

# **Reeltown Elementary School Student Handbook**

2023-2024



**Reeltown Elementary School**

**3950 AL Hwy 120**

**Notasulga, AL 36866**

**Phone: 334-257-3784**

**Fax: 334-257-3978**

**Lisa Hornsby, Principal**

**Rachel Martin, Assistant Principal**

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**Rachel Martin, Assistant Principal**

Welcome to Reeltown Elementary School! The RES family-our faculty and staff, students, parents, and community members-all work together toward the common goal of empowering our students to be successful in every way. Our purpose, the "why" behind everything we do and every decision that we make, is our kids. Every single student, from PreK to 5th grade, deserves our very best, and that is exactly what we strive to give them.

Here at RES, we see every experience as an opportunity for growth and approach every situation with a positive attitude. Come grow with us!

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School hours are from 7:15 a.m. until 3:00 p.m. each day. **Children should NOT arrive before 7:15 a.m., later than 7:45 a.m., nor remain on the campus later than 3:15 p.m.** unless they are participating in a supervised school activity as supervision **IS NOT** provided beyond these designated times. These procedures are designed for the safety and well-being of your children. Your cooperation is appreciated.

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#### **Vision Statement**

Empowering students to be successful in every way.

#### **Mission**

Providing a high-quality education through a supportive learning environment and integrated learning experiences.

#### **Motto**

Keeping it REEL→Ready to Emerge as Empowered Leaders

**FACULTY and STAFF DIRECTORY**

<b>GRADE/DEPARTMENT</b>	<b>PERSONNEL</b>
<b>Administration</b>	<b>Principal: Lisa Hornsby Assistant Principal: Rachel Martin</b>
<b>Pre-K</b>	<b>Allyson Jones, Lindsey Owens</b>
<b>Kindergarten</b>	<b>Kelly Bakarich, *Katrice Howell, Nastasia Rogers, Laci Taylor</b>
<b>1<sup>st</sup> Grade</b>	<b>Giazanni Bickley-Bell, Annagail Holton, Chad Ledbetter,*Brandy Sheppard,</b>
<b>2<sup>nd</sup> Grade</b>	<b>*Stacey Gibson, Mistee Lewis, Leah Solomon</b>
<b>3<sup>rd</sup> Grade</b>	<b>Jennifer Newman, Hilary Rasmussen, *Tara Richards</b>
<b>4<sup>th</sup> Grade</b>	<b>Mallory Carter, *Alicia Davidson, Amanda Wood</b>
<b>5<sup>th</sup> Grade</b>	<b>Rebecca Friday, Sydney Simpson, *Kristi Spraggins, Costamecca Waters</b>
<b>Physical Education</b>	<b>Ashley Bryant</b>
<b>Reading Specialist</b>	<b>Vicky Askew</b>
<b>Math Instructional Coach</b>	<b>Willonda Anderson-Caffie</b>

<b>SPECIAL PROGRAMS</b>	
<b>Guidance</b>	<b>Lisa Lovelady</b>
<b>Media Specialist</b>	<b>LaTonja Henderson</b>
<b>Special Education</b>	<b>Patricia Burley 3-5, Karen Coleman-Gifted, Kristi Jordan - K-5, Megan Ledbetter K-3, Cynthia Story - Speech</b>
<b>Paraprofessionals</b>	<b>Dakota Berry, Courtney Betts, Pamela Curles, Jadie Hood, Carly Sanders, Christie Winslett</b>
<b>Interventionists</b>	<b>Kaye Huddleston, Diyanna Newton, Jordan Walters</b>

<b>SIMS</b>	<b>Ashton Cosby</b>
<b>Secretary</b>	<b>Ashton Cosby/Melia Hall</b>
<b>Bookkeeper</b>	<b>Melia Hall</b>
<b>Bus Drivers</b>	<b>Jane Boston, Hardy Childers, Will Clay, Rita Davidson, Wendy Fomby, Tom Jones, Billy Lane, Travis Lee, Alberta Ronoakes, Bettie Smith</b>
<b>Lunchroom Manager</b>	<b>Cindy Worley</b>
<b>Lunchroom Workers</b>	<b>Dana Davis, Kim Grice, Jennifer Hodge, Cindy Shultz, Melissa Sutherlin</b>
<b>Nurse</b>	<b>Attie Hayes</b>
<b>Janitorial Staff</b>	<b>Chuck Blake, Tabitha Potts</b>
<b>SRO</b>	<b>Kaylie Painter</b>

**Code of Student Conduct and Student Policies**

The Tallapoosa County School System seeks to offer students enrolled in Reeltown Elementary School the opportunity to learn in a pleasant, orderly and disciplined environment, free from distractions or disturbances which might interfere with the educational process. The following policies and regulations are designed to ensure the maintenance of a proper atmosphere for learning. All students will be expected to abide by the regulations stated herein.

**EQUAL EDUCATIONAL OPPORTUNITIES**

It shall be the policy of the Board that the Tallapoosa County School System shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for students and no person shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, age or sex. Programs offered by school within the school system shall be open to all students in compliance with statutory and judicial requirements and Board policy.

