

**Cleveland Elementary School
Student-Parent
Handbook**

2022-2023

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Cleveland, Alabama 35049-3694



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“Cultivate, Empower, Support”

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**115 Stadium Drive
Cleveland, AL 35049-3694**

**Marlana Matthews
Principal**

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School Vision Statement

- **Cultivating** a growth mindset
- **Empowering** lifelong learners
- **Supporting** students in reaching their goals

Our Beliefs

- Learning should be the primary focus of our school.
- All students can learn when provided with quality instruction.
- Students should be provided with safe and positive learning environments.
- We must commit ourselves to continuous improvement.
- Education is a partnership.



“Cultivating, Empowering, Supporting”

Cleveland Elementary School

General Operating Procedures

Arrival

School doors will officially open for students at 7:30 a.m. Parents are discouraged from dropping off students prior to 7:30 a.m. due to a lack of adult supervision. Buses will unload students at 7:30 a.m. At 7:45 a.m. a bell will ring to signal students to go to their classrooms. As an elementary school, students are to be under the supervision of an adult at all times. Therefore, students will not be allowed to wander around in the halls or restrooms. They are to report directly to their homeroom unless they have been given permission to go to the restroom, office, or other specific location. The bell to begin school will ring at 8:00 a.m. Students not in class at bell time must report to the office to obtain a check-in slip. **These students will be recorded as tardy.**

All students that are car riders will unload in the lane closest to the elementary school. All cars must pull down to the far end of the building to unload students. This is to ensure traffic does not get backed up on the road. **Please have students ready to unload as soon as the vehicle comes to a complete stop. As a school, we want our students to be as independent as possible. Please help us by having your students ready to open the door to the vehicle and to get themselves out of the car. Parents are asked not to walk students to class. Walking students to class causes more tears and stress for students.**

Breakfast will be provided to students who wish to eat beginning at 7:30. If your child is a car rider, and you want them to eat breakfast, you will need to be here by 7:45.

Dismissal

Due to the number of bus riders, students may not switch from one bus to another on different days. **One and only one bus may be selected for each student. This is due in part to the number of students on each bus.**

PreK dismissal procedures will begin at 2:15. You should pull up to the side of the building and will have to get out of your car and walk to get your child. Car riders will begin to go outside with the 2:45 bell and begin dismissal procedures. **Due to having to dismiss PreK traffic, we cannot allow other elementary parents to come on campus prior to 2:30. This is often an issue but for the safety of our students, smoothness in dismissal procedures, and to eliminate back up on the road, we need to follow this rule. If you must come on campus, you will need to park and come into the school to check your child out or park in the high school gym parking lot until 2:30.**

Parents picking up children in the afternoon **should remain in the vehicles and remain in the original lane that you entered.** Parents are discouraged from parking and entering the building to pick up children. This only slows the loading process and creates an extra risk with students and adults walking through loading zones. On those rare occasions when it may be necessary to enter the building, please **never park in such a way as to block traffic. Under no circumstances should a child be instructed by a parent to leave his/her holding area without the teacher's knowledge and consent.**

Children who have not been picked up by 3:15 p.m. will be escorted to the office to wait for parents to park and enter the building to retrieve them.

Students will not be allowed to walk or ride bicycles home from *Cleveland Elementary School*.

Procedure for Changing Afternoon Pick-Up Routine

In an attempt for school personnel to comply with parent wishes, it is imperative that students arrive each day knowing precisely how they will go home that afternoon. Not having a consistent plan for getting your child home causes undue stress on students and increases the likelihood of a student being left at school or arriving home without a parent there to greet them. While occasional emergencies will arise resulting in a change of plans, **children should have a regular means of transportation on a daily basis.** That method should change only when unforeseen circumstances arise during the day. When **emergencies do arise** which cause those regular plans to change, parents may **call the school office at 775-2040 before 2:00 p.m.** to ensure delivery of the message to the teacher and student. **Since a variety of office personnel take messages in the office, once a change has been made for a particular day, the change is irrevocable for that day.** Please note, if we cannot identify who you are over the phone, plans may not be changed. Whenever possible, all changes should come in a written form to the teacher and/or office. Also understand, that due to the level of activity in the office, we will do our best to ensure children know the change of plans, but failure to follow the guidelines could cause a lapse in communication with the student. Except in emergency situations changes in buses and/or pick-up should be in written form and sent by the student on the day of the change. The principal or office staff must approve and sign notes requesting a change from normal afternoon pick-up routine.

Check-In Policy

The ***Blount County Board of Education*** has a stringent attendance policy. To ensure equitable treatment for students, all students who arrive **after the 8:00 a.m. bell must report to the office to obtain a check-in slip to class.**

Check-Out Policy

Any student who leaves school prior to the end of the school day must be checked-out of school through the ***Cleveland Elementary School*** office. For the safety of the child, the parent or guardian checking the student out must sign a check-out list in the elementary office and **may be requested to provide picture identification.** Students will be released only to those adults who have been pre-approved by the child's custodial parent.

Students who check-out of school for a doctor or dentist appointment must bring a note from the doctor or dentist the next day to verify the reason for the absence. Since every moment of instruction is important, we want students to remain in class as long as possible. For that reason, parents are discouraged from calling the school to request that students be released from class prior to the parent’s arrival to check them out. Parents are encouraged to make appointments in such a way as to minimize loss of instructional time.


Guests of Our Campus

All visitors and volunteers must immediately report to the *Cleveland Elementary School* office, sign in, and receive a pass before going to any portion of the campus. Loitering on the school campus is not permitted. A waiting area is available in the main office.

