents are urged to pay for their children's lunch by the week, month, or year. Money for the entire week, month, or year should be sent in an envelope with the student's name, PIN number, homeroom teacher, and the amount. Parents may also go to our school website [www.andalusiacityschools.net](http://www.andalusiacityschools.net) to pay lunch money on line. Students will receive credit for lunches on days that they are absent. To prevent a negative balance, we encourage parents to deposit money into the child's account.

**CHARGED MEALS POLICY** (Board Policy) "The Andalusia City Schools allows **no charging** of meals in the school cafeterias. A nominal non-reimbursable meal or snack will be provided to elementary students when they do not have meal money. However, the practice of serving such a nominal meal or snack should only be done as an occasional occurrence."

If a student forgets their lunch money, he/she will be allowed to go to the office to call a parent to bring lunch money. If the parent /guardian cannot be reached, the student will be allowed a small snack for that day.



*PLEASE MAKE CAFETERIA CHECKS PAYABLE TO:*  
**ANDALUSIA ELEMENTARY SCHOOL CAFETERIA**

**CAFETERIA MEAL PRICES**

(Subject to change)

\$2.25	Student Lunch
\$0.50	Extra Milk
\$0.40	Student Reduced Lunch
\$1.00	Student Paid Breakfast
\$1.50	Adult and Visitor Breakfast
\$3.00 + \$.25 tea	Faculty Lunch
\$3.50 + \$.25 tea	Visitor Lunch (adult)

**FREE AND REDUCED MEALS**

Free and reduced priced meals for lunch and breakfast are available for students who are eligible. Students will receive applications to bring home the first day of school. Parents should fill out the form completely and accurately and return it to the homeroom teacher as soon as possible. Parents will be notified by letter regarding the status of their children's eligibility after the school office receives the completed application.

**CAFETERIA VISITATION**

Parents are encouraged to visit the school cafeteria and eat with their children. Due to limited seating space, the school has designated a specific week during the school year for parents to come and eat with their child's class. Parents will be notified by the homeroom teacher as to the specific week to come and eat with their class.

**PARENTS / GUARDIANS OR OTHERS EATING LUNCH IN THE CAFETERIA MUST CHECK IN AT THE SCHOOL OFFICE BEFORE PROCEEDING TO THE CAFETERIA.**

**Andalusia City Schools  
Anti-Harassment Policy**

**Section 1: Harassment, Violence, and Threats of Violence Prohibited**

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Board in this policy. Students who violate this policy will be subject to disciplinary sanctions.

**Section 2: Definitions**

- (a) The term "harassment" as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may be any of the following:
  - Place a student in reasonable fear of harm to his or her person by damage to his or her property.
  - Have the effect of substantially interfering with the educational performance of the school.
  - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
  - Have the effect of creating a hostile environment in the school, or school property, on school bus, or at a school-sponsored function.
  - Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive education environment for a student.
- (b) The term "violence" as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage the property of another student.
- (c) The term "threat of violence" as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.
- (d) This term "intimidation" as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from

participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

- (e) The term "student" as used in this policy means a student who is enrolled in the Andalusia City School system.

**Section 3: Description of Behavior Expected of Students**

- (a) Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage which such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in the policy.
- (b) Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:
- The student's race;
  - The student's sex;
  - The student's religion
  - The student's national origin; or
  - The student's disability

**Section 4: Consequences for Violations**

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

**Section 5: Reporting, Investigation, and Complaint Resolution Procedures**

- (a) Complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parents or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the

student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

- (b) Upon receipt of the complaint, the principal or the principal's designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation the principal or the principal's designee will undertake an investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period, taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s).
- (c) Acts of reprisal or retaliation against any student who has reported a violation of the policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of the policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
- (d) The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or principal's designee will inform the student's parents or guardian of the report.

**Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms**

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Andalusia City School's website.

## HARASSMENT REPORT FORM

The law and policy of the Andalusia City School's Board of Education forbids discrimination against any student on the basis of race, color, creed, religion, gender, age, disability or national origin. This policy of harassment applies to students who are enrolled in Andalusia City Schools.

A provision is noted on the form, for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will complete this form and inform the parents or guardian of the report.

