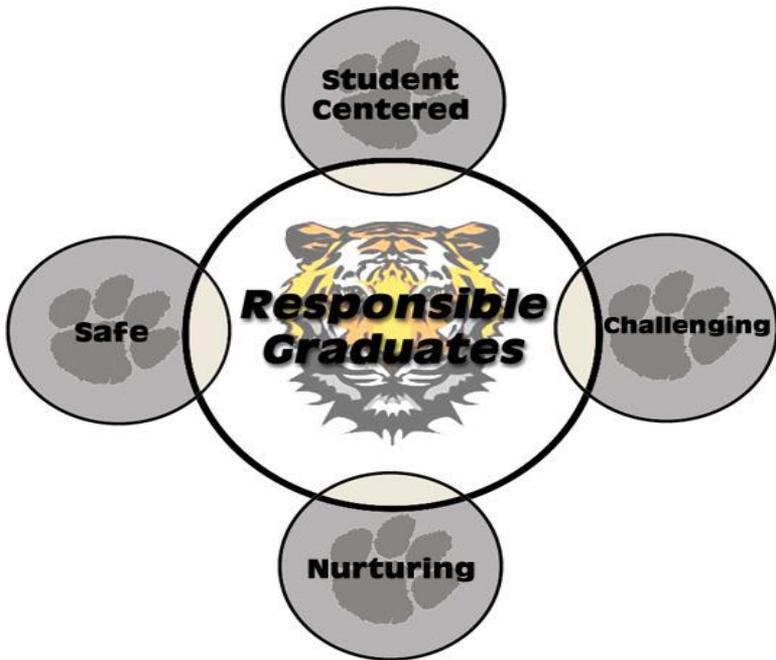


# Elba Elementary School Handbook

2013-2014

“One Team, One Goal...Excellence”



145 Tiger Drive  
Elba, Alabama 36323  
(334) 897-2814  
Fax: (334) 897- 2839  
[www.elbaed.com](http://www.elbaed.com)

This handbook is offered to serve as an information booklet to help in all general aspects of student life at Elba Elementary School.

### **Mission Statement**

Elba City Schools provide a challenging education in a student-centered, safe, nurturing environment. The needs of students are addressed through rigorous, relevant curriculum and effective instruction that produces graduates who contribute responsibly in a global community.

### **Elba City Board of Education**

The Board of Education is a vital part of our school system and community. We appreciate the time and energy devoted to serving in this capacity

#### **Board Members:**

Matt Brunson, President  
Doris Matthews  
Greg Sowell  
Gladys Yelverton  
Rob Logan

### **Jurisdiction of the Board of Education**

Students enrolled in the Elba City School System will be governed by the policies of the Elba City Board of Education and by the rules and regulations of the schools. This authority applies to all school-sponsored activities including, but not necessarily limited to:

- School buses or any other transportation provided by the school system
- Field trips
- Club or organization meetings
- Occupants in an automobile driven or parked on school property
- School groups representing the school system in educational events
- Other school-sponsored events including but not limited to athletic events, dances, plays, on or off school campus

### **Equal Opportunity**

No person shall be denied enrollment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religion, national origin, color or age. Coordinator for Title VI, IX, and 504: Mr. Rick Rainer, Superintendent, Elba City Schools, ADA Specialist (American Disabilities ACT); Mr. Leroy Carnley, 131 Tiger Drive Elba, AL 36323, 334.897.3000.

