

Abbeville Elementary School Handbook

Administration of Medication

The Henry County School System recognizes the need for some students to receive medications during the school day. In response to this identified need, the school system has established guidelines to ensure the safe and proper administration of medications during the school day. The goal of the school system regarding the administration of medication during the school day is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. A nurse is available to ensure the proper administration of medications during the school day, and to ensure that issues of health do not impact negatively upon students' classroom performance and attendance.

Most medication will and should be given at home. Medications prescribed for three times a day should be given at home, just before leaving school, upon returning home in the afternoon, and at bedtime. Please contact your school's nurse if there are special conditions regarding the administration of medications during the school day.

Please be reminded that the authority to administer medication(s) to your child must come from you as the parent/guardian and the physician, when the medication is prescribed. Please do not allow your child to keep medications or medical devices, such as inhalers, with him/her during the school day, without speaking to the school nurse. Carefully review and adhere to the following guidelines:

1. A Medication Authorization Form must be completed and signed by the student's parent/guardian before any medication (prescription or nonprescription) may be administered to a student during the school day. The prescribing physician for a prescription must also sign the Medication Authorization Form for a medication. Please contact your school's nurse for a copy of this form.
2. For prescription medication, a pharmacy-labeled container is required which includes the student's name, doctor's name, name of medication, strength, dosage, timer interval, route, and date for drug discontinuation, when appropriate. When administration of medication is needed at school, please request a medication container from the pharmacist labeled as stated above for school use. This eliminates the unsafe practice of medication being transported back and forth from home to school and back home.
3. When the medication to be given is nonprescription medication, the medication should be brought to the school in its original container, new, unopened container. This container should identify the medication, provide all manufacture's labeling, and the student's name. Medications, which are sent to school in other containers or wrapped in such items as Kleenex, paper towel, etc., will not be administered to students.

4. The parent/ guardian should deliver all medications to the school nurse. Students should not deliver any medications and students should not keep any medications with them during the school day. The only exception to this policy is properly authorized medications such as inhalers and epipens.
5. Once the medication has been received, the school nurse will count, inspect, and properly secure the medication.
6. The parent/guardian should pick up the student's medication which has not been used at the end of the school year.
7. Invasive procedures, including but not limited to, tracheotomy care, gastrostomy tube feeding, and medication administered by injection or rectal route shall be provided only by a registered nurse or by a licensed practical nurse under the supervision of a registered nurse and with written authorization from the physician and parent.
8. If a medication is administered to a student other than the school nurse or medication assistant, it must be administered by a parent or legal guardian.

Asbestos Notification

The Henry County Board of Education has removed all friable asbestos from its facilities; however, there are areas within the school system that contain suspected non-friable asbestos materials. Such areas may include floor tile, attic/roofing material, and thermal insulation beneath crawl spaces and in attics. For more information contact the school office for the school's Asbestos Management Plan.

Break / Snack Shack

Students will be able to purchase items from the snack shack. Carbonated and full sugar drinks are not allowed on campus. Snacks from home should not be brought in open containers.

***Cakes, cupcakes, cookies, donuts, candy, etc. will not be permitted for birthdays. If you would like to have classmates share in birthdays, please provide a non-food item such as pencils, pens, erasers, other small games, toys, tokens.**

Bus Rules

The school bus driver is in authority when transporting children to and from school. All students are expected to follow the rules in accordance with the code of conduct, which are as follows:

1. Remain seated and keep hands, arms and head inside the bus.

2. Be kind to other riders; no fighting, pushing, name calling or horse-playing
3. Talk quietly; no yelling or loud talking is permitted
4. Show respect for the bus driver and obey the driver at all times
5. No eating on the bus

Students failing to follow the above rules may be given a bus referral from the driver. The principal will be responsible for assigning disciplinary actions. Depending on circumstances and frequency of misbehavior, students may be removed from the bus for 1 to 10 days. Continuous misbehaviors will require a hearing with the Transportation Supervisor.

School Communication

Principals/designee will be provided information and materials about ELL, immigrant, migrant, and homeless students, and they will sign-off when receiving such materials. The principal and/or his designee will have the primary responsibility of explaining all information and materials to these students and their parents in a manner and form which they can understand.

