

Tallassee Elementary School
Parent/Student Handbook
2015 – 2016



TALLASSEE ELEMENTARY SCHOOL
850 FRIENDSHIP ROAD
TALLASSEE, AL 36078
334-283-5001 (PHONE)
334-283-8661 (FAX)

GRADES K ~ 4

Motto: Enter to learn, leave to succeed!

It is the policy of Tallassee Elementary and Tallassee City Board of Education, that no one be subjected to discrimination on the grounds of race, color, handicap, sex, or national origin in the recruitment and admission of students, the recruitment of faculty and staff, and the operation of any of its programs and activities as specified by federal laws and regulations.

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*Tallassee Elementary School
850 Friendship Road
Tallassee, AL 36078
334-283-5001*



*Dr. Jose Reyes, Jr.
Principal*

*BUILDING THE FUTURE, ONE STUDENT AT A TIME
We Are Tallassee: Tradition, Honor, Family, Success*

*Shanikka Beacher
Assistant Principal*

August 6, 2015

To Parents and Students:

Welcome! We are providing this handbook to help students and their parents better understand the guidelines and policies of the school. These guidelines and policies are necessary to provide a safe and efficient place in which to learn. The goal of our school is to provide an atmosphere in which student success is expected, academics are given top priority, and the environment is orderly and pleasant.

The faculty and staff of Tallassee Elementary are dedicated to the intellectual and emotional growth of every student. You are urged to communicate regularly to your child's teacher(s). We encourage your involvement in your child's school activities. Please feel free to visit for lunch and attend school programs. Additionally, we advocate each of you to become active with our school's Parent-Teacher Organization and Three For Me Volunteer Program.

We look forward to serving all parents and students throughout the coming year. If we may be of assistance, please feel free to contact us at jose.reyes@tcschools.com or shanikka.beacher@tcschools.com.

Jose Reyes, Jr.
Principal

Shanikka Beacher
Assistant Principal



Mission Statement

The mission of Tallassee Elementary School is to provide an opportunity for all students to become responsible citizens and self-motivated learners who integrate academic, technological, and problem-solving skills in a safe, nurturing, and diverse environment.

2015-2016 SCHOOL CALENDAR

August 11, 2015.....	Classes Begin
September 7, 2015.....	Labor Day Holiday
October 12, 2015.....	Report Card Day
November 11, 2015.....	Veterans' Day Holiday
November 23-27, 2015.....	Thanksgiving Holidays
December 21 thru January 1, 2016.....	Christmas Holidays
January 4, 2016.....	Teacher Workday
January 5, 2016.....	Classes Resume
January 18, 2016.....	King/Lee Holiday
March 4, 2016.....	Weather Day
March 28 - , April 1, 2016.....	Spring Break
April 29, 2016.....	Weather Day
May 19, 2016.....	Last Day of School
May 20, 2016.....	High School Graduation

NINE WEEK GRADING PERIODS

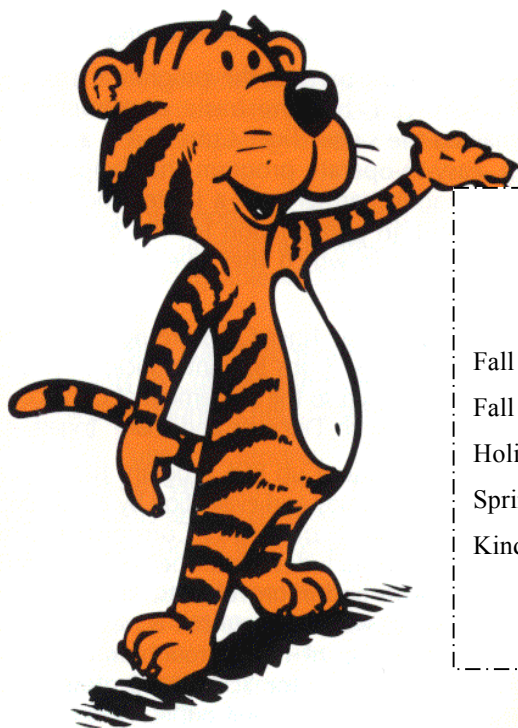
Quarter	BEGIN	END
1st Quarter	08/11/2015	10/9/2015
2nd Quarter	10/13/2015	12/18/2015
3rd Quarter	01/5/2016	03/9/2016
4th Quarter	03/10/2016	05/19/2016

