

Conecuh County Schools
Early Learning Center



Parent Handbook
2025 - 2026

Conecuh County Schools

Early Learning Center

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Conecuh County Schools

Early Learning Center

Mission Statement

At Conecuh County School Early Learning Center's Pre-K Program, our mission is to provide a warm, nurturing, and developmentally appropriate environment where young children grow academically, socially, and emotionally. We support learning through play, exploration, and meaningful experiences that encourage creativity, collaboration, and a love for learning. We partner with families and the community to promote a positive early childhood experience that prepares every child for future academic success and lifelong learning.

Vision Statement

Our vision is to inspire joyful learning and build a strong foundation for every child to thrive as a confident, curious, and compassionate learner. We envision a school community where children feel safe, valued, and empowered to explore their world and reach their full potential.

Conecuh County Board of Education

GOVERNING BODY

| Dr. LeAnn Smith Superintendent | Mrs. Jan Hayes President District 2 | Dr. Coretta Boykin Vice-President District 4 | Mr. Tim Covin District 1 | Ms. JoAnn King District 3 | Ms. Barbara Locke District 5 |
|--|--|--|---|--|--|
|  |  |  |  |  |  |

- Board members and the Superintendent are elected by the citizens of Conecuh County
 - Ensures compliance with state and federal education laws
 - Establishes policies for the operation of the school district
-

Monica Grace Mitchell, Pre-Kindergarten Director for Conecuh County Schools

Monica Grace Mitchell currently serves as the Pre-Kindergarten Director and Elementary Coach. Mrs. Mitchell was born and educated in Conecuh County. Mrs. Mitchell earned a bachelor's and master's degree in Early Childhood Education and Elementary Education at Auburn University at Montgomery. In addition, Mrs. Mitchell attained an AA from Alabama State University in Montgomery, Alabama. Over the span of her career, Mrs. Mitchell has served as a classroom teacher, 21st Century Site Coordinator, Parent Project Facilitator, Alabama Reading Initiative Reading Specialist and Conecuh County Schools' Elementary and Special Programs Coordinator.



Mrs. Mitchell is a change agent that believes that students should be motivated and encouraged to learn. Mrs. Mitchell is working endlessly to ensure that there is collaboration between the school and community to help students and families succeed.



"Children learn as they play. More importantly, in play, children learn how to learn."

~ Fred Donaldson

Conecuh County Schools' Early Learning Center Staff



Delisha Marshall, Administrative Assistant



Brandy Baggett, OSR Teacher



Melissa Boatwright, OSR Teacher



ReKeisha Bozeman, OSR Auxiliary Teacher



Emily Davis, OSR Auxiliary Teacher



Sharon Garvin, OSR Auxiliary Teacher



Jenniffer McKinley, OSR Teacher



Carolyn Patterson, OSR Teacher



Phyllis Richardson, OSR Auxiliary Teacher



Princess Simpson, OSR Auxiliary Teacher

WELCOME, WELCOME



Welcome to the Conecuh County School Early Learning Center's Pre-K Program! We are funded through the Office of School Readiness (OSR). We are pleased to have this opportunity to serve your family in our school system. We recognize the importance of early learning and are committed to providing high-quality Pre-Kindergarten to all students! The purpose of this handout is to provide important information on our policies and procedures. If you have any questions or need to discuss a concern, please call the director, Monica Mitchell at (251) 578-1752.

| Name | Center | Position | Email Address |
|--------------------|----------|-------------------|-----------------------------------|
| Monica Mitchell | District | Director | monica.mitchell@conecuhk12.com |
| Delisha Marshall | District | PreK Adm. | delisha.marshall@conecuhk12.com |
| Carolyn Patterson | CCSEL 1 | Lead Teacher | carolyn.patterson@conecuhk12.com |
| Phyllis Richardson | | Auxiliary Teacher | phyllis.richardson@conecuhk12.com |
| Brandy Baggett | CCSEL 2 | Lead Teacher | brandy.baggett@conecuhk12.com |
| Princess Simpson | | Auxiliary Teacher | princess.simpson@conecuhk12.com |
| | CCSEL 3 | Lead Teacher | @conecuhk12.com |
| Emily Davis | | Auxiliary Teacher | emily.davis@conecuhk12.com |
| Jenniffer McKinley | CCSEL 6 | Lead Teacher | jenniffer.mckinley@conecuhk12.com |
| Rekeisha Bozeman | | Auxiliary Teacher | rekeisha.bozeman@conecuhk12.com |
| Melissa Boatwright | CCSEL 5 | Lead Teacher | melissa.boatwright@conecuhk12.com |
| Sharon Garvin | | Auxiliary Teacher | sharon.garvin@conecuhk12.com |