Debts / Books / Report Cards

1. All school debts (pictures, textbook, library books, lunch, etc.) are required to be paid.
2. Students are responsible for textbooks and library books checked out by them and will be required to pay for lost and damaged books.
3. Report cards (K-6) are issued at the end of each nine (9) weeks of the school year. In the event of a lost report card, a \$1.00 fee must be paid before a second one is issued.
4. A service charge of \$30.00 is required on **ALL** returned checks. **After second returned check only cash will be accepted.**

Promotion Policy

In grades K-8 students will be retained if they fail any core subject. If a student fails the same core subject for more than one year, consideration should be given to requiring remediation and/or retention in a grade until said student successfully passes the subject in question.

Promotion or retention for students not displaying obvious mastery of grade level material through regular grades and standardized test scores should be determined on an individual basis through

an Academic Audit. All teachers who teach the student standardized test scores, age of student and all other factors. Parents will be notified at least 30 days prior to the end of the term that a possibility of failure/ retention exists.

Emergency / Evacuation Procedures

Safety procedures in the event of a FIRE OR EXTREME WEATHER CONDITIONS will be conducted regularly. We encourage parents to listen to the television and radio stations should weather conditions threaten THE EARLY CLOSING OF SCHOOL. Please be advised that the school communication device known as **SchoolCast will be used to contact each parent individually in the event of an early dismissal due to weather, therefore, it is very important that telephone numbers are kept current.**

In the event that an evacuation is necessary, students and teachers will relocate to the First Baptist Church.

Equal Opportunity

A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname of language-minority status. {No Child Left Behind Act of 2001. Title III-Language Instruction for Limited English Proficient and Immigrant Students, Part C, Section 3302 (f)}.

Student Health

Early in the morning it is often difficult to make a decision about whether or not your child is sick enough to stay home from school. With minor symptoms you often cannot tell whether he/she is going to get better or worse during the course of the day. The main reasons for keeping your child home are fever over 100 degrees, vomiting, diarrhea, and/ or widespread rash.

*Children with fever should stay home until there is **no fever for 24 hours (without taking Tylenol, Motrin, Advil, etc.)**

Students must not be in possession of any medication (prescription or over-the-counter-drops, sprays, ointments, etc.)

HELP US LOCATE CHILDREN WITH DISABILITIES

CALL 1-800-684-2700 OR 334-585-2206

Henry County Board of Education

Chris Padget, Superintendent of Education
La'Keisha Newsome, Special Education Coordinator

Help the Henry County System locate, identify, and evaluate individuals from birth to age 21 who have disabilities. Children may be eligible for special education services in one or more of the following areas of disability:

Autism, Other Health Impaired, Deaf-Blind, Specific Learning Disabilities, Speech Language, Emotional Disturbance, Hearing Impaired, Traumatic Brain Injury, Mentally Retarded, Visually Impaired, Multiple Disabilities, Developmentally Delayed, Orthopedically Impaired

Contact La'Keisha Newsome at (334) 585-2206 ext. 1230 for further information.

Henry County Gifted Program Services

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

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

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

The gifted acceleration process is in place in Henry County to address gifted acceleration.

To make a referral for gifted, contact the Principal, Counselor, or Gifted Specialist at your child's school.

NOTICE

All discrimination complaints based on sex, handicap, race, national origin, religion, color, creed, or age should be directed in writing to one of the designees listed below. Complaints should follow the grievance procedures outlined in the Henry County Board of Education Policy Handbook. Copies of these handbooks are in each principal's office, each school library, and the town libraries in Abbeville and Headland.

TITLE IX COORDINATOR (Sex) Lesa Knowles

SECTION 504 COORDINATOR (Handicap), June Varner

NON-DISCRIMINATION COORDINATOR, Lesa Knowles

P. O. Box 635

Abbeville, Alabama 36310

Phone (334) 585-2206 or 1-800-684-2700

Henry County Response to Instruction (RTI)

Response to Instruction is a process of core classroom tiered support for all students in Henry County Schools. The Response to Instruction process at each school is designed around the Henry County RTI Framework which consist of Universal Screening, Tiered Instruction, Intervention Expectations, and Professional Development. The goal is success for ALL students through tiered support!

