

AES

Faculty and Staff Handbook

2021-2022



We Learn ♦ We Belong ♦ We Lead to Succeed

The material included in the Faculty/Staff Handbook is to provide you with information about Andalusia Elementary School. The policies, practices, and general information stated herein are given to you in order that you may be informed. Many of the statements

are taken directly from the Andalusia City Schools Policy Handbook. Please read and abide by the policies in this handbook.

**ANDALUSIA ELEMENTARY SCHOOL
2021-2022 FACULTY & STAFF HANDBOOK**

TABLE OF CONTENTS

Absentee Policy for Lice Infestation-----	26
Andalusia City Schools' Travel Guidelines.....	37
Attendance-----	26
Bell Schedule-----	19
Building Security-----	15
Cafeteria Visitation-----	35
Cellular Telephone Policy-----	17
Charged Meals Policy-----	29
Check In/Check Out During the School Day-----	19
Communicable Diseases-----	27
Conferences With Parents-----	12
Copyright Statement-----	18
Covid/Transportation-----	32
Custody of Students-----	26
Discipline/Student Conduct-----	13
Dismissal Procedures-----	34
Dress Code For Students-----	30
Early Arrival of Students-----	18
Equal Access to Programs-----	35
Faculty Meetings-----	12
Field Trips-----	11
Financial Notes and Purchase Orders-----	11

Fire Drill-----	16
Free/Reduced Lunch Application-----	17
Free/Reduced Priced Meals-----	30
General Cafeteria Information-----	29

General Discipline Policies-----	13
General Reminders and Requirements-----	5
Gifted Education-----	36
Grading-----	23
Grade Book-----	10
Guidelines for Parent Visitation-----	20
Guidelines for Use of Televisions and DVDs-----	16
Homework Policy-----	22
Illness/Injury at School-----	20
Issuing State Owned Textbooks-----	14
Keys-----	15
Leaves of Absences-----	12
Lesson Plans-----	9
Loading/Unloading Procedures-----	32
Lunch-----	16
Maintenance and Repairs-----	9
Make-up Work-----	21
Meal Prices-----	30
Morning/Afternoon Duty-----	32
Office Referral Form-----	14
Paraprofessional-----	9
Parental Concern-----	20
Parent-Teacher Conference Weeks-----	23

Parking -----	34
Perfect Attendance-----	26
Physical Education-----	21
Policy Regarding Metal Detectors-----	25

Policy Regarding School Resource Officers-----	25
Policy Regarding T.V. Surveillance Cameras-----	25
Professionalism-----	37
Progress Reports-----	23
Promotion/Retention-Regular Program-----	24
Report Cards-----	24
Retention After School-----	21
School Cafeteria-----	28
School Day-----	8
School Visitation-----	19
Severe Weather/Tornado Plan-----	16
Severe Weather/School Closings-----	35
Snack-----	34
Special Occasions Policy-----	35
Student Papers-----	23
Substitute Plans-----	9
Teacher Absences-----	12
Telecommunications (Internet Usage)Policy-----	35
Telephone Use By Students-----	19
ACS Travel Guidelines-----	37
Tobacco Policy-----	25
Traffic Duty-----	31

Volunteers In School Program-----	16
Wellness Policy-----	36
Withholding Textbooks-----	15
Worthless Checks-----	27

GENERAL REMINDERS AND REQUIREMENTS

The following items should be remembered in an effort to continually improve the school, the quality of teaching, and to avoid unnecessary time-consuming problems:

1. No pupil is to be withdrawn from a teacher's roll without approval from the office.
2. **NO PUPIL IS TO BE LEFT UNSUPERVISED AT ANY TIME.**
Students are not to be left unsupervised. Do not send your students to specialists (P.E., Music, Library, Traffic loading area, etc...). Take them there!
3. All teachers are expected to report to work at **7:15 a.m.** All teachers are expected to be in the classroom, supervising students from 7:30-7:45 a.m. **Teachers should stand near their classroom door from 7:30 a.m.-7:45 a.m. supervising hallways and greeting students.**
4. A teacher who handles the discipline problems developing in his/her classroom will retain the respect of the students. Send students to the office only when you feel you cannot handle the problems alone. Implementing CHAMPS has been proven to reduce problem behaviors.
5. Do not attempt to handle a discipline problem while you are upset! Putting your hands on a student while you are upset can lead to potential problems for the teacher involved.
6. No student is to remain in the classroom for disciplinary reasons during lunch.
7. Teachers should not bring paperwork to the lunchroom during lunch, assemblies, etc...

8. Students should not be required to bring classwork to the lunchroom to be completed before eating lunch.
9. Transfers of teachers from school to school and from grade to grade are at times necessary for professional reasons. These are never to be considered as penalties or demotions.
10. **BE PROFESSIONAL!** Many problems are initiated in teachers' lounges (teachers talking about family or personal problems of students, test scores or past records not being kept confidential, etc...).

5

11. Never, under any circumstances, should a teacher discuss, criticize, or offer an opinion to a student or parent regarding another teacher. There is simply no excuse for a faculty member's failure to extend professional loyalty to a colleague about something he or she did. Talk to him or her, but not to students or parents.
12. Teachers should not eat, drink (canned sodas, products from vending machines, etc...), or chew gum in the presence of students.
13. Andalusia Elementary and school- sponsored events are tobacco free.
14. Students may not be sent to the office to obtain medicine for the teacher or to the lounge to buy snacks or drinks. *No students are allowed in teachers' workrooms.*
15. No school organization, pupil, or teacher is permitted to sell items of any kind unless approved by the principal. Fundraising forms will need to be obtained in the office and completed before beginning a fundraiser.
16. Accept tasks willingly. Teachers are expected to respond to professional duties as requested by the principal and other administrators such as serving on special committees, attending workshops, and participating in other types of in-service programs.
17. Be attentive in meetings. Show the same respect that teachers expect from students. Do not use your cell phone or laptop unless permitted. Listen to directions. Read the directions carefully. Ask questions if you do not understand the topic(s) being addressed.

6

18. Important information will be given to teachers each week via email, newsletters, announcements and postings on the Office Calendar Board.
19. Teachers are responsible for getting notes, information, etc... given out when the teacher is absent.
20. DAILY: Each teacher is expected to come by the office- sign in and check their mailbox. Teachers should also check their mailbox at some other time during the day. It is also expected of teachers to check their email at least twice a day.
21. EMAIL: It is expected of all teachers to check their email at least twice a day. Checking email daily prevents surprises. It gives you time to react to the important email that someone sent you that needs your attention.