**Elba Elementary School Administration, Faculty and Staff**

**Principal**

Rena' Averett

**Curriculum/Assessment Coordinator**

Gina Price

**Child Nutrition Program/Facilities Coordinator**

Kathy Piland

**Technologist**

Jeff Ellis

**Special Education Coordinator**

Leroy Carnley

**Guidance Counselor**

Lynn Baker

**Office Personnel**

Tiffany Germany- Bookkeeper Betsy Martin- Office Secretary

**School Resource Officer**

Sylvia Summers

**School Nurse**

Starla Amison

**Custodian**

Kenneth Fuller Karl Massey

**Cafeteria Staff**

Cindy Bedsole, Manager

Carlos Folmar

Carolyn Hudson

**Maintenance**

Mark Sanders

**Transportation Supervisor**

Wesley Devane

**Elba Elementary School Teachers and Staff for 2013-2014**

**Kindergarten**

Leigh Northey  
Tami Peak  
Norma Young

**First Grade**

Pam Mitchell  
Renee Patterson  
Brenda Skinner

**Second Grade**

Gena Benbow  
Michelle Grimes  
Sasha O'Neal

**Third Grade**

Shirlon Dye  
Tiffany Vargas  
Mona Wise

**Fourth Grade**

Martha Coleman  
Debra Strickland

**Fifth Grade**

Pam McCollough  
Ashley Sanders

**Sixth Grade**

Tracie Hall  
Kayla Harrison

**Media Specialist**

Traci Bell

**Special Services**

Katrina Parmer  
Debbie Rhoades  
Emily Odom

**Instructional Coach**

Kim Gibson

**Enrichment**

Millie McCollough

**Music/ Band**

**Physical Education**

Glen Johnson

**Paraprofessionals**

Marsha Ballah  
Stephanie Brunson  
Kathy Mularz  
Bessie Williams

**Bus Drivers**

L.C. Cook (Blue)  
Eloisa Refidor (Purple)  
Charlie Jordan (White)  
Sylvia Sipper (Pink)  
Teresa Brewer (Red)

Elba City Schools Calendar  
2013-2014

August 13 – 16, 2013	Teacher Institute/In-Service/Professional Development
August 19, 2013	First Day for Students
October 18, 2013	Early Student Dismissal-Staff Development
October 21, 2013	Beginning 2 <sup>nd</sup> Reporting Period
November 11, 2013	Observe Veterans Day Holiday
November 22, 2013	Early Student Dismissal-Staff Development
November 25-29, 2013	Thanksgiving Holidays
December 20, 2013	Students Dismiss at 11:30 a.m.
December 23, 2013	Beginning of Christmas Holiday
January 6, 2014	Teacher In-Service/Staff Development
January 7, 2014	First Day Back for Students
	Beginning of 3 <sup>rd</sup> Reporting Period
January 17, 2014	Teacher In-Service/Staff Development
March 10, 2014	First Day of the 4 <sup>th</sup> Reporting Period
March 24-28, 2014	Spring Break
March 31, 2014	School Resumes
April 4, 2014	Early Dismissal/Staff Development
May 16, 2014	Early Dismissal/Staff Development
May 23, 2014	Last Day for Students - Dismissal at 11:30 a.m.
May 24, 2014	Teacher In-Service/Staff Development

**Nine Weeks Grading Periods**

1 <sup>st</sup> Nine Weeks	August 19 – October 18
2 <sup>nd</sup> Nine Weeks	October 21 – December 20
3 <sup>rd</sup> Nine Weeks	January 7- March 7
4 <sup>th</sup> Nine Weeks	March 10 – May 29

Report Cards	10/24/13	Parent Pickup
Report Cards	1/08/14	
Report Cards	3/12/14	
Report Cards	5/29/14	

**Standardized test results will be included with the first report card.**

**Progress Reports will be sent home on the following dates.**

1 <sup>st</sup> Nine Weeks	September 18, 2013
2 <sup>nd</sup> Nine Weeks	November 20, 2013
3 <sup>rd</sup> Nine Weeks	February 12, 2014
4 <sup>th</sup> Nine Weeks	April 16, 2014

### **Parent – Teacher Organization (PTO) / Parental Involvement**

The Elba PTO is composed of persons who have an interest in the elementary children and the educational opportunities afforded them in the Elba Elementary School. Every parent having a child in the elementary school is encouraged to join and participate in this organization. The organization sponsors several fund raising projects throughout the school year as well as many family/parental involvement activities. PTO has NO membership fee.

September 23, 2013 Open House

We urge all parents to join the PTO and participate in parental involvement activities. All funds raised are used to benefit the students of Elba Elementary School. Together, we can make a pleasant learning experience.

### **Student Information**

**Please notify the school promptly if your address or telephone number changes.**

Our records need to be up to date and accurate.

### **School Supplies**

Kindergarten through sixth grade students will need a backpack or book bag for their books and school supplies. It is recommended that fourth, fifth and sixth grade students use mesh bags, which will fit in their cubby. **NO ROLLING BOOKBAGS ARE ALLOWED FOR GRADES K – 6.**

### **Sending Money to School**

Please send all lunch money in a sealed envelope with the child's full name, lunch account number, teacher's name, the amount of money. Lunch money will be accepted on Mondays.

Full Pay Lunch	\$2.10	Reduced Pay Lunch	\$0.40
Full Pay Breakfast	\$ 1.00	Reduced Pay Breakfast	\$0.30
	Extra Milk		\$0.40

Snack money should be sent to the **homeroom teacher** in a separate envelope with the student's full name, teacher's name, the amount of money, and the purchase being made clearly written on the envelope. **Juice is \$0.25 per day, water is \$0.50 and snack items are \$0.75 per day.** If a student is paying cash for a purchase, correct change should be sent.

**Please do not include snack money with lunch money.**

Paper, pencils, and other school supplies are sold in the Pencil Store each morning beginning at 7:30 until 7:45. Prices for the items are posted in the Pencil Store.