Home Language Survey

Each student who enrolls in a Henry County School must complete a Home Language Survey. The parent or student may fill out this survey. If it is determined that the student's language is not English; the English Language Learners (ELL) Coordinator, Danny Hooper, is contacted. The student will be given a Language Assessment to determine his/her understanding/ability to perform in a regular classroom situation. A team made up of regular classroom teacher(s), principal or designee and the ELL Coordinator will discuss assessment results and decide the best plan for the student. All students will be in regular Physical education classes. At other times students could be given instruction in a resource room or be helped in the regular classroom by another person. All students are monitored and mainstreamed as progress is made. Student(s) will be evaluated on their class work. A Language Assessment will be administered to determine the student(s) ability to work in the regular classroom. All students will have the same services and opportunities to participate in activities in the school.

Homework

Homework in the elementary grades teaches responsibility, and provides a review of the day's lesson. Parents are urged to designate regular times and places by which your child can complete his/her homework satisfactory. All children should be encouraged to read or to be read to each night for at least 10-15 minutes.

Late Check-in & Pickup

Excused late check-ins should not be permitted for any cause unless authorized by the principal/designee. A parent/legal guardian must come to the main office to sign students in when they are late. Any student reporting to school after the homeroom bell rings must be signed to obtain a tardy slip before reporting to their classroom. Excessive tardies will be referred to the truancy officer.

Parents/guardians must sign students out through the main office before leaving school. Anyone picking up a child must be on the student's check-out form or the school must have permission before releasing the child. The school should be notified in writing by the parent/legal guardian of anyone else picking up their child/children in the absence of the parent/legal guardian. The school assumes no responsibility for a student after check-out procedures.

In accordance with school board policy, it is necessary for each student to have a pick-up form in the office with the names of those that can check out your child in the event you cannot. If you must add a name report to the main office to see an administrator, guidance counselor, or secretary. **Please be sure that both parent's/guardians' names are on the pick-up/check-out sheet, if you are both in the household.** The school may request identification at the time of check-out.

Lifelong Individualized Fitness Education

Appropriate athletic shoes should be worn to participate in physical fitness activities. This is for student safety. Lack of participation due to inappropriate shoes may lower their PE grade.

Lunch & Breakfast Prices

Student..... Breakfast Full Price \$1.25 Reduced .30

Student..... Lunch Full Price \$2.00 Reduced .40

Employee...Breakfast \$1.50 Lunch \$2.50

Visitor..... Breakfast \$2.25 Lunch \$3.50

Lunches purchased at restaurants are not allowed to be brought into the lunchroom.

CANNED/BOTTLED CARBONATED DRINKS ARE NOT PERMITTED IN THE SCHOOL LUNCHROOM.

Student lunches and snacks brought from home cannot be stored in the lunchroom refrigerators.

The Board does not permit students or adults to charge meals from the Child Nutrition Program. In the event a child does not have money in their account for meals, money will be used from a special account the first time (WHICH MUST BE REPAID IMMEDIATELY). Should this occur more than once, that parent will be contacted to bring the meal money to the school.

MIGRANT AND HOMELESS

Migrant and homeless students who come into the system will be provided the same quality educational opportunities as all other students.

A student shall not be admitted to, or excluded from, and federally assisted education program on the basis of a surname of language-minority status. [No Child Left Behind Act of 2001. Title III- Language Instruction for Limited English Proficient and Immigrant Students, Part C, Section 3302 (f)].

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Right and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students' certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. (One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.)
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue S. W., Washington, DC 20202-4605.

Parental Involvement Policy/Plan

Abbeville Elementary School (AES) will use its parental involvement funds to purchase supplies, equipment, and materials that will enable us to provide parents with materials to help meet the needs of their children. We will provide workshops and activities to build and foster stronger parent and community involvement. Workshops offered will address issues such as family literacy and parenting skills through work sessions and technology classes. Our efforts to increase student achievement, improve student behavior, and develop better study skills are goals that we plan to reach through services and the purchase of equipment, materials and supplies.

The parent advisory council will continue to meet each grading period to discuss pertinent aspects of the parent involvement plan. The council will discuss aspects of the plan and offer suggestions and ideas that will be included. Information gained from parent surveys will also be used. AES will continue to inform and encourage input from parents.

