

**ABBEVILLE ELEMENTARY SCHOOL
STUDENT HANDBOOK
2020-2021**



**JILL BARBER, PRINCIPAL
JIMMY BAKER, ASST. PRINCIPAL**

100 ELM STREET
ABBEVILLE, AL 36310
(334) 585-3679 * (334) 585-1122 FAX

Abbeville Elementary School Faculty/Staff
2020-2021

Jill Barber, Principal

Jimmy Baker, Assistant Principal

Guidance Counselor

Scharona Grimsley-Dawkins

Library Media Specialists

Jennifer Teat

Instructional Coach

Rita Brown

Pre-Kindergarten Teacher

Gennifer Alexander

Chelsea Marguriel

Kindergarten Teachers

Kristy Bush

Tanishia Carter

Sherri Tew

Grade One Teachers

Jennifer Johnson

Skylar Kerns

Tami Rivers

Grade Two Teachers

Brooke Davis

Lee Anne Gracy

Nakireyah Truitt

Grade Three Teachers

Chasity Capps

Valerie Gathof

Shelby Floyd (Remote)

Grade Four Teachers

LaShonda Hall

Shannah Loper (Remote)

Haley Robinson

Grade Five Teachers

Hope Farias

Donna Norwalk (Remote)

Theodore Paige

Grade Six Teachers

Jacob Godwin

Shirley McLendon

Julianne Mattox Teal, Band

L.I.F.E (PE) Teachers

Brandon Buck

Alan Capps

Resource Teachers

Emily Bowden

Katrina Blount

Stephanie Boyd

Carla Turner

Amy Walker

Nurse

Alison Bright

Secretary

Demetria Mills

Bookkeeper

Pamela Brooks

Teacher Assistants

Davonna Carter

Tosha Davis

Joanne Glover

Sandra Hanchey

Barbara Hudson

Abra Charese Jackson

Annie Spann Bryant

Lunchroom Staff

Tami Platt, Manager

Kristina Campbell

Mable Drew

Virtanya Freeman

Bethany Skinner

Custodians

Linda Oliver

Rafael Rivera

TEACHER EMAIL ADDRESSES/WEBSITES

Most email addresses for faculty/staff are first name initial with whole last name@henrycountyboe.org.

For example, Mrs. Jill Barber's email address is jbarber@henrycountyboe.org.

Exceptions: Mrs. Dawkins-sgdawkins@henrycountyboe.org

Abbeville Elementary School's website - www.abbevilleelementary.org

Henry County Board of Education's website - www.henrycountyboe.org

HENRY COUNTY SCHOOLS

2020-2021

Vision Statement:

"Empower, Engage, Educate"

Mission Statement:

"Henry County Schools: Where students are inspired to learn and teachers are empowered to teach".

Core Values and Beliefs:

We believe:

- All students can learn.
- High expectation of all stakeholders is necessary to achieve goals and expand opportunities for all.
- A safe and physically comfortable environment promotes student learning.
- Equity, fairness, accountability, and fiscal responsibility are foundations of our decisions.
- Diversity and individual learning needs are respected, included, and valued.
- Education is a shared responsibility that positively impacts the quality of life.
- Facilitating open communication between school staff, learners, parents, and community promotes a sense of involvement and commitment to the entire educational process.
- A school community should be a safe and caring environment that promotes respect, self-worth, creativity, and academic growth.

Our Vision at Abbeville Elementary School (AES) is to provide our children with opportunities that will inspire them to think and learn. Our goal is to create an environment which encourages and supports healthy development socially, emotionally, and intellectually. An environment that is educational, fun, and nurturing. Establishing this type of environment will translate into exceptional benefits that will positively impact our children, their families, and our community.

With the collective efforts of our faculty and staff in reaching our objectives, we will increasingly witness our children entering with excitement and anticipation about their learning experiences. The students will feel safe and secure. During their time at Abbeville Elementary, they will grow and realize their strengths and work to strengthen their weaknesses.

ABBEVILLE ELEMENTARY SCHOOL'S MOTTO
"AES, A PLACE WHERE WE WILL THINK, LEARN AND GROW"

LATE CHECK-INS/PICK-UP

Excused late check-ins should not be permitted for any cause unless authorized by the principal/designee. A parent/legal guardian must come to the main office to sign students in when they are late. Any student reporting to school after the homeroom bell rings at 7:45 must be signed in to obtain a tardy slip before reporting to their classroom. Excessive tardies will be referred to the Principal.

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

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

STUDENT ATTENDANCE 5.40

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

II. Alabama State law requires that every child between the ages of six (6) and seventeen (17) years be in attendance at school. It shall be the policy of the Henry County Schools to enforce this law. (See also Policy 5.10 Enrollment/Admission, and Policy 5.41 Compulsory School Attendance Age.)

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

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

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

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

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

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

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

CHAPTER 5.00 - STUDENTS

Page 2 of 4 HENRY COUNTY 5.40

- I. It is the belief of the Henry County School System that there is a direct relationship between attendance and the performance of students in the school system. All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and individual responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and continue to successfully complete high school.
- II. Alabama State law requires that every child between the ages of six (6) and seventeen (17) years be in attendance at school. It shall be the policy of the Henry County Schools to enforce this law. (See also Policy 5.10 Enrollment/Admission, and Policy 5.41 Compulsory School Attendance Age.)
- II. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's/designee's approval shall have his/her parent(s)/legal guardian report such absences or tardies to the school center in the manner prescribed by the Henry County School System *Attendance Policy*.
 - A. The *Attendance Policy* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.

- B. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal /designee shall implement this provision on an individual basis pursuant to Alabama statutes and State Board of Education rules.
 - C. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
 - D. Any absence not approved by the provision of this policy is an unexcused absence (i.e., work, truancy, or parental neglect). Students may not make up work if the absence is unexcused.
- III. Student attendance will be monitored on a daily basis and parents contacted as required by law.
- IV. A person designated by the Superintendent or his/her designee shall investigate truancy problems.
- A. 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 five (5) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.
 - B. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:
 - 1. First truancy/unexcused absence (warning):

- a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
- b. At the beginning of each school year, every parent/guardian shall be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedure that shall be followed in the event that other unexcused absences occur.

