

Collins Intermediate School Scottsboro, Alabama

Inspiring Today's Learners for Tomorrow's Leaders.

Student/Parent Handbook 2017-2018

COLLINS INTERMEDIATE SCHOOL

102 LEGION DRIVE
SCOTTSBORO, ALABAMA 35768
TELEPHONE: 256-218-2700
FAX: 256-218-2790
<http://.collins.scottsboroschools.net>

WELCOME

Welcome to the 2017-2018 school year. The faculty and staff are committed to the high academic and behavioral expectations for our students. Collins Intermediate School's motto is "Inspiring Today's Learners for Tomorrow's Leaders." We offer an instructional program that is motivating and challenging.

We are a learning community dedicated to our students by providing a safe and caring environment. Our school takes pride in its highly qualified and dedicated staff. Teachers welcome your concerns and questions, and view education as a partnership between home and school. Our goal is to provide the best possible education for each student. If you have any questions or concerns, please feel free to come and talk with me. We are looking forward to a positive and enriching year.

Julie Petty
Principal

MISSION STATEMENT

The mission of Collins Intermediate School is to promote self-directed, independent learning in a safe, supportive environment. Our goal is to develop the whole child in partnership with parents and community into a responsible citizen that can succeed in a global community.

BELL SCHEDULE

1st Bell: 7:25 Students enter the building

2nd Bell: 7:35 **Homeroom**

3rd Bell: 7:40 **TARDY BELL**

1st Period: 7:45-8:45

2nd Period: 8:45-9:45

3rd Period: 9:45-10:45

4th Period/Lunch: 10:45-12:15

5th Period: 12:15-1:15

6th Period: 1:15-2:15

HOMEROOM: 2:15-2:25

Dismissal Bell: 2:25 for 1st Load Buses/Car Riders

2nd Bell: 2:30 for 2nd Load Buses

FACULTY AND STAFF

Julie Petty
Ken Holder
Beverly Durham

Principal
Assistant Principal
Secretary/Bookkeeper

5th GRADE TEACHERS

Becky Campbell
Amanda Brown
Rodney Lloyd
Lauren Millican
Jennifer Paradise
Sheila Rouse
Laura Teal

6TH GRADE TEACHERS

Carol Cisco
Amy Dicus
Brenda Dickerson
Paige Hodges
Sara Anderton
Sandi Patterson
Tracy Wallingsford

RESOURCE TEACHERS

Holly Beard-Music
Christy Wray-Art
Kyle Nix
Sydney Baker
Meghan Troutman

Kristina Shankles- Gifted
Laura McNutt- Librarian
Brooke Hill- Life Skills
Valerie Widgeon- Speech
Farrah Dudley-Counselor

Spencer Johnson-Band

INSTRUCTIONAL ASSISTANTS

Tammy Gann-Library aide/Office aide
Ann Gonzales-PE
Dawn Williams

CUSTODIANS

Carol Baronowski
Sandra Haynes

LUNCHROOM

Pat Hastings, Manager
Kim Rodgers, Assistant Manager

SCHOOL PROCEDURES

SCHOOL HOURS: 7:25 a.m. – 2:25 p.m.

7:15 a.m. – Students eating breakfast may enter building.

7:25 a.m. – Bell rings to enter school

7:35 a.m. – Homeroom

7:40 a.m. - Tardy Bell

7:45 a.m. – 1st period bell

2:25 p.m. – Dismissal for car riders/1st Bus Load

2:30 p.m. – Bell for 2nd Bus Load

ABSENCES

All student absences shall be coded excused or unexcused. A student shall be excused for the following reasons: illness, inclement weather, legal quarantine, death in the immediate family, emergency conditions, prior principal approval, school participation, and religion. Absences for reasons other than those defined shall be considered unexcused.

TRUANCY

See board policy J5M for guidelines.

TARDINESS

Being on time is very important. Collins students are considered tardy if they are not in their homeroom by 7:40 a.m. Parents have to sign their child in if they are tardy. Students will be assigned after school detention until 3:15 p.m. for three unexcused tardies.

PERFECT ATTENDANCE

For a student to receive a perfect attendance certificate at the end of the year, he/she must be present each day, and have no tardies or checkouts.

WITHDRAWALS

When a student withdraws from school, please notify the office in advance so that necessary transfer information can be completed.

CODE OF STUDENT CONDUCT

The Code of Student Conduct contains information regarding discipline, formal disciplinary actions and procedures, and classifications of violations. A copy of the Code of Student Conduct can be found on the district or school website. (www.scottsboroschools.net)

TEXTBOOKS

Textbooks used in the classroom are issued by the homeroom teacher. If a textbook is lost, payment is expected before a replacement is issued.

HOMEWORK

Please check school planners each night for homework assignments. Assignments are given each day. Homework is assigned to provide practice and reinforcement of skills introduced in the classroom. It is also an opportunity for students to be “Proactive”.

EMERGENCY DRILLS

Emergency drills are conducted each month for the safety of the students and staff. Each teacher reviews drill procedures with their students.