During our Annual parent meeting, we will discuss needs and our recommendations for spending allocated funds. Parents will collaborate with the faculty and staff to decide the most effective way to use these Title 1 funds

Abbeville Elementary School shall hold its annual meeting for the parents/guardians of AES students during the middle of August. Parents will be notified of the meeting by the School Cast program, newspaper announcements, and a posting on the school marquee. The topics covered in the annual meeting will be presented in a morning session and an evening session to provide the opportunity for all parents/guardians to attend. Some of the topics to be discussed include areas in which the parents indicated on the May survey of interest. Topics to be discussed are:

1. Title 1 participation, its services, and parent's rights.
2. An explanation of the school's curriculum and the state's content standards.
3. The Continuous Improvement Plan (CIP)
4. Parent's right-to-know.
5. The school parental involvement plan.
6. School-parent-student compacts.
7. The parent center.
8. Parent Survey
9. Tips on helping with homework
10. Improving reading and math skills.

In addition to the annual meeting, Abbeville Elementary School shall hold its Open House prior to the start of School. The parents/guardians and students will locate their child's classrooms and

meet with the teachers. Parents are notified of the meeting by the School Cast, AES web-site, newspaper announcements and marquee postings.

AES leadership and faculty understand the importance of parental involvement and offer parent meetings to accommodate the various parents'/ guardians' work schedules. Our annual meeting shall be offered during the school day and in the evening. Our Parent Center shall conduct workshops to further address at home needs as seen by the parents/guardians. The Parent Center shall be open every school day from 8:00 a.m. until 9:00 a.m. and 2:15p.m. until 3:15p.m. to allow parents to pick up materials and information. The Parent Center will also be open thirty minutes before each PTO meeting. Various pamphlets and flyers are available in the guidance office for parents/guardians. The parent facilitator, an administrator, or designee shall make every effort to meet with parent/guardian at any time.

Abbeville Elementary School believes that parents/guardians are to be involved in all aspects of its Title I programs. We shall have three parent representatives on our Continuous Improvement Plan (CIP) advisory council who are involved in AES activities. Parents will be given surveys at the end of the year. The information gathered from the returned surveys will provide input on activities, training, and materials that the school should offer to the parents/guardians for the upcoming school year. The results from the surveys help determine what is needed in the parental involvement plan as well as in the CIP.

At the annual meeting, Abbeville Elementary School will hold a general meeting where information about the schools Title I programs, the curriculum, and forms of assessments will be discussed. Parents shall learn about the CIP, various programs and the Course of Study objectives in reading, math, language, science, social studies, and physical education. They shall also learn about scheduling parent-teacher conferences. Student handbooks will be available for parents/guardians who need them. Parents/guardians shall be given the opportunity to visit appropriate areas of the school. The faculty will provide additional information about expectations, on the subjects taught and assessments given to their child.

Abbeville Elementary School shall gather its Advisory Council to review, evaluate, and revise the CIP plan in April. Two parent representatives shall be present. All parents/guardians are notified of the review process through School Cast and letters sent home making parents/guardians aware that the plan is under review and that a copy is available in the principal's office, library, guidance office, and Parent Center. The communications will inform parents/guardians of their right to have input in revising the plan and other right to submit any concerns in writing to the school even after final approval of the plan.

Abbeville Elementary School will develop and/or revise its school-parent-student compacts in July of the upcoming school year. Various components will be included in the compact in order to meet the state requirements. The new compacts will be modified to better identify roles of each stakeholder. The compacts shall be referred to at different times throughout the school year such as during conferences with student and/or parents/guardians. Explanation of the compact will be discussed with each of the stakeholders and the signing of the compact shall indicate that there is a commitment in working together to ensure learner success in the school.

Abbeville Elementary School shall work to ensure that a partnership between parents/guardian is established to improve overall student success in the social aspects as well as academic achievement. AES shall:

1. Provide training at the annual meeting for parents/guardians about the State's academic content standards and State student academic achievement standards, state and local assessments, the requirements of Title I, how to monitor their child's progress, and working with teachers to improve their child's achievement level. Parents/guardians will schedule meetings with teachers to discuss pertinent information individually.
2. Provide materials and training to help parents improve children's achievement. AES shall promote activities and programs for families to become involved in the educational process in order to provide academic assistance at home and at school by using compacts, volunteer programs, parenting classes, open house, statewide parenting day, and parent/teacher conferences. The Parent Center will be equipped with materials that parents can check out to assist them in helping their child gain success in school. Audio-visual resources such as videotapes and CD ROMs will be available to further enhance the learning environment at home. There will also be discipline material available for home use. AES shall also provide community resource guide information for DHR, Henry County Extension Program, 4-H, Child Advocacy Center, and Truancy prevention.
3. Educate the faculty and staff in the importance of parental contributions and develop open communication with parents/guardians as valuable partners in the goal of their child's academic achievement. AES shall work to build relationships with parents and the school. Abbeville Elementary School shall work with the teachers and other staff members through in-service trainings, faculty meetings, and grade level meetings to emphasize the importance of parental involvement and fostering a partnership with parents/guardians.
4. To the extent appropriate, coordinate parent involvement programs and activities such as the parent resource center that encourages and supports parents/guardians in participating in their child's education. Spanish speaking parents/guardians will be provided with pamphlets, and meeting notices, translated into Spanish using TransAct. Bilingual parents, community members, or older children assist in translation when needed and appropriate.
5. Ensure that information regarding school programs, parent meetings, and activities is sent in a format, to the extent practicable, in a language the parents understand. Information on all meetings and parent notices is sent to parents/guardians of the ELL students in Spanish.
6. Provide other reasonable support for parental involvement activities under this section. Abbeville Elementary School makes every attempt to work with parents in meeting their request to enhance their child's education. The survey conducted in May will show how parents feel about having meetings on Saturday. AES may hold at least one meeting on a Saturday.

7. Upon request, parents will be provided with the professional qualifications of their child's teachers and/or paraprofessionals including their certification status and degree(s) in accordance with the Parents;-Right- To-Know. Parents will be given a copy of state assessment reports with or before the first report card. Letters will be sent to the parents of children enrolled in the classroom of any teacher who is not highly qualified.

Abbeville Elementary School to the extent practicable provides opportunities for parents with limited English proficiency and parents with disabilities to participate in school functions. Based on need, the notices of parent meetings may be sent to Spanish speaking parents. Abbeville Elementary School doesn't; have any migratory students at this time. AES makes every effort to accommodate parents/guardians with disabilities and the buildings are handicapped-accessible.

Abbeville Elementary School (AES) understands that engaging parents in the education process is essential to improved academic success for students. It further recognizes that a child's education is a responsibility shared by the school and family during the entire time a child attends school.

Therefore, Abbeville Elementary School shall foster and support active parent involvement so that our school and our parents work together as knowledgeable partners in educating children.

Although parents may be diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. Abbeville Elementary School recognizes its responsibility to eliminate barriers that impede family involvement, and to create an environment supportive of comprehensive family involvement programs that have been developed in collaboration with parents. Therefore, this policy shall establish programs and practices that reflect the specific needs of Abbeville Elementary School students and their families.

Abbeville Elementary School supports the development, implementation, and regular evaluation of a parent involvement program at Abbeville Elementary School that includes parents at all grade levels in a variety of roles. Parental involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components of successful parent/family involvement programs based on National PTA's National Standards for Parents/Family Involvement Programs:

Communication between home and school is regular, two-way, and meaningful. Informing parents of pertinent information regarding their child is essential.

Responsible parenting is promoted and supported. AES recognize that parents are their child's first and most important teacher.

Parents play an integral role in assisting student learning. AES encourages parents to involve themselves in their child's learning experiences at school as well as at home.

Parents are welcome in the school, and their support and assistance are sought. The parents are encouraged to exercise their right to visit their child's classroom, eat lunch with their child, view their child's records, and meet with faculty and staff about anything that concerns their child.

Parents are full partners in the decisions that affect children and families. Parents are encouraged to fully participate in decisions that affect their child's education and wellbeing. Provide opportunities for parents to share in decisions about policies through surveys and parent meetings.

Community resources are made available to strengthen school programs, family practices, and student learning. Abbeville Elementary School is committed to working with community agencies such as DHR, Child Advocacy, SpectraCare and Henry County Extension, 4-H, as well as any other agencies that provide services to children and families.

Abbeville Elementary School is committed to professional development opportunities for staff and leadership to enhance understanding of effective parental involvement strategies.

Abbeville Elementary School also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation. AES recognizes the value of staff development and provides opportunities that will enhance the faculty's ability to further develop and expand parental involvement.

Abbeville Elementary School supports the implementation of this policy. A copy of this policy will be distributed to every parent, guardian, and teacher by including this document in the student handbook. Support will be provided to parents and teachers as they plan and implement effective parental involvement programs. Parental involvement is the key in establishing an effective program. We understand the value of parental input and work to implement suggestions and ideas; therefore, we commit to devoting time and resources in implementing the contents of this policy.