6

22. Teachers are to have a copy of the Board of Education policies and be familiar with its contents. Go To ACS website: <http://andalusia.schoolinsites.com/?PN=Schools2> Select > Board Policies.
23. Controversial issues are to be discussed and solutions reached by teachers and principal at school. In order to sell our program to the public, we must support it at all times. Criticizing our school without constructively seeking to improve it through proper channels is a reflection on your professional character.
24. In dealing with students, be courteous, fair, firm and impartial. Take care of individual differences of pupils and expect work according to abilities. When a pupil is not performing to his capacity, seek a parent-teacher conference. Take the initiative in moving pupils forward who need pushing.
25. Instruction should be presented, as much as is possible, in an interesting and engaging manner using a variety of materials and techniques.
26. Daily lesson plans are to be kept up to date. Weekly lesson plans should be submitted to the office before 12:00 p.m. on Friday. Also, a copy must be displayed on the teacher's desk during the week.
27. All teachers are expected to have comprehensive lesson plans for substitute teachers. The Substitute Folder must be accurate and complete.

This folder should be located in your folder holder in the back of your room.

28. Special area periods are classified as planning periods for teachers when they do not go with pupils to classes. The exception is the use of special area periods for student intervention.
29. Teachers are to use the lounge for coffee and coke during the time pupils are in the building. Cans or bottles are to be placed in the lounge after the use.
30. Teachers and other staff members should be aware that the busiest time of day for the office is between 7:45 a.m. – 8:00 a.m. in the mornings and 2:00 p.m - 2:30 p.m. **LIMIT CALLS TO THE OFFICE DURING THESE TIMES.** Routine business matters (turning in absentee reports, etc...) should be conducted as usual.
31. **ALL STAFF MEMBERS** are requested to eat their lunch in the cafeteria to help with the supervision of students.

7

32. Staff members with children are expected to provide proper supervision of their children before and after school. Children of staff members are not allowed to roam the building unless performing errands for their parents or other teachers. Please be respectful of others in the building. Be aware of your child's location.

SCHOOL DAY

1. The school day consists of a minimum of **6 hours and 45 minutes**, including lunch period.
2. Time of Arrival and Departure of Teachers. “All teachers shall report for duty at least 15 minutes before the opening of school and shall remain on duty for at least 30 minutes after the last regularly scheduled classes are dismissed, with the exception of the last day of school each week.” (Board Policy, GAG, 1997).

Teachers at AES are expected to be at school by 7:15 a.m. and in their classrooms at 7:30 a.m. Teachers are dismissed at 3:00 in the afternoon. Teachers failing to adhere to this policy are expected to explain the date

8

and reason for non-compliance. Teachers should greet students at the doorway and help monitor hallways each morning from 7:30-7:45 during student arrival.

3. Each teacher is expected to come by the office every morning to sign-in, scan their Jiffy Pass and to check their mailbox. The purpose of this procedure is to enable the secretary to maintain accurate payroll records and communicate messages. Substitutes should sign-in on the appropriate form in the office.
4. ALL SCHOOL PERSONNEL MUST NOTIFY THE PRINCIPAL AND GAIN APPROVAL BEFORE LEAVING THE SCHOOL CAMPUS DURING THE SCHOOL DAY. THIS APPLIES TO ALL TEACHERS, AIDES, AND SUPPORT PERSONNEL. Upon approval from the Principal, personnel who are granted permission to leave the campus **must sign in and out through the office.**
5. All irregular school activities during school hours must be cleared with the Principal. This includes plays, field trips, music programs, and other activities that are not a part of the regular instructional program.

8

PARAPROFESSIONAL

It is the duty and responsibility of the teacher to provide direct instruction to students and to oversee the educational planning in all academic areas. The teacher that is in charge of the paraprofessional determines the paraprofessional's responsibilities.

MAINTENANCE AND REPAIRS

*All faculty members have the responsibility for seeing that reasonable care is taken of all school property. The classroom teacher is also responsible for the care of furniture and other equipment in the classroom.

*Teachers are asked to take care in displaying objects inside the classroom and in the hall areas. Only low temperature hot glue is permissible to prevent paint from flaking off. **Place blue painter's tape on the wall first before you**

9

dispense hot glue. Please remove any adhesive used at the end of the school year.

*Teachers are asked to assist the custodians by requiring students to pick up books and other materials around their desks to facilitate daily vacuuming/sweeping of the floors.

LESSON PLANS

A lesson plan book is provided to be left on the teacher's desk at all times. All faculty are to submit plans a week in advance and should turn in a copy to the office by 12:00 p.m. on Friday. Corrections should be made if necessary. Plans should be available for viewing by administrative staff.

SUBSTITUTE PLANS

Each teacher **is required** to have detailed lesson plans in the Substitute Folder in the event of a teacher's absence. Teachers have a responsibility to ensure that learning activities continue in the classroom by adequately planning for the substitute. A detailed schedule of daily activities should be included (attendance reporting, collection of lunch/juice monies, PE, music, specialists schedules, etc...). **NOTE: EACH TEACHER IS REQUIRED TO HAVE AN EMERGENCY SET OF LESSON PLANS IN THE FOLDER HOLDER IN THEIR CLASSROOM IN THE EVENT THE TEACHER IS UNABLE TO PLAN FOR A SUBSTITUTE. THESE PLANS SHOULD BE SUCH THAT THE PLANS CAN BE USED BY THE SUBSTITUTE AND THE SUBSTITUTE WILL BE ABLE TO CONDUCT THE CLASS WITHOUT ASSISTANCE.**

9

The following should be included in the teacher's Substitute Folder:

1. Attendance sheet
2. Class roll
3. Daily schedule with times for PE, music, library and interventions
4. Copy of classroom management expectations (procedures & rules) for classroom, bathroom and hallways
5. Copy of tornado/fire evacuation procedures (this can be copied from the school emergency plan)
6. Sub folder with completed and current information
7. Lesson plans along with extra activities.
8. Any other procedures that would be helpful to a sub
9. Note to remind substitute to do your afternoon bus or car duty

10

Teachers must maintain the sub folder at all times.

GRADE BOOK

The grade book is an official record. Keep it up to date! Grades should be entered in the computer in a timely manner and should accurately reflect a student's average. Parents have access to student grades via PowerSchool.

Label all grades as to their nature --- special assignment, test, projects, etc. Indicate the date the grade was given.

A folder should be kept containing each student's work.

The following statements regarding grading procedures are recommended:

1. The teacher must always be able to provide evidence (graded material) to justify a grade given on an assignment, a grade given for a nine weeks period, or a grade given for the year.
2. Grades must be determined on the basis of several factors rather than from one source such as a test.
3. Enough graded activities (approximately 1 grade per week) should be afforded during a grading period to give an overall indication of the student's performance. Grades must be **entered weekly** into PowerSchool.
4. The relative emphasis and importance of an activity or test should be reflected in the value assigned to it in the overall evaluation design. That is, a major test should receive more value than a daily worksheet.

10

FINANCIAL NOTES and PURCHASE ORDERS

1. The dates for submitting purchase orders will be given pending release of state allocated monies.
2. Give all necessary information on all purchase orders. Give manufacturer and catalog number when given.