### **Curriculum**

The Elba Elementary School curriculum is aligned with Alabama College and Career-Ready Standards. Alabama Courses of Study are used, along with assessment data, to guide instruction. Enrichment opportunities outside of the academic classroom are also

offered. These activities may include: Music, Band, Enrichment, Library, Physical Education, Counseling, and Technology.

### **Instructional Program**

Elba Elementary School kindergarten classrooms are self-contained. Grades one through six are departmentalized with each teacher specializing in a particular subject. The Elba Elementary School grading scale is as follows:

90-100    A        80-89        B        70-79        C        60-69        D        59 - 0        F

### **Promotion and Retention Policy**

In order to be promoted to the next grade, a student must meet the following criteria:

Grades 1 – 6        Pass Reading and Math  
Kindergarten        Mastery of grade level skills based on state standards  
The final determination for retention will be based on an administrative decision.

### **Report Cards and Progress Reports**

Report cards are sent home each grading period. Progress reports will be sent home at the mid-point of each grading period. All students will receive a progress report regardless of the average.

### **Response to Instruction (RtI)**

Students who are in danger of failing will receive intervention through small group Tier 3 instruction. Progress will be monitored by a problem-solving team.

### **Conferences**

The school requests a minimum of two parent conferences each year. Parents are encouraged to stay closely involved in their child’s schoolwork by checking their work and helping them daily. Parents desiring a conference should contact the teacher in writing or by email requesting an appointment or call the school (897- 2814 or 897- 5413). Teachers remain at school from 3:00 – 3:20 Tuesday, Wednesday, and Thursday and are available to schedule parent conferences. No conferences can be conducted during scheduled instructional time.

### **State/ System Testing Program for 2013-2014**

Elba Elementary School will administer tests as follows.

<b>Test</b>	<b>Grade</b>
ACT Aspire (State Mandated)	3-6
Dynamic Indicators of Basic Early Literacy Skills	K-3
Alabama Science Assessment (State Mandated )	5

### **Alabama State Department of Education Suggested Guidelines for the Search of Digital Devices Seized During the Administration of a Secure Test**

Please note that these guidelines were created with the assumption that students (and preferably parents) have been notified that: (1) the possession of a digital device is strictly prohibited during the administration of a secure test; (2) if the device is used during the administration of a secure test, the device will be confiscated and is subject to a search; (3) if the device is used during the administration of a secure test, the student's test will automatically be invalidated.

The suggested guidelines are as follows:

1. Assuming that a student is observed in the possession of or use of a digital device during the administration of a secure test, the device will be confiscated by the test administrator. "Smart phones" should temporarily be turned off to help prevent any remote-access data-wipe.
2. The test administrator should deliver the device as soon as possible to a school administrator.
3. A "chain of custody" list should be kept to record everyone who had possession of the device and when the device was transferred to someone else. The device should be stored by the school administrator in a secure location until the next step is taken.
4. For the purpose of determining whether a search of a digital device should take place, the school administrator should:
  - a. Learn the facts regarding the seizure of the device from the test administrator, and
  - b. Determine whether it is reasonable under all the circumstance to believe that the student could have been using the device to cheat or for some other unpermitted purpose.
5. If the school administrator determines that the student was merely in possession of the digital device then it may be returned to the student in accordance with the school system's policy.
6. If the school administrator believes that it is reasonable to suspect the student was using the device for an impermissible purpose then he or she may search the device, limiting the search to only what is necessary to reasonably determine whether the student was cheating, copying secure test information, or violating a school rule. The school administrator should follow the local policy requirements regarding the search of student property.
7. If no wrongful activity is discovered on the device then it may be returned to the students in accordance with the school system's policy.
8. If wrongful activity is discovered on the device regarding the test at issue or, if other wrongful activity is inadvertently discovered on the device, then the school administrator should secure the device in accordance with the school system's policy and notify the system test coordinator, school system attorney, or local superintendent as appropriate.
9. Following a search in which wrongful activity is discovered, and when the device is a "smart phone," the device should be turned off after the search to help prevent a potential remote-access data-wipe.
10. Any disciplinary actions should be taken in accordance with the school system's disciplinary policy.
11. Test irregularity reports should be completed in accordance with the Alabama State Department of Education's student assessment handbook.

12. In any situation involving the search and seizure of a student's property a school administrator should consult with his or her supervisor in accordance with the school system's policy.

### **Gifted Referral /Gifted Identification**

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

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

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

If you have questions about the referral process or wish to refer a student for gifted services, please contact Leroy Carnley at 897-2801 extension 226.