Rules for Common Areas

All students should note that threats, intimidation, harassment, and bullying will not be tolerated. If a student decides to participate in such activities, they will be held to consequences outlined in the Blount County Schools Parent-Teacher Handbook.

The following are our expectations for all students:

				
	Practice Safety	Act Responsibly	Work Together	Show Respect
Hallway	<ul style="list-style-type: none"> Keep hands to self Use walking feet 	<ul style="list-style-type: none"> Line up quietly 	<ul style="list-style-type: none"> Use silent reminders to help your classmates 	<ul style="list-style-type: none"> Don't touch the walls or your neighbor
Lunchroom	<ul style="list-style-type: none"> Use walking feet Use two hands to carry your tray 	<ul style="list-style-type: none"> Face your tray Eat your food Stay seated Use inside voice 	<ul style="list-style-type: none"> Pick up trash Wipe tables when finished 	<ul style="list-style-type: none"> Stay in your area Use kind words and actions
Restroom	<ul style="list-style-type: none"> Wash your hands Use walking feet Keep feet on the floor 	<ul style="list-style-type: none"> Put trash in can Hush, Rush, Flush Keep water in sink 	<ul style="list-style-type: none"> Only 3-4 people at a time 	<ul style="list-style-type: none"> Respect others privacy Use equipment properly
P.E.	<ul style="list-style-type: none"> Stay in your area Bring emergencies to coach 	<ul style="list-style-type: none"> Play by the rules 	<ul style="list-style-type: none"> Invite others to play 	<ul style="list-style-type: none"> Take turns Use kind words and actions
Dismissal	<ul style="list-style-type: none"> Stay in your area 	<ul style="list-style-type: none"> Stand quietly facing the cars Have backpack on 	<ul style="list-style-type: none"> Listen for your name and help your friend listen for theirs 	<ul style="list-style-type: none"> Remain Quiet and look for your car
Bus	<ul style="list-style-type: none"> Stay in your seat, feet on the floor, facing the front Only move after bus stops No food or drink 	<ul style="list-style-type: none"> Follow bus rules Show bus driver respect 	<ul style="list-style-type: none"> Load and unload quickly Watch for your stop 	<ul style="list-style-type: none"> Keep hands to yourself Use kind words

Rules and Regulations

Accurate Information

Since school age children spend approximately one-third (1/3) of each day with school personnel; it is imperative that the school office has accurate information for parent and emergency contacts. **If the phone number or address that was originally provided to the school office becomes no longer valid, please call or write the office to provide current, accurate information.** It could be hazardous for a child to need a parent and not be able to reach them. Emergencies rarely give us a warning.

Alcohol or Drugs

Possession of, consumption of, or intoxication due to restricted or controlled drugs or alcoholic beverages in this school, or on our campus, will absolutely not be tolerated.

Students in the possession of, or under the influence of, any illegal drugs or in the possession of drug paraphernalia (those drugs and paraphernalia prohibited by Federal and State of Alabama Laws) or alcoholic beverages will be suspended and subject to expulsion from school as well as subject to legal action by the appropriate legal authorities. For the purpose of enforcing this policy, any student having in his/her possession or who gives away, sells, or attempts to give away and/or sell medication, non-prescription or prescription, will be subject to suspension or expulsion.

Articles Prohibited in School

Students are prohibited from bringing or having possession of any weapon, (real, toy, or otherwise) including, but not limited to, firearms, bombs, fireworks, explosives, bullets or other ammunition, knives, bayonets, razors, razor blades, letter openers, ice picks or any other object that could be used as a weapon. **Any students found guilty of having a lethal weapon or facsimile may be suspended, sent to Alternative School, or expelled by the Blount County Board of Education.**

Attendance Policy

Alabama law requires that all children between the ages of **6 and 17** be enrolled in and attend school. In addition, new state law amendments (Ala. code s. 16-28-16, as amended by Act 1999-705) provides that all children who choose to enroll in school even if not of compulsory school age, are subject to the school attendance and truancy laws of the state. All students should attend school regularly and be punctual for all classes in order to receive the greatest benefit from the instructional program and develop habits of punctuality, self-discipline, and individual responsibility. **There is a direct relationship between poor attendance and class failure.** Students who have good attendance generally achieve higher grades and enjoy school more. Attendance at school shall be

one of the factors considered in determining the promotion of a student from one grade to another or in any given course.

According to the **Alabama State Department of Education**, excused absences are as follows:

- (a) Personal illness
- (b) Hospitalization
- (c) Emergency conditions as determined by the principal
- (d) Death in immediate family
- (e) Court subpoena
- (f) Legal quarantine
- (g) Absences approved by the principal prior approval (including military leave of parent or guardian)

All other absences are unexcused and will be marked accordingly in the attendance register. If a student's absences exceed seven (7) days per semester either parent or doctor, the student may be in danger of failing. Students who exceed (8) absences in a semester or (16) total absences in a school year will lose course credit and/or be retained. If a student has a significant medical diagnosis, parents can submit a Medical Condition Release Form and a physician's letter to the school documenting the medical condition(s). Letters and release forms must be resubmitted each school year.

