

Andalusia Elementary School



Parent & Student Handbook 2022-2023

The
Leader in Me[™]
great happens here

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VISION STATEMENT:

We will prepare our students to learn to meet any academic challenges, to have a sense of community, to have the opportunity to take on leadership roles, and to succeed in personal and academic endeavors. AES aspires to be a model learning community working collaboratively to ensure high levels of learning for all students.

MISSION STATEMENT:

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. Inquiries 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 <https://elemandalusiaal.schoolinsites.com>

SCHOOL DIRECTORY

Faculty and Staff

2022-2023 SY

Principal	Brenda Johnson
Assistant Principal	Rob Mixson
Assistant Principal	Heather Bulger
Bookkeeper	Wanda Wytch
Secretary	Janet Bass
Food Service Manager	Jennifer Burgans
School Counselor (PK-2nd Grade)	Candice Smith
School Counselor (3rd-6th Grade)	Ryan Coleman
Media Specialist	Angie Bowden
Music / Art Specialist	Cathy Powell
ACS System Nurse	Melinda Carrasco
School Nurse	Kristy Martin
School Nurse / Paraprofessional	Amanda Furr
Gifted Education	Barbara Peek
Physical Education	Robert Jackson /Brianna Rudolph John Patrick Spann
Speech / Language Pathologist	Hannah Rabren / Emily Odom
Resource Specialists	Cole Carroll /Jade Danley/ Jennifer DeYoung Mallory Fore /Vanessa Hernandez / Edith Hill Annie Howell Gina Kuhn / Erica Mancil
Band (6th Grade)	Joshua Sheffer
Math Specialist	Traneshia Birch
Reading Specialist (K-3rd)	Ashley Black
Pre-K / Intervention	Lynn Starnes
Pre-School Intervention	Alexa Padgett

**Faculty and Staff
2022-2023 SY**

PRE-K	Magen Alexander Amber Clark	Allyson Clarke
KINDERGARTEN	Christy Clanton Morgan Hammett Bethany Jackson Jeanne Morgan	Sherry Pouncey Olivia Rider Lorren Roland Shelley Smith
FIRST GRADE	Stephanie Barrow Mary Dutton Julie Hardy Bridget Harper	Natalie Hinds Ashlynn Kilcrease Angie Mack Amy Williamson
SECOND GRADE	Anchylus Agee Tammy Cross Christa Clifton Monica King	Shae Page Megan Pugh Ashley Simmons
THIRD GRADE	Dianne Chavers Stephanie Pearce Ann Pugh	Ashley Richburg Loran Rigdon Beth Weed
FOURTH GRADE	Melissa Davis Lori Godwin Ragan Harwell	Mallory Kelley Bonnie Lee Greeley Weeks
FIFTH GRADE	Selena Brown Anna Caldwell Jessica Daniels	Pam Peterson Claire Walters
SIXTH GRADE	Casey Athearn Lynn Castleberry Shanna Davis	David Keel Vanessa Snider Kim Thompson
PARAPROFESSIONALS	Terri Leigh Armstrong Barbara Bates Ashley Bozeman Amber Campbell Jamie Pitts Tabatha Durbin Heather Fleming Karlle Hall Kim Killough Kim Lawrence Terica Hilson Hollie Palmer	Sherry Piggot Katie Poole Jane Ricks Monty Russell Cindee Strong Rose White Parker Melynda Wilkerson Lyndsey Windham Melonie Moody Kaitlin Holley
CAFETERIA STAFF	Angie Atchison Caroline Barrow Bonnie Harris Sharon Martin	Susan McDaniel Vicki Gibson Marcie Watson
CUSTODIAL STAFF	Dewayne Sutton	Kathy Wallace

AES Picture Dates & Special Events

School day pictures Make-up day for school pictures	August 23rd September 20th
Make-up day for school day pictures	September 20th
Pictures with Santa	December 8th
Spring pictures	March 17th
K & 6th Cap & Gown pictures	May 2nd