PROMOTION

To determine promotion or retention in grades K-8, a student will be evaluated based on classroom performance, test scores, and attendance data. Students who are not earning passing grades will be referred to the Problem-Solving Team.

TRANSPORTATION

Buses load and unload in the back of the building off Cecil Street. Car riders should be dropped off at the front of the school on Legion Drive. Students should arrive between 7:15 a.m. and 7:35 a.m. in the mornings, and should be picked up between 2:25 p.m. and 2:40 p.m. in the afternoons.

BUS CONDUCT

Students who ride the bus will abide by the Student Code of Conduct. It is a privilege to ride the bus and misbehavior is not acceptable. Removal from the bus may be from one to ten days or permanent removal. Serious infractions may also be cause for suspension or expulsion from school.

RELEASE OF STUDENTS

Parents are required to sign the checkout list in the office. No student will be permitted to leave with anyone not listed on the Student check-out list.

Students have to have a permission form signed by the office if they are going home a different way than normal routine.

VISITORS

Visitors are required to sign in in the office when arriving on campus.

DRESS CODE

Shorts and skirts cannot be shorter than 4 inches above the knee. Shirts must be long enough to cover the mid-section. Halter tops and spaghetti strap tops are not permitted. Jeans with holes are not allowed. Tennis shoes are encouraged since students do not dress out for P.E. Students violating the dress code will be sent to the office to call for appropriate dress. Hair needs to be a natural hair color. The dress and personal appearance shall not be disruptive or interfere with the interest and welfare of students. The principal and staff shall have the authority to establish a Student Dress code for his/her school.

DELIVERIES

In accordance with board policy, Collins will not accept flowers, balloons, and other gifts delivered for students.

CONFERENCES

Conferences can be scheduled by calling the school office or e-mailing the teacher. Communication promotes better understanding between the school and home.

COMMUNICATION

Communication between the home and school is key to a successful school experience for your child. Students will bring home each Thursday a folder with student test, assignments, and office information. Parents are encouraged to contact the school if they have any questions or concerns regarding child's progress. Parents are encouraged to use the school website at www.collins.scottsboroschools.net to e-mail teachers or access school information. Parents wanting to schedule a conference with teachers or principal need to call the school office at 256-218-2700.

P.E. CLASSES

Students are expected to participate in P.E. each day. Students need a doctor's excuse when they cannot participate in the required class.

FIELD TRIPS

Educational field trips may be scheduled during the school year. Each child has to have a permission slip signed by a parent/guardian. Students with discipline referrals to the office will possibly not be allowed to attend the field trips.

CELL PHONES

Student cell phone use is not allowed during the school day .Cell phones are to remain in the student lockers. Students will be allowed to use the office phone with teacher permission.

SPECIAL PROGRAMS

TITLE I

Collins Intermediate School is a Title I school which allows our resources to be available for all students. Title I instruction targets students who are identified needing extra assistance in the areas of reading, writing, and math.

PROBLEM-SOLVING TEAM

The Problem-Solving Team is a problem-solving group consisting of teachers, counselor, and administrator. Their focus is to provide assistance for identifying a student's social, academic, and emotional needs and to develop an action plan to remediate the concerns and/or recommend special education referral.

CHALLENGE PROGRAM

In an effort to meet the needs of highly-capable students, Collins Intermediate offers a number of opportunities through the Challenge Program. The Challenge Program consists of three main components. First, identified Gifted/Talented students can participate in a weekly pull-out enrichment program that is based on higher-order thinking skills and geared toward individual interest. Second, all students are given an opportunity to demonstrate mastery of prior knowledge through curriculum compacting. And third, participation in competitions and projects are encouraged for all students.

COUNSELING SERVICES

A certified full-time counselor provides counseling and guidance to students through individual referrals, small group sessions, and large group guidance.

LIFE SKILLS

Special needs students are provided learning opportunities to enhance their independent living skills and academic needs Instruction is individualized to meet student needs.

RESOURCE

Collins Intermediate School has resource staff available who works with students who have identified learning problems. A student's participation is based on an evaluation by the Central Office personnel.

LIBRARY

Collins Intermediate School's library media center is available to all students. Classes are held weekly with extra time given for research and technology enrichment activities.

SPEECH

A certified speech therapist is available who works with our students.

BAND

Sixth grade students have the opportunity to participate in band. Students have to sign up for band at the end of fifth grade unless it is a new student.

Non-Discrimination Policy

It is the official policy of the Scottsboro City School System that no person shall on the grounds of race, sex, religion, color, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Inquiries regarding compliance with federal regulations concerning race, sex, religion, color, national origin, or age may be directed to the Title VI and Title IX Coordinator, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, Alabama; 35768. Phone: 256-218-2100.

Inquiries regarding compliance with federal regulations concerning disability under Section 504 may be directed to the Section 504 Coordinator, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, Alabama 35768. Phone: 256-218-2100.