Students, who are absent from school, must bring a written note, specifying the reason for the absence, upon his/her return to school (This includes checking out of school early or checking into school late) (1) A parent/guardian or a physician must sign the note. The dated and signed statement must contain the student's name and a reason for the absence(s), date(s) of the absence(s), and must provide a phone number where the parent/guardian may be reached for verification purposes. The written statement will be presented to a designated person in the school, upon the student's return. This person will present the student with an "ADMIT TO CLASS (ATC)" form. The original excuse will be retained on file in the school office. The "ATC" form will state the nature of the absence as excused or unexcused. It will be the responsibility of the student to show the "ATC" form to his/her classroom teacher(s). Each classroom teacher will record the status of each absence in the grade book. The student will be allowed to make up work only for excused absences. At the time the "ATC" is submitted, the student should inquire about any missed assignments and make arrangements for make-up work. No assignments will be made up for credit for unexcused absences. In the event that a student fails to bring a written note upon his/her return to school following an absence, a temporary "ATC" will be issued to the student. This "ATC" will be coded unexcused. Students have three school days from the last day missed to bring in an excuse or the absence remains unexcused.

Make Up Work:

Excused: If a student is absent for any excused reason, the student shall be allowed to make up school work missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for make-up work. Said student shall contact the teacher or teachers to make up work within three days after returning from said absence.

Unexcused: Teachers shall not provide make-up work or examinations for students absent for unexcused reasons.

Truancy Definition

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

All children enrolled in Blount County Schools, whether compulsory school age or not, are subject to school attendance and truancy laws of the State of Alabama. All cases of non-enrollment or non-attendance will be investigated by the Blount County Board of Education Attendance Officer. In cases where there is no valid reason for absence, the attendance officer will give written notice to the parent, guardian, or other person having control of the child to require attendance of the child within three days of the date of the notice. If the absence is found to be without valid excuse or reason and intentional, the attendance officer shall be required to bring criminal prosecution against the parent, guardian, or other person having control of the child. (16-28-16 Code of Alabama Effective July 1, 2000.)

1st Truancy/Unexcused Absence (Warning)

- Parent/guardian shall be notified (by memo or phone notification) that the student was absent.

2nd Truancy/Unexcused Absence (Principal’s Letter)

- Parent/guardian will be notified by letter that the student was truant and provided a copy of the student’s attendance.

3rd Truancy/Unexcused Absence (Attendance Officer Letter)

- Parent/guardian shall be notified by letter that the student is not in compliance with school attendance laws and policies and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

5th Unexcused Absence (Early Warning)

- The parent, guardian, or person having control of the child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile court.

- Attendance at the Early Warning Truancy Prevention Program shall be mandatory except where prior arrangements have been made or an emergency exists.
- Failure to appear at the Early Warning Truancy Prevention program can result in the filing of a complaint/petition against the parent under *Code of Alabama*. (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

7th Unexcused Absence

- The Attendance Officer will file a complaint/petition against the child and/or parent/guardian, if appropriate.

Child under probation

- The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute.
- Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

Suspensions are unexcused absences, but do not constitute unexcused absence total for truancy purposes.

Buses

Riding a school bus is a privilege. Students should exhibit good behavior at all times. Those who create problems on the bus may have their riding privilege taken away. The bus driver has the authority to seat students on the bus in the manner he or she thinks best. **Students may ride one, and only one, bus.** Due to the number of bus riders and limited seating, a student may not change from his/her regular bus to a different bus unless the family moves from one house to another. Bus seats are limited to the students assigned to that bus. The buses have few, if any, vacant seats when the route begins. Cans, bottles, or other dangerous objects may not be carried onto the bus. Comments or concerns regarding bus safety may be addressed to the principal at 775-2040, or the **Blount County School System** transportation at 850-3001.

Cheating or Behaving Dishonestly

Whenever a student is guilty of cheating in class the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and the office as to the action taken. A second offense will result in disciplinary action from the principal, which may include assignment to Saturday School, corporal punishment, or suspension from school.

Chewing Gum

Chewing gum is prohibited on the campus of *Cleveland Elementary School*.

Deliveries

Vendors, outside organizations, or individuals shall be prohibited from making deliveries (flowers, balloons, candy, gifts, etc.) to students during school hours. Celebrations for birthdays, etc. may be coordinated with the classroom teacher during the class's snack time. Celebrations may not be organized in such a way as to include some children; yet, exclude other children, within a particular homeroom.

Discipline

We believe that the discipline of highest educational value is self-discipline. We encourage students to be proactive and not reactive. This means being accountable for all they do. **We believe every student has the right to learn and we work hard to ensure a positive learning environment.** When a student does use poor behavior judgment, he/she will be subject to appropriate disciplinary action. Teachers and/or the principal will consider the severity of the incident, the student's previous inappropriate behavior, and previous disciplinary actions. Parents are encouraged to discuss with their child the importance of being accountable and taking responsibility for his/her own actions. Parents are also encouraged to maintain open communications with the classroom teacher regarding academics and disciplinary matters. Best results are attained when the school and home work together to modify inappropriate behavior. Although academic grades will not be lowered as a disciplinary measure, lower grades in Conduct may result from inappropriate behavior. In accordance with the authority granted by the state of Alabama in conjunction with **Blount County Board of Education** policy, corporal punishment may be utilized, but other disciplinary efforts will be attempted prior to the use of corporal punishment.

Dress and Decorum

Students must be neatly dressed, clean, and well groomed while at school. Clothing must be suited for school activities. Students will be prohibited from wearing any apparel, which is inappropriate or disruptive to the learning environment. All students are prohibited from wearing excessively loose clothing including shirts, tops, pants, and shorts. Hats, caps, sunglasses, and trench coats are prohibited inside the building.

Pants should be of the appropriate size in the waist and inseam. Pants are not allowed to sag off the hips. Students in grades 4-6 are prohibited from wearing short shorts, short culottes, sheer mesh or net clothing, backless clothing, extremely tight clothing, tank tops, muscle shirts, shirts with sleeves cut off at the shoulder, or clothing that exposes a bare midriff, cleavage, or underclothes. For students in grades 4-6, clothing, cuts, slits, or tears in clothing should not exceed four inches above the knee. Leggings & other tightly fitting pants must be covered with clothing that meets the 4 inch standard.