Abbeville Elementary School ensures that parents will participate in an evaluation of content and effect of this policy on student success. The evaluation will be used to improve and/or create practices to enhance parental involvement. At a minimum, this policy will be reviewed and revised yearly. If parents have concerns about the Parental Involvement policy, their concerns may be expressed to:

Federal Program Director
Alabama State Department of Education

200 N. Ripley Street
Montgomery, Alabama

Providing Quality Education for all Henry County School Students

The Henry County School System is committed to providing high quality education for all students. Because of this commitment, this policy is developed for students who use English as a second language, who are immigrants, who are migrants, and/or who are homeless. Each student who enrolls in our schools must complete a Home Language Survey. The parent or student may fill out this survey. If it is determined that the student's language is not English, the English Language Learners (ELL) Coordinator is contacted. The student will be given a Language Assessment to determine his/her understanding/ability to perform in a regular classroom situation. A team made up of regular classroom teacher(s), principal or designee and the ELL Coordinator will discuss assessment results and decide the best plan for the student. All students will be in regular Physical Education classes. At other times students could be given instruction in a resource room or be helped in the regular classroom by another person. All students are monitored and mainstreamed as progress is made. Student(s) will be evaluated on their classwork. A Language Assessment will be administered to determine the student(s)' ability to work in the regular classroom. All students will have the same services and opportunities to participate in activities in the school.

Privacy Act

The parents or guardians of students under the age of 18 have the right to request to see their child's records. Students 18 years old or older may request to see their school records.

The school must have a signed statement from the student or his/her parent before a transcript will be sent to an employer, a college admission office, etc.

Report Cards & Progress Reports

Report cards for Kindergarten through sixth grades are sent home every 9 weeks during the school term.

Progress reports for first through sixth grade will be sent home approximately 4 1/2 weeks prior to each report card. Reports are due to be signed and returned to your child's teacher within three schools days.

Duplicate reports will be printed for a \$1.00 fee.

The following scale will be utilized for first- sixth grades:

- A- Excellent.....90-100
- B- Good.....80-89
- C- Fair.....70-79
- D-Poor.....60-69
- F-Failure.....59 and below

Notification System

AES utilizes a mass calling system entitled School Cast. This system is used to inform parents/ guardians of information regarding school matters. Please keep the school updated with current phone numbers. When there is a number change, please send the new number to the office so that we can update our records.

School Hours

Morning Bell rings at 7:45 a.m.

1. Morning times are as follows:

Breakfast: Grades 3rd-6th7:15-7:43 a.m.

Pre-K, Kdg, 1st, 2nd7:30-8:00 a.m.

2. Dismissal times are as follows:

1st Bell- 2:20

*Kindergarten through third grade students report to their bus line teacher. Teacher/ staff member will walk their bus line students to their bus.

*Kindergarten- third grade car riders will report to the cafeteria.

2nd Bell- 2:23

*Fourth, Fifth, and Sixth grade teachers will walk their classroom students out to the bus lines and remain with their assigned bus to monitor/ supervise students in that bus line.

*Fourth- sixth grade car riders will report to the cafeteria.

Sexual Harassment

Employees and student shall not engage in conduct constituting is sexual harassment. Sexual harassment is illegal and will not be tolerated. The Henry County School Board shall investigate all allegations of sexual harassment and take appropriate action against employees or students who engage in sexual harassment. (See Board Policy File: Galena and Code of Conduct).

Statement of Equal Opportunities

It is the policy of Abbeville Elementary School that no student will be denied access to programs of service, or treated differently on the basis of race, sex, religion, belief, national origin, ethnic group, limited English-speaking ability, handicapping condition, or economic condition.

Student Attendance

It is the belief of the Henry County School System that there is a direct relationship between attendance and the performance of students in the school system. All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and individual responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and continue to successfully complete high school.

Alabama State law requires that every child between the ages of seven (7) and 17 (17) years be in attendance at school. It shall be the policy of the Henry County Schools to enforce this law. Admission requirements of age may be found in Policy 5.11 and 5.12. Compulsory school attendance is described in Policy 5.41.

Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's/designee's approval shall have his/her parent(s)/legal guardian report such absences or tardies to the school center in the manner prescribed by the Henry County School System *Attendance Policy*.