### **Dress Code Policy**

The administration of Elba Elementary School maintains absolute authority in making subjective judgments about dress and personal appearance. In general, any garment, apparel, and/or any type of grooming that attracts undue attention to the wearer, and that would tend to hinder the school in carrying on its regular schedule of activities, distracts or disturbs classes, interferes with the health of students, or disrupt the learning atmosphere in any way, is not considered permissible. Students should be in compliance with the dress code when they arrive on campus. Students not in compliance with the dress code will have to change before they will be allowed to class. The dress code will be enforced from the time students arrive on campus until they leave campus. Students should come to school clean, dressed neatly, and suitable for the weather.. Students must have appropriate dress and shoes for physical education classes.

All **kindergarten students** need to have a season-appropriate change of clothes in their book bags at all times.

Shorts, skirts, skorts and dresses should be no shorter than three (3) inches above the knee. No bicycle shorts or any other tightly-fitted shorts or pants are permitted. Leggings or tights cannot be worn in the place of pants. They may be worn under skirts, skorts or dresses that meet length requirements.

Pants and shorts will be worn at the natural waistline for all students attending Elba Elementary School. Boys in grades 2-6 are required to tuck shirts into pants. Sagging pants are not allowed.

Shirts or blouses should be modest and not reveal cleavage or midriff whether the student is standing, bending, sitting or when arms are fully extended. Tank tops are not permitted unless worn under a cover shirt.

**Shoes should be appropriate for school and for participation in physical education.**

Sliders and shower shoes are not permitted.

**Other Clothing-Related Guidelines**

Bandanas, band-aids, or any other type of gang-related clothing are not allowed. No article of clothing may be worn in a gang related manner (caps, towels, rags, strings, etc.) Caps, hats, sweatbands, scarves, or other similar headwear are not allowed to be worn inside the building unless prescribed by a physician or during special days (Homecoming week). Combs, hair picks, hair socks, or curlers are not allowed to be worn. Boys are not permitted to wear earrings.

To make identification easier name tags or permanent ink should be used to label sweaters, jackets, book bags, etc. This procedure will help in locating lost items.

**Code of Conduct**

The purpose of Elba Elementary School’s Code of Conduct is to ensure the rights of students to attend school in a safe, productive learning environment. Students are required to maintain the following Code:

- ❖ Respect yourself, others, and the school in your speech, your actions, and your attitude.
- ❖ Always do your best.

In order to encourage and reward positive student behavior, Elba Elementary School utilizes a school-wide incentive program. The program is based on an “earned points” system. Each student has the opportunity to earn three (3) points per day; a possible 15 points weekly. Reports of student behavior will be noted in the daily planner. Students who earn 12 or more points in a week earn a “Fun Friday” activity as a reward for making appropriate behavioral choices. The point system is as follows:

- |          |          |
|----------|----------|
| ❖ Green  | 3 Points |
| ❖ Yellow | 2 Points |
| ❖ Blue   | 1 Point  |
| ❖ Red    | 0 Points |

Students who exhibit unacceptable behaviors that do not follow this Code will be subject to corrective measures. Behaviors that are not corrected with the classroom behavior plan, that cause a major disruption or show blatant disrespect will be addressed in the office. Corrective measures could include, but are not limited to, verbal warning, loss of privilege (Fun Friday, Field Day, Field Trip, etc.), work detail, paddling, In-School Suspension (ISS), Out-of-School Suspension, Alternative School placement. The principal’s discretion will be used when determining corrective measures. Students found to be cheating will receive a grade of zero.

**Parents who do not want corporal punishment administered to their student should send a written statement to the principal. A statement must be submitted each school year. In the event that a “No Corporal Punishment” letter is on file, alternate punishment will be utilized which could include ISS or Out-of School Suspension.**

**Alabama Code Section 16-28-12 Compulsory Attendance Law requires parents or guardians to compel students under their care to good conduct. Parents or guardians who violate Section 16-28-12 shall be guilty of a misdemeanor and , upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. Elba City Schools is required by law to report students who are suspended, and their guardians, to the District Attorney’s office.**

### **ISS/Alternative School**

The Elba Elementary School ISS/Alternative School Program consists of a supervised detention area separated from the regular classroom and student body. Students may be placed on a short or long-term basis. A record will be kept of each visit to ISS/Alternative School. Students will be required to complete all classroom assignments which will be graded by the classroom teacher. A grade level teacher will visit ISS each day to assist students.

Upon arrival to the school campus, students must go directly to the ISS room. Breakfast and lunch will be delivered to students. After school, students must go directly to the assigned area for pickup. They MAY NOT wait for other students, visit teachers or classrooms, or go to any other area of the school campus. Students who misbehave in ISS/Alternative School will receive Out-of-School Suspension. ISS may be used as a transition placement for students returning from Out-of-School Suspension.