Inquiries regarding compliance with federal regulations concerning disability under the Americans with Disabilities Act may be directed to the ADA Coordinator, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, Alabama 35768 Phone: 256-218-2100.

It is the official policy of the Scottsboro City School System that all migrant, English as a limited language (ELL), Limited English Proficient (LEP) and homeless children must have equal access to the same free appropriate public education provided to other children and youth.

Such children shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of Social Security Card/Number
- Lack of records or transcripts
- Lack of immunizations or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

Medication

Prescribed medication needed during the school day must be left in the office. Parents must complete the release form in the office before a trained staff member can give the medication. Parents must bring the medication to the school office. Teachers are not allowed to give any medication.

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is a leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have an increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or meningococcal vaccine, is recommended for children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to:

www.adph.org/immunization

STUDENT ABSENCES, EXCUSES, AND TARDIES

The Scottsboro City Board of Education believes that the presence of the student in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from instruction, including the opportunity for interaction with teachers and peers. All students are expected to attend school regularly and to be on time for classes. Regular school attendance is important if any child is to learn. Absences, excused or unexcused, cost the child hours of instruction. Excessive absenteeism instills in the child an attitude of irresponsibility that will continue into adult life.

The Scottsboro City Board of Education is governed in its attendance practices and policies by the Code of Alabama, as amended. The Code specifies that all children between the ages of six (6) and seventeen (17) must attend school each day unless excused.

Principals shall develop written rules to notify parents of students with one unexcused absence or three (3) unexcused tardies, which includes check-ins and check-outs, and again when the student has three (3) unexcused absences. Principals shall report to the Attendance Officer any student who accumulates three (5) unexcused absences. Any student who accumulates five (7) unexcused absences will be referred to the juvenile court system.

It shall be the policy of the Scottsboro City Board of Education to require parents who choose to enroll their children who are under age 6 in Scottsboro City Schools to make certain that their children attend school regularly and on time. Students who are under the compulsory education age and who have more than 10 unexcused absences shall be asked to withdraw from this school system.

Absences and Excuses

Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Personal Illness
- Hospitalization
- Emergency
- Death in immediate family
- Court Subpoena
- Religious Holidays
- Absences approved by the Principal

Documentation supporting an excused absence must be submitted in a timely manner or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of

academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

Truancy

Parents or guardians are required to ensure that students under their care, custody, or control attend school regularly. Habitual or excessive absences from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings.

ADOPTED: 05/03/04

REVISED: 07/10/2014

The principal, his/her designee, or the superintendent, his/her designee, shall require verification of any absence. All absences in excess of 10 days will require a doctor's excuse or approval of the principal. Absences incurred due to hospitalization will not be included in the 10 absences.

School Participation Absences

Students who are away from school because of participation in school sponsored/sanctioned activities shall be marked present and allowed to make up school work missed.

Religious Absences

A student may be excused for religious holidays when the student's parent or guardian comes in person to the school and signs a request for the student to be absent. When this procedure is followed, the student's absence will be excused by permission of the principal or designated representative. Students shall be allowed to make up work missed during such absences. The Board realizes the importance of religious training in the lives of young people; however, it believes that religious training shall not interfere with the regular school day.

Absences for Military-Connected Students

A student may be granted additional absences whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting at the discretion of the principal.

Unexcused Absences and Tardies

Absence for reasons other than those defined above shall be considered as unexcused.

Student Tardies

Students in Grades K-6 are considered tardy if they are not in the assigned area of the building at the ringing of the tardy bell. Students in Grades 7-12 are considered tardy if they are not in their assigned area each class period at the ringing of the tardy bell. Students who are tardy must follow the school procedures for checking in. Tardies will be treated in the same manner as an absence from school and thus require written documentation from the parent/guardian within three (3) days.

Student Check-Out

A student shall be checked out only by persons designated by the parent/guardian. Otherwise, a student will not be allowed to leave school grounds during the day without the knowledge and consent of the proper school official.

ADOPTED: 05/03/04

REVISED: 07/23/13

J5L

Parent/Guardian Written Excuses

Every student, within three (3) days after an absence or tardy, must bring a signed note from the parent/guardian. These notes must state the reason for absence or tardy and shall be kept on file at the school. Students are allowed to have ten (10) parent/guardian excuses per academic year.

FAILURE TO BRING A WRITTEN EXCUSE WILL RESULT IN AN UNEXCUSED ABSENCE/TARDY.

Make-up Work

It is the student's or parent's responsibility to check with the teacher upon his/her return to school to determine if work has been missed. If a student is absent for any excused reason, as defined in "Excused Absences", the student shall be allowed to make up work. Teachers shall provide pupils who have been absent for an excused reason an opportunity to make up missed assignments. This opportunity does not require the teacher to reteach the lesson, but it does require that the student receive a reasonable opportunity to learn missed lessons. **It shall be the responsibility of the student or parent to initiate arrangements for this work within five (5) academic days of returning to school.** Students are not entitled to make up work for unexcused absences but may be allowed to do so at the discretion of each classroom teacher.