Complaint: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name a person you believed harassed you: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary). If a threat of suicide was reported, describe the details of the report.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed me. I hereby certify that the information I have provided in this  
complaint is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

# DISCIPLINE

## SCHOOL DISCIPLINE PLAN/PROCEDURES

### I. Beliefs

A. Mission Statement: The staff of Andalusia Elementary School is committed to providing all students with the behavioral and academic skills necessary to reach the students' fullest potential and to become responsible life-long learners.

B. Statement of Staff Beliefs: All staff members contribute to Andalusia Elementary School's friendly, inviting environment. The tone is set through the staff's actions and attitudes. Continuous support and encouragement of students will be demonstrated in four important ways.

1. The faculty will teach students the expectations for responsible behavior in all school environments by relating student actions to our guidelines for success. That is, we will encourage students to be responsible, to always try, to do their best, to cooperate with others, and to treat everyone with dignity and respect.
2. The faculty will provide positive feedback to students when they are meeting expectations and following the guidelines for success.
3. The faculty will view minor misbehavior as teaching opportunities, and respond calmly and consistently with corrections or consequences.
4. The faculty will work collaboratively to solve behavior problems that are chronic or severe in nature.

### II. Procedures to Encourage Responsible Behavior

#### A. Consideration of Basic Human Needs

Recognition, Acknowledgement, Attention, Competence, Purpose, Belonging, Stimulation/Change

#### B. Positive Programs/Procedures in Our School to Help Meet Student Needs

1. **"Caught Being A Leader"** – The "Caught Being A Leader" program is designed to recognize students who commit acts becoming of a good citizen and leader. Any teacher or staff member who catches a student committing an act or deed exemplifying good citizenship would give the award. The specifics are listed below:
  - The teacher or staff member "catches" a student doing something good and writes the student a "Caught Being Good" ticket.
  - The student then places the ticket in the "Caught Being A Leader" box located in the school's office.
  - Drawings will be held daily. Children whose names are drawn will be awarded a prize and his or her name will be displayed.
  - Examples of behaviors worthy of being awarded a "Caught Being A Leader" ticket are, but not limited to: picking up trash, returning lost goods, acts of kindness to teachers or fellow students, or exhibiting leadership leading to the betterment of the classroom.
  - Positive Office Referrals

2. **“Good Citizen Award”** – This is presented at the awards ceremony by each homeroom to the students who demonstrate good behavior, helpfulness, and other desirable qualities.

3. **“Awards Program”** – This is held at the end of each nine weeks. The following awards will be given:

- All A's
- All A's and B's
- Perfect Attendance
- Accelerated Reader Awards (appropriate grade levels)
- Good Citizenship Award
- PAW Award (Reading and Math)

### III. Procedures to Correct Irresponsible Behavior

A. The objective is to reduce office referrals through consistent reinforcement of desired classroom behavior. The staff member who views the infraction should handle most misbehavior in the setting where the misbehavior occurs.

B. Classification of Code of Student Conduct Violations

## PRINCIPAL'S AUTHORITY

The principal is granted authority to modify the consequences for violation of a rule indicated in the Code of Student Conduct. However, any such modification shall be based on facts or circumstances that clearly support such modification.

<b>MINOR OFFENSES</b>	<b>CLASS I</b>
<b>INTERMEDIATE OFFENSES</b>	<b>CLASS II</b>
<b>MAJOR OFFENSES</b>	<b>CLASS III</b>

Violations of the Code of Conduct are grouped into three classes: Minor, Intermediate, and Major. Each classification is followed by a list of offenses and appropriate disciplinary actions that are to be conducted by principals and the designees. In each class of violations, it is understood when possible the principal (or designee) shall hear the student's explanation regarding the alleged violation prior to deciding the classification of a violation. The principal (or designee) may consult further with school personnel and others, if necessary, before deciding the classification of the violation.