2. No earlier than the third (3rd) unexcused absence:

- a. The parent, guardian, or person having control of the child shall participate in the early warning program provided by the juvenile court.
- b. Attendance at the early warning program is mandatory.
- c. Failure to appear at the early warning court may result in the filing of a complaint/petition against the parent under Code of Alabama (1975) Section 16-28-12-C (failure to cooperate), or a truancy petition against the child, whichever is appropriate.

3. No earlier than the seventh (7th) unexcused absence, a court complaint/petition against the child and/or the parent/guardian, if appropriate shall be filed by the attendance supervisor.

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

- a. When appropriate the school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975) Sections 12-15-100 and 105.
- b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

- c. Lack of attendance shall result in loss of credit or school failure as follows:
1. A student must be in attendance in each class 170 days or more of the total school year.
 2. Attendance policies for grades K-8 are based on the entire school year. Students may be failed (retained) whenever absences exceed ten (10) days per school year. Students in grades K-8 who miss more than ten (10) days in one school year will be given a grade of "F" unless extenuating circumstances exist as determined by the principal.
 3. Grades 9-12 operate on a semester basis. During either the first or second semester, a student may be failed (retained) whenever the total absences exceed five (5) days or three (3) days for all 9-weeks' courses. Students in grades 9-12 who miss more than five (5) days or three (3) days for all 9-weeks' courses will be given a grade FA (Failure due to absences) unless extenuating circumstances exist as determined by the principal.
 4. A kindergarten student who accumulates more than ten (10) absences in one school year may be withdrawn from the roll for the remainder of the school year.
- V. A written excuse will be required of all students, grade K-12) after each absence to be presented upon the day of return of the student to school.
- A. The principal of the school or his/her designee will determine the excused or unexcused status of an absence. If an acceptable reason for excusing an absence is not presented with five (5) days of the return of the student to school, the absence will be coded unexcused.
 - B. Absences beyond seven (7) days per year will be excused only with the documentation of a physician, except as specified by Board policy.
 - C. The parent/legal guardian of a student in grades 9-12 may submit written documentation of absence up to three and one-half (3.5) days per semester or one (1) day for all 9-weeks' courses. Absences beyond three and one-half (3.5) days per semester or one (1) day for all 9-

weeks' courses will be excused only with the documentation of a physician, except as specified by Board policy.

- VI. Student attendance for driver's license purposes shall be processed as prescribed by law. (See Policy 5.42 Revocation of Driver's License/Permit.)
- VII. Each Henry County school and the Henry County School System shall take appropriate action as required by Alabama statutes when a student has excessive absences or is truant.
- VIII. Any Henry County Student whose parents are employed by the military may be granted up to five (5) days of excused absence if either parent is experiencing a deployment of active duty. The conditions under which these absences may be excused are: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has had a prior record of good attendance; (4) missed work is completed and returned in a timely fashion; and, (5) the absence is not during standardized testing dates.
- IX. The enrollment and attendance of a child in a church or private school shall be filed with the Henry County Superintendent by the parent or legal guardian of the child on a form provided by the Superintendent. This form shall be countersigned by the administrator of the church or private school and returned to the Superintendent by the parent/legal guardian. When the child no longer attends the church or private school, the parents or legal guardian will direct the church/private school to notify the Henry County Superintendent that the child is no longer in attendance.

REFERENCES:

CODE OF ALABAMA
16-8-8, 16-28-3, 16-28-4, 16-28-6, 16-28-12,
16-28-16, 16-28-40, AAC §290-1-4-.01

HISTORY:

ADOPTED: JANUARY 16, 1997
REVISED: OCTOBER 11, 2007; DECEMBER 10 2009;
AUGUST 12, 2010; JULY 18, 2013; _____
FORMERLY: JBD, JB, JBE

CHAPTER 4.00 – CURRICULUM AND INSTRUCTION
HENRY COUNTY 4.62
STUDENT PROMOTION AND RETENTION 4.62

No student will be recommended for retention unless their case has been presented to the school problem solving team (PST). Promotion or retention decisions for students who transfer after the beginning of the final quarter of the school year will be made on a case-by-case basis.

Grades K-8

To be promoted to the next grade, a student in grades K through 8 should be proficient in reading and mathematics at grade level standards as determined through an academic audit. The process of making promotion/retention decisions for students in grades K through 8 should also take into consideration a variety of factors including age, previous retention, maturity, motor coordination, capacity for learning, and academic progress. The determination process should involve the principal and teacher(s) with the authority for determining promotion and retention resting entirely with the teacher(s) and principal, except that a kindergarten student may be retained only upon approval/agreement of the student's parent(s) or guardian(s). If a student needs to be retained based on the school's determination of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student shall be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development.

Placement

If a student is retained twice in any grade or is more than two years older than typical for the current grade level placement, he/she may be placed in the next higher grade level upon principal or teacher recommendation(s) and the approval of the Superintendent or designee.

Grades 9-12

Promotion of students in high school grades (9-12) is determined by the student's passing grades in the required number of credit-bearing courses. The number of credits required for promotion to the next grade level is published in the annual high school course selection materials approved by the Board.

Special Education Students

Promotion of any student in a special education program, with the exception of gifted students, must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements. However, a special education student (except gifted) may not be placed at any grade level unless the student has attended school for a commensurate number of years equal to the proposed grade placement; i.e., for a special education student to be placed at the sixth (6th) grade level, he/she must have been enrolled in school for at least five (5) years.

HOMEWORK

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

REPORT CARDS/PROGRESS REPORTS

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

Progress reports for Kindergarten through sixth grade will be sent home approximately 4 $\frac{1}{2}$ weeks prior to each report card. Documentation that the reports were received should be returned to your child's teacher within three school days.