Progress Report

1 st Nine Weeks	9/16/ 2015
2 nd Nine Weeks	11/18/2015
3 rd Nine Weeks	2/10/2016
4 th Nine Weeks	4/20/2016

Report Card

1 st Nine Weeks	10/12/2015
2 nd Nine Weeks	1/6/2016
3 rd Nine Weeks	03/16/2016
4 th Nine Weeks	05/19/2016



Picture Dates (dates subject to change)

Fall	9/16/2015
Fall Absentee	10/5/2015
Holiday	11/6/2015
Spring/Class	2/4/2016
Kindergarten/Cap & Gown	4/8/2016

ACCEPTABLE USE POLICY FOR THE EXPLORATION AND UTILIZATION OF THE INTERNET AS A TOOL FOR LEARNING

Please refer to your Tallassee City Schools “Code of Conduct and Information Handbook” regarding this topic.

ACCIDENT INSURANCE PLAN

Accident insurance for students is available at a reasonable cost on an optional basis. Coverage is available for school-time protection or for twenty-four hour protection. For further information, please contact the school.

ALCOHOL/DRUG USE

It shall be the policy of the Board that the school principal or authorized official of the school shall automatically suspend any student found in possession of, or in the act of using: alcohol, marijuana, or drugs (stimulants, depressants, hallucinogens, or opiates) for which the student has no prescription from a duly recognized physician.

ATTENDANCE

Please refer to your Tallassee City Schools “Code of Conduct and Information Handbook” regarding this topic.

NONCOMPLIANCE ATTENDANCE (NCA)

Please refer to your Tallassee City Schools “Code of Conduct and Information Handbook” regarding this topic.

PERFECT ATTENDANCE

In order for a student to be considered perfect in attendance for the school year, a student must have no absences, check-outs, or tardies.

BUS RIDERS

Eligible students are afforded the privilege of riding a bus to and from school. Students riding the bus are subject to the same rules of conduct that apply at school and are under direct supervision of the bus drivers. Misbehavior on the bus or at the bus stop may lead to suspension from riding a bus as well as in-school suspension.

The principal or his designee has the authority to deny a student the privilege of riding a school bus for a specified period of time based on the misconduct of the student. Bus suspensions do not prohibit a student from attending school. Parental contact will be made for any bus violation.

The Tallassee City Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, together with the supervisor and the school principal, shall have full authority for discipline on buses.

If a student is to be transported home in any way, for any reason, other than the usual method a written note dated and signed by the parent/guardian, is **required** on the day of the change so that the school will have a record of the change. **NO REQUESTS WILL BE TAKEN OVER THE PHONE.** (Please notify the office **before 2:00 p.m.** in case of emergency circumstances). A bus pass is required if a student is to ride a bus other than his/her regular route.

BRINGING ARTICLES TO SCHOOL

Students are not permitted to bring toys, weapons, or dangerous instruments to school. Under no circumstances should students be allowed to bring valuable personal belongings or nonessential money to school. Occasionally, with the teacher's approval, personal articles may be brought to school for instructional purposes.

CAFETERIA

SCHOOL BREAKFAST...

A nutritious breakfast will be served each morning between **7:00- 7:40** before school for \$1.50. Free and reduced price breakfasts are provided for students who qualify.

SCHOOL MEALS

All meals are prepared and served daily in the school cafeteria. Students may bring a lunch from home. School lunches cost \$2.25 for students, \$3.00 for faculty and staff and \$3.50 for visitors. Free and reduced price lunches are provided for students who qualify. Application forms for free and reduced lunches are issued to each student upon enrollment and verification. All students will be assigned a meal number to be used for lunch and breakfast. This number will remain the same as long as he/she attends Tallassee City Schools. Students should learn their number and enter that number into the computer terminal for meal check out. Students may prepay weekly, monthly or pay daily. Checks should be made to **Tallassee Schools Cafeteria. Checks are to include name, address, telephone number, and child's cafeteria account number.** The cafeteria has a separate account, so other expenses should not be combined with meal payments. You will be notified when the account is low. Questions concerning the school meal program may be addressed to Mrs. Lollar at phone number 283-2114. Please call between the hours of 8:00-10:30 a.m. **Students/visitors are not allowed to bring carbonated beverages into the cafeteria.** Non-carbonated beverages are allowed, but must be in a sealed thermos or sealed plastic container. Also students/visitors are allowed to bring food in from restaurants; however, the lunch must be in a lunch box or plain bag.