## **ROLES OF PARENTS, STUDENTS, AND SCHOOL PERSONNEL**

Cooperative efforts between the home and school maximize the opportunity for effective instruction. Such efforts result in:

### **PARENTS WHO:**

- Maintain close communication with school personnel concerning their child's performance and behavior
- Make certain that their child attends school regularly and send a written note to school personnel when their child is absent or tardy
- Help their child to stay healthy, neat, and clean
- Supply their child with materials needed for schoolwork
- Communicate to school personnel any problem or condition that may affect their child or other children in the school
- Supply school personnel with current home and work telephone numbers

### **STUDENTS WHO:**

- Attend all classes on time with the proper material needed for schoolwork
- Show respect for all people and property
- Behave in a safe, responsible manner and abide by all school rules and regulations
- Assume responsibility for their own work
- Are healthy, clean, neat and properly dressed
- Avoid using profane language, making inflammatory statements, or making obscene gestures
- See changes in an acceptable manner and through proper communications with school personnel

### **SCHOOL PERSONNEL WHO:**

- Maintain a proper environment for learning
- Show respect for all students
- Offer a varied curriculum that meets the needs of all students
- Support the use of proper guidance procedures
- Strive to maintain effective discipline through fair, impartial treatment of all students
- Communicate periodically with parents
- Encourage parental support of school activities
- Invite student and parent input into the development of school rules and regulations
- Encourage community involvement in improving the quality of life

## **JURISDICTION OF THE BOARD OF EDUCATION**

Students enrolled in Reeltown Elementary School are subject to the policies of the Tallapoosa County Board of Education and to the rules and regulations of the Reeltown Elementary School. This jurisdiction extends to all school-sponsored activities, which include but are not necessarily limited to the following:

1. Transportation on school buses
2. Field Trips
3. Athletic functions
4. Club or group meetings
5. School-sponsored social events
6. Trips by groups representing the school system in educational events

All school rules and regulations apply to cars driven to or parked on school property.

## **STUDENT ATTENDANCE POLICY**

In accordance with State Law, a parent/guardian/custodian must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a dated, written excuse signed by the parent/guardian/custodian stating the reason for the date(s) absent with the student's name clearly indicated. Any student who returns to school without proper excuse will have three days to bring a note to clear the absence(s). A written note does not guarantee that an absence will be marked excused. After this three-day period the absence will automatically become unexcused. **After a total of five absences in any given semester, the parent/guardian/custodian will be required to provide medical or legal documentation in order for absences to be excused.** All written excuses shall be retained for the remainder of the school year by the homeroom teacher in elementary school.

### **Excused Absences, Tardies, Late Arrivals and Early Dismissals**

All student absences shall be designated as either excused or unexcused by the principal or designee. In accordance with Alabama law, a student shall be excused for an absence from school for any one of the following reasons:

1. Student is too ill to attend school
2. As determined by the superintendent or principal, inclement weather which would make school attendance dangerous for students
3. Legal quarantine
4. Death in the immediate family
5. Emergency conditions as determined by the superintendent or principal.
6. Absence with prior permission of the principal or designee and consent of the parent/guardian/custodian. This request must be in writing at least one week prior to the expected absence. When the absence involves a trip, the principal may require a written report from the student detailing the educational benefits of the trip.

### **Unexcused Absences**

Absence for reasons other than those defined above shall be considered as unexcused. Examples: Personal business, hair appointments, employment business, work, babysitting, shopping, vehicle breakdown, parent/guardian/custodian failure or refusal to require student(s) attendance, missed bus, oversleeping, and unauthorized absences from class after arrival at school.

Any student accumulating more than ten (10) unexcused absences, during the school year, will not be awarded credit for courses taken and will be considered a candidate for retention.

### **Make-Up Work – Excused Absences**

If a student is absent for any excused reason as defined above, the student shall be allowed to make up all major assignments and other work missed during the absence(s) at a time agreeable to the teacher(s). Teachers shall not be required to re-teach lessons, but the students shall be given a reasonable opportunity to learn the material missed due to excused absences.

**Grade Levels K-5** – The parent(s) / guardian(s) / custodian(s) shall be responsible for arranging make-up work or assignments missed with his/her child's teacher(s) within three (3) days after the child returns to school.

### **Make-up Work -Unexcused Absences**

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. Teachers, at their discretion may require students absent for unexcused reasons to make up homework, class work etc., on a non-credit basis in order to help such students maintain academic pace. Teachers shall not assign zeros to students absent for unexcused reasons on an automatic basis; zeroes may be assigned to students only when other students in general receive grades for homework, examinations, recitation, etc.

### **Absences Defined**

**School Day Absence** - A school day absence is defined as non-attendance for more than fifty percent (50%) of the regularly scheduled school day. To be counted present, a student must be present for more than fifty percent (50%) of the scheduled school day.

**Class Absence** - A class absence is defined as non-attendance for more than fifty percent (50%) of a regularly scheduled class. To be counted present, a student must be present more than fifty percent (50%) of the scheduled class time.