2025-2026 School Calendar Conecuh County Schools



1455 Ted Bates Road
Evergreen, AL 36401
(251)-578-1752

www.conecuh.k12.al.us

| August 2025 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| September 2025 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| October 2025 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| November 2025 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| December 2025 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| January 2026 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| | |
|--------------|--|
| Aug 4-5 | Institute Day K-12/Prof. Development |
| Aug 6 | First Day of School |
| Sep 1 | Labor Day |
| Sep 19 | Students dismiss 11:45a.m./PD 12-3:30p.m. |
| Oct 10 | Students dismiss 11:45a.m./Homecoming |
| Oct 13 | Columbus Day |
| Oct 14 | Students dismiss 11:45a.m./Par-Teach Conf |
| Nov 11 | Veterans Day |
| Nov 24-28 | Thanksgiving Break |
| Dec 19 | Students dismiss 11:45a.m./PD 12-3:30p.m. |
| Dec 22-Jan 2 | Christmas Break |
| Jan 5 | Professional Development |
| Jan 6 | Students dismiss 11:45a.m./PD 12-3:30p.m. |
| Jan 19 | MLK Day |
| Feb 13 | Students dismiss 11:45a.m./PD 12-3:30p.m. |
| Feb 16 | Presidents' Day |
| Feb 17 | Students dismiss 11:45a.m./PD 12-3:30p.m. |
| Mar 20 | Students dismiss 11:45a.m./PD 12-3:30p.m. |
| Mar 23-27 | Spring Break |
| Apr 3 | Good Friday |
| May 22 | Students dismiss 11:45 a.m./PD 12-3:30p.m. |
| May 25 | Memorial Day |
| June 19 | Juneteenth Observed |
| July 3 | Independence Day Observed |

Approved: March 20th, 2025

180 – STUDENT DAYS

7 – PD DAYS

TOTAL: 180 DAYS

1ST SEMESTER: 90 DAYS

2ND SEMESTER: 90 DAYS

| February 2026 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

| March 2026 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April 2026 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| May 2026 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June 2026 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| July 2026 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| PROGRESS REPORTS | |
|------------------|---------------------|
| 1st Nine Weeks | September 9th, 2025 |
| 2nd Nine Weeks | November 4th, 2025 |
| 3rd Nine Weeks | Feb. 10th, 2026 |
| 4th Nine Weeks | April 21st, 2026 |

| REPORT CARDS | |
|----------------|--------------------|
| 1st Nine Weeks | October 14th, 2025 |
| 2nd Nine Weeks | January 7th, 2026 |
| 3rd Nine Weeks | March 17th, 2026 |
| 4th Nine Weeks | May 22nd, 2026 |

| END GRADE REPORTING | |
|---------------------|---------------------|
| 1st Nine Weeks | October 8th, 2025 |
| 2nd Nine Weeks | December 19th, 2025 |
| 3rd Nine Weeks | March 12th, 2026 |
| 4th Nine Weeks | May 22nd, 2026 |

 NO SCHOOL
 TEACHERS ONLY

 HALF DAY
 FIRST DAY OF SCHOOL

 LAST DAY OF SCHOOL

Conecuh County Schools' Early Learning Center

Parental Involvement Activities for First Class PreK 4-Year-Olds (Starting July 2025)

Welcome to Conecuh County School Early Learning Center!

At Conecuh County School Early Learning Center, we recognize that parental involvement is essential for a child's success. By participating in the activities and events planned throughout the year, you help create a supportive and enriching learning environment for your child. We are excited to work with you and encourage you to take part in these monthly activities that strengthen connections between home and school.

This guide outlines parent involvement opportunities that will take place throughout the year. Research shows that active family participation in children's learning experiences contributes to success in school. OSR requires a minimum of 12 hours of parent involvement. Please note the specific dates for each event and important school schedule changes.