**Students assigned to ISS/Alternative School or Out-of-School Suspension will not be allowed to participate in any school-day activities, before-school activities, or after-school activities. Students will not be allowed to participate in Kaleidoscope Kids After-School Program or any school-sponsored event.**

### **Harassment/Bullying**

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

Harassment/Bullying is a continuous pattern of intentional behavior and can be, but is not limited to, written, electronic, verbal, or physical acts.

### **“No Fight” Policy**

1. This policy is adopted to comply with the State Board of Education’s resolution adopting recommendations of the Governor’s Commission of School Violence as passed April 14, 1994.
2. The Elba City Board of Education is obligated to provide a safe and orderly environment that is conducive to teaching and learning. Therefore, it is the policy of the Board that fighting, as herein defined, in a school building, on a school campus, at any school function, or on a school bus will not be tolerated and shall constitute a Class III or major violation of the Code of Student Conduct.
3. The superintendent, through cooperative efforts with the local police or sheriff, the district attorney and juvenile court, shall develop a procedure to enforce this “no fight” policy at both Elba High and Elba Elementary School.
4. The minimum elements of the procedure shall consist of:

- A. The principal, or his designees, shall investigate each fight and take the appropriate action as identified in the Code of Student Conduct.
  - B. The principal, or his designees, shall identify and record the names of witnesses to the fight and, to the extent practicable, secure written statement from all witnesses.
  - C. The principal shall encourage reliable witnesses to appear at court and administrative hearings relating to the fight.
  - D. Except as hereinafter provided, the principal, or his designees, shall call the police and file a complaint / petition with the Juvenile Court against all students participating in the fight if, in the opinion of the principal, or his designees, the fight constitutes a “delinquent act” as defined in 12-15-1 (8), Code of Alabama, 1975, or the fight otherwise constitutes sufficient grounds to initiate juvenile proceedings against the student.
  - E. The policy shall be allowed to remove all students involved in the fight as authorized by the Juvenile Court.
  - F. A reasonable attempt will be made to notify the parent(s) or guardian(s) if the student is to be removed from the school by police officers.
5. A fight is defined as any physical altercation between two or more students or any physical contact between two or more students, which is intended by one or more of such students to cause injury, whether or not such injury occurs, and whether or not the student who is attacked fights back. However, no student who is not the aggressor shall be disciplined or punished pursuant to this policy if his or her participation in the fight is no greater than such student reasonably received as necessary to defend such student’s person from serious bodily injury.
6. The superintendent shall cause every student, and parents and guardians of students, to receive sufficient notice of the adoption of this policy. This policy shall be outline in the Code of Student Conduct and shall be announced to all students on the first day of school and shall be discussed at meetings involving parents.

### **Weapon Policy**

Any student who is in possession of a knife, club, or any other dangerous weapon will be subject to immediate suspension. Any students in possession of additional objects deemed a weapon by school administrators will also be subject to immediate suspension. Fireworks cannot be brought to school. Any student using or in possession of fireworks is also subject to suspension.

### **Attendance**

#### **Alabama State Department of Education Truancy Definition**

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. A child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education’s current School Attendance Manual. The school will accept and excuse a maximum of ten (10) parent notes. **Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.** The Interagency Committee on Youth

Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. **FIRST TRUANCY / UNEXCUSED ABSENCE (WARNING)**
  - a. Parent /guardian shall be notified by the school principal or his / her designee that the student was truant and the date of the truancy.
  - b. Parent / 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.
2. **NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)**
  - c. The parent, guardian, or person having control of the child shall participate in the early warning program provided by the juvenile court.
  - d. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists.
  - e. Failure to appear at the early warning program shall result in the filing of a complaint /petition **against the parent under Code of Alabama (1975), \*16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.**
3. **NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)**

File a complaint /petition against the child and /or parent /guardian, **if appropriate.**
4. **CHILD UNDER PROBATION**
  - f. 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 as **consistent with state statute,** Code of Alabama (1975), \*12-15-100 and 105.
  - g. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

#### **Excused Absences**

The State Department of Education accepts the following as excused absences:  
Illness of the student  
Death of the immediate family  
Inclement weather as determined by the school principal  
Legal quarantine  
Emergency conditions as determined by the principal  
Prior permission of the principal and consent of the parent or guardian

#### **Perfect Attendance**

To be eligible for a Perfect Attendance Certificate, a student must have been present and on time every day for the entire school year. **A student who has checked out early or has been tardy for school will not have perfect attendance.**

### **Student Tardies**

Due to the disruption to the learning environment and loss of instructional time, tardiness will not be tolerated. Therefore, prompt arrival at school is expected of all students. Students who are not in the classroom by 7:50 are considered tardy and must be checked in through the front office to get a tardy slip stating the reason for being tardy.