**Student Accounting** - A student must be present more than fifty percent (50%) of the school day to be counted present in the Attendance Register.

**Student Tardies** - A tardy is defined as a student's arrival after the official time set for the beginning of each respective school's regular daily activities. Students are required to report to school no later than the official beginning of the school day and to be on time for all classes during the day. Students who arrive after school has begun must be checked in by parent(s)/guardian(s)/custodian(s). Tardies are excused for the same reasons as absences. Only an excused tardy permits the make-up of assignments. Principals, with the advice and counsel of staff members at respective schools, shall be responsible for establishing specific rules and regulations governing tardies.

### **UNEXCUSED TARDIES**

#### **Tardy to school or class:**

1st offense - Informal Conference (Class I Infraction, 1.03)

2nd offense - Formal Conference (Class I Infraction, 1.03)

3rd offense - In-School Intervention (Class II Infraction, 2.22)

Subsequent offenses - In-School Intervention, Out-of-School Suspension (Class II Infraction, 2.25)

Consequences may be amended by administration as needed.

### **Late Arrivals/Early Dismissals**

Late arrivals/early dismissals shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designee by the parent(s)/guardian(s)/custodian(s) that the late arrival/early dismissal was for an excused reason. Students must make arrangements for late arrivals/early dismissals through the school office and in compliance with local school procedures: **All students arriving late to school must be checked in by a parent/guardian/custodian.**

### **Perfect Attendance Award**

A Perfect Attendance Certificate shall be awarded only to those students who have attended school every day without check-ins or check-outs, during one school year. Attendance records from other school systems will be checked for students enrolling after the beginning of the school year. Students receiving the Perfect Attendance Certificate shall not have tardies, late arrivals/early dismissals.

### **School Participation Activities**

Students who are absent from school for an excused or unexcused absence shall not participate in any school extracurricular or co-curricular activities that day.



### **School-Sponsored Activities**

Any student participating in off-campus activities, under the sponsorship of the school, is required to have written permission from parent(s)/guardian(s)/custodian(s). Students must arrange to make up assignments missed while participating in school-sponsored or sanctioned activities. Students may choose not to participate in non-required off-campus activities. Students who would miss tests, students who are failing classes and students who have excessive absences may be denied the right to participate in selected school-sponsored activities by respective subject area teachers. In the case of on-campus club activities, individual teachers, with the approval of the principal, have the option to deny permission for selected students to participate for the same reasons they might deny permission for selected students to participate in off-campus activities. It is the responsibility of the student to inform all teachers prior to the activity and to make arrangements for making up all work missed. Students who are away from school or class due to participation in official school-sponsored activities shall be marked present and allowed to make up missed work. These days should be coded with an "s" to indicate school-sponsored activity.

### **Religious Absences**

Students may be excused to attend religious holiday services/functions on officially recognized religious holidays when the parent(s)/guardian(s)/custodian(s) contact the principal in advance to arrange for such absences. Students given prior permission by the principal shall be allowed to make up work missed during such absences.

### **TRUANCY**

Truancy is an unlawful absence from school. Alabama law states that the parent or legal guardian is responsible for seeing that a child attends school regularly until the child is sixteen years of age. If a student under sixteen years of age is truant, the parent or guardian may be guilty of a misdemeanor and may be subject to punishment by law. If the parent or guardian files a written statement in court that he/she is unable to control the student, the student may be subject to action of the juvenile court.

### **STUDENT PROGRAMS AND EXTRACURRICULAR ACTIVITIES**

Information pertaining to the availability of all special programs and extracurricular activities at Reeltown Elementary School will be posted in highly visible locations throughout campus each year. It will be the responsibility of the sponsor or coach to post these notices. Information will be provided as to the program or activity offered, the name of the sponsor or coach and how students may apply and participate. All students are encouraged to participate in school programs and activities.

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

A student must be in attendance at least fifty percent (50%) of the regular school day in order to participate in a school-sponsored activity on the same school day. This policy applies to student participation in activities scheduled during or after regular school hours.

### **CHECK-OUT POLICY**

School Officials WILL NOT allow students to leave campus during the day without parent(s), guardian(s), or custodian(s) coming to school and signing out the student. To prearrange a check-out, a parent, guardian, or custodian may come by the office earlier than the student will be leaving to sign him/her out. In an emergency, a student may be checked out by telephone with the approval of the principal or assistant principal. **No checkouts are to occur after 2:30 pm due to students moving to buses and safety concerns.**

### **BUS RIDERS**

School officials will not allow students to ride a different bus without first securing permission from the student's parent or legal guardian. We must have a note from the parent hand-delivered by the student, faxed directly to the school or emailed to the office no later than **2:00 p.m.** This ensures that we can contact the parent by phone to verify the note and still get the student to the appropriate designation before we begin end-of-day dismissal. If the email option is chosen, contact [ashton.cosby@tallapoosak12.org](mailto:ashton.cosby@tallapoosak12.org) or [melia.hall@tallapoosak12.org](mailto:melia.hall@tallapoosak12.org).