Monthly Activities and Events (First Semester)

July 2025:

Centralized PreK Informational Meeting

Conecuh County Schools is pleased to offer a Centralized PreK Program designed to provide high-quality early learning experiences in a structured, developmentally appropriate environment. To help families learn more about this program, we invite all interested parents and guardians to attend an informational meeting.

Date: Wednesday, July 9, 2025

Time: 3:00 p.m.

Location: Conecuh County Board of Education – Central Office
100 Hedge Street, Evergreen, AL 36401

This meeting will provide an overview of the centralized PreK model, including:

- Program goals and structure
- Curriculum and instructional approach

- Transportation options
- Enrollment and eligibility requirements
- Services provided (e.g., meals, support resources)

The meeting is designed to answer common questions and help families determine whether the centralized PreK program is the right fit for their child. Staff members will be available to provide information and assist with next steps in the registration process.

We strongly encourage all families interested in PreK enrollment for the 2025–2026 school year to attend.

For more information, please contact the Early Learning Department at (251) 578-1752.

Open House & Meet the Teachers



Activity: Back-to-School Open House

- **Date:** July 31, 2025
- **Details:** Families are invited to our **Open House** to meet the teachers, tour the classroom, and learn more about the upcoming school year. This is a great time to ask questions, explore the school environment, and get your child excited for the first day of school!
- **Details:** This event helps families feel more comfortable as the school year begins and provides a chance to build a connection with the teachers and staff

AUGUST 2025

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUN |
|--------|--|--|---|----------|---|---------|
| | | | | | 1 | 2/3 |
| | | | | | | |
| WEEK 1 | 4 | 5 Meet the Teacher 3-5pm | 6 1st Day of School | 7 | 8 | 9/10 |
| | | | | | | |
| WEEK 2 | 11 | 12 iReady Math K-8 | 13 iReady Reading K-8 | 14 | 15 | 16/17 |
| | | | | | | |
| WEEK 3 | 18 mClass Testing Window 8/18-29/25 | 19 | 20 | 21 | 22 | 23/24 |
| | | | | | | |
| WEEK 4 | 25 Family Portrait/ Story Sharing | 26 Data Meetings Grades 6 -8 Reading: 8-11 am Math: 12-3 pm | 27 Data Meetings Grades 4 -5 Reading: 8-11 am Math: 12-3 pm | 28 | 29 Liberty Learning 2nd/5th - 9am 7th - 1 pm | 30/31 |
| | | | | | | |
| | <p>Family Portrait/ Story Sharing: Families are invited to our Open House to meet the teachers, tour the classroom, and learn more about the upcoming school year. This is a great time to ask questions, explore the school environment, and get your child excited for the first day of school!</p> | | | | | |
| | | | | | | |

SEPTEMBER 2025

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUN |
|--------|--|--------------------------------------|--|--|---|---------|
| WEEK 5 | 1 No School LABOR DAY | 2 | 3 Data Meetings Grade K: 8-11 am Grade 1: 12-3 pm | 4 Data Meetings Grades 2: 8-11 am Grades 3: 12-3 pm | 5 Grandparents' Day Lunch Gr. PreK-3 | 6/7 |
| WEEK 6 | 8 | 9 1st 9 wks Progress Report | 10 | 11 | 12 | 13/14 |
| WEEK 7 | 15 | 16 | 17 | 18 | 19 Half Day 1/2 Early Dismissal 1/2 Prof. Dev. | 20/21 |
| WEEK 8 | 22 Pumpkin Exploration Day | 23 | 24 | 25 | 26 | 27/28 |
| Notes | Parents help children explore pumpkins by counting seeds, measuring size, and discussing their properties. | | | | | |
| WEEK 9 | 29 | 30 | | | | |