WELLNESS POLICY

In compliance with Federal Public Law (PL 108.265 Section 204) and the nutrition policies adopted by the Alabama State Department of Education on July 12, 2005, Tallassee City Schools has developed a Wellness Policy to support a healthy school environment that sets a positive life style example for our students. It is the commitment of Tallassee City Schools to provide students with a school environment that enhances learning and promotes the development of lifelong wellness practices. Tallassee City Schools considers other alternatives before rewarding students with food. The nutritional integrity of the diet is negatively affected when excessive snack foods are introduced throughout the day. Even allowable foods add extra calories and should not be offered excessively. Listed below are **NON – ALLOWABLE FOODS** for Tallassee City Schools. To request a copy of the Tallassee City Schools Wellness Policy please contact Mrs. Brown, Cafeteria Manager, Tallassee Elementary School.

Non- Allowable Foods:

Any food or beverage where sugar or corn syrup is the first ingredient is not allowed.

Soft Drinks/Carbonated Drinks

Water Ices/Popsicles/Flavored ice

Hard Candy

Chewing Gum

Marshmallow Candy

Licorice/Candy coated popcorn

Jellies/Gums type candy

Spun Candy/Cotton Candy

Fondant

CAR RIDERS

Car Riders will be picked-up at the rear of the school building beginning at **2:47 p.m.** Parents must wait in line in their vehicle to pick-up students. In order to create a safe environment, parents who need to come into the building to pick-up a student are to park in the front of school building and come into the office to check-out the student. Students may be checked out after **2:15 p.m. only in extreme emergencies.** Students are expected to remain seated and be quiet until their ride arrives to pick them up.

CELL PHONE

If a cell phone is brought by a student to Tallassee City Schools, it must be kept hidden and in the off position at all times during the school day (from 1st bell to the last bell).

Student Penalties for failure to follow the cell phone use policy:

1st Offense:

Class II Offense procedures to be followed in the Code of Conduct and the phone will be confiscated.

2nd Offense:

Class II Offense procedures to be followed in the Code of Conduct and the phone will be confiscated.

3rd Offense:

Class III Offense procedures to be followed in the Code of Conduct and the phone will be confiscated.

CHARACTER AT HEART

A program that assists teachers in meeting the needs of their students when it comes to understanding and then becoming a person of good character. Character at Heart uses kid friendly definitions, examples, quotes, songs, classroom activities, community members, and outreach activities. It shows children that they too can be a person of good character and reach out to meet the needs of those around them.

CORPORAL PUNISHMENT

Reasonable corporal punishment may be administered by the principal and or designee, and in compliance with Board Policy JDA, Corporal Punishment. Prior to administering this punishment, you will be notified by principal or designee.

DELIVERIES TO STUDENTS

In order to keep from disrupting the learning environment, deliveries to students are not allowed. Deliveries include but are not limited to the following: flowers, gifts, cards, balloons.

DISCIPLINARY PROBATION

The principal has the authority to place a student on disciplinary probation for specified periods of time. Disciplinary probation is a period of time specified by the principal during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

ELECTRONIC RESOURCES

Students are required to have the policy signed by a parent, indicating approval or denying their child the use of the Internet as a resource at Tallassee Elementary school. The misuse of electronic resources is a violation of the Code of Student Conduct with offenders subject to disciplinary action as outlined in the Code, and additionally, offenders may be subject to loss of all user privileges to electronic resources as well as legal action when applicable. Please refer to your Tallassee City Schools "Code of Conduct and Information Handbook" regarding this topic.

EMERGENCY SCHOOL CLOSING

It is sometimes necessary, due to dangerous weather conditions, to delay opening or to close school for the day. **Please make sure your contact information remains current.**

FEDERAL PROGRAMS

Title I services are provided for elementary students who need additional services in reading and math. Tallassee Elementary School has met the necessary requirements to be classified as a Title I Schoolwide school. This classification allows every student at Tallassee Elementary to receive Title I services.