**Students who are not in the classroom at 7:50 must be signed in by a parent.** Tardies due to medical and dental appointments that could not be arranged before or after school will be excused provided the school receives a doctor's written explanation of the tardy. According to Alabama Code 12-15-111, a parent's or guardian's failure to ensure that a student is in the classroom on time is evidence of a child being in need of supervision.

**Parents or guardians found to be in violation of Section 12-15-111 of the Alabama Code shall be guilty of a misdemeanor and, upon conviction, the juvenile court may suspend any sentence, remit any fine, or place the person on probation pursuant to such orders, directives, or conditions for his or her discipline and supervision as the juvenile court deems fit.**

Early checkouts are equally disruptive to the learning environment and will be addressed similarly.

Upon the fifth unexcused tardy, the parent will be referred to Early Warning Court.

### **Checking Out of School**

If it is imperative to check a student out of school before the regular dismissal time, we request that you: 1) send your child's teacher a note that morning; 2) pick up your child before 2:40 to avoid bus and car traffic 3) come to the office and sign the dismissal register; and 4) wait for the office personnel to call your child to the office.

### **Student Withdrawal**

Parents withdrawing students from Elba Elementary School must complete a withdrawal form. The school office should be notified 24 hours prior to picking up the necessary paperwork to enroll in another school. Parents should be prepared to clear all outstanding accounts with Elba Elementary School (library, lunch accounts, textbooks, fundraiser balances, and destruction of school property.)

### **Transportation**

#### **Bus**

The first buses will leave the school at approximately 2:55 pm. A student must ride the appropriate **load** – either first or second load. **They are not permitted to ride any other bus and are not to get off at any stop except their assigned stop that is based on the student's home address.** Please ensure that someone is at the assigned stop to meet the student. If a student who normally rides the bus needs to be picked up in the car line, a note must be sent to the teacher.

**Bus changes are a disruption to the learning environment and instructional time and will only be allowed in extreme cases. A student's bus stop is based on his/her home address.**

## **Walking**

Students who walk to and/or from school must have written permission from parents. For their safety, students walking home **from** school will not be allowed to leave campus until 3:10.

## **Automobile**

All car students are brought in the front of the building in the morning and picked up in front of the building in the afternoon. If you bring your child in the morning,, turn right at the bottom of the hill to let students off under the covered awning. **Car students are not to be dropped off at the back of the school or in the parking lot..** Do not pass other cars in the traffic line.

**If a car student is not picked up by 3:10 p.m., a parent must enter the building to sign out and pick up the child.**

## **Bus Discipline**

Each student is responsible for good behavior on the school bus. Irresponsible behavior can jeopardize the safety of all passengers. Parents must instruct children to be respectful to the driver and others on the bus.

The bus driver will complete a discipline referral for any student misbehaving on the bus. Examples: fighting, pushing, hitting, cursing, being out of seat, having head or hands out a window, or harassing fellow students or the driver, etc.. Discipline for bus misbehavior is as follows:

- 1<sup>st</sup> Bus Referral – Counseling and note home to parent
- 2<sup>nd</sup> Bus Referral – 3 Day Suspension from the bus
- 3<sup>rd</sup> Bus Referral – 5 Day Suspension from the bus
- 4<sup>th</sup> Bus Referral – 10 Day Suspension from the bus
- 5<sup>th</sup> Bus Referral -- Suspension from the bus for the remainder of the year.

***Fighting on the bus will result in an automatic three (3) day suspension from school.***

**NOTE: STUDENTS MAY BE REMOVED FROM THE BUS AT ANY TIME DEPENDING ON THE SERIOUSNESS OF THE OFFENSE OR AT THE DISCRETION OF ADMINISTRATION.**

## **Student Grievance Procedures**

Purpose: The purpose of this policy shall be to settle equitably, at the lowest possible administrative level, differences and issues relating to discrimination regarding education opportunities of students. These proceedings shall be kept as informal and confidential as may be appropriate at all levels of the procedure.

Definition: A grievance is a complaint by any member of the student body. It may be initiated orally or in writing at Level One and should be done within five (5) days following the act or conditions, which is the basis for the complaint. Beyond the initial step, the grievance shall be in writing.

### **1. Level One (Informal Procedures)**

The aggrieved person must discuss his / her grievance with his immediate supervisor with the object of resolving the matter informally. (It is acknowledged that the teacher and /or principal are the student's immediate supervisor.)