11

3. **MAKE SURE YOU PUT YOUR NAME ON ALL PURCHASE ORDERS SUBMITTED.** *You also need to keep a copy of your POs.*
4. Instructional supplies that are on the bid list must be bought from vendors listed on the bid list.
5. You may purchase instructional supplies that are not on the bid lists from approved vendors available through ClassWallet.
6. Do not exceed the amount of money you have allocated. Keep up with your balance on the budget sheet that you will receive at the beginning of the school year.
7. All monies must be spent according to school policy. Information is given to the teacher in a separate folder with specific information for collection and expenditures. Policies must be followed.

FIELD TRIPS

Various classes will take educational field trips during the school year. Field trips must be planned well in advance and approved by the principal. Trips are scheduled through the central office on city system buses with the regular teachers in charge. Requests for buses must be filled out on the **BUS REQUEST FORM** provided by the office. **Each grade level is responsible for filling out all required forms for field trips (See AES School Emergency Procedures Manual – Off-Campus Emergency-Preplanning).** All parents are asked to sign permission slips if they want their children to go on these trips. The permission slips will be sent home with the student a few days before the trip. Sack lunches will be provided for field trips upon request. **NOTE:** “In cases where a parent desires for a child to travel to an event on school transportation and travel from an event in private transportation, specific written permission must be forwarded to the supervising teacher and principal prior to the departure from point of origin. **THE STUDENT WILL ONLY BE RELEASED 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)

11

The lunchroom manager and school nurse **MUST BE NOTIFIED TWO WEEKS IN ADVANCE OF THE TRIP.** This will ensure lunches and medications are provided.

CONFERENCES WITH PARENTS

Teachers are available for conference with parents by appointment after school and during planning times. Due to COVID-19, meetings can be held virtually, face-to-face or by phone.

FACULTY MEETINGS

“Teachers are to make **all Mondays available** for faculty meetings and are to remain in the meeting until it is concluded, unless he/she is attending to assigned school business and excused by the principal.” (Board Policy GAG, 1997) IF A TEACHER CANNOT ATTEND A FACULTY MEETING, SHE/HE MUST NOTIFY THE PRINCIPAL OF THE REASON FOR NOT BEING ABLE TO ATTEND. When a teacher is absent, it is her/his responsibility to get a copy of faculty notes or to get the information from the office or from another teacher.

TEACHER ABSENCES

Teachers needing to be absent from teaching duties should create an absence/sub request online through Kelly Services. Notify the office as soon as possible so an administrator is aware.

IMPORTANT:

On the day of your return to school after an absence(s), fill in the reason for your absence and sign for your day on the absentee log in the office.

If you fail to record your absence/s, you will be required to go to the Central Office to write in the information required.

LEAVES OF ABSENCES (SEE BOARD POLICY GG, 1997)

- A. SICK LEAVE (SEE BOARD POLICY GJ, 1997)
- B. PERSONAL LEAVE (SEE BOARD POLICY GH, 1997)
- C. PROFESSIONAL LEAVE (SEE BOARD POLICY GI, 1997)
- D. JURY DUTY (SEE BOARD POLICY GK, 1997)

12

DISCIPLINE/STUDENT CONDUCT

Teachers are expected to maintain proper discipline in their classroom and to assist in maintaining it in the food service area, in the hallways, on the playground, and throughout the school. All faculty and staff should create and implement a CHAMPS classroom management and behavior plan. A digital and hard copy of each teacher's classroom management and behavior plan must be provided to the principal to be reviewed. 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.

GENERAL DISCIPLINE POLICIES

ENTIRE CLASSES are not to be punished when all members are not involved in the misbehavior.

Physical punishment of pupils **SHALL NOT include shaking, slapping, grabbing or sending pupils into the hallway where they are forced to stand or study under adverse circumstances or left unattended.**

Writing sentences, copying sets of multiplication facts, copying from a dictionary or long repetitive paragraphs are not considered constructive punishment.

Many discipline problems occur when students are not properly supervised. It is your responsibility as a teacher to provide adequate supervision of your students at all times.

Parents should be informed of continuous discipline problems.

School officials may collect items, which are hazardous or disruptive to the educational process.

All teachers will teach, monitor, and provide feedback to students regarding the CHAMPS classroom management and behavior plan. Teachers and support staff are reminded that the plan is strongest when everyone does his/her part (teach, monitor, feedback). Each student and parent will be made aware of this plan at the beginning of the school year. Procedures, expectations, 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.

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 PARENT/GUARDIANS RESPOND APPROPRIATELY TO NOTIFICATIONS FROM THE PRINCIPAL'S OFFICE REGARDING THEIR CHILDREN'S CONDUCT IN ORDER TO BE IN COMPLIANCE WITH ACT 94-782.**

OFFICE REFERRAL FORM

An **office referral form must accompany all students** sent to the office for discipline problems. Please fill out the form completely and accurately.

ISSUING STATE OWNED TEXTBOOKS

It is the responsibility of each teacher to issue textbooks for their class.

The teacher is to write the student's name in the book. The teacher will keep a master list of all books with book number and student's name.

Teachers are to check when taking up books at the end of the year to see if the number in the book corresponds to the master list.

Books lost during the year should be paid for before another one is issued. Do not loan books to students who have lost a book. Any extra books should not be kept in the classroom, but should be sent to the bookroom. Do not loan books to students who have lost a book. Keep all books not issued where students cannot take one without your permission.

Homeroom teachers should report lost textbooks to the office on the form provided.

14

WITHHOLDING TEXTBOOKS (State Law/Recommendations)

Code of Alabama, 1975 16-36-69© in relevant part, provides that “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.” Accordingly, a local school system may withhold a student’s textbooks during the current school year, if a responsible party who has the ability to pay, refuses to pay for a lost or damaged book.

KEYS

1. All teachers will be issued a passkey to their room/area. Teachers may keep the key in their possession.
2. All teachers will be issued a passkey to gain entrance to the building. **IF A PASS KEY BECOMES LOST OR MISPLACED, NOTIFY THE TECHNOLOGY COORDINATOR AND SCHOOL OFFICE IMMEDIATELY.**
3. Duplicate keys are not to be made without permission from the principal.

BUILDING SECURITY

It is the responsibility of **ALL STAFF MEMBERS** to make sure the school building is secure at all times. Please adhere to the following checklist each day before leaving the building:

1. TURN OFF ALL LIGHTS (ROOM, HALLWAYS, BATHROOMS).
2. CHECK ALL WINDOWS IN THE CLASSROOM TO MAKE SURE THEY ARE SECURELY LOCKED.
3. TURN OFF AIR CONDITIONERS OR TURN BACK ROOM THERMOSTATS, AND LEAVE THE **AC SET ON AUTO** SO THE UNIT WILL NOT RUN CONTINUOUSLY.