### **DROP-OFF/PICK-UP AREA**

**Drop-Off/Pick-up Area is located at the front of the school by the office area. ALL car riders must be dropped off and picked up in this area.**

### **PICK-UP AND DROP-OFF**

All students arriving at school between 7:15 and 7:40 must report directly to their classrooms. All persons dropping off or picking up children in the pick-up/drop-off area must remain in the car at all times. **Please do not pass any of the cars in front of you.** If your child is to be picked up by someone else, he/she must have written permission from the parent/guardian. **All visitors must go to the front office to get a visitor's pass by presenting a valid state-issued ID before entering school property.** Any visitor without a pass will be asked to go to the office or leave the property. **No student should be dropped off before 7:15 a.m. Students are released for car riders at 3:00. Students are released for buses at 3:10.**

### **VISITORS**

**All visitors must go to the front office to get a visitor's pass by presenting a valid state-issued ID before going onto school property.** Any visitor without a pass will be asked to go to the front office or leave the property.

### **EMERGENCY-FIRE-SEVERE WEATHER**

Each student and/or visitor must cooperate fully with the faculty/staff member in charge whenever need exists to evacuate the room or building. Faculty/staff will be instructed on proper procedures and everyone is to act accordingly with safety always in mind.

## **REPORT CARDS-PROGRESS REPORTS**

Students' progress will be reported each mid-nine week period for all students. Parental inquiries are encouraged so that the student may be assisted. At the end of each nine weeks period, report cards will be sent home by each student. The parent must pick up report cards after the fourth grading period.

### **For Grades 3-5**

The teacher will award a conduct grade each nine (9) weeks to be included on report cards. Conduct grades are a part of honor roll consideration.

## **RETENTION POLICY**

### **Kindergarten**

Kindergarten students must pass Reading and Math, score 70% or better on a county-wide assessment, and have other scores on state and benchmark assessments considered. Students must also have 10 or fewer unexcused absences to be promoted to 1<sup>st</sup> grade.

### **Grades 1-5**

Students in Grades 1-5 must pass both Reading and Math to be considered for promotion, with the exception of third grade. All third grade students must meet the requirements of the Alabama Literacy Act in order to be promoted. A student performing below grade level could be considered for retention. The determination process should involve the teacher(s) and principal with the authority for determining promotion and retention resting entirely with the teacher(s) and principal.

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.

\*\*\*Over 10 unexcused absences will result in retention.

### **The Alabama Literacy Act #2019-253**

The Alabama Literacy Act was established to improve reading proficiency for public school students in Kindergarten through third grade by monitoring the progression of each student from one grade level to another. Students with reading deficiencies will receive intensive evidence-based reading intervention services to improve the reading deficit. The law states, "...third grade students shall demonstrate sufficient reading skills for promotion to fourth grade." If the reading deficiency of the student is not addressed by the end of third grade, the student will not be promoted unless a good cause exemption is satisfied. A copy of the Alabama Literacy Act can be found in its entirety at [www.tallapoosak12.org](http://www.tallapoosak12.org).

## **SPECIAL EDUCATION**

Promotion of any student in a special program must be based on his/her accomplishments of goals stated in the IEP in conjunction with all other regular program requirements.

### **SECTION 504 SERVICES**

Section 504 of the Rehabilitation Act of 1973 requires that appropriate (reasonable) accommodations to a student's program be provided by the school to prevent discrimination due to a disability. To become eligible for services and protection against discrimination on the basis of disability under Section 504, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. The Tallapoosa County School System provides a full range of special accommodations and services necessary for students with disabilities to participate in and benefit from public education programs and activities. If you have concerns about your child's progress and would like more information about these services, please feel free to contact the school's administrator, the student services facilitator, or the Section 504 Coordinator at (256) 825-0746.

### **GIFTED SERVICES**

Gifted students are those 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. If you would like to make a referral, or you would like more information about these services, contact the principal or counselor at your child's school.

### **Response to Instruction (RTI) / Multi-Tiered System of Supports (MTSS)**

The purpose of RTI/MTSS is to address the challenge of preparing students for a successful transition to ninth grade and ultimately graduation from high school prepared for college and careers. This preparation begins in kindergarten through standards-based instruction based on mastery of content and skills at each grade level. RTI is a framework that combines the elements of core instruction, formative assessments, progress monitoring, and intervention strategies for all students in all subjects and all grades.

The Problem Solving Team (PST) has been created to provide support to students who are at risk, either academically, behaviorally, socially, or emotionally. The PST may comprise the building level administrator (principal or assistant principal), the school guidance counselor, and various teachers with expertise not only in their particular area, but in teaching strategies and behavioral intervention.

When it is determined that a student is at risk of not experiencing school success and is in danger of failure and/or non-completion, the student's teacher refers the student to the PST. Using a tiered instruction model, the PST will then recommend specific high-quality research-based instruction to be implemented by the student's teacher(s) or other specialist in the school. The student's progress is monitored during the time these instructions are being implemented and is reviewed by the PST monthly. The intervention period lasts a minimum of 8 weeks, but instruction can continue throughout the entire year and into the next school year, if needed. Instructions that are successful can continue to be implemented beyond the 8 week period, until the student is no longer in need of them.