## 2. Level Two (Informal Procedures)

- (a) Step 1- If, as a result of the discussion between the complainant and supervisor, the matter is not resolved to the satisfaction of the complainant, then within five (5) school days he /she shall set forth his/ her grievance in writing to the principal specifying: 1) the nature of the grievance; 2) the nature or extent of the injury, loss or inconvenience; 3) the results of the previous discussion, and 4) dissatisfaction with decisions previously rendered. The principal shall communicate his /her decision to the aggrieved in writing within five (5) school days of receipt of the written grievance.
- (b) Step 2- If the aggrieved is not satisfied with the disposition of his/her grievance at Level Two, Step 1, he /she may wait five (5) school days to present in writing his /her grievance to the Superintendent of Elba City Schools.
- (c) Step 3- In the event the student is not satisfied with the decision rendered by the Superintendent, he /she may file the grievance in writing with the Board of Education. This must be done within five (5) school days after receipt of the decision rendered by the Superintendent.

The student may request a hearing before the Board of Education and request the Superintendent to submit a resume of the administrative decisions rendered previously. The aggrieved person may be accompanied by his/her lawyer at this hearing and a complete transcript of the proceedings should be made.

- (d) Step 4- In the event the aggrieved person is not satisfied with the decision rendered by the Board of Education, he/ she may appeal the decision to the appropriate authorities as provided by law or seek recourse through the court system.

### **Nutrition/Health**

Through the National Child Nutrition Program (CNP) and the United States Department of Agriculture (USDA), our school provides breakfast and lunch daily.

Breakfast is served daily from 7:00 – 7:50 am. All money for breakfast should be paid bi-monthly or monthly with the student's lunch money. No money will be accepted at the register. Students approved for free lunches are also entitled to a free breakfast. These students are required to eat breakfast each morning. Application forms for Free / Reduced Meals will be given out on the first day of school or may be picked up in the office at any time.

Students who bring their own packed lunch from home must observe the same nutrition standards as applied to school prepared meals. Milk and water are the only beverages approved for student consumption. Do not bring canned drinks into the cafeteria. Extra milk may be purchased for \$.40 per half-pint. This amount will be deducted from your child's lunch account.

When a student's lunch / breakfast balance gets to a negative Five Dollars (\$-5.00), their account will be marked inactive and the child will not be able to participate in the CNP (Child Nutrition Program) until the lunch account is current.

## **Wellness Policy**

The Elba City School System is committed to providing healthy school environments that enhance student learning through the promotion of appropriate nutrition, physical activity and the development of lifelong health and wellness practices. In order to accomplish these goals, the following policies shall be enacted:

### **Nutrition Education**

Nutrition education shall be integrated across the curriculum in grades K-12. School staff, parents, and community shall be provided nutritional information designed to promote better health, nutrition, and exercise. A minimum of one in-service activity shall be scheduled annually for personnel of the importance of health, nutrition, and physical activity. Students will be encouraged to start the day with a healthy breakfast. Elba City Schools shall encourage all staff to improve their own personal health and wellness and will promote healthy food choices.

### **Nutrition Standards**

All school meal patterns as well as food and beverage portion sizes for breakfast, lunch and after school snacks shall follow USDA and state department regulations for nutritional value. All food available to students during school hours, as well as snacks provided in after school education program, shall follow USDA and state department regulation for nutritional value. No food in competition will be sold to children in food services areas during the breakfast or lunch periods. All food and/or beverage contracts shall meet state requirements for fat and sugar content, portion sizes, nutritional value, and packaging. All students shall have access to school nutrition programs with the identity of students who eat free and reduced price meals protected.

### **Eating Environment**

Students will be provided adequate time to eat breakfast (10 minutes) and lunch (20 minutes). Every effort will be made by lunchroom staff to process students in a timely manner as they come through the serving line. Water is available for students at meals.

### **Physical Education**

The Alabama Course of Study states, "For the physical education program, a minimum daily instruction period of at least 30 minutes is required by Alabama State Law," for each student. To be excused from physical education a student must have a written excuse each day from his / her parent. If a student needs an extended excuse, a written statement from a doctor will be required. Otherwise, all students will participate in P.E.

Physical education classes offer an environment where students can learn, practice, and be assessed on developmentally-appropriate motor skills and knowledge. Physical education programs and student-to-teacher ratios shall be in compliance with standards established by the Alabama State Board of Education and the Alabama Course of Study-Physical Education. Physical education classes shall be taught by state-certified physical education instructors. Students should wear shoes and clothing that allow participation in physical education activities.