16

4. IF USING THE EQUIPMENT IN THE TEACHER'S WORKROOM, PLEASE TURN OFF AND UNPLUG LAMINATORS AND COFFEE MACHINES.
5. SLAM THE EXIT DOOR YOU LEAVE OUT OF AND PULL ON THE HANDLE (S) TO MAKE SURE IT IS SECURE.
6. CHECK EXIT DOORS AS YOU PASS BY TO ENSURE THAT THEY ARE SECURE AT ALL TIMES.

15

VOLUNTEERS IN SCHOOL PROGRAM

VOLUNTEERS SHOULD NEVER HAVE ACCESS TO CONFIDENTIAL INFORMATION. BE PROFESSIONAL AND DO NOT DISCUSS STUDENTS WITH VOLUNTEERS.

FIRE DRILL

Each teacher should read and be familiar with "Fire Procedures" found in the AES School Emergency Procedures.

SEVERE WEATHER / TORNADO PLAN

At the beginning of the school year, each teacher will be given a building diagram showing the designated safe area for her/his class. If a class has to move to a safe area, the route to be taken will also be shown. After receipt of this diagram, you are requested to post it in a prominent place in your classroom. All SAFE AREAS IN THE SCHOOL HAVE BEEN SO DESIGNATED BY THE STATE OF ALABAMA EMERGENCY MANAGEMENT AGENCY.

A plan of action with weather warning definitions is found in the AES Emergency Procedures. Please become familiar with this plan of action so you will be prepared in the event of severe weather.

GUIDELINES FOR USE OF TELEVISIONS AND DVDS

The following guidelines are to be used by **ALL TEACHERS CONCERNING USE OF TELEVISIONS AND VIDEOS.** All teachers are expected to adhere to these guidelines:

1. There is to be a **ONE-HOUR** time limit for videos used per week per teacher when used for non-instructional activities. The videos can be used to reward behavior or for a special privilege. If movies are shown, they should be G rated only. All movies and videos should be previewed before showing to students.
2. Instructional videos can be used to supplement the curriculum.
3. The use of videos should be noted in a teacher's lesson plans each week.

LUNCH

Teachers should encourage students to pay for lunches/milk by the week. Money should be collected on Mondays. However, money brought for lunches on days other than Mondays should be sent to the cafeteria daily.

Teachers are not allowed to charge meals.

16

FREE/REDUCED LUNCH APPLICATION

Each student should be given a Free/Reduced lunch application at the beginning of the school year. EACH STUDENT IS REQUIRED TO HAVE A CURRENT APPLICATION ON FILE REGARDLESS OF THEIR STATUS LAST SCHOOL YEAR. Students who received Free/Reduced lunch last year will continue to receive free/reduced lunch until a new application is processed.

Teachers are reminded that the procedures for handling free-reduced lunch students should be as discreet as possible. **STUDENTS SHOULD NOT BE SINGLED OUT OR DESIGNATED AS RECEIVING FREE/REDUCED LUNCH IN ANY CONSPICUOUS MANNER.**

CELLULAR PHONE POLICY

“During school hours teachers shall devote their time exclusively to school duties. Teachers are not to use any time during school hours to talk to salesmen or solicitors about personal business.” Board of Education Policy Code GAC, 2004.

It is the stated policy of the school system that employees should devote their time exclusively to school duties. The convenience of cellular telephones provides employees with opportunities during the workday that otherwise might not be present. Recognizing the requirements of board policy and the needs of employees, the following policy regarding the use of cellular telephones will be in effect:

1. **Cellular telephones should not be used at any time while teachers are instructing and/or supervising students.** This means that while a teacher is providing instruction to students, placing or receiving a call on a cellular telephone is prohibited. A cellular telephone should not ring in the presence of students and disrupt the instructional process. Teachers should not have a cellular telephone displayed on desks or in any area in the presence of students. The only exception to this policy is when a teacher is conducting school business that could not otherwise be conducted at another time. Examples are: school personnel working with computer service technicians via the cellular telephone; teachers making arrangements for school or grade level activities that could not be done at any other time; and in some cases, teachers having the need to call parents and talk to them about a student's behavior at a parent's request, etc....
2. Teachers are permitted to use cellular telephones during non-instructional times such as planning periods. Teachers should inform persons who need to call them on their cellular telephone of their planning times.

17

3. **Teachers with extreme emergency situations (seriously ill or injured child or relatives) who require immediate contact from an outside person should inform the school Principal or his/her designee of the situation.** Also, in the event a call comes to the school office, staff will immediately inform the teacher of the nature of the emergency call and the teacher will be permitted to use a cellular telephone to establish contact with the emergency situation.
This policy also applies to all support personnel during their normal working hours.

Cell Phone/Digital Device in a Testing Setting By School Personnel:

School personnel involved in administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, Mobile entertainment, social connections, navigation devices, smart watches or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation. The LEA and ALSDE may take additional disciplinary action.

COPYRIGHT STATEMENT

Andalusia Elementary School supports the United States copyright laws as a safeguard to intellectual property in print, non-print and electronic media. Andalusia Elementary School supports the highest ethical standards in our use of

copyright materials for instructional purposes. This includes printed materials, audio, electronic, video and software formats.

EARLY ARRIVAL OF STUDENTS

Students arriving at school prior to 7:30 a.m. should report promptly to the gymnasium. Supervision of students will begin in the gym at 7:00 a.m. ***Note: There is no adult supervision of students who arrive on the school grounds prior to 7:00 a.m.** Students who arrive on the school campus prior to 7:30 a.m. will not be allowed to loiter in unsupervised areas and must report to the gym or cafeteria each morning.

While under supervision in the **gym or cafeteria**, 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 permission has been granted by a school staff member. Students should report to classrooms no later than 7:45 a.m. daily. The homeroom teacher records attendance. Students must be in their homeroom classroom by the time the 7:45 a.m. bell sounds to avoid being counted as tardy.

18

BELL SCHEDULE

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

TELEPHONE USE BY STUDENTS

Students are not permitted to use the telephone except in cases of emergencies. Students must be accompanied by a teacher note to be allowed to use the phone. 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 should not bring cell phones to school.***

CHECK-IN/CHECK-OUT DURING THE SCHOOL DAY

20

If a student enters the building after the bell at 7:45 a.m., he/she is considered tardy and must be checked in through the office. Teachers should be standing at their doors until the tardy bell rings and encouraging students to move quickly to the classroom. Please be mindful of the distance of your classroom and allow students to enter without being tardy if you have them in your sight.

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.

When checking out a student, the student will be called from the office or a check out slip from the office will be given to the adult checking out the child. Do not release a student without following the proper procedures. If in doubt, call the 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.**

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, parents are asked to make a visit and schedule a conference with the teacher.

***Note: Parents are not to go to the classroom at any time of the day without checking through the office and obtaining a visitor's pass. This rule applies to all**

19

parents at all times. This is necessary for the safety and protection of all our children and staff members. Faculty and staff are asked to help enforce this policy by politely asking visitors to visit the office if they do not have a visible visitor's pass.