Parents of students in grades K-3 are reminded that students mature differently at various ages. If a student is more mature than his/her classmates at an earlier age, parents are advised to consider the previous paragraphs when selecting clothing to be worn at school.

Male students may not wear muscle shirts, tank tops, or other sleeveless garments without a fitted armhole. Female students may not wear sleeveless garments, which do not adequately cover undergarments (a two-inch strap, fitted armholes, and no scoop necklines). Shirts must be buttoned. Students must wear proper undergarments but should not wear undergarments as outerwear. Undergarments should not be visible.

Clothing, or any item attached to, or worn on clothing, or on a person's body, with pictures, symbols, or writing conveying a message about alcoholic beverages, illegal drugs, weapons, having a sexual connotation, containing any obscenity, or containing any foul or abusive language, gangs, gang activity or gang membership is prohibited on the school campus or while participating in any school activity, including field trips. No writing on back (seat) of pants, jeans, shorts, sweatpants, etc. for K-6 grade male and female students, including cheerleaders and all athletes. Students must wear shoes or sandals at all times. Boys are prohibited from wearing earrings. Girls are permitted to wear earrings in the ear, but other body piercing jewelry is prohibited.

Electronic Communication Devices

Effective at the beginning of 2015-2016 school year, the Blount County Board of Education will implement a **Bring Your Own Device Policy (BYOD)**. Students may have electronic communication devices and other digital devices in their possession such as iOS devices (MacBooks, iPhones/smart phones, iPads, **iWatches/smart watches**, iPods), Kindles, Nooks, tablets, Androids, Blackberrys, MP3 players, and laptops to be used for instructional purposes. **They must be turned off, charged, and only in use with permission. Students will not be allowed to bring chargers to charge devices.** The principal, teacher, or supervising employee may approve the use of personal electronic devices for instructional purposes, after regular school hours, during medical emergencies, natural disasters, or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. **The principal, teacher, or supervising employee will also have the authority to further restrict the use of personal electronic devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. Electronic communication devices and other digital devices will not be allowed to be present in standardized testing situations based on State Department of Education Policy.**

Students and parents must sign a technology contract that outlines the terms of the policy prior to bringing any device. **Neither the Blount County Board of Education nor local schools are responsible for lost, stolen, or damaged items as this is a *voluntary program*.** If students and parents do not agree to the terms, those students will not be allowed to participate in BYOD. Students will have basic technology available at school necessary to complete lessons and assignments as directed by the teacher.

The purpose of the BYOD initiative is to enhance instruction and assist students in developing communication, problem-solving, and critical thinking skills necessary to meet the College and Career Readiness Standards. **All devices must use the Blount County Schools' guest network through Wi-Fi enabled airplane mode rather than a cellular data plan in order to meet Child Internet Protection Act (CIPA) compliance.** Appropriate authorized use may include the following: research, organization of information into tables and graphs, organization of tasks using calendars, sharing information documents, and making calculations. Examples of unauthorized use or misuse, for the purpose of this policy, may include (but are not limited to) any of the

following: having the device out in class, hallways, restrooms, or lunchrooms, texting, playing games, using apps, visiting websites, taking, posting, and/or sharing photographs and/or video on school campus or on the bus, without the supervising adult's permission. The consequences for unauthorized use or misuse are outlined below:

5.7 I Electronic Communication Devices

First Offense

Take the phone or other electronic device, hold until the parent/guardian comes to the school and meets with an administrator to discuss the policy and the consequences of further violations of the policy. The parent/guardian will be asked to sign a verification/documentation form of the meeting.

Second Offense

Take the phone or other electronic device, hold for seven (7) school days. A parent/guardian must pick up the cell phone or other electronic device from an administrator and again sign the verification/documentation form. The administration may assign detention, in-school suspension or Saturday school to the student.

Third Offense

Take the phone or other electronic device, hold for nine (9) weeks of school. The student will also be placed in alternative school for three days.

* A disciplinary hearing will be held for any student that continues to violate this policy after the third offense.

**A disciplinary hearing will be held for any student who violates the policy and refuses to give the phone or electronic device to school personnel.

Technology Acceptable Use

Adult-supervised, technology-enhanced activities which are standards-based and educationally driven and which follow all Blount County Board of Education policies should be deemed as acceptable use by students and adults. Some examples of acceptable and/or responsible use may include, but are not limited to the following: visiting approved educational websites; research; online practice quizzes; educational games; reading/writing website programs; student-learning platforms such as Edmodo, Blackboard, or Moodle; using video-enhanced learning, such as Khan Academy, Ted, or YouTube for educational purposes; educational surveys or student response websites; achievement or performance tracking websites; as well as other educational uses.

Technology Unacceptable Use

Prohibited Activities --The following activities, items, or materials are prohibited: fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate material may not be viewed, sent, posted, or shared through any form of electronic communication (such as bulletin board

systems, newsgroups, chat groups), downloaded from the Internet or displayed or stored on BCS' resources. This includes "Spam" and other non-educational/business related matter. Any user encountering or receiving materials that violate the Blount County Schools' Responsible Use Policy should immediately report the incident to their teacher or supervisor.

Computer resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, political material, promotions, religious material, or any other unauthorized significant personal use. Additionally, users should not attempt to circumvent network security or internet access restrictions, torrent/P2P, or use destructive programs, such as viruses/self-replicating codes. Users should not intentionally damage computers, peripherals, or the network in any way.