**NO STUDENT SHALL BE PUNISHED FOR ANY SUSPECTED VIOLATION UNTIL THE PERSON RESPONSIBLE FOR IMPOSING DISCIPLINE HAS HEARD THE STUDENT'S EXPLANATION OR MADE REASONABLE EFFORTS TO PROVIDE THE STUDENT WITH AN OPPORTUNITY TO PRESENT HIS/HER EXPLANATION.**

Each classroom teacher should seek to correct classroom disruption by taking in-class disciplinary action, by making a personal call to a student's parent(s) or guardian when possible, and by scheduling conferences with other school staff, parent(s) or guardian. Only when the action taken by the teacher is ineffective or the disruption is sufficiently severe, should the student be referred to the principal (or designee).

Failure to bring notebook, pencil, books, or required materials and equipment to class is not cause for disciplinary referrals. When a student consistently exhibits such work habits, the school should notify the student's parent(s) or guardian.

UNDER NO CIRCUMSTANCES SHOULD ACADEMIC GRADES BE USED FOR MAINTAINING ORDER IN THE CLASSROOM, NOR SHOULD STUDENT BEHAVIOR BE INCLUDED IN CALCULATING ACADEMIC GRADES. AN ACADEMIC GRADE SHOULD REFLECT THE TEACHER'S MOST OBJECTIVE ASSESSMENT OF THE STUDENT'S ACADEMIC ACHIEVEMENT.

## CLASS I – MINOR OFFENSES

- Excessive distraction of other students—(any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping for instruction).
- Harassment or intimidation of other students—(the continued annoyance, teasing, or tormenting of another student)
- Gambling—(any participation in games of chance for money and/or other things of value)
- Tardiness—(reporting late to school or class)
- Use of profane or obscene language
- Non-conformity to the Andalusia City Schools Dress Policy
- Minor disruption on a school bus
- Inappropriate public displays of affection
- Offensive Touching—(not sexual)
- Unauthorized absences from class or school
- Intentionally providing false information to a School Board employee including, but not limited to, giving false student information, forgery or school notes, and concealment of information directly relating to school business
- Any other violation the principal (or designee) may reasonably deem to fall within this category
- Dress Code Violation—continued failure to meet dress code violation procedures

### DISCIPLINARY ACTIONS FOR CLASS I VIOLATIONS Grades K-6

First Offense: In-school conference and parental contact when warranted Subsequent Offenses: Parental contact and in-school disciplinary actions such as: probation, detention, the assignment of reports related to the offense, work assignments before or after school, supervised in-school suspension, or suspension for one to three days at the discretion of the principal (or designee)

## CLASS II -INTERMEDIATE

- Defiance of School Board Employee's Authority: any verbal or nonverbal refusal to comply with a reasonable direction or order of a School Board employee
- Continued violation of the Andalusia City Schools Dress Code Policy
- Possession and/or use of tobacco products: Having and/or using tobacco products, including possession of cigarette rolling papers, on the school premises
- Possession of Cigarette Lighters or Matches Note: Use of these items on school premises may constitute a Class III offense.
- Battery upon students: Actually and intentionally pushing or striking another student against the will of the other student
- Simple assault on a School Board Employee and/or student: the intentional, unlawful threat by word or act to show violence to the person of another, coupled with an apparent ability to do so, and the doing of some act that creates a well-formed fear in the other person that violence is imminent. Note: Severity of the offense and the maturity of the participants may constitute a Class III offense.
- Threats, intimidation, and/or extortion: verbally, non-verbally, or by written or printed communication maliciously threatening an injury to the person, property, or reputation of another, with the intent to extort money or any pecuniary advantage at all, or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will. Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threat against the victim, constitutes a Class III offense.
- Fighting: any physical conflict between two or more individuals
- Stealing, larceny, and petty theft: the intentional unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another.
- Possession of stolen property with the knowledge it is stolen
- Trespassing: willfully entering or remaining in any structure, conveyance, or property, without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so Note: Trespassing on school property while the student is on suspension constitutes a Class III offense
- Offensive touching of another person with sexual connotations, such as patting, pinching, or brushing



- against another's body
- Sexual harassment: Use of vulgar or sexually explicit comments, gestures or conduct, notes, obscene or sexually explicit pictures, sexually oriented "kidding", teasing, or practical jokes directed toward another person or offensive to a third party observer
- False accusation of sexual harassment
- Directing obscene or profane language to a school board employee
- Leaving school grounds without permission
- Unauthorized use: of a stand-alone computer system, computer network, Internet, or use or knowledge of restricted passwords; physical damage to any technology device
- Any other violation that the principal (or designee) may reasonably deem to fall within this category