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.

1. Anyone coming into the classroom is a distraction. Come in quietly and sit in the area the teacher has made available for visitors.
2. 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.
3. 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.
 4. Relax and enjoy this visit with your child. He/She appreciates the time and effort you made to visit him/her in the classroom.
 5. When you leave, give them a big smile - that will make their day!

PARENTAL CONCERN

If parents have concerns regarding any situation within the classroom or school, they must follow the **GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS FOUND IN THE BOOKLET “STUDENT/PARENT RIGHTS AND RESPONSIBILITIES – A STATEMENT OF POLICY”**.

We are committed to providing the best possible educational program for each student. We are also concerned with the general welfare of each boy or girl. We are partners with our parents in these endeavors. We encourage parents to express ideas, appreciations, suggestions, and concerns to the school.

ILLNESS/INJURY AT SCHOOL

Basic First Aid supplies are available at school. If a student becomes ill or injured at school, every effort will be made to notify a parent or other persons noted on the student information record. Teachers should send students that need medical attention to the school nurse. The school nurse will contact the parent if necessary. School officials can only accept responsibility for providing first aid in the case of an accident until the parent, a parent representative, or rescue squad arrives. The school will act in the best interest of the student.

20

Students who are ill, especially if they have had a fever during the last 24 hours, should remain at home. When students return to school after an illness the parent should send a note explaining the absence.

NOTE- Parents often become upset when a student comes home with an injury or was ill at school and they were not notified. Teachers should make sure parents/guardians are notified by telephone (by the teacher, the office staff, or school nurse) of student injury/illness at school.

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 and notify the school nurse.

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 towards 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. Of utmost importance is the fact that as little work as possible be missed.

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 phone-in requests for homework. After parents/guardians have notified the office staff of the need for make-up work, the teachers will have a notice of 24 hours in which to fulfill the request.

RETENTION AFTER SCHOOL

Students may be requested to remain after the regular hours of school up to a period of thirty minutes for the purpose of individual conferences, make-up work, or for disciplinary reasons. A notice of one day will be given to the parents and the student will be expected to stay after school the next day. It is the teacher's responsibility to stay with the students until parents arrive.

21

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

23

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 purposes in mind:

1. To serve as a part of the introduction of new material.
2. To reinforce skills taught in the class.
3. To provide for individual and/or class needs.
4. To cultivate effective study habits and promote self-discipline.

The following guidelines shall be followed in making homework assignments:

1. Homework shall not be employed as the sole means of introducing new material.
2. Homework shall not be employed as a disciplinary measure.
3. Homework need not be limited to textbooks.
4. Homework assignments shall be reasonable, with consideration being given to age, grade level, and ability of the student.
5. Homework shall be assigned with consideration to the amount of time for completion and the availability of related materials.
6. Homework shall be evaluated by one or more methods and/or used as part of in-class activities.
7. Consideration shall be given to the amount of homework required of the student by other teachers.
8. Be mindful, many students are involved in extracurricular activities after school (soccer, baseball, swimming, etc.) Also, many students may not have parents who can help with homework.

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

GRADING

Students will be graded academically in grades 1st through 5th using the following

grading 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 home student papers every other Wednesday for work done the preceding two weeks. These papers are to be sent home in folders provided by the office. 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. Students who do not return papers will not receive papers to bring home in the future. If the parent has a concern regarding the progress of their child, a teacher conference may be requested to review their student's work.

PROGRESS REPORTS

Progress reports will be sent home at the midpoint of each grading period for students who are performing below grade level expectations in 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 listed in the student handbook and school calendar.

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 listed in the student handbook and school calendar.

PARENT-TEACHER CONFERENCE WEEKS

“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)

In order to comply with Board Policy, Andalusia Elementary School sets aside one week during the second semester for the purpose of parent conferences. The dates for parent/teacher conferences are listed in the student handbook. Teachers should pull parent/teacher log sheets from the permanent folder and have parents sign documenting the conference. It is the teacher's responsibility to meet with every parent and document.

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 on-grade-level basal or co-basal reader. 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

1. Reading and Math
2. Reading or Math and 2 of the following
 - a. Language (English)
 - b. Social Studies
 - c. Science

BOARD OF EDUCATION POLICIES

(ADOPTED FEBRUARY 20, 1995)

POLICY REGARDING T.V. SURVEILLANCE CAMERAS

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Andalusia City Schools Board of Education may use surveillance equipment on properties owned and or maintained by the school system. Properties include buildings and vehicles owned and / or operated by the

system. Training shall be provided for authorized persons in the use, maintenance, and storage of equipment and tapes, and on applicable laws related to the use of surveillance equipment.

24

Individual schools shall establish a system for maintenance and storage of equipment and tapes. Equipment and tapes shall be stored in secure places with access by authorized persons only. All school personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on system-owned / maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

POLICY REGARDING METAL DETECTORS

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Andalusia City Schools Board of Education may employ the use of metal detectors. Stationary and / or mobile detectors may be used. Training shall be provided for authorized persons in the use, maintenance, and storage of said equipment and on laws and procedures for conducting searches. Particular circumstances may call for private, hand held metal detector searches. All metal detector searches shall be conducted by school board employees and / or law enforcement liaison. Any information obtained through the use of metal detectors shall be used only for school disciplinary or law enforcement purposes. The board shall establish a schedule for use of detectors but individual schools may implement a more stringent schedule if approved by the board. These policies shall be communicated annually to all school personnel, students, and parents.

POLICY REGARDING SCHOOL RESOURCE OFFICERS

It is the policy of the Andalusia City Schools Board of Education to secure the services of school resource officers (SRO's) and / or law enforcement liaison, when appropriate, to implement and monitor campus security programs. SRO's may be assigned to patrol areas such as building entrances, halls, stairwells, cafeterias, locker rooms, restrooms, parking lots, delivery and loading zones, and

school grounds. Other responsibilities may include checking students and visitors' identification and patrolling at athletic and other school events. In addition, SRO's may provide on site expertise in school safety, gang activity, intraschool relations, facility design, and other safety measures as requested by the administration. SRO's at a minimum may complete orientation training in school emergency response, juvenile law, and nonviolent conflict resolution.

27

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.

25

ATTENDANCE

The Attendance Policy for the Andalusia City Schools System is stated under **ANDALUSIA CITY SCHOOLS ATTENDANCE POLICY** found in **the “STUDENT/PARENT HANDBOOK”**. 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 - Letter from the Principal stating the date of the unexcused absence and consequences of subsequent absences.

FIFTH UNEXCUSED ABSENCE - Letter from the Principal stating the date of the unexcused absence and notice of referral to Early Warning.

SEVENTH UNEXCUSED ABSENCE – File complaint/petition with the court against the child/parent or guardian, if appropriate.