Meet and Greet (School Supply Drop-off)	August 4th
AES Performance Choir Auditions (3rd-6th)	August 20th
Annual Title I Meeting	August 25th
Parent / Teacher Team Meetings	August 22nd - September 30th
Grandparents' & Grandfriends' Day Parade	September 9th
POPCORN Friday begins (1st semester only)	September 16th
Homecoming / Early Dismissal	September 9th
Fall Festival	October 13th
AES Book Fair	Oct. 31st - Nov. 4th
Fall Music Concert	November 10th
Veteran's Day	November 11th
Student-Led Conferences (1st semester)	November 18th
Christmas Program	TBA
Winter Music Concert	December 15th
Christmas Party Day & Early Dismissal	December 16th
"My Day to Shine!" (1st semester awards)	Jan. 12th & 13th
Father / Daughter Dance	January 28th
Ice Cream Fridays (2nd semester only)	March 3rd
Mother / Son Night (Pre-k - 2nd)	March 7th
Mother / Son Night (3rd - 6th)	March 9th
AES Art Show Online (TBD)	AES Art Show In-Person (TBD)
Student-Led Conferences (2nd semester)	April 27th & 28th
"My Day to Shine!" (2nd semester awards)	May 18th & 19th
6th Grade, Kindergarten & Pre-K Programs	May 23rd

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 must be at least finger-tip length. This is measured at where your arms naturally fall at your side.)
4. Platform shoes or skates (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 sweatbands, visors, hair nets, 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, makeup, etc. that is disruptive to the normal school day or a distraction to the learning environment will not be allowed.
12. No garments with rips or tears can be worn.
13. Sleepwear can only be worn on appropriate celebratory days.

GENERAL INFORMATION

BELL SCHEDULE

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

GENERAL ENROLLMENT SCHOOL BOARD POLICY REGARDING STUDENTS

ENROLLMENT PRE-K Andalusia Elementary Pre-K 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 years of age on or before September 1st 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 1st **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 Pre-K, 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 **The earliest drop off time for students is 7:15 a.m. Students must report promptly to the gymnasium until the supervising adults on duty dismiss them to their classrooms at 7:30 a.m. (Note: THERE IS NO ADULT SUPERVISION OF STUDENTS WHO ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 7:15 a.m. PARENTS WHO DROP OFF OR SEND THEIR CHILD(REN) TO SCHOOL PRIOR TO 7:15 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 7:15 a.m. will not be allowed to loiter in unsupervised areas of the building.

While in the gym or multi-purpose 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. Make sure arrangements have been made so your children are not left at school after this time.

SAFETY FIRST: 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 dangers 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

Pre-K (morning only), 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).

PRE-K LOADING ZONE (afternoons only)

Parents will pick up Pre-K students at 2:00pm by entering the first drive from the bypass in the front of AES. They will proceed to the right in the direction of the yellow arrows at 1:50. Parents who have other children to pick up may merge into the blue zone traffic or exit to the bypass & enter the yellow zone from Moore Road in the back of the school's campus.

BLUE LOADING / UNLOADING ZONE

The drop off/pick up zone for students in **Second, Third, Fourth, Fifth and Sixth Grade** 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. 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 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 THE DIRECTIONS OF SCHOOL STAFF IN ORDER TO ENSURE STUDENT SAFETY AND TO 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 Second, Third, Fourth, Fifth and Sixth will enter from the lower Highway 29 Entrance and follow the blue line on the pavement.

LOADING/UNLOADING ZONE for car riders in Kindergarten and First grades will enter from Moore Road and follow the yellow line on the pavement. Pre-K will only use the yellow zone for unloading in the mornings.

LOADING / UNLOADING ZONE for car riders in grades Pre-K will enter from Moore Road and follow the Yellow line on the pavement. In the afternoons, beginning at 2:00p.m., Pre-K students will be picked up in the front of the school by using the upper Highway 29 Entrance and following the yellow arrows as they enter and exit the Pre-K loading zone.