Parents have the right to request a special education evaluation. Parents who are considering requesting an evaluation for special education eligibility are strongly encouraged to allow their child to participate fully in the RTI process prior to the request. The RTI process is designed to ensure the implementation of appropriate instruction, which is a necessary factor to consider in determining whether a disability is present and special education services are ultimately needed.

If you have any concerns about your child's progress and would like more information about PST or the RTI process, please contact your school administrator or your child's teacher.

### **EXCEPTIONAL EDUCATION SERVICES**

The Tallapoosa County School System ensures that a free appropriate public education will be provided to all children ages three –twenty-one regardless of the severity of their disability and who need special education and related services and who reside within the jurisdiction of the local education agency. The Tallapoosa County School System is in an on-going process of identifying students with disabilities between the ages of newborn - twenty-one. If you have knowledge of a child with disabilities who is not enrolled in a program for students with disabilities or would like information, please contact the Special Education Coordinator at (256) 825-0746.

### **TITLE I SERVICES**

According to the U.S. Department of Education the purpose of Title 1 funding, "is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments." The basic principles of Title 1 state that schools with low income students will receive supplemental funds to assist in meeting student's educational goals. Low-income students are determined by the number of students enrolled in the free and reduced lunch program. For an entire school to qualify for Title 1 funds, at least 40% of students must enroll in the free and reduced lunch program. If you seek any further information about how Title I funds are used at Reeltown Elementary School, please attend the Title I school-wide meeting. You may also contact the school at 334-257-3784.

## **COMPLAINTS AND GRIEVANCES**

Grievance Policy and Procedures are available from the Principal's Office or in the County Handbook.

## **SEARCHES BY SCHOOL OFFICIALS**

School administrators and/or their designated representatives have the authority to conduct a reasonable search of students, their possessions, and/or property being used by the school. The administrator is required to have only reasonable suspicion to conduct such searches.

## **DISCIPLINE**

Students at Reeltown Elementary School are expected to meet a strict behavior code. There are five school-wide rules which govern behavior:

- I can and I will do what I am asked the first time I am asked by any adult in this school.
- I can and I will respect all people and all property.
- I can and I will be prepared for class and do my best at all times.
- I can and I will keep my hands and feet to myself.
- I can and I will be responsible and truthful at all times.

Parents are expected to be active partners in the discipline of their children.

Students who violate these rules and the Code of Conduct will be disciplined using the Tallapoosa County Code of Conduct as a guide.

## **DISCIPLINARY ACTIONS**

Depending upon the severity and individual circumstances involved, the principal or his designee has the following options for punitive action. This is not a limiting list, other alternatives may be utilized. The administration reserves the right to interpret and implement the rules and policies stated in the handbook. The following is a list of potential consequences used at Reeltown Elementary School in accordance with Tallapoosa County Board of Education Policy.

### **Electronics & Cell Phones**

In order to support a positive learning environment for all students, teachers will closely supervise the use of any electronic devices, such as Chromebooks, tablets, and/or other digital technology, during instructional time. The use of other items, such as cell phones and/or handheld music or gaming devices, during instruction is prohibited. Any violation of this policy will result in the confiscation of the device. The district, the school and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy.

### **School Bus Suspension**

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a reasonable and

specified period of time. An attempt will be made to contact parents in cases of school bus suspension.

### **In-School Intervention (ISI)**

ISI will be assigned based on the Tallapoosa County Code of Conduct. In School Intervention will require students to complete all work in a separate room for a period of days. While in ISI, students will not be able to participate in any extracurricular practice and/or games until the discipline is completed.

a. In addition to completing required assignments from each grade level teacher, students will also complete the following written assignments: school-wide rules, ISI rules, and Becoming a Better Student. Students may be required to participate in the ABE program and receive a passing score on all modules.

b. Students who receive repeated referrals to ISI must be transported to school by parents/guardians and may not ride the bus during an ISI assignment.

b. Repeated referrals to ISI will require PARENTS OR GUARDIANS TO BRING THEIR CHILD TO SCHOOL BETWEEN 7:30 – AND 8:00 A.M. and TO PICK THEIR CHILD UP FOR DISMISSAL BETWEEN 2:15 and 2:45 P.M. Any student not signed-in/signed-out will be subject to 1 day added to the original assignment.

c. Students must complete all assignments for each class before they return to the regular classroom.

d. Any misbehavior will result in a student being suspended from school. When the student returns, the student will be required to complete the original ISI assignment before returning to the regular classroom setting.

e. If a student refuses to report to ISI, he/she will be suspended from school and will complete the assigned time in ISI before returning to the regular classroom setting.

f. If students are absent during an ISI assignment, a valid excuse must be turned in and the day must be made up in ISI before returning to the regular classroom setting.