## **DISCIPLINARY ACTIONS FOR CLASS II VIOLATIONS Grades K-6**

First and Second Offenses: Parental contact and in-school disciplinary actions such as parent conference, suspension, probation, detention, the assignment of reports related to the offense, work assignments before or after school, supervised in-school suspension Subsequent Offenses: Suspension 1-3 school days If disciplinary actions are not effective, the principal (or designee) may recommend to the Central Office that an Administrative Hearing be held.

## **CLASS III – MAJOR OFFENSES**

(Note: The commission of the following offenses may constitute violation of criminal laws established by the State of Alabama.)

- Drugs: The unauthorized possession, transfer, use, or sale of drugs. This includes over-the-counter and prescription medications
- Alcoholic Beverages: Possession, transfer, use, or sale of alcoholic beverages
- Arson: The willful and malicious burning of any part of a building or its contents
- Battery: The actual unlawful touching or striking of a school board employee intentionally, or during the course of a physical altercation between students; the causing of bodily harm to a school board employee or student
- Aggravated Battery: Intentionally causing great bodily harm, disability or disfigurement; use of a deadly weapon
- Stealing, Larceny and Grand Theft: The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession of another
- Illegal School Entry: Breaking, entering, or remaining in an Andalusia City School structure or conveyance without justification or excuse during the hours the premises are closed to the public
- Criminal Mischief: Willful and malicious injury or damages equal to, or more than, \$200 to public property, or to real or personal property belonging to another
- Possession of Firearms: Discharge, possession, transfer or sale of any firearm (including a starter gun, BB gun, or pellet gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any similar destructive devices 3.09 (a) Possession of a firearm (b) Possession of a stun gun
- Possession of Weapons: Possession of a knife, including, but not limited to, a switchblade knife, metallic knuckles, laser pointer, tear gas gun, chemical weapon or device, (including mace or pepper spray) or any other weapon, instrument, or object which is used in a threatening manner and is seen by the individual being threatened as capable of causing physical harm (including toy firearm replicas)
- Bomb Threat: Any such communication directed at any Andalusia City School facility that has the effect of interrupting the educational environment
- Explosives, Ammunition (bullets), or Firecrackers: Preparing, possessing, or igniting explosives on school board property, which are likely to cause injury or property damage
- Sexual Acts: Acts of a sexual nature including, but not limited to, repeated sexual harassment, battery, intercourse, attempted rape, or rape
- Any Major Disruption of the Educational Process: Caused by the wearing of apparel, possession or writing or drawings, or the performance of gestures or signals which indicate affiliation with a gang, secret organization or other social group whose presence on school grounds poses a threat to the educational environment
- Inciting or Participating in a Major Student Disorder: Leading, encouraging, or assisting in (major) disruptions that place students, staff, and the educational process at risk, or which result in destruction or damage or private or public property or personal injury to participants or others

- Unjustified Activation of a Fire Alarm or Fire Extinguisher System
- Possession of a Pocket Pager or Electronic Communication Device: Such as a cellular phone, after individual warning

## **DESCRIPTIONS OF FORMAL DISCIPLINARY ACTIONS**

### **STUDENT CONFERENCES WITH SCHOOL PERSONNEL**

Verbal reprimand by the principal (or designee)

**COUNSELING** Sabotage of a Computer or Computer System: Resulting in data modification, disclosure of restricted information, major disruption of the educational process, or the introduction of unauthorized software into the computer system

- Repeated Disruptive and Defiant Behavior: Despite school based intervention (documentation of interventions required)
- Miscellaneous Offenses: Any other offense that the principal (or designee) may reasonably deem to fall within this category

### **DISCIPLINARY ACTIONS FOR CLASS III VIOLATIONS Grades K–6**

Commission of a Class III offense shall be reported immediately by the principal (or designee) to the following persons:

The student's parent(s) or guardian

The Andalusia City Schools Superintendent of Education

If serious bodily injury, property damage, drugs, and /or firearms are involved, or in other cases deemed sufficiently serious, the Andalusia City Police Department (222-1155) will be called for assistance. All drugs and/or firearms found or confiscated on school premises must be immediately turned over to police officers. Other unauthorized objects found in the possession of students may be returned to the parent upon a written request to the principal by the parent(s).