GENERAL INFORMATION AND SCHOOL PROCEDURES

The school day begins at **7:00 a.m.** with student arrival and breakfast. Classes begin at **7:50a.m.** For the sake of your child's educational progress, it is important that school attendance be regular and that he/she arrives at school on time. Upon arrival, students should either report to the gym or to breakfast in the cafeteria. Children who arrive late must be checked-in through the office by an adult. Car riders are dismissed from class at **2:47p.m.** Bus riders begin dismissal at **2:45p.m.** The 1st wave is dismissed at **2:49p.m.**

GIFTED EDUCATION

Tallassee City Schools accept referrals for students seeking placement in the gifted education program. Anyone knowledgeable of the student and his /her abilities may make a referral by calling Lynell Carr at (334) 283-5675.

GRIEVANCES

Please refer to your Tallassee City Schools “Code of Conduct and Information Handbook” regarding this topic.

HONOR ROLL

In order for a student to attain all A Honor status, he/she must achieve 90% or better in each academic subject. In order for a student to attain A-B Honor status, he/she must achieve 80% or better in each academic subject. Tallassee Elementary provides an Awards Ceremony each semester to celebrate excellent student achievement and conduct.

IN-SCHOOL SUSPENSION

The student is responsible for all regular school assignments and shall receive appropriate credit. Work assignments may be included as part of the in-school suspension program. When ISS has been assigned, parent/guardian must sign-in and sign-out student from the front office.

JURISDICTION OF THE BOARD OF EDUCATION

Please refer to your Tallassee City Schools “Code of Conduct and Information Handbook” regarding this topic.

MAKE-UP WORK

If a student is absent for any excused reason, the student will be allowed to make-up missed assignments. Students may not be permitted to make-up missing work due to an unexcused absence; a zero will be recorded. Parents who wish to pick up books and assignments for students who are absent should contact the school office. **Materials and assignments may then be picked-up after 3:15 p.m.**

MEDICATION ADMINISTRATION GUIDELINES

1. PARENT AUTHORIZATION

Any medication, over the counter or prescription must accompany a “Parent Authorization” form or request in writing before the medication will be administered.

2. PRESCRIBER’S SIGNATURE

The signed prescriber’s authorization (physician’s signature) is required at the beginning of each school year and/or before a prescription medication can be administered at school. The only exception would be a medication that is prescribed for short term, no longer than two weeks.

3. MEDICATION LABELING

For prescription medications, a current pharmacy-labeled container is required which includes the student's name, prescriber's name, name of medication, strength, dosage, time interval, route, and date of drug's discontinuation when appropriate. If the administration of a medication is to exceed two weeks, the parent or guardian should request two containers from the pharmacist, with one labeled for school use. When the medication to be administered is a nonprescription medication, the original container identifying the medication and all the manufacturer's labeling plus the student's name (written clearly on the container) should be supplied by the parent or guardian.

4. MEDICATION DISPOSAL

When the course of medication is completed, out of date, or at the end of the school year, the parent or guardian shall be advised to pick up any unused portions of medication. Medications not picked up by the parent or guardian will be destroyed appropriately in the presence of a witness.

5. MEDICATION ADMINISTRATION AND DOCUMENTATION

The principal is to designate specific employees to administer medications. Medications for administration to students are to be provided by the parent or guardian. Medication administration records should be signed with the full signature of the school nurse or the designated school personnel administering the medication. If the medication is given more than once by the same person, he or she may initial the record subsequent to signing a full signature.

6. CONTROLLED SUBSTANCES

The parent or guardian or parent-designated responsible person should deliver all controlled substances (Ritalin-Methylphenidate, Dexiderine, Cylert, Adderall, etc.) to the school nurse or other school employees as designated by the Principal. Students must not deliver controlled substances to the school due to the potential for abuse. As a protection to school personnel and students, controlled medications should be counted upon delivery, preferably by two staff members. If it is unclear whether a medication is a controlled substance, school personnel should contact the school nurse or a local pharmacist for clarification.

7. SELF-ADMINISTRATION OF MEDICATION

The American Academy of Pediatrics advises that some medications such as asthma inhalers or emergency injections (e.g. EpiPens) are best carried by the student. The consent form signed by the parent or guardian must indicate that the student may self-administer the medication.