Violation of a license agreement or copyright, any state, federal or international law, or waste of computer resources--Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to sending mass mailings or chain letters, non-educational use of computer resources, playing games, engaging in online chat groups, or otherwise creating unnecessary network traffic.

Violation Consequences

Any user who violates this policy may have computer/Internet privileges revoked at any time and without prior notice. Employee violations of this policy may also result in administrative leave, suspension, and possible termination. Student users are also subject to discipline according to the Blount County Student Code of Conduct. Any illegal use will also result in civil and/or criminal liability.

Cell Phone/Digital Device in a Testing Setting by Students

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is **strictly prohibited** in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room.

If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

Emergency Closing of School

Whenever there is the possibility of school closing due to inclement weather the Central Office will send a *One Call* to all numbers designated by parents. Parents and students are encouraged to listen to WCRL AM 1570 (also FM 95.3), WZZK FM 104.7, or WQSB FM 105.1 for details. In addition, information regarding school closings and delays in openings will be provided on TV stations ABC 33/40, WBRC FOX 6, WVTM 13, WHNT 19, and WIAT 42. Parents and students are encouraged to plan ahead exactly what the student should do if it becomes necessary for school to close early. Students

should know where to go and what to do when this occurs. It is recommended that this information be shared with the homeroom teacher.

Emergency Drills

Fire, tornado, and lock down drills are conducted regularly during the school year. Drill routes and procedures are posted in each classroom. The signal for a tornado drill is a series of short intermittent bells. The signal for a fire drill is one long continuous bell. In the event of a lock-down, **no one will be allowed either in or out**. School bus evacuation drills will also be conducted periodically throughout the year.

Fighting or Violent Behavior

Fighting, assault, battery or other forms of violent behavior will not be tolerated and typically will result in suspension from school. **Discrimination, threats, intimidation, harassment and bullying will not be tolerated.**

First Class PreK

We are so excited to have our First Class PreK as a part of our learning community. Because many of the rules and regulations are slightly different from the rest of the rules and procedures on campus, it is imperative to refer to your guidelines given to you during your PreK Orientation.

Food

Eating of candy, chips, drinks, etc. will not be permitted during class. However, students will be provided an opportunity to have snacks at an appropriate time in a designated location. Snack machines will be utilized for snack purchases for 3rd-6th grade students only. Younger students should bring a snack each day.

Fund Raising

Fundraising events are necessary to secure funds for the school's general operating expenses, as well as special events for specific groups or organizations. All such events will be scheduled through the office and must have the approval of the principal. No group or organization may use the name of **Cleveland Elementary** as part of their fundraising efforts without the consent of the school principal.

Gambling

Gambling in any form is prohibited at school.

Hair

Hair should be kept clean, well groomed, and not in students' eyes. Students may not wear hairstyles that are spiked, mohawks, and designs cut into the hair. Hair color and highlights must be of a natural color. Colors such as purple, pink, blue, etc., are unacceptable.

Homework

Homework should be meaningful and reasonable. It should not be a substitute for teaching but should provide reinforcement, practical application, and enrichment of what has been taught. Consideration should be given to the time involved in completing the assignment. No homework assignment should be made that does not directly support a clearly identified instructional objective. (As a rule of thumb, a typical student should be able to complete homework in K-2 within 30 minutes. A typical student should be able to complete homework in grades 3-6 within 60 minutes.)

In-School Suspension (ISS) and After-School Detention

A student may be placed into In-School Suspension (ISS) or after-school detention for various offenses that may not warrant a suspension from school. The length of time that a student is given will be proportionate to the offense. Disciplinary action which results in in-school suspension, after-school detention, mandatory Saturday School, corporal punishment, suspension, etc. will be accompanied by written communication from the school to the parent or guardian.

Language

The use of profanity, vulgarity, obscene gestures, and/or possession or distribution of pornography will not be tolerated. All such infractions will result in disciplinary action.

Library / Media Center

Students must assume responsibility for the books they have checked out. Fines may be charged for overdue books, damaged or lost books, as well as damage to computers or computer programs. Library privileges may be taken away if library obligations are not cleared. Students are to make every effort to ensure private passwords are not shared with other students.

Lunchroom

All students must report to the lunchroom during their assigned times whether they bring their lunch, buy a lunch, or choose not to eat. Upon completion of the meal, students should carry trays to the dishwashing area and dispose of excess food and trash properly. Tables, chairs and the floor should be left relatively clean for the next group. No food or drinks may be taken from the lunchroom. Students should remain at his/her assigned tables and under the supervision of his/her teacher at all times.

Federal law requires that each student be provided with an application for free or reduced-priced meals. These forms will be distributed during the first week of school, and should be signed and returned to the school regardless of whether the family wishes to apply for services. **Students must either bring a lunch from home or money to pay for meals until the free or reduced meal application has been processed. Free or reduced priced meals will not go into effect until the application has been approved.** Each student will be issued a lunchroom ID number and will have the opportunity to pay for his/her lunch for days or weeks in advance. Students are to make every effort to ensure that the private lunchroom ID number is not shared with other students

Breakfast for students will be served from 7:30 a.m. until 7:55 a.m. at a cost of \$1.25. Lunch will be served between 10:00 a.m. until 11:45 a.m. at a cost of \$2.35 for students. **Students and parents are responsible for all charges.**

Although snack machines will be utilized for snack purchases, such snacks may not be purchased or eaten in place of a school lunch. Opportunities for purchasing snacks will be either prior to lunch or after lunch time. Special snacks intended for a whole class as celebrations for birthdays, etc. must be coordinated with the classroom teacher and provided during the class's assigned snack time. Celebrations may not be organized in such a way as to include some children but exclude other children within a particular homeroom.