Students will be served BREAKFAST/LUNCH in ISI daily. Students will not leave the ISI room except to use the RESTROOM. Students are allowed 3 restroom breaks except in the case of emergencies. STRICT guidelines will be followed in ISI. Any student found on campus during an ISI assignment will be subject to time being added to his/her ISI assignment or suspension. ISI is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designated person(s) has the authority to assign students to the In-School Intervention program for a reasonable and specified period of time.

### **Out-of-School Suspension (OSS)**

OSS will be assigned when other disciplinary measures have been unsuccessful. Students may be suspended for a period of 1- 10 days depending on the severity of the conduct. (Please refer to the Tallapoosa County Code of Conduct). Any student with OSS WILL NOT BE ALLOWED TO MAKE UP WORK and face 0s on tests, projects, assignments, etc., for the duration of the OSS assignment. The suspension will be in accordance with prescribed due process.

### **Corporal Punishment**

Before corporal punishment is administered as a disciplinary method, the student will be given the reason for the punishment and an opportunity to explain his/her actions. Corporal punishment may be administered by the principal or principal's designee, in the presence of a certified person. It will be followed in accordance with Tallapoosa County Code of Conduct.

### **Indefinite Suspension**

Indefinite suspension is the removal of a student by the principal or his/her designee from school until such time that the student's parent or guardian can participate in a conference. This period is indefinite because it depends upon how soon a parent or guardian can come to school for a conference.

### **Expulsion**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations for a period of time prescribed by Board policy relating to due process. The principal or his/her designee has the responsibility to recommend student expulsion to the Superintendent for Board action.

### **Administrative Hearing**

An administrative hearing involving a recommendation for expulsion will be conducted at the request of the parent to determine whether the recommendation warrants presentation to the Superintendent for Board action.

### **In-School/Period Intervention**

In-school or period suspension is the removal of a student from regular classes and placed in another location. The student is isolated and works on independent study. Students assigned to ISI or period suspension are permitted to make up work missed from regular classes. Any student who is in ISI (in-school intervention) or period suspension the day of an extracurricular activity will **NOT** be able to participate.

### **Disciplinary Work Assignment**

The principal or his/her designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities for a reasonable and specified period of time. The parent(s) will be notified as to the student's placement in a work assignment and will be responsible for transportation, if such work assignment is after school.



## **Parent Shadowing**

The principal or his/her designee may require a parent/guardian to attend school with the student. The parent/guardian will be required to follow the student around to all classes and activities and monitor the student's performance and behavior.

## **PROCEDURES FOR THE ADMINISTRATION OF SUSPENSION AND EXPULSION**

A student recommended for suspension or expulsion will be made aware of the charges and given an opportunity to respond. Anytime an action warrants suspension or expulsion, a reasonable effort will be made to contact the parents by telephone and by written notice delivered by the student and/or U.S. Mail. The student is responsible for notifying his/her parents of all written communications from the school. Failure to do so may result in further disciplinary action.

## **TALLAPOOSA COUNTY DRESS CODE**

Dress Code 2023-24 School Year (adopted 6/12/23)

### Dress Code for Elementary Schools K-4

Our goal is to prepare and guide students in Grades PK-4 to follow the secondary dress code in the future but not restrict them to the "Dress for Success" guidelines. Their clothing should fit properly; be the correct size for the student's age, and body type while not creating a distraction to others. Students must not wear clothing that reveals the body in an inappropriate manner.

### "DRESS FOR SUCCESS"

The intent and purpose of these guidelines are to eliminate disruption to the classroom environment, promote instruction, improve safe identification of students and comply with state health and safety standards while allowing students to express personal taste and individuality through clothing choices. Students are reminded that items perfectly suited for home, gym, beach, or party may not be appropriate school wear. Dress guidelines apply to students in grades 5-12.

### INAPPROPRIATE DRESS FOR SCHOOL:

1. Sunglasses without a doctor's prescription for a medical condition.
2. Clothing article or apparel which displays obscene words, suggestive or immoral behavior, pictures, and/or designs; including but not limited to any article that conveys a sexually suggestive remark, gang-related, or alcohol message, or tobacco and/or drug-related message.
3. Pants, shorts, skirts, skorts, and/or jeans not worn at the natural waistline. Belts and tucked shirts are not required.
4. Skirts, shorts, skorts, and dresses more than 4 inches above the knee.
5. Leggings/Jeggings (not referring to jeans with jeggings in the name) can only be worn under skirts,

shorts, skirts, tops, and dresses that conform to the 4 inch rule. Slits/splits in items that extend more than 4 inches above the knee.

6. See-through, skintight, spandex and/or revealing clothing and any exposed underwear.

7. Open or chain belts, including metal chains on pants and chain wallets.

8. Shirts, sleeveless shirts, boat neck, tank top, or dress tops that do not cover the shoulders, chest,

abdomen, and back. All clothing not worn as intended by the manufacturer.

9. Attire for special days not pre-approved by the administration.

10. Not wearing shoes.

11. Head covering inside the building. (curlers, picks, or combs)

12. Athletic wear, including sweat pants, gym shorts, pajama/lounge pants, and house shoes.

Sports

teams will be allowed to wear team attire on game day only if approved by the administration.