MEDICATION

Parents must provide any medication administered by school officials. If a child requires medication at school, parents may come to the school office to administer the medication. If parents are unable to come to school to administer the medication themselves, the following should be brought to school by a parent or guardian (Students are **not** to transport any form of medication to school):

- 1. The medication with the child's name clearly written on it.**
- 2. Written instructions as to dosage.**
- 3. The parent's signature authorizing medication.**
- 4. A measuring utensil, if required.**
- 5. Medication should be in its original container.**
- 6. If medication is to be administered for more than 2 weeks, a doctor must fill out a permission slip.**

FEVER

Students are required to be fever free for 24 hours without fever reducing medications (Tylenol, Motrin, Advil etc.) before returning to school.

HEALTH SERVICES

Supplies for minor first aid are available in the school office. The school nurse or school staff will provide adequate first aid until other necessary attention can be obtained.

Students who become ill during the day are to report to the office. Parents will be contacted regarding appropriate action to be taken. Parents are responsible for providing the school office with telephone numbers where they or designated persons may be reached in emergencies.

LOST AND FOUND

Personal possessions should be labeled plainly with the student's name and/or identification to minimize problems of ownership. **This is especially important with clothing articles.** All items found will be placed in the gym.

MID-QUARTER PROGRESS REPORTS

Teachers will make parents aware of their child's progress by sending home a progress report approximately 4 ½ weeks into each grading period. The purpose of the progress report is to help parents keep track of areas of strength and possible areas that a student should be working on before the actual report card is issued.

NONDISCRIMINATION STATEMENT FOR TALLASSEE CITY SCHOOLS

Please refer to your Tallassee City Schools "Code of Conduct and Information Handbook" regarding this topic.

OPPORTUNITY TO IMPROVE PROGRAM

The principal and assistant principal have the authority to assign students to the Opportunity to Improve Program (OTI) for specified periods of time. OTI shall not be considered under regular suspension guidelines. OTI 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 student is responsible for all regular school assignments and shall receive appropriate credit. Work assignments may be included as a part of the OTI program. Students are not allowed to participate in extracurricular activities while in OTI.

PARENTAL RESPONSIBILITIES

Please refer to your Tallassee City Schools "Code of Conduct and Information Handbook" regarding this topic.

PARENT-TEACHER CONFERENCES

Teachers are available for individual conferences during their planning period and after school. To insure prompt attention, it is essential to schedule appointments for any conferences. Parents are encouraged to contact the teacher and/or principal to arrange a conference at any time throughout the school year.

PARTIES

Parties will be limited to three a year. Parties will be held for Christmas, Valentine's Day, and End of Year.

PHYSICAL EDUCATION

Each student will participate in a daily program of physical education instruction. If a child has a legitimate reason for not participating due to illness or some other limitation, a **written** note stating the reason and length of time must be provided to the home room teacher (in certain instances, a physician's excuse may be required).

PHYSICAL RESTRAINT

A School Board employee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself. This action may be taken when it is necessary to maintain discipline or to enforce school rules.

PRIVACY AND PROPERTY RIGHTS

Please refer to your Tallassee City Schools “Code of Conduct and Information Handbook” regarding this topic.

RECORDS

Please refer to your Tallassee City Schools “Code of Conduct and Information Handbook” regarding this topic.

REPORT CARDS

Report cards are issued to all students following each nine-weeks grading period. Kindergarten students will receive a standards based report card. This card should be signed and returned each grading period.

Note: **A student will not be issued a final report card until all charges and/or fines are cleared.**

RESPONSE TO INSTRUCTION TEAM (RTI TEAM)

Tallassee Elementary School has a Response To Instruction Team (RTI TEAM) that provides assistance for students that are struggling academically.

SCHOOL WIDE DISCIPLINE PLAN

T.I.G.E.R Discipline Plan

Totally Incredible Girls and Guys Earning Rewards

In order to ensure equality in the area of discipline, a school wide discipline plan will be used by each faculty and staff member.

Tiger Tips:

Tip #1: Listen the first time.

Tip #2: Come to class prepared.

Tip #3: Respect others and their property.

Tip #4: Talk or leave your seat only with permission.

Tip #5: Follow all classroom/school/hallway/restroom/electives/cafeteria directions and procedures.

If a student chooses to break a rule, the number of the rule broken will be recorded in the conduct folder. The following consequences will occur:

1st number: 5 points deducted from weekly conduct grade.