Medication

A Parent/Prescriber Authorization form must be completed and signed by the physician (prescriber) and the parent/guardian, for all prescription medication (including prescription cough medicines) to be dispensed at school. (To provide for self-administration of asthma medication by students, the Parent/Guardian Acknowledgement and the Medical Authorization form should be completed.) The parent/guardian is responsible for having the forms completed and delivered to the school.

The parent/guardian or the parent designated responsible adult shall deliver ALL medications to the designated school personnel in a correctly labeled prescription bottle/container.

For non-prescription medication to be administered on a temporary basis, the parent must complete a Parent/Prescriber Authorization form. (This form is valid for nine weeks only.) In order for the non-prescription medication to be valid for the entire school year, a physician/prescriber must sign the medication authorization form. Non-prescription medication must be in the original unopened container. Dosage will not exceed package directions for weight and/or age. Such medication may not be kept "on person" during the school day. School personnel will not administer medication when there is any discrepancy, i.e. label is different from instructions, label is unclear, or label is torn. This medication will not be given until clarification is obtained. (If the medication is not picked up within two weeks after the parent/prescriber authorization expires, or on the last day of school, the medication will be discarded per federal guidelines.)

Emergency medications such as asthma inhalers and EpiPens may be kept "on person" at the recommendation and authorization of the physician and parent.

Parent-Teacher Conferences

Communication between the home and school is vital for maximum effectiveness of the school program. Parents are encouraged to maintain open communications with his/her child's teacher. Parents are encouraged to schedule appointments for conferences, as needed, allowing a minimum of twenty-four (24) hours notice, so that records can be gathered and the conference time utilized most efficiently. An effort will be made to schedule conferences at a time to minimize the loss of instructional time, but also

convenient to all parties. Even if there is no specific reason for the conference, parents are encouraged to schedule at least one conference per year. The teachers are available for conferences before or after school, or during their 30-minute preparation times each day. However, no one should interrupt classes during the day without an appointment.

Pediculosis (HEAD LICE) Guidelines

In an effort to minimize an outbreak of pediculosis, students in grades K-6, will be checked for pediculosis on the second day of class, after Christmas break, and after spring break. In addition, all students in K-6 will be checked approximately every other Friday and more frequently if a case of pediculosis is suspected.

If evidence of bugs or nits is found, a second adult will recheck the identified students. If the second adult also finds evidence of bugs or nits, parents of students confirmed to have evidence of pediculosis will be notified by telephone or a letter will be sent home with the student.

A maximum of **one day's absence** will be excused when a child is sent home due to pediculosis. The day the child is identified with evidence of pediculosis and/or sent home will be considered as the only excused absence.

A student who is returning to school after treatment must check-in through the school office accompanied by an adult. An adult designated by the principal will screen the student to ensure that the student has been treated and free of all nits before being readmitted into school. If a child is not clear and is sent back home, a parent or guardian will be given verbal and demonstrated instruction on checking their child's head. The school nurse may prove helpful if additional questions exist.

The student must be free of all nits and lice before being readmitted to school. A doctor's or health department's excuse does not preempt these readmission requirements. (Rechecks should be completed within the first two hours of the school day.)

Physical Education

All students are required to take a physical education class unless they have a doctor's statement stating that they are unable to participate in physical activities. An occasional temporary suspension of physical education classes (one week or less) may be granted with a written note from the child's parent/guardian stating the specific reason such a request should be granted. A physician's note will be necessary if such requests become frequent, or if the period of time a child would miss P.E. is longer than one week.

5.1 Admission for Foster Care, Homeless, Migratory, Immigrant ⁽⁵⁾, and Limited English Proficient Students

Pursuant to the requirement of Every Student Succeeds Act and the McKinney-Vento Homeless Education Act of 2001, all foster care, homeless, migratory, immigrant ⁽⁵⁾, 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 foster care, homeless, migrant, immigrant ⁽⁵⁾, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements

The district will ensure that foster care, homeless, migratory, immigrant ⁽⁵⁾, limited English proficient students are not stigmatized nor segregated on the basis of their individual status. The student will be admitted to the district school in the attendance area in which the student is actually living or to the student’s school of origin as requested by the parent, guardian, education decision maker or homeless liaison in the case of an unaccompanied youth, and in accordance with the student’s best interest.

In the event of a dispute regarding eligibility or placement of a student as a homeless child, the parent or guardian shall be given notice and provided an opportunity for review of the dispute as prescribed by the State Board of Education’s administrative regulations.

In the event of a dispute regarding placement of a student living in foster care, the student will be immediately enrolled in the school requested by the student, guardian, or education decision maker while the appeal is being considered.

Transportation will be provided to and from the student’s school of origin at the request of the parent, guardian, or in the 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 the current residence. (4)

Promotion and Retention Guidelines

Promotion and retention decisions will rest jointly with the principal, teacher(s), and PST team.

The following Promotion and Retention Guidelines are consistent with the **Blount County Board of Education** Policy 5.3. Effective with the 2019-2020 school year, all students in grades K-3 will receive a standards-based report card. Grades will be assigned according to progress on the state course of study standards.