**Note:** In an emergency, or if immediate police assistance is needed, dial **911** before following normal notification procedures.

In the event that a student has committed a Class III offense, an administrative hearing (involving the superintendent, two administrators, parent, principal (or designee), and the student) will be necessary to determine the future of the student. Generally, a student reports to the administrative hearing after being placed on suspension. The hearing could result in the student's being suspended additional days, being placed in the alternative school, or expulsion from school for up to a year. In all cases, The Andalusia City Schools will work with the Covington County Department of Youth Services, to support and assist in identifying the proper placement of students whose behaviors have reached the Class III level.

**Note:** By state mandate, all suspensions must be reported to the Department of Youth Services. As a result of this notification, Early Warning petitions will be forwarded to the parents of the suspended student issuing a court date.

Assignment to the guidance personnel to address the problem behavior

**PARENTAL CONFERENCES** Verbal or written communications with a parent or guardian to make parents aware of and discuss possible solutions to a discipline problem

**PARENT CONFERENCES SUSPENSION** Written notification a student is formally suspended from school until a parent conference can be arranged. This "suspension" is in no way intended for the student to miss school, as the suspension will be removed upon parental contact and conference with the principal (or designee) the same day or the morning following the suspension

**WORK ASSIGNMENTS** Supervised activities related to the upkeep and maintenance of school facilities. Work

assignments are not intended to interfere with any student's regular class schedule.

**DISCIPLINARY PROBATION** Assigning a student to a staff member for a specified time, which will help in monitoring that student's adjustment to the school environment

#### **SPECIAL PROGRAMS**

Placement in an alternative program or school

**EXTRA-CURRICULAR ACTIVITY SUSPENSION** Denial of the privilege on participating in scheduled field trips or other extra curricular activities based on repeated classroom and/or other school related misbehavior

#### **PAYMENT OF DAMAGES**

The Andalusia City Schools shall be entitled to recover actual damages, plus necessary court costs from the parent and/or guardian of any minor who maliciously and willfully damages or destroys property belonging to the school system. The action shall be in addition to all other actions the school system is entitled to maintain

#### **TABS (Teaching Academic and Behavior Success)**

Provision of tutorial and guidance services in a restricted environment. Serves as in school suspension.

#### **SUSPENSION**

Suspension refers to the removal of students from the regular school program. The names of all students suspended from school will be reported to Juvenile Court. Suspensions are coded as unexcused absences and will follow the truancy policy listed in the handbook.

#### **CORPORAL PUNISHMENT**

AES reserves the right to administer corporal punishment as a disciplinary method according to Andalusia City School Board policy. Parents who object to this policy should notify the school in writing prior to the start of school.

### **EXTRA-CURRICULAR ACTIVITIES**

**SCHOOL TRIPS** The principal must approve all school trips. **WRITTEN PERMISSION FROM A PARENT OR GUARDIAN IS REQUIRED OF ALL STUDENTS TO PARTICIPATE IN FIELD TRIPS.** If a parent desires for a child to travel to an event on school transportation and return from the event via private transportation, specific written permission must be forwarded to the supervising teacher and principal prior to the departure for the trip. **THE STUDENT WILL BE RELEASED ONLY TO A PARENT OR GUARDIAN.** The parent or guardian will accept full responsibility when the student is released by the supervisory employee. (Board of Education Policy)

**STUDENTS WHO DO NOT PARTICIPATE IN FIELD TRIPS SHOULD NOT REPORT TO SCHOOL ON THE DAY OF THE TRIP. PARENTS ARE EXPECTED TO ASSUME RESPONSIBILITY FOR STUDENTS NOT PARTICIPATING IN SCHOOL FIELD TRIPS.**