OCTOBER 2025

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUN |
|---------|--|---|--|-------------------------|--|---------|
| WEEK 10 | Click here to enter text. | | 1 | 2 Custodial App. Day | 3 | 4/5 |
| WEEK 11 | 6 Coaches' App Day | 7 | 8 Gradebook Audit End of the 1st 9 wks | 9 | 10 Half Day 1/2 Homecoming 1/2 Prof. Dev. | 11/12 |
| WEEK 12 | 13 No School Columbus Day | 14 Parent Conf. 3-6 pm 1st 9 wks Report Cards | 15 | 16 | 17 | 18/19 |
| WEEK 13 | 20 Cozy Winter Reading Day | 21 | 22 | 23 | 24 | 25/26 |
| Notes | Parents read winter-themed stories to small groups of children, followed by crafting activities that relate to the stories, like making mitten puppets or snowflake bookmarks. | | | | | |
| WEEK 14 | 27 Red Ribbon Week | 28 | 29 | 30 | 31 Fall Festival | |

NOTE: October 27-31st, there will be no school for PreK. All staff will be attending the 2025 Alabama Early Childhood Education Conference/ Planning

DECEMBER 2025

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT/SUN |
|---------|---|---------|--|---|--|---------|
| WEEK 20 | 1 | 2 | 3 | 4 12 Days of Christmas Begins | 5 | 6/7 |
| Notes | iReady testing window December 1, 2025 - December 12, 2025. | | | | | |
| WEEK 21 | 8 | 9 | 10 | 11 | 12 | 13/14 |
| WEEK 22 | 15 | 16 | 17 Christmas Program PreK-4 @ 9 am Gr. 5-8 @ 1 pm | 18 Liberty Learning 2nd/5th - 9am 7th - 1 pm | 19 Gradebook Audit Half Day 1/2 Early Dismissal 1/2 Prof. Dev. | 20/21 |
| WEEK 23 | 22 | 23 | 24 | 25 | 26 | 27/28 |
| | *** Winter Break from December 22, 2025 - January 2, 2026 *** | | | | | |
| WEEK 24 | 29 | 30 | 31 | | | |

Curriculum

The Alabama First Class Pre K framework is an effective model based on the latest research on how to support young children as they develop and learn. Curriculum content is comprehensively presented and reinforced with intentional teaching strategies for pre-K teachers. CCS' Early Learning Center provides appropriate activities and learning experiences that help prepare young children for school. For a child to be school ready, it means they are socially, emotionally, physically, and cognitively prepared for success in kindergarten. Our goal is to help children become independent, self-confident, enthusiastic learners. Participation in the program encourages children to develop good habits and daily routines. Research shows that children benefit most when instruction is child-centered. Child-centered instruction allows teachers to facilitate learning in a rich environment that fosters children's initiative, exploration, and collaborative interaction with other children and adults.

Our classrooms have learning areas or "centers" and each center is supplied with books, manipulatives, materials, and learning through play activities.

We will plan field trips throughout the year as an extension to the curriculum. Parents are encouraged to attend all field trips with their child. **Siblings are not allowed to attend field trips.**

Attendance

Our goal is to serve the children of Evergreen, AL, by supporting regular school attendance, which is essential for academic success. Students who are frequently late, leave early, are picked up late, or miss ten days without a valid excuse will be dismissed from the program. Attendance is taken when school begins at 7:55 a.m., with students marked tardy after 7:55 a.m. Drop-off through carpool begins at 7:15 a.m., and bus arrivals at 7:20 a.m. After 7:55 a.m., parents must sign students in at the main office to receive a tardy slip. More than three unexcused tardies per semester will result in dismissal. For safety, all exterior doors remain locked, and visitors must sign in at the main office. Dismissal is at 3:00 p.m., and students must be picked up by 3:15 p.m. from the back of the gym. No early dismissals are allowed after 2:00 p.m.

| School | Students Arrive No Earlier Than | Bus Arrival | Tardy | Instruction Begins | Dismissal | Students Must Be Picked up Before |
|-----------------------|---------------------------------|-------------|-----------|--------------------|-----------|-----------------------------------|
| Evergreen City School | 7:15 a.m. | 7:20 a.m. | 7:55 a.m. | 8:00 a.m. | 3:00 p.m. | 3:15 p.m. |

Behavior

Children may be dismissed from the program if they are hurting themselves or others and/or are chronically disruptive to the extent that they are not benefiting from the program. Families will be assisted in obtaining resources to help the child benefit from the program, including assessment referral and treatment options.