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

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

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

CONFERENCES

Parents should feel free to schedule conferences at any time. Conferences may be scheduled by calling the school's secretary or counselor or by sending a note/emailing the teacher. Conferences may be scheduled during their planning period or after students have been dismissed after 3:00 p.m. most school days. **We do not interrupt the instructional day for parent/teacher conferences.** Please schedule conferences at mutually convenient times. An open door policy is in place at AES. When available the principal and/or assistant principal will be willing to meet with you.

DEBTS/BOOKS/REPORT CARDS

1. All school debts (pictures, textbooks, library books, lunch, etc.) are required to be paid.
2. Students are responsible for textbooks and library books checked out by them and will be required to pay for lost and damaged books.
3. Report cards (K-6) are issued at the end of each nine (9) weeks of the school year.
4. A service charge of \$10.00 is required on returned checks. **After first returned check only cash will be accepted.**

SCHOOL HOURS

Students should not arrive before 7:20 a.m. As students arrive, they should follow these procedures:

1. Students in grades K-6th who are eating breakfast should go directly to the cafeteria doors and line up. Pre-K students are to line up in the main hallway. At 7:20 students may move to their grade level buildings. Students are not to be in classrooms before 7:20 unless picked up by faculty member.

Students reporting to school after 7:45 a.m. must be signed in by the parent/guardian/adult bringing them to school in the main office.

2. Dismissal times are as follows:

- 1st Bell-2:40 Car Rider's Dismissal
- Kindergarten through sixth grade Car riders will report to the front of the building for pickup.
- 2nd Bell-2:45 Bus Riders...Kindergarten through sixth grade students will report to their bus line teacher at the 2nd bell. Teacher/staff member will walk their bus line students to their buses at approximately 2:37 and remain with their assigned students in that bus line area until all students have loaded busses.

TELEPHONE

Arrangements for your child should be made before they leave home as to transportation, after school plans, etc. **We cannot guarantee the delivery of messages after 2:15. Please do not leave voice mail messages for important information about changes in transportation.** Messages may not be heard in time for dismissal.

DISMISSAL

Students need to remain in school for the entire school day. Only in extreme cases of emergency should a parent request an early dismissal. When students are called on the intercom, instruction for the entire class stops. Parents are requested to schedule appointments after school so that class time may be used effectively. If an emergency does arise, students must be signed out and called from the office. No student will be released to anyone at the classroom door.

CAR RIDERS

Children must be picked up in front of the school. Vehicles will drive down Elm Street in one direction in the mornings at drop off between 7:20-8:00 and during the afternoon pickup between 2:40 until after busses. Students will load cars after all traffic has been stopped. Parents must remain in their cars and must not enter the building while students are moving to bus/car lines and exiting the building.

Please do not park in teachers' parking lot. Parents/guardians please remain in cars when picking up students.

BUS

Students may not be approved to ride any bus other than their assigned bus. For special circumstances, a written note must be approved prior to the transportation change. Please include contact numbers in the event the change cannot be approved. **If proper written documentation is not received and approved, the child will have to go home on their regular route.** **PLEASE BE SURE TO KEEP US INFORMED OF ANY CHANGES IN TRANSPORTATION.** Changes should be made prior to 2:00 p.m. daily.

TRANSPORTATION

On the registration form, parents should indicate the transportation plan. **Parents/guardians must provide written changes of transportation needs and should instruct their child to give these notes to their teacher upon immediate arrival in their classroom.** Teachers will collect all notes and send them to the office. Please only call for emergency changes. **Parents/guardians may also bring in notes to the main office.**

LIFELONG INDIVIDUALIZED FITNESS EDUCATION (LIFE)/ PHYSICAL EDUCATION (PE)

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

HEALTH

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

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

**ALABAMA STATE BOARD OF HEALTH
ALABAMA DEPARTMENT OF PUBLIC HEALTH
ADMINISTRATIVE CODE**

DIVISION OF DISEASE CONTROL

**CHAPTER 420-6-1
IMMUNIZATION OF SCHOOL CHILDREN**

420-6-1-.01 Authority. This regulation is promulgated by the State Health Officer and approved by the State Board of Health pursuant to Code of Ala. 1975, §16-30-5 and is made applicable to children in child care centers/homes under the authority of Code of Ala. 1975, §38-7-1, et seq. and *Alabama Administrative Code*, Chapters 660-5-25 and 660-5-26 and 660-5-27.

Author: Donald E. Williamson, M.D.

Statutory Authority: Code of Ala. 1975, §§16-30-5, et seq. **History:** Filed September 1, 1982. **Amended:** Filed September 17, 2009; effective October 22, 2009.

420-6-1-.02 General Provisions.

(1) The board of education and the governing authority of each private school shall require each pupil, prior to entering kindergarten or first grade or prior to re-entering the higher grades of the schools of Alabama, to present a Certificate of Immunization for the prevention of diseases listed in 420-6-1-.03 (Code of Ala. 1975, §16-30-4). The Certificate of Immunization will be on a form approved by the Alabama Department of Public Health.

(2) The Department of Human Resources has required each child two months of age or older attending any child care center/home to present a Certificate of Immunization for the prevention of diseases listed in 420-6-1-.03.

(3) Such certificate shall be on the form approved by the Alabama Department of Public Health and shall be made a part of the pupil's school/child's child care center/home record. When a student/child leaves a school/child care center/home upon graduation, transfer, relocation or otherwise; the school or child care center/home may return the original certificate to the student's/child's parents/guardians and retain a legible copy in the institution's record.

(4) A written objection from the parent or guardian of a student or child based on religious tenets and practices shall be submitted in person by the parent or guardian to the County Health Department for issuance of a Certificate of Religious Exemption from the required immunizations or testing. A licensed physician can provide individual exemption from the required immunizations or testing on a Certificate of Medical Exemption. The Certificate of Religious Exemption and the Certificate of Medical Exemption will be on forms approved by the Alabama Department of Public Health and will be accepted in lieu of the Certificate of Immunization.

420-6-1-.03 Immunization Schedule.

(1) Unless otherwise noted in paragraphs (2) and (3) below, vaccine doses should be administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years, as published by the Advisory Committee on Immunization Practices. Vaccine doses administered <4 days before the minimum interval or age should be counted as valid. Doses administered >5 days earlier than the minimum interval or age should not be counted as valid doses and should be repeated as age-appropriate.