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

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're committed to providing the best possible educational program for each student. We are also concerned with the general welfare of each child. We are partners with you in these endeavors. Please feel free to express your ideas, appreciation, suggestions,

and concerns about 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 items, 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 bookbags 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. Lock rentals are \$10.00 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 \$10.00.

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."

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 HANDBOOK."**)

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 a 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 parents/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, water 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/water is \$.50 and each snack is \$.50 for students in grades Pre-K - 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 the 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 (334) 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 SCHOOL.

SPECIAL OCCASIONS POLICY Andalusia Elementary School **will not** accept delivery of flowers, **cupcakes**, 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 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

Revised: 5/18/22

Adopted: 7/11/22

Andalusia City Schools Acceptable Use Policy

Introduction

Andalusia City Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

- This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.
- The Andalusia City Schools network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted by our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Andalusia City Schools makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
- Users of the district network or other technologies are expected to alert the district Technology Coordinator immediately of any concerns for safety or security.

Technologies Covered

Andalusia City Schools may provide internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more

As new technologies emerge, Andalusia City Schools will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as its spirit: be safe, appropriate, careful, and kind; don't try to get around technological protection measures; use good common sense, and ask if you don't know.

Web Access

Andalusia City Schools provides its users with access to the internet, including websites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web.

If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert the district Technology Coordinator or submit the site for review.

Revised: 5/18/22

Adopted: 7/11/22

Andalusia City Schools Acceptable Use Policy

Email

Andalusia City Schools may provide users with email accounts for school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not attempt to open files or follow links from an unknown or untrusted source; should use appropriate language, and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

Mobile Devices Policy

Andalusia City Schools does provide users with mobile tablets to promote learning inside of the classroom. Users should abide by the same acceptable use policies when using school devices whether on or off the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the district Technology Coordinator immediately. Users may be financially accountable for any damage resulting from negligence, abuse, or misuse of the school-issued device. The use of school-issued mobile devices off the school network will be monitored as well.

Personally-Owned Devices Policy

It is school policy that students will keep personally-owned devices (including laptops, tablets, smartphones, and cell phones) turned off and put away during school hours unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a school computer or mobile device you are using might be infected with a virus, please alert district staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from the staff or the District Technology Coordinator. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette Users should always use the Internet, network resources, and online sites courteously and respectfully.

Users should also recognize that among the valuable content online there will also be unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.

Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard

their personal information about themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are also monitored and retained.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content, images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post-personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their good judgment when using school technologies.

Limitation of Liability

Andalusia City Schools will not be responsible for damage or harm to persons, files, data, or hardware.

While Andalusia City Schools employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Andalusia City Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of the network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Alabama State Department of Education Digital Device Policy for the Alabama Comprehensive

Assessment Program (ACAP) Testing

Each local education agency (LEA) shall have in place a School Test Security Plan for each school that includes a digital device collection plan for both school personnel and students who will participate in the ACAP. This collection shall take place **prior to entering the testing room for both school personnel and students.**

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Additionally, classroom computers must be powered off during testing. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the Digital Device Exception Request form.

LEAs shall make all school personnel and students participating in the ACAP, parents, and/or guardians aware of this prohibition through inclusion of this policy in the employee handbook, the Student Code of Conduct Handbook, and may also publicize this policy through other normally accepted methods.

STUDENT POLICY: Students shall not possess any digital device within the testing room when participating in ACAP testing. The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test. The **ONLY** exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student.

If students are in **possession** of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. **Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.**

Policy updated 6.23.2022

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 (222-1223

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 Shelby Jowers, 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.