Dismissal of a child for behavior reasons is the last step taken after all other attempts to help the child within the program have been exhausted.

Potty Trained

All students must be potty trained. All students will need an extra uniform at school in case of bathroom accidents.

Parent Conferences

A minimum of two family/teacher conferences will be held during the school year. During this conference, a progress report will be shared with families. The teacher will provide information about your child's performance in language/literacy, mathematics, social studies, science, social/emotional development, health and physical development, creative expression, approaches to play and learning, and cognitive processes. Teachers are happy to meet with parents about any questions or concerns. Please send a note in your child's folder to request a conference either by phone or face-to-face.

Lunch / Snack

All students will receive a free breakfast and lunch through our Child Nutrition Program. Snack time is at 1:30 p.m. each day. You may choose to send a snack or purchase a snack. An itemized list of the available snack items will be sent at a later time. You may send breakfast or lunch with your child. USDA prohibits juice from being served with school meals for pre-k and kindergarten students. Only milk or water are served with school meals. We love to celebrate our students' birthdays. If you would like to bring treats for the students for your child's birthday, please provide enough for the entire class. Celebrations will begin at 1:30 p.m. All snacks must be store-bought and peanut-free.

Health and Safety

Students who must take medication prescribed by their physician must follow this procedure:

- Bring the medication to the main office in its original prescription container before school and leave it with the nurse. Conecuh County Schools medication form must be completed by parent/guardian and be on file in the office before any medication may be administered.
- Medicines are to be taken in the presence of an adult staff member. Over-the-counter medications cannot be kept at school unless directed by a medical doctor.

Students who are sick should not come to school. Parents will be contacted if their child becomes ill. Students who run a fever of 100 degrees or more will be sent home. Students may not return to school until they are fever-free for 24 hours.

Dress Code Policy

General Guidelines

All students must dress appropriately to promote a safe and respectful learning environment. The following standards apply to all attire:

- Clothing must not display images, words, or symbols that are lewd, offensive, vulgar, obscene, or promote violence.
- Attire must not advertise or depict tobacco, alcohol, drugs, or any other illegal substances.
- Clothing should not contain messages that incite violence or criminal activity or cause substantial disruption to school operations.

Tops

- Tops must provide appropriate coverage and not expose the midriff, sides, or undergarments.
- Sleeveless tops should have straps at least one inch wide.
- Prohibited tops include but are not limited to crop tops, spaghetti straps, racerbacks, off-the-shoulder tops, low-cut tops, or sheer garments.
- Necklines must not reveal cleavage, and undergarments must not be visible.
- Tops must fit adequately—neither oversized nor excessively tight.
- Tank tops and undershirts cannot be worn as standalone shirts.
- No backless tops
- No trench coats or duster-style jackets.

Bottoms (Shorts, Pants, and Dresses)

- Shorts, skirts, and dresses must be no shorter than one inch above the knee (front and back). No slits are allowed in skirts.
- Pants must be worn at the natural waist—no sagging or excessively baggy fits.
- Sweat pants, yoga pants, spandex pants or sweat suits are not permitted except for athletic events.
- Leggings are not permitted as stand-alone pants and may only be worn with tops or dresses that reach mid-thigh or longer.
- No “see-through” jeans or pants will be permitted.

- Jeans or pants must not have holes exposing skin, but patched jeans are acceptable.
- Pants or shorts must be hemmed properly, not rolled up or cut-off.
- No pajama pants or loungewear allowed.

Footwear

- Shoes must be worn at all times and properly fastened (no loose strap at the heel). For safety reasons, students may not wear open-toed or open-heeled shoes.
- Specific classes (e.g., PE, science labs, nursing students) may require particular footwear for safety reasons.
- Bedroom slippers are not permitted.

Accessories

- Hats, hoodies, bonnets, headscarves, bandanas, and other head coverings are not permitted indoors, except for:
 - Religious or medical purposes (with prior approval)
 - School uniforms, such as band hats, or athletic headgear worn on the field
 - Extreme cold weather (students may wear jackets as needed)
 - Students are allowed to wear headbands no more than 2 inches wide.
- Face masks or other face coverings are only permitted for medical or safety-related reasons.
- Gang-related attire or accessories are strictly prohibited.