(2) Except as provided in Chapter 420-6-1-.02 and in the Code of Ala. 1975, §16-30-4, each pupil, prior to entering Alabama school grade kindergarten through twelfth grade shall receive age-appropriate immunizations as below:

(a) 5 doses of diphtheria and tetanus toxoids and acellular pertussis vaccine (DTaP). Only 4 doses are needed if the fourth dose was administered on or after the fourth birthday. Booster doses of tetanus and diphtheria toxoids vaccine (Td) must be given 5-10 years after the preschool booster. However, effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. This requirement will escalate by one successive grade each year for the following 6 years to include sixth through twelfth grades, beginning fall of 2016.

(b) 4 doses of inactivated polio vaccine. Only 3 doses are needed if the third dose was administered on or after the fourth birthday.

(c) immunization against mumps and rubella.

(d) 2 doses of measles-containing vaccine.

(e) varicella vaccine subject to the following schedule unless there is documentation of a positive varicella titer or a date of varicella disease. This requirement is effective for students entering kindergarten beginning fall of 2001 and will escalate by one successive grade each year for the following 12 years to include all grades, kindergarten through twelfth, beginning fall of 2013:

(i) 1 dose of varicella vaccine at 12 months of age or older for persons less than 13 years of age;

(ii) 2 doses of varicella vaccine separated by at least 28 days for persons 13 years of age or older beginning the vaccination series.

(3) Children entering any child care center/home shall, in addition to the vaccines listed above, also receive age-appropriate immunizations for:

(a) *Haemophilus influenzae* type b; and

(a) Pneumococcal disease using pneumococcal conjugate vaccine.

420-6-1-.04

Vaccine Shortages. When the State Health Officer determines that there is a vaccine shortage of one or more vaccines whether statewide or localized, affecting the ability of the health care system to assure that all children have access to age-appropriate immunizations required for school entrance by Alabama Administrative Code, Chapter 420-6-1-.03, the State Health Officer may notify affected health care providers about the supply shortage(s) and authorize such providers to validate a certificate of immunization despite one or more indicated, age-appropriate vaccinations not being administered because of vaccine shortage. Such validation will be accomplished by the provider affixing a department-supplied sticker to the individual child's certificate to indicate a new expiration date, not to exceed one year from the current date or the end of the school term for which the certificate is due, whichever shall be later.

Influenza Information ACT (2014-274)

Influenza Disease

What is influenza disease? Influenza (flu) is a contagious respiratory illness caused by a virus. The virus infects the nose, throat, and lungs. It can cause mild to severe illness, hospitalization, and even death.

What are the symptoms?

Anyone can get flu and it strikes suddenly and can last several days.

Symptoms of flu disease may include: Fever or feeling feverish/chills, Muscle or body aches, Headaches, Cough, Fatigue (very tired), Sore throat, Vomiting and diarrhea, Runny or stuffy nose

How does influenza disease spread? Flu is spread by:

- An infected person's droplets from cough, sneeze or talk enter the mouth, eye or nose.
- Touching a surface or object with flu virus on it and then touching mouth, eyes or nose.

An infected person can infect others 1 day before symptoms start and up to 5 to 7 days after symptoms start. Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

How do I prevent the flu?

Get a yearly flu vaccine. Wash your hands properly and often. Cover your cough and sneeze with arm. Clean and sterilize surfaces. Stay home if you are sick.

Influenza Vaccine

Who should get the influenza (flu) vaccine?

The flu vaccine is recommended every year for everyone age 6 months or older.

Who should be vaccinated against influenza because they are at increased risk?

Children 6 months of age through 5 years, Adults 65 years of age or older, Pregnant women, Residents of nursing homes and other long-term care facilities, People who have medical conditions including the following:

*Asthma

* Weakened immune systems

*Blood disorders

*Chronic lung disease

due to disease or medication

*Kidney disorders

*Heart disease

*People younger than 19 years

*Liver disorders

*Extremely obese people

receiving long-term aspirin therapy

What are the common vaccine side effects and risks?

Flu vaccines are safe, but some side effects can occur.

Minor problems following the flu vaccine include soreness, redness, and/or swelling from the shot, hoarseness, sore, red or itchy eyes, cough, fever, aches, headache, itching, and fatigue.

More serious problems may include Guillain-Barre syndrome (GBS) in fewer than 1 or 2 cases per one million people vaccinated, children receiving multiple vaccines slightly increase in fever with seizure.

People who should not get the flu vaccine include anyone with severe, life threatening allergies, had GBS before, or not feeling well the day of vaccination.

Where can I find more information?

Ask your doctor. Ask your school nurse. Call the Alabama Department of Public Health, Immunization Division, at 1800-469-4599. Go to cdc.gov

Meningococcal Disease

What is meningococcal disease?

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*.
- It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S.
- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
 - The two most severe and common illnesses caused by meningococcal bacteria include; o Meningitis - an infection of the fluid and lining around the brain and spinal cord o Septicemia - a bloodstream infection

What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include: sudden high fever, headache, stiff neck, nausea, vomiting, increased sensitivity to light, rash, confusion, severe aches and pain in the muscles, joints, chest or belly.

How does meningococcal disease spread?

- Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.
- Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk.

- Some people can “carry” meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people.
- Most cases of meningococcal disease are spread by people who “carry” the bacteria with no symptoms, appear to be random, and not linked to other cases.
- Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

Who should get meningococcal vaccine?

- Meningococcal vaccine(s) is recommended for all preteens and teens.
 - All 11 and 12 year olds should be vaccinated with serogroups A, C, W, and Y meningococcal conjugate vaccine (MCV4). A booster dose is recommended at age 16.
 - Teens and young adults, 16 through 23 year olds, may also be vaccinated with a serogroup B meningococcal vaccine (SBMV), preferably at 16 through 18 years old.
- Both MCV4 and SBMV can be given at the same time, talk to your provider.
- Teens with HIV should get three doses of MCV4.
 - People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).