Kindergarten-3rd Grade

- 3-Meets Quarterly Benchmarks (consistently and independently)
- 2-Progressing Toward Quarterly Benchmarks
- 1-Insufficient Progress Toward Quarterly Benchmarks

FOURTH GRADE

- A (1) English Language Arts/Reading: Must successfully complete the English Language Arts program with 60% accuracy.
- B. Math: Must successfully complete the math program with 60% accuracy.
- C. Must successfully complete 1 of these 2 subjects with 60% accuracy(1)
 - 1. Science
 - 2. Social Studies

- Supporting Data:
1. Assessments
 2. Chronological age/previous retention
 3. Attendance
 4. Special Services

FIFTH GRADE

- A. English Language Arts/Reading: Must successfully complete the English Language Arts program with 60% accuracy
- B. Math: Must successfully complete the math program with 60% accuracy
- C. Must successfully complete 2 of these 3 subjects with 60% accuracy (1)
 1. Science
 2. Social Studies
 3. English Language Arts/Reading

Supporting Data:

1. Assessments
2. Chronological age/previous retention
3. Attendance
4. Special Services

SIXTH GRADE

- A. English Language Arts/Reading: Must successfully complete the English Language Arts/Reading program with 60% accuracy:
- B. Math: Must successfully complete the math program with 60% accuracy.
- C. Must successfully complete 2 of these 3 subjects with 60% accuracy(1)
 1. Science
 2. Social Studies
 3. Language

Supporting Data:

1. Assessments
2. Chronological age/previous retention
3. Attendance
4. Special Services

(1)Revised and Board Approved May 5, 2008

Report Cards

Report cards are issued at the end of each nine-week period. Parents should expect report cards to be sent home on:

October 14, 2022 January 6, 2023 March 17, 2023 May 25, 2023

Restrooms

Everyone is expected to help keep our restrooms and other common areas clean. The teachers will provide an appropriate number of bathroom breaks and an orderly procedure for the restroom breaks for the age children he/she is teaching. Medical documentation will be necessary if students require frequent bathroom visits. Students must obtain permission from his/her teacher to go to the restroom during class time. **There is to be no horse playing or bullying in the restrooms.**

Suspension

Although suspensions will typically be of shorter duration, the principal may suspend a student for as many as five (5) days if other disciplinary methods have been unsuccessful or if the act is severe enough to warrant such suspension. During such suspensions, no work or tests will be made up—but the suspension days will not be counted against the student in determining cumulative unexcused absences. Unless other arrangements are made, disciplinary action resulting in a suspension will necessitate the student being accompanied by his/her parent or guardian when being readmitted to school.

Reasons for which suspension may be taken against a student include but are not limited to such acts as:

1. Threats which include such words as “kill,” “shoot,” “stab,” “blow up.”
2. Possession, use, and/or distribution of illegal drugs, drug paraphernalia, alcoholic products, and/or tobacco products.
3. Sexual harassment (physical, verbal, written, electronically, or otherwise)
4. Assault, fighting, or engaging in violent behavior.
5. Willful defiance or disobedience of persons acting in an official capacity.
6. Discrimination, bullying, harassment, threats, and/or intimidation—particularly when such incidents result in taking another’s property under duress, by stealing or by other fraudulent means.
7. Possession and/or distribution of obscene or pornographic materials.
8. Use of obscene or abusive language.
9. Persistent pattern of inappropriate behavior or repeated violations.
10. Failure to carry out or complete actions, which were mandated or assigned as a less severe form of punishment.

Telephones

The school telephones are intended for school business use and are not to be used for personal calls. Students may be allowed to use the school telephone only for sickness or emergencies, as determined by the child’s teacher. Forgetting something and wanting a parent to bring it to school is not considered an emergency.

Textbooks

Textbooks are to be kept clean and handled carefully as they typically must be used for a minimum of six (6) years. Students will be required to pay for lost and/or damaged books. All damaged or lost textbooks must be paid for before another textbook will be issued.

Tobacco

Use or possession of tobacco in any form including vapor and/or electronic cigarettes is expressly prohibited on school premises and school buses including trips at all times, regardless of whether school is in or out of session. On the first offense, the student will be given a one-day suspension. On the second offense, the student will be given a two-week placement in Alternative School. Any subsequent offenses will require the

student to appear before the Blount County Board of Education with a recommendation from the principal as the suggested punishment.

Transferees

Students living in *Blount County* must enroll in the assigned school that serves the designated school district and/or local school where the student and parent or legal guardian resides. Students may transfer to another Blount County School only if there is a change in residence into another school district or school zone by the parent or legal guardian or by approval of the receiving principal.

Unless the *Blount County Board of Education* grants an exception, students living outside Blount County will not be admitted to *Blount County* schools. Likewise, students whose parent or legal guardian does not reside in Blount County are not eligible to attend a *Blount County* school. A student's address is considered the same as his/her legal guardian's address for enrollment purposes. Parents will be requested to show proof of residency to demonstrate that the student is eligible to attend *Cleveland Elementary School*.

If a student's legal guardian moves outside the Blount County School District, the student is no longer eligible to attend *Cleveland Elementary School*. If this occurs near the close of the school year, and the parent/guardian believes it would be in the best interest of the child to complete the school year at *Cleveland Elementary*, the parent/guardians should schedule an appointment with the principal about a possible exemption for the remainder of the school year.

Students residing inside Blount County but outside the Blount County School District may apply for admission to *Cleveland Elementary School*. The applicant's record will be considered including academic achievement, attendance, discipline, and space availability at the requested grade level. If it is determined that the student will be allowed to attend Cleveland Elementary, the parent will be asked to sign a contract that indicates if the student is in violation of the above stipulations, the student may be asked to withdraw from the school.

Each year, out of district students attending *Blount County Schools* will be reassessed. Assuming there are no irregularities in academic achievement, attendance, or discipline, out of district students may continue their attendance upon approval of the school principal.

Transfer students may be tentatively placed in classes, but will not have completed the registration process until transcripts of scholastic records and other information on record have been received and evaluated from the school previously attended.