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.**

PERFECT ATTENDANCE

A student’s attendance is considered perfect if he/she has not been absent, tardy, or checked out during the entire year.

ABSENTEE POLICY FOR LICE INFESTATION

The first day of absence due to lice infestation will be marked excused. Any additional days absent immediately thereafter due to lice infestation will be marked unexcused.

CUSTODY OF STUDENTS (BOARD POLICY, JGI 1997)

The Board recognizes the custody rights of parents/guardians as outlined by the laws of the State of Alabama. The following guidelines are also in effect:

1. Students are considered in the custody of the parent who had custody when the school day began.

26

2. Changes of custody will not take place at school unless emergency situations evolve where court orders to that effect have been issued.

COMMUNICABLE DISEASES

The superintendent or his 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, Andalusia City Schools will follow the requirements of the Alabama State Department of Public Health that 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.**

WORTHLESS CHECKS (Board Policy)

“The Alabama Department of Education requires all school systems to establish and implement certain policies regarding worthless checks:

Notice to the Maker – A ten (10) days notice must be mailed CERTIFIED/ REGISTERED mail for any check stamped insufficient funds. The CERTIFIED/ REGISTERED letter MUST be addressed to the person who signed the check, and to the FULL and CORRECT address on the check. A RETURN RECEIPT

REQUEST CARD (green signature card) must be purchased. The check writer must be given ten (10) full days from RECEIPT of your letter to make the bad check good. After the ten (10) days are over, the bad check will be turned over to the Covington County District Attorney's Office Worthless Check Unit. If the CERTIFIED/REGISTERED letter is returned to you, NO waiting period is required. If the check is stamped ACCOUNT CLOSED no waiting period is required.

When filing a claim with the Covington County District Attorney's Office Worthless Check Unit, you must bring the original check, CERTIFIED/REGISTERED mail receipt (proof of purchase), RETURN RECEIPT REQUEST CARD (green signature card) or the LETTER that is returned, and any copies of letters, invoices, or correspondence pertaining to the bad check.

27

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. Once charges are filed, they will not be dismissed unless approved by the UNIT SUPERVISOR. Alabama Law requires that the business or individual withdrawing a warrant pay a \$30.00 service fee for each warrant withdrawn."

SCHOOL CAFETERIA

DUE to COVID-19, changes have been implemented to cafeteria practices.

- 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 the 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 going out soon.
- Lunch menus are available online at [MealViewer.com](https://www.mealviewer.com).
- To reduce contact between students, staff will plate all meals to be delivered to classes or served in the cafeteria. Mealtimes will be staggered across the school to allow for cleaning, sanitizing, and social distancing.
- No numbers will be entered on PIN pads; each student will have a barcode that will be scanned.
- Guests will not be allowed to eat in the cafeteria until further notice.

The cafeteria will serve, at a minimum cost, hot balanced meals in accordance with standards set forth under the National School Lunchroom Act. Students are encouraged to eat in the cafeteria to ensure proper nutrition. Students may not be

excused from the school campus for lunch except in cases where such is recommended by a physician for health reasons.

Andalusia Elementary School utilizes the Fastlane computerized system for the cafeteria. Each student and faculty/staff in the school has a lunchroom account that is accessed with a PIN number. Each student will enter his or her PIN number into a PIN pad at the end of the serving line. The student can still pay cash. However, we encourage parents to deposit money into the student's account.

Each student will receive a small card with his or her PIN number. Please help your students memorize their PIN number. They should bring this card with them the first day at lunch. When they have memorized the number, the card should be destroyed or stored in a safe place.

28

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

Students who have 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 students name, PIN number, homeroom teacher, and the amount. Students will receive credit for lunches on days that they are absent. To prevent a negative balance, we encourage parents to deposit money into the child's account.

CHARGED MEALS POLICY (BOARD POLICY)

“The Andalusia City Schools allows no charging of meals in the school cafeteria. 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. Faculty/Staff are not allowed to charge meals.

31

CHECKS SHOULD BE MADE PAYABLE TO ANDALUSIA ELEMENTARY SCHOOL CAFETERIA.

GENERAL CAFETERIA INFORMATION

1. Borrowing or buying food served to pupils for breakfast or lunch is not allowed. Students are expected to get their tray, eat what they wish from the tray, and carry the remainder to the disposal window.
2. Milk and juice cartons as well as food items are to be left in the cafeteria.
3. Students are expected to conduct themselves in a quiet and orderly manner while in the cafeteria.
4. **NO CARBONATED DRINKS IN CANS OR BOTTLES (GLASS OR PLASTIC) ARE TO BE BROUGHT FROM HOME BY THE STUDENTS.** Juice or drinks in boxes, plastic containers, or thermos bottles are permitted.
5. No food from outside sources (McDonald's, Dairy Queen, Taco Bell, etc...) should be brought into the cafeteria in their original container.
6. Students who have special dietary needs must supply the School Nurse and Food Service Manager with a statement from the student's physician.

29

MEAL PRICES (SUBJECT TO CHANGE)

Student Paid Lunch.....	\$2.50
Student Reduced Lunch.....	\$.40
Student Paid Breakfast.....	FREE
Student Reduced Breakfast.....	FREE
Faculty Breakfast.....	\$1.75
Faculty Lunch.....	\$3.25
Visitor Lunch.....	\$3.75
Extra Milk.....	\$.50
Tea (is not included in meal)	\$.25

FREE / REDUCED PRICED MEALS

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

DRESS CODE FOR STUDENTS

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. See student handbook for details.

The following are not allowed:

1. Halter tops, backless tops, spaghetti straps (Straps should be at least 1” wide.)
2. Short tops that reveal the midriff
3. Mini-skirts and short-shorts (All attire should be mid-thigh length.)
4. Platform shoes or skate shoes (Shoes should be appropriate for running, jumping, and playing.) **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.

30

8. Hats, caps, other types of headgear (such as sweatbands, visors, hairnets, etc.) An exception may be made for health reasons or for special school events.
9. Dark glasses, sunglasses or shades unless health conditions deem acceptable or school-wide permission is granted in observance of a special event.
10. Any clothing where undergarments are visible. Clothing should cover the student’s back when the child is seated, leaving no space between shirt and pants.
11. Extreme hairstyles or coloring, piercings (other than ear piercings), clothing, make-up, etc. that is disruptive to the normal school day or distracting to the learning environment will not be allowed.

Teachers should monitor students’ dress. It is the teacher’s responsibility to enforce the AES dress code for all students daily. When a student is in violation of the dress code as stated in the student handbook, the following procedures are to be followed:

1. The teacher will send home a copy of the dress code with the student explaining the infraction or contact the parent.
2. If there is a second violation, send the student to the office, counselor or nurse. We will provide the student with a T-shirt or other clothing that is

appropriate for school. If the item needed is not available at school, the parent will be called to bring appropriate clothing to school.