**\*NOTE: MOST FIELD TRIPS ARE PLANNED WELL IN ADVANCE, MOST TO PLACES WHICH REQUIRE PREPAYMENT FOR TICKETS, FOOD, ETC. MANY HAVE A POLICY OF NO REFUNDS. WHEN STUDENTS ARE UNABLE TO ATTEND SUCH EVENTS DUE TO LAST MINUTE CONFLICTS OR ILLNESS, THE SCHOOL WILL ONLY REFUND TRIP FEES TO STUDENTS/PARENTS IF THE VENDOR REFUNDS THE PREPAYMENT FEE TO THE SCHOOL.**

# HEALTH

**COMMUNICABLE DISEASES POLICY** The superintendent, or local school designee, shall have the authority to exclude any student from school when reliable evidence or information from a qualified source confirms him/her as having a communicable disease, infection, or parasite that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student will be excluded from the Andalusia School system for a period of time as is prescribed by the local health department, school nurse, a physician, or designated school personnel. In all cases, a statement of clearance from the Department of Health, school nurse, a physician, or designated school personnel shall be required before the student may re-enter school or return to work. In all cases of pediculosis, **ALL students must be “lice and nit free” to attend school. Students will be eligible to attend school after school personnel determine they are lice and nit free. The first day of absence due to lice infestation will be recorded excused. Any additional days absent immediately thereafter due to lice infestation will be recorded unexcused.**

## Meningococcal Disease

### **What is meningococcal disease?**

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*.
- It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S.
- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
- The two most severe and common illnesses caused by meningococcal bacteria include;
  - Meningitis - an infection of the fluid and lining around the brain and spinal cord
  - Septicemia - a bloodstream infection

### **What are the symptoms?**

- Symptoms of meningococcal disease are similar to influenza (flu) and may include:
  - Sudden onset of a high fever
  - Headache
  - Stiff neck
  - Nausea
  - Vomiting
  - Increased sensitivity to light
  - Rash
  - Confusion
  - Vomiting
  - Severe aches and pain in the muscles, joints, chest or belly

### **How does meningococcal disease spread?**

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.
- Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk.
- Some people can “carry” meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people.
- Most cases of meningococcal disease are spread by people who “carry” the bacteria with no symptoms, appear to be random, and not linked to other cases.
- Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

### **Where can I find more information?**

- Ask your doctor
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to [cdc.gov](http://cdc.gov) and type meningococcal disease in SEARCH box.

## Medication Policy

Andalusia City Schools follows safe and effective medication administration and storage guidelines as set by the Alabama Board of Nursing.

**ILLNESS / INJURY AT SCHOOL** Basic first aid supplies are available at each school. If a student becomes ill at school, he/she should report to the health room with a health referral. Every effort will be made to notify the parent or designated adult.

**BEFORE ANY MEDICATION CAN BE ADMINISTERED, A COMPLETED PRESCRIBER/PARENT AUTHORIZATION (PPA) FORM MUST BE SIGNED BY PHYSICIAN AND PARENT AND RETURNED TO NURSE.** A new form must be submitted yearly and when any changes are made by the physician. Medication must be in a prescription-labeled container that is current. This must include the child's name, prescriber's name, medication name, strength, dose, route, time, and date to discontinue. Non-prescription medications may be administered only if a Prescriber/Parent Authorization Form is completed by the parent. The parent must indicate on the form which specific conditions/complaints the medication should be administered. The medication must be in an original, unopened, sealed container with the child's name written on the container.

**DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.** To ensure the safety of all of our students, we require a parent/ designee deliver the medication to the nurse. Parent must administer the first dose of any medication at home to observe for any adverse reactions. Parent will bring no more than a 6-week supply of medications to school. When a student is scheduled to participate in a field trip, the parent will bring a separate prescription bottle to the school nurse one week prior to trip with only the medication to be taken to the trip.

All medications not picked up by parent/designee on the last day of school will be disposed of.

## **SELF-ADMINISTERED MEDICATIONS**

Students may carry/self administer medication in the event of certain chronic conditions and only if PPA form is completed and signed by physician and parent and on file with the school. Students who have orders to carry medications, will not share and will keep medication on them at all times. Students not complying with our medication policy will be reprimanded.