13. Holes in clothing, where those holes are more than 4 inches above the knee must have material

or patch closing the hole. Holes above 4 inches above the knee cannot show skin or undergarments.

School administration reserves the right to make decisions regarding student attire and grooming. Exceptions may be made when physical or other circumstances warrant for certain groups during performances, or special activities as authorized by school administrators. If in doubt about a particular dress guidelines violation, school administration will be responsible to make final decisions.

### **GENERAL LUNCHROOM POLICIES FOR TALLAPOOSA COUNTY SCHOOLS**

The Tallapoosa County Board of Education Child Nutrition Program (CNP) shall not allow adult meals to be charged. No student "à la carte" items may be charged in Tallapoosa County schools if there is a negative account balance. Monies for all charged meals will be charged back to the school principal by the Child Nutrition Program. Only school funds from a non-public source (such as PTA funds, etc.) may be used for the payment of these charged meals.

Records of all charges and repayments must be maintained by CNP officials. Charges must be collected by the end of the school year or must be made up from funds other than CNP funds.

Documentation of efforts to collect for charged meals must be maintained by the cafeteria manager.

#### I. Purpose

The purpose of this policy is to establish consistent and ethical practices in the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid debt.

#### II. General Statement of Policy

A. It is the intent of the Tallapoosa County Board of Education to provide an opportunity for each child to eat a nutritious breakfast and lunch daily. However, the goal is to also promote healthy eating habits to enhance classroom learning while maintaining the financial integrity of the

School Breakfast Program and National School Lunch Program. Tallapoosa County Board of Education's commitment is to eliminate any stigmatization of children who are unable to pay meal charges.

B. It is the policy of the Tallapoosa County Board of Education to offer breakfast and lunch that comply with all state and federal regulations.

C. Full Paid Meals-Elementary and High School Students who have a paid eligibility status will pay for breakfast and/or lunch meals at the Tallapoosa County Board of Education published standard rate for breakfast and lunch each day. Students will be allowed to charge meals to their account after the balance reaches zero. Once a student has a negative account balance, he/she will not be allowed to charge à la carte items. The student may however purchase à la carte items, with cash. The student will continue to be offered a regular reimbursable meal which will be charged to the child's meal account at the standard rate.

Reduced Meals-Students receiving reduced price meals will be allowed to receive breakfast and lunch each day at the USDA recommended rate. A student will be allowed to charge meals to his/her account after the balance reaches zero. Once a student has a negative balance, he/she will not be allowed to charge à la carte items. The student may, however, purchase à la carte items with cash. Students will continue to be offered a regular reimbursable meal which will be charged to the child's meal account at the standard rate.

Free Meals-Students with a free eligibility determination will be allowed to receive free breakfast and lunch each day. All à la carte items must be prepaid.

D. Families may apply for free and reduced benefits at any point during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. Applications are also available online at [linq.com](http://linq.com) and at each school site in the cafeteria manager's office or the District Child Nutrition Program Office. At any point If the there is a change in household size or income, families may apply or reapply for meal benefits during the school year.

### III. Charge Policy

Any student's account that has insufficient funds to pay for breakfast and/or lunch will be allowed to charge breakfast and/or lunch. No students will be allowed to charge à la carte items. No alternate meal will be served or offered at any Tallapoosa County Board of Education campus at any time. No adult meal charges including à la carte are allowed. This includes all school employees. Federal and state regulations require that adults who are served school meals are to provide payment at the time of service. This regulation coincides with the Tallapoosa County Board of Education approved meal prices for adults. Child Nutrition Program employees who work directly in the food preparation site are entitled, to a meal for breakfast and a meal for lunch free of charge. No extra food or leftovers are to be taken from the cafeteria. Any extra plates received by cafeteria employees or other employees must be paid for at the standard rate.

### IV. Notification of Account Status

Households are made aware of insufficient student account balances in different formats, depending on grade levels or circumstances. Parents/guardians may call, or email the school nutrition manager for account balances. The Child Nutrition Program will give or send weekly and/or daily insufficient balance notices home to parents advising them of student meal account

balances. The Child Nutrition Program will encourage parents to complete a Free/Reduced price meal application. A formal letter may be sent home to parents via US postal service requesting payment of balances owed. An email may also be sent. The school nutrition manager or principal (designee), may contact a household to request payment. The school cafeteria nutrition Manager will keep the principal updated if no payment is received. The school principal or designee will contact the family and review their responsibility to provide funds to their child's account. Refunds on a school nutrition account after separation from the child's school will be a maximum of 90 days.

#### V. Collection of Unpaid Debt

Parents or guardians are responsible for all unpaid meal charges. Unpaid meal charges are considered delinquent debt. All unpaid debt prior to change of meal status is considered delinquent and must be paid. At the time of a student's separation from Tallapoosa County Board of Education, all delinquent debt must be cleared before official records are released. Method of payment for uncollected debt must be paid via cash or certified check. You may also pay online at [linq.com](http://linq.com) The local school principal will be responsible for collecting monies for charged meals and eliminating any outstanding indebtedness of students by the end of each school year, which must be made up from non-public funds, not CNP funds. Documentation of efforts to collect all charges and repayment should be maintained by the cafeteria manager of each school.