Who should be vaccinated because they are at increased risk?

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling or living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

What are the vaccine side effects and risks?

- MCV4 and SBMV are safe, but side effects can occur.
- Most side effects are mild or moderate and do not affect daily activities.

- The most common side effects in preteens and teens occur where the injection is given and may include pain, tenderness, swelling, and hardness of the skin.
- Other common side effects may include nausea, feeling a little run down, and headache.
- Some preteens and teens may also faint after getting a vaccine.
- Reactions usually last a short time and get better within a few days.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type meningococcal disease in SEARCH box.

Scoliosis Screening

Scoliosis Screening

The Alabama State Department of Education and Alabama Department of Public Health requires that school districts in Alabama offer and provide scoliosis screening for male and female students in grades 5 through 9 if the child's parent request it to be done. Screening is performed by observing the uncovered spine, viewing the student from the back, side, and front and also from all sides with the student bending forward. If a spinal problem is suspected, the child will be rechecked at a second screening. Parents of students found to have signs of a possible spinal abnormality will be asked to see their own physicians for further evaluation. If you do not wish for your child to be screened for scoliosis, disregard the scoliosis consent form. If you would like your child to be screened for scoliosis, complete the scoliosis consent form and return it to the school nurse. If you do not want your child screened for scoliosis, disregard this consent form. If you would like for your child to be screened for scoliosis, complete the included consent form and return it to the school nurse.

Alabama Backpack Act (2017-19)

The Backpack Act provides awareness of the dangers of heavy backpacks. Go to www.bacsupport.com for more information. Research shows that children carrying more than 10% of their body weight is damaging to their spinal and postural health. Just because you can't see the internal damage, doesn't mean it isn't happening! Have you ever wondered how this is affecting my child?

1. WHO, NIH and many other prominent health research programs across the globe recently released their findings in the Global Burden of Disease 2010 Project, which listed musculoskeletal issues (meaning back pain) as the second leading cause of disability worldwide!
2. The "Spain" study, which was released April 2012, was listed in the Archives of Childhood Diseases. This study showed that many teens carry school backpacks that exceed 10 percent to 15 percent of their body weight, which puts them at risk for back pain and related disorders (scoliosis).
3. The 2010 MRI study was the first of its kind and was done by an Orthopedist. It showed damage to the spine, mainly in scoliosis, herniated discs and decreased vertebral disc height, significantly advanced as backpack weight was incrementally increased.
4. Research and studies dating back to the early 1990's show significant damaging changes in posture, blood flow, head carriage and gait in addition to increased pain.
5. For every 1 inch the head is carried in front of the spine (anterior head carriage), the head weighs 10 more pounds. Studies have shown significant changes in anterior head carriage with heavy backpacks. This not only can cause stress/pain in the neck and shoulders, but because of the altered overall posture, the whole spine, joints, tendons and muscles can be affected.
6. School age children's spines are still growing and substantial changes at this point in their growth could cause irreparable damage.
7. If our children are focusing on pain, they are not able to focus on their school work and learning.
8. Any change in the environment of the nervous system, whether through tightening of the muscles, vascular changes or spinal deviations from the norm, can cause short and long term effects for the health of an individual.

Most of these findings are PREVENTABLE, if caught early!! So, what can you do to help?

Watch the video at www.bacsupport.com

Make sure your child's backpack is worn correctly and weighs no more than 10% of their body weight.

Administration of Medication Introduction

The goal of the school system regarding the administration of medication during the school day is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience.

Please be reminded that the authority to administer medication to your child must come from you as the parent/guardian and the prescriber when medication is prescribed. Please contact your child's school nurse regarding administration of medications.

1. **Medication Forms:** Prescribed medication including over the counter medication is administered only upon receipt of a correct, current completed School Medication Prescriber/Parent Authorization Form (PPA). Over the counter medications matches the pharmacy label. These forms have to be renewed yearly. Also, an updated form is needed when a medication dosage is changed or time to be administered is changed. A discontinue order from the medication prescriber is required to discontinue medications. The school nurse cannot implement changes in a medical order from the parent or guardian. A prescriber order is required.
2. **Delivery of medication:** All prescription, medication must be in a current, pharmacy, pharmacy-labeled container. All over the counter medication must be in a sealed-unopened, manufacturer-labeled container. The parent/guardian (not the student) should deliver the medication and the PPA to the school nurse.
3. **Acceptance of Medication:** Both the parent/guardian and the licensed nurse or medication assistant will sign the back of the Medication Administration Record (MAR) to verify the amount received or retrieved. Students must not deliver or carry any type of medication to and from school except those that have been authorized for self-administration/self-carry by the school nurse.
4. **Storage of Medication:** All medication must be stored in the school health office according to ALSDE/ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies that have been authorized by the school nurse.
5. **Emergency Medication:** A student may carry his/her emergency medication on his/her person for self-administration with proper authorization on the School Medication Prescriber/Parent Authorization Form (PPA) and after demonstration of proper administration to the school nurse.

6. **Expired Medication or Needed Inventory of Medication:** The parent/guardian will be notified when medications expire and when medication inventory is needed. Expired medication must be picked up within two weeks of notification. If not picked up within this time frame, the medication will be destroyed in accordance with guidelines. It is the parent/guardian's responsibility to bring additional medication to school. If medication is not brought in a timely manner, the prescriber will be notified.
7. **First Dose of Medication:** The first dose of any new medication or change in dose (increase or decrease) of a current medication should be given at home with the expectation of emergency medications (ex EpiPen).
8. **Suggested Recommended Medication Administration of Early Morning AM Medications and Antibiotic Medications:** It is recommended that AM medications be administered at home before school. Also, when a medication is prescribed for three times a day it should be given at home; just before leaving for school, upon returning home in the afternoon, and at bedtime (ex-antibiotics).
9. If a medication is administered to a student other than the school nurse or medication assistant, it must be administered by the parent/guardian.
10. **End of Each School Year:** The parent/guardian must pick up all medications the last day of classes or the medication will be destroyed.