Academic Sanctions

Academic sanctions will be imposed for excessive absenteeism per class for students 17 years of age or older to ensure maximum attendance. Academic sanctions are defined as the denial of course credit regardless of academic average. Excessive absenteeism is defined as absences in excess of ten unexcused absences.

Driver Education will be viewed differently because students only spend thirty (30) hours in the classroom and twelve (12) hours in driving time. Therefore, any student who misses five (5) days of driver education may be recommended for academic sanctions.

The principal will review each case to determine if sanctions will be imposed, to ensure that each student is afforded due process, and communicate his/her decision to the student and his/her parents within two days. The principal will inform parents that his/her decision may be appealed to the designated administrator/personnel in writing within ten days of notification. Academic sanctions shall not be imposed if all absences are excused.

ADOPTED: 05/03/04

REVISED: 07/23/13

Parents of students who have had academic sanctions imposed have the right to appeal the school's decision. The appeal process must begin with the designated administrator/personnel. Parents who wish to appeal must pursue the matter in the following manner and order:

1. Write a letter of appeal to the designated administrator/personnel within ten days of notification of sanctions. The investigation and response will be within ten days.
2. Write a letter to the Superintendent within ten days of response by the designated administrator/personnel. The response will be made within ten days.
3. Write a letter to the Board of Education requesting a hearing within ten days of the response by the Superintendent. The Board of Education will conduct a hearing within ten days of request.
4. Pursue the matter through the court system.

Scottsboro City Board of Education

ADOPTED: 5/3/04

REVISED: 07/23/13

J5M

TRUANCY

1. The parent or guardian of a student shall be notified in writing by the principal when a student has one (1) unexcused absence from school or any class. The notification shall be delivered to the parent/guardian by regular mail.
2. When a student has accumulated three (3) unexcused absences to school or class, the principal shall notify the Attendance Officer. Parents/guardians shall be notified in writing which will be delivered by regular mail. The Attendance Officer shall convene an “early warning conference” and the parent/guardian will be notified in writing the time, date and place of the conference. The parent/guardian or person having control of the child shall attend as well as the Attendance Officer, school principal, nurse and school resource officer. The purposes of the conference are to explain Alabama’s compulsory school attendance laws and to determine if there are barriers to regular attendance that with additional help may be removed. Failure to attend the conference may result in the filing of a complaint/petition for truancy against the child and/or parent/guardian.
3. Should a student accumulate five (5) unexcused absences to school or class, the Attendance Officer/principal shall have the authority to take legal action against the parent/guardian.
4. Three (3) unexcused tardies, which includes check-ins and check-outs, will be equal to one (1) unexcused absence and will work in accordance with the policy outlined above.
5. Unexcused tardies, which includes check-ins and check-outs, will be addressed by the administrator of each school.
6. The Attendance Officer/principal shall have the authority to secure warrants, file complaints and petitions and appear in court as needed.
7. These procedures apply to the scholastic year for grades K-12.

ADOPTED: 08/06/07

REVISED: 07/23/13

ABSENCES

EXCUSED ABSENCES

In accordance with state law, only the following absences will be considered excused absences, provided that in each instance written parent/guardian confirmation has been received within 3 days of the child's return to school.

- Personal illness (Limit 4 per semester without doctor's excuse)
- Hospitalization/Medical or Dental Appointment
- Emergency (Must be approved by the Principal)
- Death in immediate family
- Legal (required court appearance as ordered by subpoena or other court document)
- Principal Approved (Permission must be requested in writing. Limit 5 per year)

The following reasons may be coded Principal Approved:

- Military circumstances related to the deployment or return of a parent/guardian
- Accompany parent/guardian on an overnight school trip that involves a sibling (i.e. sporting event, band trip, etc.)
- Obtaining a driver's permit or license
- Legislative Page or other opportunity to participate in an operation of one of the three branches of government
- Visit to the junior college, university, technical or trade school (Limit 1)
 - A second visit may be approved for 12th grade students earning all A's/B's for the first semester

Any absence not identified in the above list should be decided on a consistent case by case basis by the Principal. Principals in feeder patterns should consult with one another before a decision is made when siblings are involved.

SUBMITTING EXCUSES

It is the parent/guardian's responsibility to see that children attend school regularly and to provide evidence for an excused absence when an absence is necessary. A phone call to the school about an absence is not sufficient documentation. The State of Alabama requires a written note on file. Each note should be submitted within 3 days of the student's return and must contain the following:

- Child's full name
- Date to be excused
- Reason for the absence
- Phone number to contact parent/guardian
- Signature of parent/guardian or doctor

UNEXCUSED ABSENCES

Any absence for which a valid written explanation is not provided within three (3) school days shall be coded as unexcused. Any absence beyond the fourth per semester shall be unexcused unless the written explanation meets an

excused absence category. It is the parent/guardian's responsibility to make sure the note/fax has been received at school.