**HEALTH DATA FORMS** Each student should have the Student Health Information form completed and signed by the parent or guardian. The completed form should be returned to school and given to your homeroom teacher. The completed form is used a reference for field trips in the event of a medical emergency.

**IMMUNIZATION REQUIREMENTS** The Andalusia City Schools follows the laws established by the State of Alabama legislature regarding immunizations. Upon enrollment a current, original Alabama certificate of immunization must be presented. Immunizations and immunization records may be obtained from the Covington County Health Department, a private physician, or military clinic. Students who do not have a current immunization will be assisted in obtaining the immunizations necessary to attend school. Students who have a medical exemption should submit a certificate of medical exemption, IMM-51. Students with a religious exemption should submit a certificate of religious exemption, IMM-52. Beginning in 2001, students entering kindergarten must have documentation of chicken pox vaccine or disease.

he case of an accident/emergency until the parent, a parent representative, or the rescue squad arrives. The school will act in the best interest of the student.

**Students who are ill, especially if they have had a fever of 100 degrees or more, vomiting, or diarrhea during the last 24 hours, should remain at home.** Students should remain at home until they have been free of fever, vomiting, and diarrhea for 24 hours. When students return to school after an illness, the parent should send a note or doctor's excuse explaining the absence. If a student visits a doctor during an absence, please bring a doctor's excuse. A student that has been diagnosed with a contagious disease, such as impetigo, pink eye, or others, must bring a written clearance from the doctor to return to school. In the case of head lice, a school official must clear the student to return to school.

It is the responsibility of the parent to notify the school by written notice of any medical condition or potential medical conditions that could affect the health or behavior of the child at school that may or may not require emergency attention. If a parent requests an accommodation for the health and safety of the student at school, a written doctor's order delineating the accommodation and reason for the accommodation is required for the accommodation to be made. Every measure will be taken to meet the individualized health needs of students at school.

**It is important that the parent maintain up-to-date phone numbers and addresses at school so that they may be contacted if needed. If any of this information changes during the school year, please call the school office.**

Sometimes students' health needs change during the school year. If this occurs, please contact the school nurse and complete a new school health information form.

**HEALTH CARE COVERAGE** Your child may be eligible for health coverage through the Alabama Children's Health Insurance Program. Coverage is available through Medicaid for Low Income Families, SOBRA Medicaid, ALL Kids, and the Alabama Child Caring Foundation. For more information or an ALL Kids application contact the school nurse.

You may also register online for ALL Kids health coverage. The web site is [www.insurealabama.org](http://www.insurealabama.org). The web site offers answers to questions you may have as well as information about other types of health care coverage that might be available. You may also call toll-free:

ALLKids— 1-888-373-5437 Medicaid for Low Income Families -1-800-362-1504 SOBRA Medicaid – 1-800-362-1504 Alabama Child Caring Program – 1-800-726-2289.

## SCHOOL BUSES

The implementation of a busing system at Andalusia Elementary School has provided over half our school population with safe and convenient transportation to and from school since its creation in the spring of 2001. The text that follows is designed to inform parents and students so this valuable service may continue to be provided in a safe and efficient manner.

### SAFETY FIRST

The safety of students must be placed first in order to insure a successful busing program. Student behavior plays an important role in making safety a reality. The driver and students must work together to make coming to and from school a routine procedure. Students must remember to:

1. Stay seated and refrain from moving around while the bus is in motion.
2. Observe classroom conduct (except for normal conversation) while getting on or off and while riding the bus.
3. Obey the driver cheerfully, and to report promptly to the school principal when instructed to do so by the driver.
4. Cooperate with school bus patrols that have been assigned duties by the school principal.
5. Warn the driver of approaching danger, if there is reason to believe the driver is not aware of danger.
6. Be at the place designated both morning and evening ready to board the bus so as not to delay the route.
7. Walk on the left facing the traffic to the bus, and stay off of the roadway at all times while waiting for the bus.
8. Wait until the bus has come to a complete stop before attempting to get on or off.
9. Enter or leave the bus only at the front door after the bus has come to a complete stop, except in the event of a supervised or emergency bus evacuation drill.
10. Keep head and hands inside of the bus at all times.
11. Cross the highway, if necessary, after leaving the bus in the following manner:
  - Make certain that the bus is stationary.
  - Upon leaving the bus, stand at the side of the road and wait for the driver to signal the student across the road.
  - After the driver signals the student to cross the road, look left, right, left and proceed across the road 10 feet in front of the bus.