Sunscreen ACT (2017-278)

Allows students in public and nonpublic schools to possess and use FDA regulated over-the-counter sunscreen at school and school-based events.

Section 1.(a) Any student in a public school under the jurisdiction of a local board of education or in a nonpublic school may possess and apply Federal Food and Drug administration regulated over-the-counter sunscreen at school and at school-based events notwithstanding any other provision of law, including any role of the State Board of Education or the State Board of Nursing. Section 1.(c) Any student, parent, or guardian requesting a school board employee to apply sunscreen to a student shall present to the nurse a Parent Prescriber Authorization Form (PPA) containing a parent or guardian signature. A physician signature or physician order shall not be required.

Backpacks SJR 8 ACT (2017-17)

The Backpack Act provides awareness of the dangers of heavy backpacks. Go to www.Bacsupport.com for more information.

VISITORS

DUE TO THE COVID PANDEMIC, VISITORS WILL NOT BE ON CAMPUS. VERY LIMITED OFFICE VISITS WILL BE ALLOWED.

LUNCH/BREAKFAST PRICES

Meal prices:

Students will receive Free Breakfast and Lunch

Adult Employee Breakfast \$1.75 / Lunch \$2.90

Adult/Child Visitor Breakfast \$2.25 / Lunch \$3.50

CHILD NUTRITION PROGRAM

8.40

- I. The Henry County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the Henry County School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Henry County Board of Education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines, Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. Food from competitive sources, such as, McDonald's, Hardees, Subway, etc., may not be delivered to school or brought into the cafeteria. Carbonated drinks and Energy drinks are not allowed in the cafeteria. Food may not be delivered to school unless it is in an emergency case where a student left their food at home. Students who bring meals from

home are encouraged to pack nutritious meals and they must bring them in a lunchbox or plain packaging.

- V. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

CHARGED MEALS

8.42

It is the intent of the Henry County Board of Education to provide an opportunity for each child to eat a nutritious breakfast and/or lunch during the school day. It is also the policy of the Henry County Board of Education to comply with all federal program regulations pertaining to the National School Breakfast and Lunch Programs. The National School Breakfast and Lunch Program regulations do not allow for meal charges. Students and staff are encouraged to deposit money into their meal accounts regularly, whereby a draft of the account may be made on a daily basis as the meal is purchased. Students will receive a verbal reminder that their balance is approaching zero.

If funds are not available in the student's account at the time a meal is received, an elementary or middle school student will not be allowed to exceed the amount equal to 3 days in meal charges for breakfast and/or lunch. This service does not provide a line of credit for continuous meal charges. If an elementary or middle school student has reached the maximum 3-day limit, the student will be referred to the office. Meal charges will not be allowed at the high school level, and no adult meal charges are allowed. No extra purchases are allowed if there are outstanding meal charges. A la carte items may not be charged.

The Cafeteria Bookkeeper will send home charge notices at least twice per week. The cafeteria bookkeeper will make every attempt to collect unpaid meal charges. The school principal will be notified in writing of outstanding charges on a weekly basis. At the end of the month the school principal is responsible for collecting any unpaid charges to the Child Nutrition Program. If the principal is unable to collect the outstanding charges from the student's parent/guardian, funds will be recovered from a nonpublic local fund.

Checks returned to the school CNP for insufficient funds shall be processed according to Policy 7.42 Insufficient Funds and Worthless Checks.

BREAK/SNACK SHACK

Students will be able to purchase items from the snack shack. Carbonated and full sugar drinks are not allowed to be brought from home. Snacks are sold in the morning. Parents are prohibited from delivering food that will be consumed by anyone child other than their own child. (Henry County 8.40.v) Parents are only allowed to bring store bought and individually wrapped food items.

Blackboard Messenger

Henry County Schools uses an automated Calling System to notify Parents and Students of upcoming events as well as Emergency notifications. By signing this handbook, you give the Henry County School System (and any School your Student attends) permission to notify you via text or phone call and assume responsibility of any monetary costs associated with cellular communication. If at any time you wish to opt out, please notify Henry County Schools immediately.

EMERGENCIES

Safety procedures in the event of a FIRE OR EXTREME WEATHER CONDITIONS will be conducted regularly. We encourage parents to listen to the television and radio stations should weather conditions require the early closing of school. Please be advised that information will be sent through **Remind and SchoolCast**. **Please be sure that your telephone numbers are kept current.**

EVACUATION PROCEDURES

In the event that an evacuation is necessary, students and teachers will relocate to the First Baptist Church. When students are evacuated to First Baptist Church, teachers and staff have an emergency bag with class rosters of students and parent information. Parents will be notified via Remind and the School Cast Phone System of students' location. When parents arrive, students will not be allowed to go with anyone that is not on the student's contact information/emergency contact. Students will have to be signed out by parent or authorized person. Abbeville Elementary School will not dismiss students until we are sure they are in the right care.

Parents will be informed of the reunification process in advance when given the student handbook at the beginning of the school year. Parents will be notified through school cast and remind of the unification process as well. The teachers will have a list of students and approved check-in/check-out adults that are allowed to

check students out. Students will remain with their teacher until proper adult authority has been verified and approved.

WITHDRAWAL OF STUDENTS

If you are withdrawing your child from AES, please call or come by the school a few days prior to the withdrawal date. This will allow ample time to complete the necessary paperwork; saving you and the office time. Students must have all library books and textbooks cleared before withdrawal. Your cooperation will be greatly appreciated.

STUDENT CONDUCT/DISCIPLINE

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

All students at Abbeville Elementary School are expected to conduct themselves in the manner of a good citizen. Good behavior is expected at all times. The classroom teacher is responsible for discipline in the classroom. Discipline everywhere in the school is the responsibility of ALL AES employees.

We will be respectful, responsible, and resourceful at all times.