AFTER-SCHOOL DETENTION 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, attendance concerns, 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 17 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 1st through 6th 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 7, 2022

November 16, 2022

February 8, 2023

April 19, 2023

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 12, 2022

January 11, 2023

March 15, 2023

May 25, 2023

PARENT / TEACHER CONFERENCES 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 • Reading

Grades 3-5 • Reading and Math

- Reading or Math and 2 of the following subjects: Language (English), Social Studies, Science

Grade 6: The student must obtain a yearly average greater than or equal to 60% in 3 out of 5 academic subjects attempted during the scholastic year to be promoted to the next grade level. Supporting data will be utilized in cases where unusual circumstances exist. Supporting data includes, but not limited to: ACAP 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 Andalusia City School District: Mrs. Alexa Padgett at (334) 222-1224, ext. 306.

For students **ages 6-21** residing within 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. Lindsey Cross at (334) 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.

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 & youth require services not ordinarily provided by the regular school program. Children & 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 & ENGLISH COURSES

Advanced, Accelerated, and Enrichment courses are offered for students in grade 6. The following components will be included, but not limited to, in the placement of students: Yearly average in Reading and English (5th grade), Scantron scores (Reading), reading range, attendance, office referrals and teacher recommendation. All students will be challenged with the 6th grade course of study standards.

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 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**

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 a 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.

CHECK-OUTS 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 INFORMATION

- Andalusia City Schools will be doing contactless meal payments through [MySchoolBucks.com](https://www.myschoolbucks.com). On this website, you can check your child's balance or add money accordingly.
- Money by cash or check can be sent to the cafeteria to be deposited in full into the student's account. Make sure the payment is in an envelope labeled with your child's name and PIN #. No money will be taken at the register.
- Applications for all free and reduced student lunches are to be completed and submitted online. A link will be provided. Only students who qualify to receive free lunch will eat free during the 2022-2023 school year. If you think your child/ren will qualify, please fill out the lunch application you receive and return it to the school promptly.
- Lunch menus are available online at [MealViewer.com](https://www.mealviewer.com).
- Mealtimes will be staggered across the school to allow for cleaning and sanitizing.
- Numbers will be entered on PIN pads; or students will have a barcode that will be scanned.
- Guests are allowed to join students for lunch in the cafeteria. Your child's teacher will send home a visitor's schedule

GENERAL CAFETERIA INFORMATION: Borrowing or buying food served to pupils for breakfast or lunch is not allowed. Students are expected to take their tray, eat what they wish from the tray, and carry the remainder to the nearest receptacle.. Milk and juice cartons, as well as remaining food items, are to be disposed of properly

NO CARBONATED DRINKS IN CANS OR BOTTLES (GLASS OR PLASTIC) ARE NOT TO BE BROUGHT FROM HOME.

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 may not be excused from the school campus for lunch except in cases where such is recommended by a physician for health reasons. Each student 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.

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 <https://elemandalusiaal.schoolinsites.com> to pay lunch money online. 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 allow **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)

\$2.50	Student Paid Lunch
\$0.50	Extra Milk
\$0.40	Student Reduced Lunch
Free	Student Paid Breakfast
\$1.75	Adult & Visitor Breakfast
\$3.50 + \$.50 tea	Teacher/Employer Lunch
\$3.75 + \$.50 tea	Visitor Lunch (adult / child)

FREE AND REDUCED MEALS

Free and reduced priced meals for lunch are available for students who are eligible. Parents should go online to fill out the form completely and accurately, and then submit it for review.

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 or damage to his or her property.
 - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
 - 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, on school property, on a 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 educational 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 to 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] The 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 rules governing student behavior. 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 or 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 when such actions or threats are reasonably

perceived as being motivated by any personal characteristic of the student that is identified in this 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 rules governing student behavior 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 parent 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's 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. 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 this 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 parent 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 Schools 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 parent or guardian of the report.