3. If there is a third violation, the student should be sent to the office with a discipline referral along with documentation of previous incidents. Parents will be contacted.

In addition, school officials may collect items brought to school by students, which are hazardous or disruptive to the educational process. **STUDENTS SHOULD REFRAIN FROM BRINGING PERSONAL ITEMS TO SCHOOL SUCH AS ELECTRONIC GAMES, TRADING CARDS, GAMES, JEWELRY, ATHLETIC OR SPORTS RELATED CLOTHING/EQUIPMENT, 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.**

TRAFFIC DUTY

Certified teachers will be scheduled to supervise students at the yellow and blue traffic loading/unloading areas on a rotating basis. A traffic duty schedule will be developed and distributed at the beginning of each school year. Certified personnel are expected to help with the loading and supervision of students from 2:30 until 2:50 p.m.

A staff member will be scheduled by the Traffic Duty Director to remain with students from 2:50 until 3:00 p.m. In the event students have not been picked up by 3:00 p.m., the staff member responsible for students will bring students into the office and notify office personnel.

31

MORNING/AFTERNOON DUTY

Non-homeroom personnel will be assigned morning and afternoon duty to provide supervision of students in various areas of the building and at the traffic loading/unloading area and bus loading/unloading areas. Every effort should be made by personnel to be at their assigned area(s) each morning and afternoon unless attending to other duties as assigned by the school administration.

COVID-19 / Transportation

Students are required to wear a mask while on the school bus. Parents will be responsible for checking temperatures before students load the bus. If a student has symptoms or fever, the parent will need to keep the child at home and contact the school. If a student appears to have symptoms on the bus, a mask will be provided, and the student will be taken to the school nurse upon arrival to school. Children in the same household are asked to sit together. Seats will be assigned. Students not staying in assigned seats will not be allowed to ride the bus. Hand sanitizer will be provided on the bus.

34

LOADING/UNLOADING PROCEDURES

Loading and Unloading of Students:

The traffic pattern has been modified to better meet the needs of students and parents. Please adhere to the new travel patterns for a smooth transition in dropping-off and picking-up students. Parents with children in more than one grade level should drop-off or pick-up the children in the area designated for the youngest child's grade level.

YELLOW LOADING/UNLOADING ZONE:

Kindergarten and First Grade Students' drop-off/pick-up zone is located behind the cafeteria. Parents will enter the campus from the Moore Road entrance. Cars will stay in the right lane following the appropriate yellow arrows. At the stop sign, turn right and continue to follow the yellow arrows to the designated drop off/pick-up zone at the awning behind the cafeteria. When

exiting the campus, follow the yellow arrows leading back to Moore Road. Cars exiting to the right onto Moore Road should use the right exit lane (following the appropriate arrows). Cars exiting to the left onto Moore Road should be in the center exit lane (following the appropriate yellow arrows).

BLUE LOADING/UNLOADING ZONE:

Second, Third, Fourth, Fifth and Sixth Grade Students' drop off/pick up zone is located behind the second and third grade wing. Parents will enter the campus from Highway 29 at the lower drive in front of the school. Follow the blue

32

arrows at the Highway 29 entrance. Bear right, and continue to follow the blue arrows to the drop-off and pick-up zone located at the awnings behind the second and third grade wing. When exiting the campus, use the Highway 29 exit route. Follow the blue arrows when exiting the campus onto Highway 29.

PRE-K LOADING/UNLOADING ZONES:

Pre-K Students' drop-off 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 zone at the awning behind the cafeteria. When exiting the campus, follow the yellow arrows leading back to

35

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 students' pick-up zone is located in the front of the school. Beginning at 1:50 pm, parents will enter the campus from Highway 29 at the upper drive in front of the school. They will turn right and proceed to the traffic cones. If parents have students to pick up in the blue zone, bear left to enter the traffic line, and continue to follow the blue arrows to the drop-off and pick-up zone located at the awnings behind the second and third grade wing. When exiting the campus, use the Highway 29 exit route. Follow the blue arrows when exiting the campus onto Highway 29.

If parents have students to pick up in the yellow zone, bear right and follow the blue arrows when exiting the campus onto Highway 29. 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 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).

BUSES LOADING/UNLOADING ZONE:

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

DISMISSAL PROCEDURES

Dismissal of students in the afternoon will be conducted according to the following:

1. Students riding buses will be dismissed prior to 2:30 p.m. Teachers should begin making dismissal preparations at least 10 minutes prior to 2:30 p.m. Weather conditions may dictate earlier than usual calling of buses.

2. Bus students will be called by halls via the intercom system. The normal procedure will be to call buses by color in the same order each day. Teachers should note the order of buses called and prepare students for dismissal accordingly. Teachers are expected to walk students to the buses and supervise while students load the buses.
3. Bus students in all grade levels should be released by the teacher to travel orderly from their wing to the designated bus area. Staff members will be stationed in hallways and Town Square to help supervise students to buses.
4. After all buses have been called, car riders and extended day students will be dismissed via the intercom system. ***TEACHERS MUST NOT DISMISS TO THE TRAFFIC LOADING AREAS UNTIL GIVEN THE OKAY FROM THE INTERCOM.*** Teachers should walk students to the appropriate loading area and place their students in the appropriate grade level area.

PARKING

The parking area for all staff members is located behind the school between the gym and blue wing. All staff members other than cafeteria workers should park in this area. Parking spaces in the front of the school are reserved for visitors and guests.

SNACK

A ten (10) minute break is scheduled for students in grades K 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. Cola drinks in cans or bottles will not be allowed.

As a convenience to our parents, Andalusia Elementary School will offer a juice and snack. The snack will vary every two weeks. The cost of the drink is \$.50 and the snack cost is \$.50. Parents may send \$5.00 each Monday to cover the cost of both items for a week. Either snack (drink or food) may be bought separately if

34

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. Parents are encouraged to pay for snacks on Monday. **Please make checks for snacks payable to Andalusia Elementary School. Cafeteria checks should be made payable to Andalusia Elementary School Cafeteria.**

SEVERE WEATHER/SCHOOL CLOSINGS

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 STAFF MEMBERS COULD 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.

CAFETERIA VISITATION

Due to COVID-19, no visitors will be allowed to visit with their child in the cafeteria until further notice.

SPECIAL OCCASIONS POLICY

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

TELECOMMUNICATIONS POLICY (BOARD POLICY)

Students, parents, and teachers will be required to sign a Telecommunications Policy prior to using the Internet or network at any Andalusia City Schools location. This requirement is to ensure safe and appropriate use of network and Internet access.

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.

35

GIFTED EDUCATION

Intellectually gifted children and youth are those who perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be gifted. The Andalusia City School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

The program for gifted students provides learning activities including acceleration, enrichment topics, and critical thinking skills.