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

10. Every student will receive a copy of the Henry County Code of Conduct. It contains a complete list of acceptable and unacceptable behavior and punishment for each. It also explains Due Process that will follow the guidelines in this booklet in making decision concerning corporal punishment, suspension, expulsion, time-out room, or alternative school.
11. Students who chronically exhibit poor behavior are subject to be denied the privilege of participating in field trips and/or extra-curricular activities.
12. Failure to comply with school rules will result in disciplinary action. Students will be expected to adhere to the Henry County Learner Code of Conduct. Corporal punishment will be administered by the principal or the classroom teacher with a teacher or professional personnel as a witness. Students will be given the rules and reminded that a violation of these and other rules will result in punishment. No student will be punished unless counseled as to why he/she received the punishment.
13. Abbeville Elementary School will use the Positive Behavior Support program to encourage appropriate behavior in the classroom. Students will be rewarded periodically for adhering to the discipline policies.

Cell Phones - Henry County Board of Education may permit any student to carry cellular telephones when such use of expressly and specifically permitted by the school administrator, teacher or employee who is acting in a supervisory capacity at the time of use. Any student in violation of the policy may be subject to suspension or disciplinary action by the school administrator and/or the Henry County Board of Education. *****Possession of cellphones is strictly prohibited during administration of secure test. The cellphone will be confiscated. If the student is observed using a digital device during secure testing, the testing for the student will cease, the device confiscated, and subject to search. The student will be dismissed from testing and the student's test will be invalidated.** *Any Child assigned to the Henry County's Virtual Campus is prohibited from being in possession of a cell phone.

PARENTAL INVOLVEMENT

Policy/Plan

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

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

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

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

1. Title I participation, its services, and parents' rights
2. An explanation of the school's curriculum and the state's content standards
3. The Continuous Improvement Plan (CIP)
4. Parents' Right-to-Know
5. The school parental involvement plan
6. School-parent-student compacts
7. The Parent Center
8. Parent Survey

9. Tips on helping with homework
10. Improving reading and math skills

In addition to the annual meeting, Abbeville Elementary School shall hold its Open House prior to the start of school. The parents/guardians and students will locate their child's classrooms and meet with the teachers. Parents are notified of the meeting by the School Cast, AES web-site, newspaper announcements and marquee posting.

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

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

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

additional information about expectations, on the subjects taught and assessments given to their child.

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

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

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

1. Provide training at the annual meeting for parents/guardians about the State's academic content standards and State student academic achievement standards, state and local assessments, the requirements of Title I, how to monitor their child's progress, and working with teachers to improve their child's achievement level. Parents/guardians will schedule meetings with teachers to discuss pertinent information individually.
2. Provide materials and training to help parents improve children's achievement. AES shall promote activities and programs for families to become involved in the educational process in order to provide academic assistance at home and at school by using compacts, volunteer programs, parenting classes, open house, statewide parenting day, and parent/teacher conferences. The Parent Center will be equipped with materials that parents can check out to assist them in helping their child gain success in school. Audio-visual resources such as

videotapes and CD ROMs will be available to further enhance the learning environment at home. There will also be discipline material available for home use. AES shall also provide community resource guide information for DHR, Henry County Extension Program, 4-H, Child Advocacy Center, and Truancy prevention.

3. Educate the faculty and staff in the importance of parental contributions and develop open communication with parents/guardians as valuable partners in the goal of their child's academic achievement. AES shall work to build relationships with parents and the school. Abbeville Elementary School shall work with the teachers and other staff members through in-service trainings, faculty meetings, and grade level meetings to emphasize the importance of parental involvement and fostering a partnership with parents/guardians.
4. To the extent appropriate, coordinate parent involvement programs and activities such as the parent resource center that encourages and supports parents/guardians in participating in their child's education. Spanish speaking parents/guardians will be provided with pamphlets, and meeting notices, translated into Spanish using TransAct. Bilingual parents, community members, or older children assist in translation when needed and appropriate.
5. Ensure that information regarding school programs, parent meetings, and activities is sent in a format, to the extent practicable, in a language the parents understand. Information on all meetings and parent notices is sent to parents/guardians of the ELL students in Spanish.
6. Provide other reasonable support for parental involvement activities under this section. Abbeville Elementary School makes every attempt to work with parents in meeting their request to enhance their child's education. The survey conducted in May will show how parents feel about having meetings on Saturday. AES may hold at least one meeting on a Saturday.
7. Upon request, parents will be provided with the professional qualifications of their child's teachers and/or paraprofessionals including their certification status and degree(s) in accordance with the Parents'-Right-To-Know. Parents will be given a copy of state assessment reports with or before the first report card. Letters will be sent to the parents of children enrolled in the classroom of any teacher who is not highly qualified.

Abbeville Elementary School to the extent practicable provides opportunities for parents with limited English proficiency and parents with disabilities to participate in school functions. Based on need, the notices of parent meetings may be sent to Spanish speaking parents. Abbeville Elementary School doesn't have any migratory

students at this time. AES makes every effort to accommodate parents/guardians with disabilities and the buildings are handicapped-accessible.

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

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

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

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

Parents/Family Involvement Programs:

- Ø Communication between home and school is regular, two-way, and meaningful. Informing parents of pertinent information regarding their child is essential.
- Ø Responsible parenting is promoted and supported. AES recognize that parents are their child's first and most important teacher.
- Ø Parents play an integral role in assisting student learning. AES encourages parents to involve themselves in their child's learning experiences at school as well as at home.
- Ø Parents are welcome in the school, and their support and assistance are sought. The parents are encouraged to exercise their right to visit their child's

classroom, eat lunch with their child, view their child's records, and meet with faculty and staff about anything that concerns their child.

- Ø Parents are full partners in the decisions that affect children and families. Parents are encouraged to fully participate in decisions that affect their child's education and well-being. Provide opportunities for parents to share in decisions about policies through surveys and parent meetings.
- Ø Community resources are made available to strengthen school programs, family practices, and student learning. Abbeville Elementary School is committed to working with community agencies such as DHR, Child Advocacy, SpectraCare and Henry County Extension, 4-H, as well as any other agencies that provide services to children and families.

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

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

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

Abbeville Elementary School ensures that parents will participate in an evaluation of content and effect of this policy on student success. The evaluation will be used to improve and/or create practices to enhance parental involvement. At a minimum, this policy will be reviewed and revised yearly.