**AUTHORIZATION TO RIDE A SCHOOL BUS** Knowing who is riding a specific bus is very important

information should an emergency take place. Having this information enables the school to assure the safe and timely delivery of students and allows for the proper planning of bus routes. For the general safety of our students and to allow for effective and efficient planning, **PARENTS MUST NOTIFY THE OFFICE, PRIOR TO THE START OF SCHOOL, IF THEY PLAN TO HAVE THEIR CHILD RIDE THE SCHOOL BUS.** Bus registration may be completed in the office of Andalusia Elementary School on line at [www.andalusiacityschools.net](http://www.andalusiacityschools.net) during regular business hours.

Students who have not been registered will not be allowed to board the bus for the afternoon ride home. Parents will be responsible for bringing and picking up their student(s) to and from school during this time. Bus list for the first week of school will be completed by August 5<sup>th</sup>. **ONLY STUDENTS WHO HAVE BEEN REGISTERED WILL BE ALLOWED TO RIDE THE BUS DURING THE FIRST WEEK OF SCHOOL.** Students who register during the first week of school will have their registration processed and will be assigned a bus the following week. All “new rider” bus registration, and **permanent bus changes** will be subject to a two-day processing period before the authorization to ride the bus becomes official.

**COMMUNICATION IS THE KEY TO SAFE AND RELIABLE BUS DELIVERY AND PICK-UP.**

**Please plan ahead and notify school personnel well in advance of your plans to have student(s) transported to and from school.**

**BUS DISCIPLINE** It could be said that bus discipline and safety are synonymous. All parents, students, teachers, bus drivers, and principals share the responsibility for having a safe transportation system. All parties involved should assure that the rules governing bus behavior are explained and followed. It is also important to remember that **RIDING THE BUS IS A PRIVILEGE AND NOT A RIGHT.** It is very important to follow all rules for bus behavior or your right to ride the bus could be suspended. The school bus is an extension of the classroom and, therefore, student behavior should be consistent with regular classroom rules. **Bus discipline is explained in detail in the transportation pamphlet.**

**Bus Stop Times**

The Andalusia City School bus service operates on a predetermined route and time. This is opposed to a door-to-door service that is simply not practical within the city limits of Andalusia. Bus stop locations and approximate pick up times will be announced prior to the start of school. Students should be at their bus stop 10 minutes prior to their designated time to be picked up by the bus. This is especially important at the beginning of the school year until adjustments can be made to routes, and a routine can be established.

**Selecting a Stop/ Permission to Ride Another Bus**

A listing of all bus stops from within each bus zone will be published prior to the start of school so that the selection of the bus stop closest to you may be chosen. Students will be afforded the option of choosing from which bus stop they wish to load from in the morning. After choosing a bus stop, however, the driver will allow the student to load or exit the bus only at the bus stop chosen at the beginning of the year unless a note from a parent or guardian indicates a desire to change stops.

While choosing which bus stop to board in the morning is an option, the bus in which a student rides is not. The city limits of Andalusia have been zoned for a bus based on population and proximity. Riding a bus outside of your zone upsets this balance and could cause the overcrowding of buses.

**THE FOLLOWING POLICY HAS BEEN ADOPTED BY THE ANDALUSIA CITY SCHOOL BOARD OF EDUCATION EFFECTIVE 2005-2006:**

**“STUDENTS WILL NOT BE ALLOWED TO CHANGE BUSES DURING THE SCHOOL YEAR UNLESS THEY HAVE A CHANGE OF RESIDENCE OR SAFETY CONCERNS NECESSITATE SUCH A CHANGE. A REQUEST TO RIDE A BUS OTHER THAN THE ONE ASSIGNED WILL NOT BE GRANTED”**

**PLEASE KEEP THIS HANDBOOK FOR FUTURE REFERENCE.**

# The Leader in Me

great happens here