All students will be screened at the **SECOND GRADE LEVEL** using multiple criteria for gifted potential. Those students displaying possible potential will be referred to the Gifted Referral Screening Team for further assessment. In addition, parents, or guardians, administrators, school counselors, and teachers in all grade levels may refer a child for screening or gifted assessment.

For each student referred, information is gathered in three areas. These areas include aptitude, characteristics, and performance. The scores from the assessment/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

If you should need additional information or wish to make a referral, contact the Gifted Education teacher at the school. The Andalusia Elementary School telephone number is 222-1224.

WELLNESS POLICY

The Andalusia City School District Wellness Committee will work to implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. **No carbonated soft drinks** are allowed at the elementary school. Celebrations should promote healthy food choices.

PROFESSIONALISM

Faculty and Staff are reminded to conduct themselves in a professional manner at all times. Please be mindful of school discussions outside of the school building. Confidentiality of AES students must be maintained at all times.

36

Appropriate dress is required at all times. No jeans unless on Friday for school spirit days or at other school-planned functions. Faculty and staff should be supportive of AES. If issues arise, please discuss with people immediately involved in the situation or administrators. Be supportive of each other here at school and in the community.

ANDALUSIA CITY SCHOOLS' TRAVEL GUIDELINES

Purpose: To outline the procedures for the documentation and reimbursement of travel by employees and board members of the Andalusia City Board of Education and consultants employed by the School District.

Procedures:

1. Employee Authorization for travel: A Professional Development/Travel request form must be submitted **at least 7 days prior to travel** (unless there are extenuating circumstances) and must be approved by the supervisor and the Superintendent.
2. The leave request form must be accompanied by an agenda, brochure or some other form of documentation to substantiate the need for travel. Travel requests shall normally be limited to that for which funds have been appropriated in the annual budget.
3. The leave request form should include estimates for the total costs of registration fees, transportation, lodging, meals and any other allowable expenditure. Unauthorized travel will be at the expense of the employee.
4. Prepayments: Once approval has been given, lodging and airline tickets may be paid in advance.
5. Authorized Expenses: The Board of Education will reimburse the employee for lodging, meals, registration, coach airline tickets, mileage for personal vehicles, parking and toll fees, baggage handling fees (*maximum \$20.00*), limousine or taxi fares between the airport and the hotel and/or the hotel and the training site.

40

6. Unauthorized Expenses: The Board of Education will not reimburse the employee for alcoholic beverages, snacks, personal supplies or entertainment. The Board will not pay or reimburse individual membership dues for professional organizations.

37

7. Employee Reimbursement Requests: Within five working days following the employee's return to work from travel, the employee will submit an Expense Account form with each section completed and any required attachments with all of the necessary supporting documentation to their supervisor for review and approval. The form will then be forwarded to the bookkeeper to complete vendor number and source of funds. Once approved and accounting information completed, the bookkeeper will route the Expense Account form to the Accounts Payable Clerk for payment. Requests that are not complete will be returned to the school bookkeeper. Once the Expense Account form has been reviewed by the Accounts Payable Clerk without any errors, the CSFO will approve the form for payment. Travel reimbursement checks will be included in the first available accounts payable check run. Check runs are scheduled on the 10th and the 30th of the month. The Accounts Payable Accounting Clerk must receive all of the necessary documentation at least five working days before a check run to be included in that check run.
8. Meal Allowances: Employees traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations.

The meal allowances will be \$8.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner.

An employee will be reimbursed for actual expenses up to the prescribed limit for each meal (including gratuity). A gratuity of up to 15% may be included; however, it must be added to the cost of the meal. Unused meal allowances may not be applied to other meals. *Expenses in excess of the prescribed limit will not be reimbursed.*

No meal allowance may be claimed if a meal is included in conference registration.

9. Meal Allowance Eligibility: Employees traveling may be reimbursed for meals as prescribed in item #6. The eligibility of meals is as follows:

41

An employee is eligible for the breakfast allowance if they are on travel status prior to 6:00 a.m.

An employee is eligible for the lunch allowance if they are on travel status between 11:00 a.m. and 2:00 p.m.

An employee is eligible for the dinner allowance if they are on travel status between 6:00 p.m. and 8:00 p.m.

38

10. Mileage Reimbursement Rate: Employees may be reimbursed for business miles traveled in a personal vehicle at the Standard Mileage Rate prescribed by the Internal Revenue Service. Reimbursement is for point-to-point mileage only.

11. Required Documentation of Allowable Expenses: Reimbursement of authorized expenditures will be made only if substantiated.

- a. **Registration fee** – documented by publication or by invoice/receipt or a copy of check showing payment.
- b. **Meals** – (including gratuities actually paid not exceeding 15%) - ***dated itemized receipt***.
- c. **Lodging** – original itemized invoice.
- d. **Coach Airline Tickets** – by original itemized invoice.
- e. **Mileage for personal vehicles** – substantiated by a Yahoo or Google map attached to the expense account form from point to point, no incidental mileage will be paid.
- f. **Parking and Toll fees** – substantiated by dated receipt.
- g. **Baggage handling fees** – substantiated by dated receipt or by hand record showing the date and the amount paid (*not to exceed \$20*).
- h. **Limousine or Taxi fees** – substantiated by dated receipt or by hand record showing the date, destination and the amount.
- i. **Other expenses** – documented by dated receipts.

Please note: Cash register tapes, scraps of paper or other reimbursement claims that are not determinable as to the date, the place and the type of expenditure will be disallowed for reimbursement.

12. Employee Responsibilities: Employees are responsible for ensuring the most reasonable rates for all expenditures. If at all possible, employees traveling to the same location for the same purpose ***should carpool*** and share lodging. If an

employee chooses to room by him/herself or bring family members rather than sharing, room reimbursement will be at the shared rate.

13. Consultants: All consultants hired by the Board will be required to follow the guidelines set forth when requesting reimbursements.

14. Other Provisions: The Superintendent may authorize exceptions to the provisions set forth if he/she deems the exceptions necessary to meet the needs of the School Systems operations. Principals or Central Office Administrators, accompanied by an explanation of the circumstances that justify the need for making the exception, will request the Superintendent's authorization of exceptions in writing.

The guidelines set forth apply to all employees, Board Members, Superintendent and consultants.

39

Student Policy

Students shall not possess or use any digital device when they are participating in ACAP testing.

The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE.

If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated.

If a student is observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be confiscated and searched for any information related to the ACAP.

Additionally, the student shall be dismissed from testing, and the student's test shall 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.

The Andalusia City Schools System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boys Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discriminatory policies: Lindsey Cross, Title IX and 504 Coordinator, 1201 C.C. Baker Ave., Andalusia, AL 36421, 334-222-3186, crossl@andalusia.k12.al.us and Jenifer Earnest, Federal Programs Coordinator, 1201 C.C. Baker Ave., Andalusia, AL 36421, 334-222-3186, earnestj@andalusia.k12.al.us.