SCHOOL RELATED ABSENCES

Students who participate in school-sponsored or school-authorized activities and are thereby away from school or class will not be counted as absent from school for this purpose. Students are expected to make up work missed while at these activities, and should be given the same opportunities as those afforded students with excused absences. The school may require appropriate documentation to support any absence coded in this category. Failure to provide the documentation may result in an unexcused absence. (I.e. sporting event, field trip, competition, etc.)

MAKE-UP OF WORK, TESTS, AND OTHER ASSIGNMENTS

Grades should reflect a student's academic performance. Students are expected to complete, to the best of their ability, all work, tests, and other assignments given by their teachers. Students are expected to attend school on a daily basis, but Scottsboro City School administrators recognize there may be times when a student may be absent from school. While the absence counts against the student's attendance record, it should not prohibit the student from obtaining and completing their assignments. The following options are available for teachers, students, and their parents/guardians to ensure education is uninterrupted due to an absence.

EXCUSED ABSENCES

Students are permitted to complete work, tests, and other assignments when absences are for excused reasons. The teacher(s) will give students a maximum of five days to complete the assignments. It is the responsibility of the student or parents/guardians to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.)

In cases of extreme or extenuating circumstances based on the nature of the absence, the teacher(s) may grant additional days to complete and return assignments or take tests, not to exceed two weeks beyond the student's date of return to school.

UNEXCUSED ABSENCES

Students are permitted to complete work, tests, and other assignments when absences are for unexcused reasons. The teacher(s) will give students a maximum of five days to complete the assignments. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.)

Administration of tests given during the unexcused absence period will be scheduled by the teacher(s) within the required period at a time that that does not interfere with the normal school day.

SUSPENSIONS

Students who are suspended out of school are permitted to complete work, tests, and other assignments during their suspension period. At the student or parent/guardian's request, teacher(s) will provide assignments given during the suspension period. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.) The teacher(s) will give students a maximum of five days to complete the assignments.

Administration of tests given during the suspension period will be scheduled by the teacher(s) within the required period at a time that that does not interfere with the normal school day. Due to the timing or length of the suspension, the teacher has the discretion to modify the timeline on a case-by-case basis.

TRUANCY

If a parent/guardian does not explain in writing within three (3) days of a student's return to school after being absent, that student will be classified as truant for each and every absence. The student will also be classified as truant if the Principal (or administrative designee) determines that an absence(s) is unexcused based on the parent/guardian's written explanation.

The Code of Alabama requires schools to notify parents/guardians of their student's unexcused absences, to inform parents/guardians of Alabama's compulsory school attendance laws, and to be advised of the penalties that can be applied if the student continues to be truant from school. The Early Warning Notice is intended to correct any error and/or to remind parents/guardians of Alabama's Compulsory Education Law. Upon the accumulation of an unexcused absence, the student is considered truant from school, and consequently in violation of state law and the Board's attendance policy.

State law requires that parents/guardians ensure their child has good attendance in school, and further states that failure to do so could lead to prosecution of the parents/guardians and/or child for failure to comply with the law. School officials are required to report to juvenile authorities those students and parents/guardians who are in violation of the law.

Truancy action occurs at the following stages:

- | | |
|-----------------------------------|---|
| <u>First Unexcused Absence:</u> | The Parent/Guardian will be notified of the absence via a phone call from the automated school messenger system. |
| <u>Third Unexcused Absence:</u> | The Parent/Guardian will be notified in writing of the unexcused absences, Alabama's compulsory school attendance laws, and the procedures that shall be followed in the event that other unexcused absences occur. |
| <u>Fifth Unexcused Absence:</u> | The Parent/Guardian will be notified in writing of the unexcused absences and a truancy meeting date and time. The district attendance officer, school administrator, parent/guardian, and student (pending age) will discuss the attendance violations and penalty for future unexcused absences at the truancy meeting.
Secondary students may also lose driving and/or co-curricular privileges such as prom attendance upon the fifth unexcused absence. |
| <u>Seventh Unexcused Absence:</u> | The district attendance officer will file a complaint with the juvenile court system against the parents/guardians and/or the student whichever is appropriate. |
| <u>Eighth+ Unexcused Absence:</u> | Each unexcused absence after a complaint has been filed will be reported to the juvenile court system for further court action. |

CODE OF CONDUCT

STUDENT ABSENCES, EXCUSES AND TARDIES

The Scottsboro City Board of Education believes that the presence of the student in the classroom on a regular basis is necessary to ensure that the student derives maximum benefit from instruction, including the opportunity for interaction with teachers and peers. All students are expected to attend school regularly and to be on time for classes. Regular school attendance is important if any child is to learn. Absences, excused or unexcused, cost the child hours of instruction. Excessive absenteeism instills in the child an attitude of irresponsibility that will continue into adult life.

The Scottsboro City Board of Education is governed in its attendance practices and policies by the Code of Alabama, as amended. The Code specifies that all children between the ages of six (6) and seventeen (17) must attend school each day unless excused.