### **Health Room /Nurse**

Regular attendance is necessary for your child's educational process. The school nurse is here to help your child stay healthy and in school so that learning can take place. However, a child should stay at home if he/she has a contagious illness such as head lice, inflamed eyes, skin rash, etc. A sick child should stay at home. A sick child is one who

has thrown up within the last 12 hours, a child who has a fever greater than 100, or a child with diarrhea.

The health room is fully equipped to handle children who become sick or have a minor accident at school. NO medications (over-the-counter or prescription medications) can be kept by the student during school. Medications MUST be brought to the office in the original container.

Board Policy states that school personnel must have written permission to administer any type of medication at school. If a student requires prescription medication during school hours, a Physician Medication Authorization Form must be filled out and signed by the physician prescribing the medication. This form is available in the school office and must be returned to the school before any prescribed medication will be given. The school recommends that temporary medication like antibiotics with the prescribed dosage of three times a day, be given before school, after school, and again at bedtime to prevent this medication from having to be brought to school. Parents must send any over-the-counter medications (Tylenol, cough drops) your child may need to school in an unopened container with your child's name clearly written on the medication. The school does not supply any over the counter medications.

If your child becomes ill at school, the nurse or office staff will telephone you. Parents must provide the school with the name and phone number of a minimum of **two Elba** contacts that you trust to come for your child in these circumstances. We cannot keep ill children at school.

A child with head lice or nits is excused from school for only one day to shampooing and remove all the nits. Absences of more than one day are unexcused. Before a child diagnosed with head lice returns to class, the parent must accompany the child to school and wait for the child to be cleared by the school nurse.

### **School Safety Plan**

A concentrated attempt has been made to prevent campus disruptions through security measures. An emergency/safety plan has been created and disseminated to all faculty and staff members. Should a disruption occur, the principal or his / her designee shall confirm the condition and respond to the proper agency or agencies. Teachers and staff will be responsible for students in their supervision at the time of the disruption and shall retain their students in the assigned area. The State Department of Education has provided the students, parents, and staff of every school in the state of Alabama with a Safe School Hotline number to be used in cases where emergency or potential emergency situations are suspected. The Safe Schools Hotline number is 1-888-728-5437.

**Procedures are in place for students to practice safety plans by executing fire/evacuation drills, severe weather drills, and lockdowns.**

### **School Insurance**

Information about school insurance will be given out the first day of school or as soon as possible. The school is not liable for injuries received here and has no funds for treatment. Unless families are adequately covered by other insurance plans, we strongly advise taking this coverage. However, remember that this is a supplementary plan and is not designed to provide complete coverage. Any child may be eligible for Medicaid Insurance regardless of household income. Call 393-8538 for more information.

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1) The right to inspect and review the student’s education record within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school principal, [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure of school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parents or student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirement of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

### **Parent's Right-To-Know**

Elba Elementary School is a Title 1 school, which receives federal funding. These funds are used for salaries to reduce teacher/student ratio, school materials and supplies, and professional development. Also, all teachers at Elba Elementary School have met the state highly qualified requirements and are deemed Highly Qualified teachers. If parents would like to request a copy of their child's teacher's credentials, they should contact the principal to obtain a copy.

### **Unnecessary Items**

Students are not to bring toys, cds, cd players, game systems, telephones, large amounts of money, live animals, beepers, magazines or other valuables to school without permission from administration. School officials will collect these items and parents may be requested to pick them up after school.

### **Floral Arrangements**

Floral arrangements/balloons delivered for students will be held in the office until the end of the day. Students will be allowed to pick up deliveries as they leave school grounds.

Floral arrangements/balloons will not be allowed on buses.

### **Field Trips**

All Elba Elementary School classes go on field trips. A form will be sent home for parents to sign giving permission for the child to participate. No child will be allowed to participate in a school trip without a signed permission slip on file. Permission by telephone is not acceptable.

- ❖ Students with two or more office referrals, a bus suspension, an ISS assignment, or an Out-of-School Suspension will not be allowed to participate in field trips.
- ❖ Students must be up-to-date on all fees prior to the field trip date.
- ❖ Students who are sick on the day prior to the field trip will not be allowed to attend.

Elba Elementary School is a tobacco-free campus as mandated by state and federal laws.

### **Kaleidoscope Kids After-School Program**

Kaleidoscope Kids is an after school program that focuses on academics and enrichment.

Our staff of highly-qualified teachers will communicate with the regular school day teacher to target needed skills and homework. In addition, students will participate in enrichment activities and specialty classes. The program operates Monday through Friday from 3:00 until 5:15 and is closed on school holidays.

Students enrolled in Kaleidoscope Kids After-School Program are expected to abide by the Elba Elementary School Code of Conduct. Participation in the program is a privilege.

Students can be removed from the program based on behavior.