If parents have concerns about the Parental Involvement policy, their concerns may be expressed to:

Federal Program Director
Alabama State Department of Education
200 N. Ripley Street
Montgomery, Alabama

HENRY COUNTY RESPONSE TO INSTRUCTION (RTI)

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

CHILD FIND

HELP US LOCATE CHILDREN WITH DISABILITIES.....

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

Autism	Other Health Impaired
Deaf-Blind	Specific Learning Disabilities
Speech Language	Emotional Disability
Hearing Impaired	Traumatic Brain Injury
Intellectual Disability	Visually Impaired
Multiple Disabilities	Developmentally Delayed
Orthopedically Impaired	

Mr. Chris Padget, Superintendent of Education
Dr. La’Keshia Newsome, Special Education Coordinator
CALL 334-585-2206, EXT. 1230

Board of Education

Henry County Special Education Program Services

The Henry County Board of Education provides special education services to children ages 3-21 residing within Henry County. The Problem Solving Team, outside agencies, or parents/guardians may make a referral. Anyone wishing to make a referral may contact your child's school or Dr. La’Keisha Newsome, Special Education Coordinator at (334) 585-2206 ext. 1230. The Henry County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

Henry County Section 504 Program

Section 504 of the Rehabilitation Act of 1973 was written to protect qualified individuals from discrimination based on their disability. Individuals with disabilities are persons with a physical or mental impairment which substantially limits one or more major life activities. This law covers persons who are perceived or have ever been perceived to have a major physical or mental impairment. Anyone wishing to make a referral may contact your child's school or Dr. La'Keisha Newsome at (334) 585-2206 ext. 1230. The Henry County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

Henry County Gifted Program Services

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. The gifted acceleration process is in place in Henry County to address gifted acceleration. To make a referral for gifted, contact the Principal, Counselor, or Gifted Specialist at your child's school.

NOTICE

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

Title IX and 504 Coordinator

The Henry County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies.

TITLE IX COORDINATOR (Sex) and NON-DISCRIMINATION COORDINATOR

Dennis Brand

P. O. Box 635

Abbeville, Alabama 36310

Phone (334) 585-2206 or 1-800-684-2700 ext.1232

SECTION 504 COORDINATOR (Handicap)

La'Keisha Newsome

P. O. Box 635

Abbeville, Alabama 36310

Phone (334) 585-2206 or 1-800-684-2700 ext. 1230

HOME LANGUAGE SURVEY

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

work. A Language Assessment will be administered to determine the student(s) ability to work in the regular classroom. All students will have the same services and opportunities to participate in activities in the school.

EQUAL OPPORTUNITY

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

Google Classroom

Please see and return Internet Acceptable Use form to give permission for Henry County BOE to create/maintain a Gmail/GSuite for Education account for your student to participate in Google Classroom activities (including homework).

PRIVACY ACT

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

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

STATEMENT OF EQUAL OPPORTUNITIES

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

POLICY FOR PROVIDING A QUALITY EDUCATION FOR ALL STUDENTS IN THE HENRY COUNTY SCHOOL SYSTEM

The Henry County School System is committed to providing high quality education for all students. Because of this commitment, this policy is developed for students who use English as a second language, who are immigrants, who are migrants, and/or who are homeless.

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

STUDENT'S RIGHTS

ELL, immigrant, migrant and homeless students have the same responsibilities and rights as all students in the school.

COMMUNICATION TO SCHOOL

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

MIGRANT AND HOMELESS

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

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

TITLE I

Abbeville Elementary is a Title I School wide School that receives federal program funds that are used to improve the academic achievement of all students. The Henry County School System is committed to providing technical assistance and support for all school wide programs.

The Henry County School System implements the NCLB Parents Right-to-Know provision by providing parents with copies of all required notifications/forms. These include both English and Spanish (and other languages as needed) versions of the required documents. TransACT is used as a resource for the documents.

The Henry County School System is committed to enrolling without barriers and providing fair and equitable services to students with limited English proficiency, children with disabilities, migratory children, neglected or delinquent youth, homeless children and youth, students in foster care, and immigrant children. For further information see the LEA Title I Plan, EL Plan, Foster Care Plan, and Homeless Children and Youth Plan available in the school principal's office, the superintendent's office, or on the Henry County website <http://www.henrycountyboe.org> (Departments + Federal Programs + Documents + Federal Programs Documents).

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue S. W., Washington, DC 20202-4605.

SEXUAL HARRASSMENT

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

ASBESTOS NOTIFICATION

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

Please find the following documents in the packet from the Superintendent, Chris Padget and the Henry County Board of Education.

- Letter to parents regarding Alabama Code 16-28-12(1975)
- USCO Policy Plan
- Parental Notification of the Early warning Truancy Prevention Program and the School Conduct
- It's the Law
- Protection of Pupil Rights Amendment (PPRA)
- Parental Notification of the Family Educational and Privacy Act (FERPA)
- Code of Learner Conduct
- Acknowledgment Statement

2020-2021: Henry County Schools

187 Teacher Days/182 Support Days/170 Student Days

August 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Grading Periods:

- 1: September 8th-October 30th (39 days)
- 2: November 2nd-January 15th (39 days)
- 3: January 19th-March 19th (44 days)
- 4: March 29th-June 4th (48 days)

Graduation Dates:

Headland High-May 20, 2021
Abbeville High-May 21, 2021

PD/Holidays:

PD-August 14th-Sept 4th (No Students)
Students First Day-September 8th
Labor Day-September 7th
Veteran's Day-November 11th
Thanksgiving-November 23-27th
Christmas-December 21-January 1st

MLKing, Jr. Day-January 18th
PD-February 15th (Student Half Day)
Spring Break-March 22nd-26th
Good Friday-April 2nd
Memorial Day-May 31st
Students Last Day-June 4th (Half Day)
PD-June 7th

	Teacher In-Service Days
	School Closed/Holidays
	Half Days

Approved 8/4/2020