Students transferring from homeschool instruction or a school which is not accredited by the *Southern Association of Colleges and Schools / Council on Accreditation and School Improvement* (SACS CASI) will be required to take a grade-placement test to ensure the student is placed in the appropriate grade level.

Visitors

In order to assure minimum interruption of instructional time and to ensure the maximum security of students, upon entering the building, visitors must go to the office and obtain a visitor's pass before going to any area on campus. For security reasons, adults are asked to never drop-in on a class or be in the halls without first coming to the office. Parents should call the school and set up an appointment time prior to coming to the school to meet with a teacher. (For more information see the "Parent-Teacher Conferences" section).

Parents should not enter the building at the end of the day and remove children from car-rider and bus-rider lines without first going to the office as a visitor and checking the student out of school. Taking students from their supervised area without first going through the main office greatly reduces our ability to ensure the safety of students who may reside in a home that has only one custodial parent. Due to court orders, certain individuals may not pick up the child at school. **For the safety of all of our children, we must strictly adhere to this policy.**

Volunteers

Cleveland Elementary School faculty and staff encourage parents, business leaders, and community members to be involved as much as possible in the school. Best results are attained when the school, home, business, and community stakeholders work together for the benefit of all students. However, this must be balanced with security and safety issues for the children. Therefore, volunteers must sign in at the office before going to a classroom and must interact with students only under the direct supervision of a certified employee.

Withdrawal Procedures

When a student withdraws from *Cleveland Elementary School*, the custodial parent should meet with the school's guidance counselor to complete a *Notice of Withdrawal* form. The form must be signed by the classroom teacher after all school textbooks and materials have been returned, by the media specialist after all library books have been returned, and by the lunchroom manager after outstanding indebtedness has been cleared. If the student is entitled to a refund for pre-paid services, a refund will be issued. After all signatures have been attained the *Notice of Withdrawal* form is to be returned to the guidance counselor where the parent will be given the necessary documents for the student to register at the new school.

***** Note *** THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO AMMEND OR SUPPLEMENT THIS HANDBOOK AS NECESSARY.**

Dear Parents,

On behalf of the faculty and staff at *Cleveland Elementary School*, I would like to take this opportunity to welcome you and your child to a new school year. We want to ensure every possibility of making this year a positive experience for you and your child. We realize that the experience of new teachers and new classmates can sometimes be stressful, and would like to encourage you to share any questions or concerns which would help make this a smooth transition.

We have a strong and caring professional faculty and staff at *Cleveland Elementary School*. Our teachers work very well cooperatively and consider all students as their own. We recognize and welcome parents as an integral component of each child's education. In academic subjects we will evaluate each child's academic level, assess strengths and areas of growth, and begin the process of designing a plan for each student to perform at or above typical expectations for his/her grade level. In addition to the academic goals we want to assist each child to mature socially, emotionally, and physically. Following directions, appropriate interactions with others, and becoming independent, responsible, sound decision makers are key factors for success in elementary school, and ultimately throughout life. We sincerely request your patience, understanding, and support, as together, we strive toward this goal.

We believe that children are the most valuable resource we have and understand the magnitude of the responsibility you have entrusted to us by enrolling your child in *Cleveland Elementary School*. I would like to encourage you to become involved in your child's educational process through an active role in school activities. Our P.T.S.O. is a wonderful way to become involved, and I invite you to join our organization. If I can help you in any way, please feel free to call or come by my office. I look forward to working with both you, and your child.

Sincerely,

Marlana Matthews, Principal

Cleveland Elementary School

Cleveland Elementary School
“Cultivate, Empower, Support”

Notification of Rights under FERPA for *Cleveland Elementary School* Parents and Students

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day *Cleveland Elementary School* receives a request for access.

Parents or eligible students should submit to *Cleveland Elementary School* principal, Mr. Joseph Whited, a written request that identifies the record(s) they wish to inspect. *Cleveland Elementary School* officials will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask *Cleveland Elementary School* to amend a record that they believe is inaccurate. They should write *Cleveland Elementary School* principal, Mr. Joseph Whited, clearly identifying the part of the record they want changed, and specify why it is inaccurate. If *Cleveland Elementary School* decides not to amend the record as requested by the parent or eligible student, an official with *Cleveland Elementary School* will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(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. A school official is a person employed by the *Blount County Board of Education* as an administrator, supervisor, coordinator, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the *Blount County School System Board of Education*; a person or company with whom *Cleveland Elementary School* or the *Blount County School System* has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record, attendance information, health information, etc. in order to fulfill his or her professional responsibility. Upon request, *Cleveland Elementary School* also discloses education records without consent to officials of another school district in which a student seeks, or intends to enroll.

Cleveland Elementary School occasionally provides directory information for public consumption, which includes items such as pictures with accompanying names in school yearbooks. In addition, various team or group pictures with accompanying student names, honor rolls, perfect attendance rolls, special art work, and similar informational data may be released to local newspapers, or included in school related video presentations, etc., without requesting parental consent. A parent/guardian wishing to have his/her child excluded from such releases should notify the school in writing.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *Cleveland Elementary School* or the *Blount County School System* to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

**Cleveland Elementary School
115 Stadium Drive
Cleveland, Alabama 35049**

Notice of Receipt

I hereby certify that I have received a copy of the Parent-Student Handbook for Cleveland Elementary School.

I hereby certify that I have read and understand the policies and procedures outlined in the Cleveland Elementary Handbook. I also understand that the policies outlined in this handbook are the same policies in the Blount County Schools Parent-Student Handbook.

Date: _____

Signature of Parent or Guardian: _____

Student Name (Print only): _____

Student Signature: _____

When signed, please return to the school.