6.1.4 Absences and Excuses – Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Personal illness
- Hospitalization
- Emergency
- Death in immediate family
- Court subpoena
- Religious holidays
- Absences approved by the principal

Documentation supporting an excused absence must be submitted in a timely manner or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

TRUANCY

6.1.5 Truancy – Parents or guardians are required to ensure that students under their care, custody or control attend school regularly. Habitual or excessive absence from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings. [Reference: ALA. CODE §16-28-1, et seq. (1975); Ala. Admin. Code 290-3-1-.02]

POLICY MANUAL

VI. Students

6.1 Admissions and Attendance

- 6.1.1 Compulsory Attendance and Entrance Age – All persons between the age of six (6) and seventeen (17) years of age are required by state law to attend school for the minimum number of scholastic days prescribed by the State Board of Education unless the person holds a certificate of exemption issued by the Superintendent or is otherwise exempt under state law. [Reference: ALA. CODE §16-28-3 (1975)]
- 6.1.2 Admission to Schools
 - a. *Resident Students* – The Scottsboro City Board of Education shall provide educational opportunities for children between the ages of five and nineteen years of age who reside with mother and/or

father, legal guardian, or custodial parent and whose bona fide residence are within the city limits of Scottsboro. A student's residence is based more on substance (where the child actually lives and resides) than on form. Hence, the mere act of appointing a guardian is not determinative of the questions where the child actually resides. The Board will reject a contention that the student's residence is the residence of the guardian if there is no reason for the appointment of the guardian other than to attend one school rather than another. Merely transferring legal guardianship to achieve residence for educational purposes will be rejected by the Board as a subterfuge.

Any falsification of information will result in the child being moved immediately. In determining a bona fide change in residence, the following factors may be used as a guide:

- The household furniture of the family must be moved into an unoccupied house or apartment.
- All principal members of the family must reside in the new place of residence.
- The original residence should be closed, rented or disposed of and not used by the family.
- Residence for a student must be a place where important activities take place during a significant part of each day, such as eating, sleeping, studying, working and relaxing.

b. *Non-resident Students* – The Board may permit students who do not reside within the Scottsboro City School District to attend schools within the school system. The Board may establish criteria for admission of nonresident students, and may require the payment of tuition as a prerequisite to enrollment. The Board will not provide transportation to and from school or homebound instruction outside of the municipal limits of the City of Scottsboro.

c. Homeless, Migratory, Immigrant, and ELL Enrollment/Education

Pursuant to the requirement of NCLB and the McKinney-Vento Homeless Education Act of 2001, all homeless, migratory, immigrant, and limited English proficient children in the district will have access to the education and services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held. The enrollment of homeless, migrant, and limited English proficient children shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of social security number
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Language Barriers
- Disabilities

The student will be admitted to the district school in the attendance area for which the student is actually living or to the student's school of origin as requested by the parent, guardian, or homeless liaison in the case of an unaccompanied youth, and in accordance with the student's best interest. Transportation will be provided to and from the student's school of origin at the request of the parent, guardian, or in case of an unaccompanied student, the district's liaison for homeless students. In the event circumstances are not in the best interest of the student to attend the school of origin based on determination by the parent, guardian, or liaison, the student will attend the school in the attendance area of current residence.

(i) *Removal of Barriers.* The district will ensure that homeless, migratory, and limited English proficient students are not stigmatized nor segregated on the basis of their individual status and that there are no barriers within the school system either in the form of school board policies, procedures, or practices that would inhibit these students full participation in all phases of the school program. ADOPTED: 12/02/14

d. Homeless Students –

- (i) Enrollment. Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law. Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.
 - (ii) Dispute Resolution. When a dispute arises regarding school placement, the system will immediately enroll the homeless student in the school in which enrollment is sought by the parent, guardian, or unaccompanied youth, pending resolution of the dispute. The school will provide the parent, guardian, or unaccompanied youth with a written explanation of the decision, a statement of the right to appeal, and the procedure for appealing the placement decision. The principal of the school will notify the Board's Homeless Liaison of the dispute.
 - (iii) The Homeless Liaison will expeditiously carry out the system's dispute resolution procedures as detailed in the Board's homeless student plan.
- e. Students Expelled or Suspended from Other School Systems – Any student who is under suspension or expulsion from another school system or a private, parochial, or other school will not be permitted to enroll until the student has satisfied the conditions for readmission set by the expelling or suspending board or authority in addition to generally applicable admission requirements established by the Board, which may include temporary attendance at the alternative school.
- f. Required Documentation – Students entering the school system for the first time, regardless of grade level, are not required to submit a birth certificate, but may be requested to submit a birth certificate or another form of acceptable documentation to verify the student's age. A social security number may also be requested, but such request is voluntary and is not a requirement of enrollment.