#### K. REFERENCE(S):

CODE OF ALABAMA 16-13A-1

Board Policy Manual Tallapoosa County Schools Printed: 06/13/2023 01:13 PM1

### **Medication Administration at School**

Medication should be given at home by the parent or guardian prior to coming to school. However, under certain circumstances, medication may be required at school and can be administered by school personnel. Compliance with the following guidelines is essential.

If your child needs to take any medication (prescription or over-the-counter) during a day, a medication form **must be completed and signed by the doctor and the parent before the medication can be administered.** These forms are available from the school nurse's office. It is required that the medication be delivered directly to the school **by the parent in the original prescription or product bottle.** This includes over-the-counter medications. Prescription medication should be in a pharmacy bottle/container with the pharmacy label attached. The pharmacy can provide you with two bottles for this purpose. **MEDICATIONS SHOULD NEVER BE SENT ON THE BUS.** Some medication, like asthma inhalers and EpiPens, can be ordered by the doctor to be self-administered by the student but proper medication forms must be completed and given to the school nurse. If you have any questions or concerns, please contact the school nurse.

No medication of any type will be held over at the end of the school year. **The parent/guardian should make plans to pick-up all unused medication by the last day of school or it will be destroyed.**

NOTE: The school nurse or staff cannot give Tylenol, ibuprofen, or any other over-the-counter medication without a doctor's order and your signature.

### **Services Provided Through School Health Services**

1. Screenings are provided yearly to the following:
  - Vision screenings for all students grades K, 2<sup>nd</sup> and 4<sup>th</sup> by "Vision Research" (subject to change)
  - Vision screenings for all 5<sup>th</sup> and 6<sup>th</sup> grade students by the "Lion's Club" (subject to change)
  - Vision and hearing for all special education students as requested by the Special Education Coordinator
  - Basic dental screenings and education are offered by Sarrell Dental for all grades every year (subject to change)
  - Scoliosis screenings for all 5<sup>th</sup> and 6<sup>th</sup> grade students opted-in (subject to change)
2. Management of chronic health conditions is provided during school hours by the School Nurse and other trained personnel. In order to provide this service, the "Student Health Form" must be completed and returned to the School Nurse in a timely manner. A new "Student Health Form" is required every year. It is the responsibility of the parent/guardian to provide this and all updated health information to the school nurse.

### **Important Facts to Remember**

- All undiagnosed rashes must be evaluated by a doctor to rule out contagiousness.
- Do not send your child to school with suspected "pink eye." See a doctor for proper evaluation.
- It is recommended that your child receive a physical examination by a doctor every year.
- If your child has a food or insect allergy, contact your doctor about emergency medication for school.
- Monthly head lice screenings are no longer performed at school. Check your child at home for head lice/nits on a regular basis and report any positive cases to the school nurse.
- Do not send your child to school if they have a fever (100 degrees or greater).
- Do not send your child to school if they are vomiting and/or have diarrhea.

\*\*See Tallapoosa County Code of Conduct for additional information on School Health Services.

### **Immunization Schedule**

Grades kindergarten through twelfth grade shall receive required age-appropriate immunizations as listed below:

- 5 doses of Tdap before entering kindergarten (unless the 4th dose was given on or after the fourth birthday).
- Booster dose of Tdap must be given at 11-12 years of age,

- 4 doses of polio before entering kindergarten (unless the 3<sup>rd</sup> dose was given on or after the fourth birthday).
- 2 doses of MMR before entering kindergarten.
- Varicella vaccine or date of varicella disease, for all students in kindergarten through 12th grade.

### **Alabama State Department of Education Digital Device Policy for the Alabama Comprehensive Assessment Program (ACAP) Testing**

Each local education agency (LEA) shall have in place a School Test Security Plan for each school that includes a digital device collection plan for both school personnel and students who will participate in the ACAP. This collection shall take place prior to entering the testing room for both school personnel and students.

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Additionally, classroom computers must be powered off during testing. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the Digital Device Exception Request form.

LEAs shall make all school personnel and students participating in the ACAP, parents, and/or guardians aware of this prohibition through inclusion of this policy in the employee handbook, the Student Code of Conduct Handbook, and may also publicize this policy through other normally accepted methods.

#### **STUDENT POLICY:**

Students shall not possess any digital device within the testing room when participating in ACAP testing. The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test. The ONLY exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student.

If students are in possession of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.



RECEIPT OF REELTOWN STUDENT HANDBOOK

To the Parent/Guardian and Student:

Please sign and return this page to your child's homeroom teacher. Your signature indicates that you have received a copy of the Reeltown Elementary School Handbook. You should strive to have your child abide by the statements included. These statements may be discussed with the proper school authority for definition or clarification. You should keep this handbook readily accessible during the school year.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_