Complaint: _____

Date of Alleged Incident(s) : _____

Name of 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 lifelong 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 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 a Leader" 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 announced for all to hear.
 - Examples of behaviors worthy of being awarded a "Caught Being a Leader" ticket are, but not limited to: picking up trash, returning lost goods, showing kindness to teachers or fellow students, or exhibiting leadership leading to the betterment of the classroom/school.
 - Positive Office Referrals
2. **"Bulldog Collegiate"** - Students earn this distinct title by living the 7 Habits on a regular basis at AES. They set personal goals and take ownership of their learning as they track their progress in their leadership notebooks. They understand that success is possible if you set goals, work hard, respect others, and live by the 7 Habits.
3. **"Good Citizen Award"** – These are presented during celebratory ceremonies by each homeroom to the students who demonstrate good behavior, helpfulness, and other desirable qualities.
4. **"Celebrating My Day to Shine /School-Wide Celebrations"** – This program is held at the end of each semester. With parents physically present, the following awards, but not limited to, will be given in the classroom.
 - All A's
 - All A's and B's
 - Perfect Attendance
 - Accelerated Reader Awards (appropriate grade levels)

- Good Citizenship Awards
- PAW Awards (Reading and Math)
- Student Leadership
- Other Awards Noting Achievement and Growth

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.

MINOR OFFENSES	CLASS I
INTERMEDIATE OFFENSES	CLASS II
MAJOR OFFENSES	CLASS III

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 OFFENSES

- **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 : The 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 threatens 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 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 a 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 of 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 or 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 Digital Device or Electronic Communication Device** - such as a cellular phone, or smart watch, 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, disruption of educational process, or introduction of unauthorized software into the 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 (334)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 33 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 DISEASE 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 the 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 and type meningococcal disease in the SEARCH box

Medication Policy

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

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 to deliver the medication to the nurse. Parents must administer the first dose of any medication at home to observe for any adverse reactions. Parents 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 the 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 as 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.

In the 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.

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.

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 parents 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. 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 & 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 online at <https://elemandalusiaal.schoolinsites.com> 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 5th. **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.

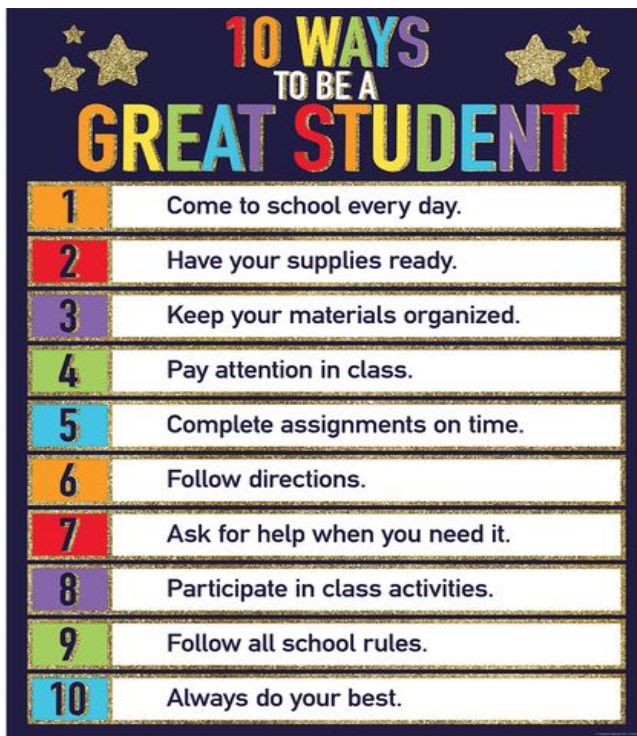
THE FOLLOWING POLICY HAS BEEN ADOPTED BY THE ANDALUSIA CITY SCHOOL BOARD OF EDUCATION EFFECTIVE 2005-2006:

“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”

AES Students Are Aiming for

Their ALL TIME BEST!

“ATB”



THANK YOU
to the following businesses for
their support in making our
handbook possible.



Golden Rule BBQ & Grill of Andalusia

HARPER Electric Construction Co.,INC



TOWN
&
COUNTRY