2nd number: 10 points deducted from weekly conduct grade.

3rd number: 15 points deducted from weekly conduct grade.

4th number: 20 points deducted from weekly conduct grade **and** Infractions Parent Notification Letter

5th number: 25 points deducted from weekly conduct grade and office referral.

Severe Clause:

For severe or consistent disruptions, a conference including an administrator, the teacher(s), the student, and parents will be held.

CONDUCT GRADE

Students will receive a conduct grade each nine-week period. The student’s conduct grade may affect honor roll status.

SIGN IN/OUT PROCEDURE

For attendance records, students who arrive after 7:50 a.m. must check in at the school office **accompanied by an adult**. Students who leave school before the dismissal bell must be checked-out through the office. In accordance with school procedures, the parent or guardian must sign out students. Students may be checked out after **2:15 p.m. only in extreme emergencies**. Identification may be requested during check out.

Students will be called to the office for dismissal. **Students will not be released to anyone other than parents without permission from parents**. The following are excused check-outs: 1) sickness, 2) doctor's appointment, 3) dentist appointment (including orthodontist) 4) court, and 5) funerals. **All other check-outs will be recorded as unexcused unless prior arrangements have been made with the principal**. Work missed as a result of an unexcused check-out may not be made up for credit.

The principal or his designee has the responsibility of making decisions relating to check-outs. Such decisions shall be made in the best interest of the student when emergencies or unusual circumstances arise.

SMOKING/USE OF TOBACCO

Students shall not be permitted to smoke or use tobacco in any form on the school grounds, in school buildings, when riding school buses to and from school, nor on a school-sponsored trip.

SPECIAL EDUCATION

Please refer to your Tallassee City Schools "Code of Conduct and Information Handbook" regarding this topic.

STUDENT DRESS CODE

The Tallassee City Board of Education believes that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education. In order to ensure health, safety, and not detract from the learning environment, students should comply with the following guidelines:

1. Shoes or sandals must be worn.
2. Hair must be clean and well groomed, not in eyes, and not of length dangerous around equipment.
3. Clothing or paraphernalia associated with gang affiliation is prohibited. Clothing with pictures, symbols, or writing conveying a general or personal message rather than a specific message on a public matter is prohibited.
4. With approval of the principal, activity sponsors may establish different rules for dress and grooming as a prerequisite for membership and participation in specific activities.
5. Hats, head wear or head coverings, and sunglasses are not to be worn inside school buildings.
6. Facial piercings are limited to the ear.
7. **Shirts must have sleeves.**
8. **Traditional pants, shorts, or skirts that come to the knee are appropriate.**

Any students violating the dress code may be suspended for the remainder of the school day and may receive unexcused absences in the classes missed. The principal or his/her designated person(s) has the authority to determine inappropriate dress. ***Repeat offenders are subject to further disciplinary action as deemed appropriate by the principal/designee.*** For further explanation, please refer to Tallassee City Schools "Code of Conduct and Information Handbook."

TELEPHONE

Students will not be called to the telephone, nor will they be allowed to use the phone to call out except in unusual circumstances. The school office will handle telephone messages from parents to students. Such calls should be reserved for emergency situations.

VISITORS

For security reasons and the protection of our students, all parents and visitors are to report to the office upon entering the school. Parents are encouraged to visit the school for conferences and planned activities.

WEAPONS

Board policy prohibits all persons, other than law enforcement personnel, from bringing or possessing any deadly weapon or instrument on school property. Under Alabama law, possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. The term deadly weapon means a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, stiletto, sword, or dagger, or any club, baton, blackjack, bludgeon, or metal knuckles.

WITHDRAWAL PROCEDURES

A student withdrawal form must be completed for any student transferring from the school system. Parents will be given their child's immunization record (blue card) which will be necessary to enroll at their new school. Academic records will be mailed directly to the new school once a written request for records has been received. All textbooks and other school materials and fees must be cleared when the student is withdrawn.

WORK ASSIGNMENTS

The principal has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a specified period.

Have a tigerriffic year!



Tallassie Elementary School
Parent/Student Handbook Signature Page
2015-2016

We have read, understand, and agree to abide by this handbook.

Parent's Signature

Student's Name
Print First and Last Name

Grade _____

Teacher's Name: _____