In addition, students may also be required to submit other registration materials as school officials may reasonably require including, but not limited to, a certificate of immunization or an exemption as prescribed by the Department of Public Health and signed by a private physician or appropriate health department official. The Superintendent may accept alternate forms of evidence or modify otherwise applicable requirements as necessary and appropriate to accommodate migrant, immigrant, limited English proficient or homeless students. REVISED: 12/02/14

- g. Placement of Students – The Board will determine the placement of newly enrolled students in accordance with state law. Students who have been home-schooled or are enrolling from a private or parochial school may be tested before placement occurs.

6.1.3 Attendance Zone and Class Assignment

- a. Attendance Zone Assignment – The Scottsboro City School District is in the city limits of Scottsboro. The K-4 schools are divided into three (3) separate zones. The Scottsboro City Board of Education shall determine the geographic boundaries of the attendance areas for each school. The Board shall set these areas to promote the most efficient transportation route, to establish the appropriate grade organization in each building, and to insure the best distribution of students among the various schools. Students shall be required to attend the school to which they are assigned based on the bona fide legal residence of the parent/legal guardian or the custodial parent. The residence of a student is his/her true, fixed and permanent home and place of habitation. The Superintendent is authorized to allow students to attend a school in another attendance area in exceptional circumstances including, but not limited to the following:

- Children of employees of the Board may attend the school deemed most convenient by the employee.
- A student with disabilities as found eligible under the Individuals with Disabilities Act may require a specialized program of services as determined by the child's Individualized Education Program (IEP). The Superintendent shall have the authority to assign students with disabilities to programs without regard to attendance areas and to provide transportation as required by federal and Alabama State Board of Education regulations. The Superintendent shall have the authority to assign students to the school where the highly specialized programs are available. The Superintendent shall recommend to the Board of Education other preschool programs to serve children found eligible for services

under the Individuals with Disabilities Act. These children, ages three or above, will be served by the Scottsboro City Schools only if their bona fide legal residence is within the city limits of Scottsboro.

- b. A student whose parents or legal guardian make a bona fide move from one school zone to another within the system must transfer all student's rights and privileges to his or her new school unless the move occurs on or before the first day of the final grading period. A student who moves after the first day of the final grading period will have the option to remain in his or her current school until the end of the school year. Transportation shall be provided by the parent. Should a student move outside the city limits at any time, the student will immediately be classified as an out of district student and will follow the guidelines of out of district students. Students who move outside the district during the school year will not be expected to change schools until the end of the school year. However, an application must be submitted to the Scottsboro City Board of Education at the time of the move. Tuition will be required unless move is made after the first day of the final grading period. Transportation shall be provided by the parents.
- c. Class Assignment – Principals will assign students to classes in keeping with school accreditation standards and any procedures or criteria that may be established at the system or school level.
- 6.1.4 Absences and Excuses – Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:
 - Personal illness
 - Hospitalization
 - Emergency
 - Death in immediate family
 - Court subpoena
 - Religious holidays
 - Absences approved by the principal

Documentation supporting an excused absence must be submitted in a timely manner or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

- 6.1.5 Truancy – Parents or guardians are required to ensure that students under their care, custody or control attend school regularly. Habitual or excessive absence from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings.

[Reference: ALA. CODE §16-28-1, et seq. (1975); Ala. Admin. Code 290-3-1-.02]

CHILD NUTRITION PROGRAM

Mission & Goal

The child Nutrition Program of Scottsboro City Schools, in cooperation with the Alabama State Department of Education and the US Department of Agriculture, participate in the Statewide Procurement Program which allows us to purchase and provide the highest quality foods for our students. By doing so, we are required to comply with state laws regulating the meal components that are offered to the students. We are an Offer vs. Serve school system which allows the students to choose from the five food groups served daily. Each student is required to choose three of the five food components at each meal with one of those components being either a fruit or vegetable. If other selections are made or the requirements are not met, that student will pay for his/her items as a la carte items which are priced and sold as individual units.

Meal Prices 2017-18

Student Breakfast	\$ 1.25	Student Lunch	\$2.00
Reduced Breakfast	\$.30	Reduced Lunch	\$.40

Teachers Breakfast	\$2.00	Teachers Lunch	\$3.25
Visitors Breakfast	\$2.00	Visitors Lunch	\$4.00

Lunch Accounts

Each student is given a meal account and assigned an identification number. Money is kept in their account and the proper amount is deducted each day when the student purchases meals and/or a la carte items. For your convenience, you may pay into the meal account weekly or monthly.

Charge Meal Policy

The Child Nutrition Program's charge policy for Scottsboro City Schools states that no student may charge more than two reimbursable meals. If your child charges a meal, a letter will be sent home as a courtesy notifying that your child's account is overdrawn. It will be the parents' responsibility to pay for any charges at the time notice is sent. No student will be allowed to charge a la carte items. Teachers and staff will not be allowed to charge.

Wellness Policy

The Scottsboro City Schools wellness policy is in compliance with the Alabama State Department of Education Requirements and Public Law 108-265. Guidelines pertaining to carbonated soft drinks, candy, school snacks and holiday/party snacks will be followed. Commercially prepared food (i.e. fast food) may not be brought into the lunchroom at any time.