A. The *Attendance Policy* shall prescribe attendance requirements, including but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.

B. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal/ designee shall implement this provision on an individual basis pursuant to Alabama statues and State Board of Education rules.

C. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.

D. Any absence not approved by the provision of the policy is an unexcused absence (i.e., work, truancy, or parental neglect). Students may not make up work if the absence is unexcused.

E. Student attendance will be monitored on a daily basis and parents contacted as required by law.

F. A person designated by the Superintendent or his/her designee shall investigate truancy problems.

G. A parent, guardian, or other person having charge of any child officially enrolled in Alabama public school (K-12) shall explain in writing the cause of any and every absence of the child no later than five (5) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.

H. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning).

a. Parent/guardian shall be notified by the school principal of his/her designee that the student was truant and the date of the truancy.

b. The beginning of each school year, every parent/ guardian shall be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedure that shall be followed in the event that other unexcused absences occur.

2. No earlier than the third unexcused absence:

a. The parent, guardian, or person having control of the child shall attend a conference with the attendance officer and principal.

b. Attendance at this conference is mandatory except where prior arrangements have been made or an emergency exists.

c. Failure to appear at the school conference may result in the filing of a complaint/ petition against the parent under Code of Alabama (1975) Section 16-28-12-C (Failure to cooperate), or a truancy petition against the child, whichever is appropriate.

4. No earlier than the seventh unexcused absence, but within ten (10) school days a court complaint/petition against the child and/or the parent/ guardian, if appropriate, shall be filed by the school principal.

5. For a child under probation, the following procedures shall be implemented:

a. The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975) Sections 12-15-100 and 105.

b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

c. Lack of attendance shall result in loss of credit or school failure as follows:

1. A student must be in attendance in each class 170 days or more of the 180- day total school year.

2. Attendance policies for grades K-8 are based on the entire school year. Students may be failed (retained) whenever absences exceed ten (10) days per school year. Students in grades K-8 who miss more than (10) days in one school year will be given a grade of "F" unless extenuating circumstances exist as determined by the principal.

3. Grades 9-12 operate on a semester basis. During either the first or second semester, a student may be failed (retained) whenever the total absences exceed five (5) days or three (3) days for all 9-weeks' courses. Students in grades 9-12 who miss more than five (5) days or three (3) days for all 9-weeks' courses will be given a grade FA (Failure due to absences) unless extenuating circumstances exist as determined by the principal.

4. A kindergarten student who accumulates more than ten (10) absences in one school year may be withdrawn from the roll for the remainder of the school year.

A written excuse will be required of all students (grade K-12) after each absence to be presented upon the day of return of the student to school.

1. The principal of the school or his/her designee will determine the excused or unexcused status of an absence. If an acceptable reason for excusing an absence is presented with five (5) days of the return of the student to school, the absence will be coded unexcused.

2. Absences beyond seven (7) days per year will be excused only with the documentation of a physician, except as specified by Board policy.

3. The parent/legal guardian of a student in grades 9-12 may submit written documentation of absences up to three and one half (3 1/2) days per semester or one (1) day for all 9 weeks' course will be excused only with the documentation of a physician, except as specified by Board policy.

Student attendance for driver's license purposes shall be processed as prescribed by law.

Each Henry County school and Henry County school system shall take appropriate action as required by Alabama statutes when a student has excessive absences or is truant.

The enrollment and attendance of a child in a church shall be filed with the Henry County Superintendent by the parent or legal guardian of the child on a form provided by the Superintendent. This form shall be countersigned by the administrator of the church school and returned by the Superintendent by the parent/legal guardian. When the child no longer attends the church school, the parents or legal guardian will direct the church school to notify the Henry County Superintendent that the child is no longer in attendance.

Student Conduct & Discipline

We, the Abbeville Elementary School, work toward self-discipline. Self-discipline is a learning process whereby the student learns self-control and recognizes his/her own responsibilities to society.

All students at Abbeville Elementary School are expected to conduct themselves in the manner of a good citizen. Good behavior is expected inside the classroom as well as in the hallways and on the playground so that it does not interfere with the educational opportunities of other students. The classroom teacher is responsible for discipline in the classroom. Good behavior will be expected and demanded at all times. Discipline everywhere in the school is the responsibility of each AES employee be they teacher, aide, custodian, cafeteria worker, or secretary as well as the principal.