Exemptions

Students may be granted exemptions from the dress code for the following reasons:

- Disability or medical conditions requiring accommodation.
- Religious beliefs.
- Other extenuating circumstances at the discretion of the school principal.

Parents or guardians who request an exemption must submit a written request to the principal. If they are dissatisfied with the principal's decision, they may appeal to the superintendent or a designated representative.

This dress code promotes a positive educational atmosphere while respecting students' individuality and ensuring safety. Compliance is expected. Violations may result in disciplinary action as determined by the school administrator.



Cell Phone Policy

Conecuh County Schools Wireless Communication Device Policy

In accordance with the FOCUS Act and Alabama law, Conecuh County Schools adopts the following policy regarding student use of wireless communication devices during the instructional day:

1. Definition of Wireless Communication Devices

Wireless communication devices include, but are not limited to: cellular phones, tablets, laptop computers, pagers, gaming devices, smart watches, AirPods, or any other portable electronic device capable of exchanging voice, messaging, or data communication.

2. Student Possession and Use

- Students may bring wireless communication devices to school.
- During the instructional day—including class periods, transitions, lunch, and all other times as defined by the school calendar—devices must be turned off and stored away from the student's possession (not in pockets, shoes, etc.). Acceptable storage locations include lockers, vehicles, backpacks, purses, gym bags, or other designated storage areas.
- Devices may not be used, operated, or accessed at any time during the instructional day including on the bus, except as provided below.

3. Exceptions

Use, operation, or possession of wireless communication devices is permitted only:

- When required by a student's Individualized Education Program (IEP or IELP), Section 504 Plan, or Individualized Health Plan.
- For educational or learning purposes under staff supervision. *A teacher must have prior permission from the principal before authorizing students to use cell phones or electronic communication devices for instructional purposes or any reason.*
- During an emergency that threatens the life or safety of any person.

4. Board Not Responsible for Devices

Conecuh County Schools is not responsible for the theft, loss, or damage to any wireless communication device brought onto campus by a student.

5. Consequences for Violations

Violations of this policy will be addressed according to the Conecuh County Schools Code of Conduct. Penalties may include confiscation of the device, parent notification, detention, suspension, or other appropriate disciplinary actions.

6. Searches

School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code

of Conduct, or other school rules. The nature and extent of such examination will be reasonably related and limited to the suspected violation.

7. Superintendent Authority for Additional Procedures

The Superintendent is authorized to develop and implement any additional rules or guidelines necessary to carry out this policy and its exceptions.

8. Staff Responsibilities

All employees are responsible for enforcing this policy and reporting violations in accordance with the Code of Conduct. Consistent compliance is expected from all staff members.

9. Notification

This policy will be distributed to students, parents, faculty, staff, and the Alabama State Board of Education. Updates will be communicated as necessary.

10. Questions

Any questions or requests for clarification about this policy should be directed to school administrators.

By adopting this policy, Conecuh County Schools seeks to foster a safe, focused, and productive learning environment for all students.

Bus Rules



The bus is an extension of the classroom/school. **The school administrator, transportation director, superintendent, and his/her designee are the only authorized CCS staff members who can recommend suspending students from the bus.**

The following rules apply when riding a bus:

1. The driver is in charge of the bus and students. Students must obey the driver promptly and willingly.
2. All school rules/regulations are in effect when students are on the school buses.
3. Students must board or exit the bus at their assigned bus stop. Students should refrain from requesting special consideration.
4. Students must only move toward the bus once it has stopped completely and the doors are opened.
5. Students must remain seated while the bus is in motion until the bus has come to a complete stop.
6. The bus driver is responsible for seating arrangements and may assign students to a seat. Students must sit in an assigned seat.
7. Students crossing the road after getting off the bus **should walk at least 10 feet in front of the bus** to ensure the driver sees them. **They should never walk behind the bus.**
8. Students must be quiet at all railroad crossings and road intersections.
9. The school district will hold the student or parent/guardian responsible for any damage to a school bus caused by the student. The parent will be required to make restitution.
10. Students must refrain from transporting any large item to be held in their laps. Alabama law requires that all packages, book bags, projects, band instruments, etc., transported on a bus fit under the seat. No athletic equipment will be transported.
11. Students must not throw anything from a bus window.
12. Students must keep the aisle free of feet, books, or objects that may obstruct the pathway.
13. Students will not fight, push, play, or participate in any activity that would disrupt the process of transporting students or might cause an unsafe environment.
14. Students must refrain from eating or drinking on the bus.
15. If authorized, students must **only** tamper with or exit the emergency doors or windows.
16. Students must use appropriate language. No profanity is allowed.
17. When students are suspended from riding the bus, they are not permitted to ride any CCS bus until the suspension has ended.
18. Electronic devices must not be used on the bus.
19. The playing of cards or any form of gambling on a school bus is prohibited.
20. Parents may only remove a student from a bus after the student has boarded with school approval.
21. On the bus, students will not use aerosol sprays or body products (deodorants, perfume, etc.).
22. Students shall **not** sit in the driver's seat or attempt to operate bus mechanisms.
23. Students shall not strike matches, carry lighters, or use tobacco, alcohol, or drugs on the bus.
24. Students who do not adhere to the rules are subject to disciplinary action, suspension, or expulsion.