If you have any questions pertaining to the Child Nutrition Program Policies or Guidelines, please contact Melva Rodgers, CNP Director at 256-218-2100 or merodgers@scottsboroschools.net.

LUNCH SCHEDULE 2017-2018

1st Lunch Period
10:45-11:10

Rouse, Lloyd, Teal

2nd Lunch Period
10:50-11:15

Brown, Campbell, Millican, Paradise

3rd Lunch Period

11:35-12:00

Anderton, Cisco, Dickerson

4th Lunch Period

11:40-12:05

Dicus, Hodges, Patterson, Wallingsford

STUDENT/EMPLOYEE HARASSMENT, INTIMIDATION, BULLYING AND CYBER BULLYING

The Scottsboro City Board of Education is committed to providing a safe, positive, and productive educational environment for all of its students and employees. The board of Education has a zero tolerance policy for harassment, intimidation, and bullying, including cyber bullying.

Scottsboro City Board of Education will consider harassment, intimidation, bullying, including cyber bullying, as any act that substantially interferes with a student's educational benefits, or the employee's daily duties, opportunities, or performance, and that has the effect of:

- (1) physically harming an individual or damaging an individual's property;
- (2) knowingly placing an individual in reasonable fear of physical harm to the individual or damage to the individual's property; or

(3) creating a hostile educational environment

Cyber bullying is considered any of the above behavior via electronic means.

Scottsboro City Schools will investigate all reports and document such activity (herein defined as aggressive behavior) regardless of its origin or location. Such activity will be considered school-related regardless of its origin if such activity has any affect on academic, athletic, extra-curricular or any other school-related activities. Additionally, any off-campus or out-of-school behavior that disrupts normal school operations may also be met with appropriate disciplinary actions. ***This includes pictures/videos/audios made and placed on any part of the internet.***

Every student is encouraged, and every staff member is required, to report any situation where they believe aggressive behavior is directed toward a student or employee. Any student or employee who believes he/she has been or is the victim of aggressive behavior should immediately report and provide all available evidence to the building principal, assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate administrator or Board official.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Intentionally making a false report about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making false reports may result in disciplinary action.

ADOPTED: 07/14/08

REVISED: 01/12/09

REVISED: 06/04/12

Disciplinary action for students will follow the Student Code of Conduct. Employee's disciplinary action will follow the Personnel Handbook.

Scottsboro City Schools will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate.

This policy shall be included in student handbooks, Scottsboro City School's policy manuals, Student Code of Conduct handbooks, Personnel handbooks and will be released to the public through local media outlets.

Scottsboro City Board of Education

ADOPTED: 07/14/08

REVISED: 01/12/09

REVISED: 06/04/12

ACCEPTABLE USE POLICY (AUP) FOR SCOTTSBORO CITY SCHOOLS

Information for Parents and Students

The Scottsboro City School's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chatrooms and other forms of direct electronic communications or equipment provides by Scottsboro City Schools (the "network"). **Only current students or employees are authorized to use the network.**

The Scottsboro City School's will use technology protection measures to block or filter, to the extent practicable, access or visual depictions that are *obscene, pornographic, and/or harmful to minors* over the network. The Scottsboro City School's reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of Scottsboro City School's property, network and/or Internet access or files, including email.

Acceptable Uses of the Scottsboro City Schools Computer Network or the Internet

Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed, that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the Scottsboro City School's network due to violation of this policy or is no longer a student of Scottsboro City Schools. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse to the network or Internet to a teacher, supervisor or other appropriate Scottsboro City Schools personnel. Access is provided primarily for education and Scottsboro City School's business. Staff may use the Internet, for incidental personnel use during duty-free time. **By using the network, users have agreed to this policy.** If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate personnel of Scottsboro City Schools.

Unacceptable Uses of the Computer Network or Internet

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Selling or purchasing illegal items or substances;

- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- **Causing harm to others or damage to their property, such as:**
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any Scottsboro City Schools computer to pursue "hacking," internal or external to Scottsboro City Schools or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
- **Using the network or Internet for Commercial purposes:**
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access Scottsboro City Schools net accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all Scottsboro City Schools security policies.

Penalties for Improper Use

The use of a Scottsboro City Schools account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from Scottsboro City School's employment, or criminal prosecution by government authorities. The Scottsboro City Schools will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

REVISED:06/27/05

ACKNOWLEDGMENT

We, the undersigned parent(s)/guardian, of student

(Name of Student)

Enrolled in Collins Intermediate School, have received and read, or had read to us, the foregoing Student-Parent Handbook.

Mid-term Progress Report Friday, February 9
9 week Report Card Friday, March 16

Second 9 Weeks March 14 – May 24 45 days

Mid-term Progress Report Friday, April 27
9 week Report Card Friday, May 25

TOTAL DAYS SECOND TERM 90 days

Total Student Days for School Year 180 days