We will be respectful, responsible, and resourceful at all times. Rules which must be followed:

1. Students must respect their teachers, responsible adults, and classmates. Students will keep their hands and feet to themselves and will use kind words at all times. All harassment allegations will be thoroughly investigated by the principal.
2. The throwing of objects (ex. Rocks, sticks, pinecones, dirt, etc.) is strictly forbidden.
3. Students that fight will be immediately sent to the principal's office for disciplinary action.
4. Students will be expected to follow all classroom procedures.
5. Students will be expected to work to the best of their abilities at all times. Students are expected to complete all assigned work.
6. Students will be expected to treat the school campus with respect and will be expected to take care of it.
7. Students will be expected to use appropriate language at all times.
8. Students will be expected to be prepared by have their own supplies and materials.

9. Every student will receive a copy of the Henry County Code of Conduct. It contains a complete list of acceptable and unacceptable behavior and punishment for each. It also explains Due Process that will follow the guidelines in this booklet in making decision concerning corporal punishment, suspension, expulsion, time-out room, or alternative school.

10. Students who chronically exhibit poor behavior are subject to be denied the privilege of participating in field trips and/or extra-curricular activities.

11. Failure to comply with school rules will result in disciplinary action. Students will be expected to adhere to the Henry County Learner Code of Conduct. Corporal punishment will be administered by the principal or the classroom teacher with a teacher, aide, or office personnel as a witness. Students will be given the rules and reminded that a violation of these and other rules will result in punishment. No student will be punished unless counseled as to why he/she received the punishment.

12. Abbeville Elementary School will use the Positive Behavior Support program to encourage appropriate behavior in the classroom. Students will be rewarded periodically for adhering to the discipline policies.

13. The Henry County of Education maintains a policy of equal educational, athletic, and employment opportunity. The intent of such action is to ensure the absence of discrimination towards a particular race, color, religion, gender, handicap/disability, age national origin, access to the Boy Scouts and other designated youth groups, or veteran status in any school or school system policy which might affect the administration and treatment of students or the employment of personnel working in connection with the educational program or activity in Henry County Schools.

Student Dress Code

Students should comply with the following guidelines.

Health and Safety

A. Shoes must be worn. (No bedroom slippers)

B. Shoelaces must be tied.

C. Jewelry that creates a hazardous condition (studded bracelets, necklaces, etc.) should not be worn to school. As for regular jewelry, only wear a minimal amount.

D. Other than earrings (limited to two holes), body piercing should not be visible.

E. No chewing gum at school.

Common Courtesy and Dress vs. Costume

A. No hats, caps, do-rags, bandanas, stocking caps, or headbands in the building for both males and females.

Decency and Modesty

- A. Shorts are to be worn at the waist and length must be at or below knee cap. Pants with leg lengths falling between the knee and ankle are acceptable as long as worn properly at the waist (boys and girls).
- B. No see through clothing.
- C. No decals, slogans, or sayings on clothes that contain references that are illegal or immoral or display references that may create student unrest.
- D. No lewd or vulgar sayings on clothes will be allowed.
- E. Dress/Skirts must be knee length or longer.
- F. Pants must be worn at the waist at all times, and must fit properly. Unbuckled belts are not allowed; belts should be worn and tucked in loops completely and must be visible.
- G. No designer, custom, or belt buckles with emblems on them.
- H. No sagging pants.
- I. ALL shirts worn by males must be tucked in pants at the waist. Shirts worn by females should not show mid-rift when arms are raised above head. Wearing school athletic jerseys will be permissible on Fridays, but full length jerseys shall be tucked in pants. See through jerseys can be worn if a shirt is worn underneath.
- J. All shirts must have a sleeve.
- K. If leggings/tights are worn, the shirt, blouse, or dress MUST not be fitted and MUST come to the knee.

Visitors

ALL parents or visitors must enter through the main entrance, report to the office, and get a visitor's pass before going elsewhere.

Classroom instruction and supervisory duties must not be interrupted by visits. If a conference is necessary, parents should contact the secretary for an appointment with the teacher during their planning period or between 2:45 and 3:15 p.m. most school days.

Parents/ guardians wishing to observe in the classroom must make arrangements at least one day in advance with principal and teacher.

***Anyone bringing forgotten items such as money, books, lunch, and/or snack should leave items with office staff.