Bus Inappropriate Behavior Classifications and Consequences

CLASS B-I MAJOR OFFENSES:

1. Profanity/threats directed towards the bus driver
2. Tampering with emergency equipment/unauthorized use of bus emergency door or window
3. Throwing objects on/out of the bus
4. Use of tobacco or any controlled substances
5. Bullying and/or fighting
6. Possession, threat, or use of weapons, explosives, or flammables
7. Vandalism to the bus (restitution will be made)
8. Hanging out of the windows
9. Spitting out the windows
10. Sexual offense/sexual harassment

CLASS B-II MINOR OFFENSES:

1. False identification (failing to give the bus driver your name)
2. Excessive noise
3. Horseplay
4. Eating/drinking/ littering on the bus
5. Profanity, verbal abuse, harassment, obscene gestures, or possession of unacceptable material
6. Getting on/off at an unassigned stop
7. Playing cards on the bus
8. Students cannot have electronic devices on the bus before entering and/or exiting. (Note: Students may use electronic devices while en route as long as they are silenced and/or have earbud attachments.)
9. Using body products on the bus
10. Riding a bus while suspended
11. Delaying bus schedule
12. Refusing to stay seated
13. Refusing to obey driver's instructions
14. Disruptive behavior
15. Other offenses, as reported by the driver or principal

Suspension from bus transportation does not excuse the student from school attendance. The parent/guardian is responsible for ensuring students are transported to and from school.

Students **MUST** be responsible for their conduct while on the bus, ensuring their actions do not risk their safety or the safety of others.

The Conecuh County Transportation Department aims to provide a safe and enjoyable ride for all students.

Reporting Incidents

Students with difficulty with other students while riding the bus should report the problem to the driver as soon as possible. If the driver cannot resolve the problem, then the driver will report the incident to the school principal. The bus driver has **no** authority to administer disciplinary actions. Please contact your child's school in regard to disciplinary concerns.

Class B – Violations of Bus Rules

Class B violations (Class I and II offenses) include disruptive behaviors that interfere with transporting students in Conecuh County Schools' jurisdiction. Bus drivers are expected to manage general bus disruptions and distractions. When the drivers' actions are ineffective, or the disruption is severe, they may write a bus referral for a Class B-I offense or a Class B-II offense. The referral is submitted to the school principal for disciplinary action, which could include bus suspension, out-of-school suspension, or expulsion.

Progression of Consequences for Class B Transportation Offenses

- *1st Bus Referral to School Administrator-* Warning to Student and Parental Contact*
- *2nd Bus Referral to School Administrator-* 1-day Bus Suspension*
- *3rd Bus Referral to School Administrator-* 3-day Bus Suspension*
- *4th Bus Referral to School Administrator-* 5-day Bus Suspension*
- *5th Bus Referral to School Administrator-* 10-day Bus Suspension*
- *6th Bus Referral to School Administrator-* Suspension from the bus for the remainder of school year*

*The administrator may have to deviate from the guideline due to the nature and/or severity of the incident that prompted the disciplinary action or suspension

School Bus Suspension

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus. Based on the student's misconduct, this denial will be for a specified period. The parent(s) will be notified of the suspension from the bus.