

MESSAGE FROM THE SUPERINTENDENT

August 2009

Dear Parents and Students:

I would like to welcome you to the 2009-2010 school year. The Elmore County School System is committed to providing a positive educational experience for all students in our school system. It is my belief that a student's best interest is served when parents and school personnel work closely together. The administration, faculty, and staff of each school are enthusiastic about all of us working collaboratively to reach the goal of producing competent, productive citizens.

When students begin classes this school year, it is important that they understand the school's basic procedures, expectations, rules, and regulations. This student handbook will provide valuable information leading to another safe, healthy, and educationally sound year. We consider every student to be a unique individual, and we will do everything we can to see that all students have a positive educational experience that is right for them.

The first weeks and months of school are most important. Parents, please help your child develop a positive attitude toward school. If a child is healthy, happy, and encouraged by you to enjoy school, the chances for success are much greater.

Again, we welcome you and look forward to working with you during this school year and in the years to come.

Yours in promoting education,

Jeffery E. Langham
Superintendent

ELMORE COUNTY STUDENT HANDBOOK

SECTION A

Vision

Elmore County School System strives to prepare students to be responsible and productive citizens in an ever-changing world.

Mission

Elmore County Public Schools' mission is to provide relevant, engaging, positive learning environments where students are empowered to realize their self-worth through continuous academic, social, and emotional growth.

Beliefs

- All students can learn.
- All students should have safe and disciplined schools, qualified teachers, committed support staff, challenging curricula and effective school leaders.
- All students deserve a quality education that focuses on the whole child.
- All students should be accountable for their educational goals, success and behavior.
- All students deserve a nurturing environment that promotes a feeling of self-worth.
- Education is a shared responsibility among home, school and the community.
- Educated citizens are vital to our society.
- Progress in education requires willingness to change.

TABLE OF CONTENTS

ITEM	PAGE NUMBER
Elmore County BOE Directory	5
2009-2010 School Calendar	6
Attendance Policy	7
Lice Policy	10
Student Address Verification Procedures	11
School Arrival and Pickup Time for Privately Transported Students	11
Visitors, Checkouts, and Tardies	11
Academic Guidelines	13
Grading Scale	13
Guidelines for Promotion	13
Academic Classifications for Grades Nine-Twelve	15
Graduation Requirements, Semester Exam Exemption, Progress Reports, Report Cards, and Conferences	15
Due Process	17
Family Educational Rights and Privacy Act & Parents' Right to Know	18
Statement of Policy and Grievance Procedure	19
Emergency Procedures: Severe Weather, Fire, and Lockdown Drills	20
School Property: School Property Damage, Tobacco Free Campus, Textbooks, and Bus Transportation	21
Personal Issues: Property, Book Bags, Selling Items, Parties and Gifts, and Taking Pictures and Videotaping	22
Special Services: Special Education, Section 504, ESL Student Services, Gifted Education, and Student Health Services	23
Programs & Activities:	25
Reading Renaissance, Alabama Reading Initiative, DIBELS,	25
AMSTI, TEAM-Math, Library Media Center, and Field Trips	26
Extracurricular Participation	27
Elmore County Acceptable Use and Internet Safety Policy	30
Cafeteria Programs	37
<i>ELMORE COUNTY SCHOOLS STUDENT CODE OF CONDUCT</i>	

EQUAL OPPORTUNITY

The Elmore County Board of Education adheres to the following policy: "No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, to include harassment, in any program or activity on the basis of handicap, sex, race, religious belief, national origin, age, or color."

HARASSMENT POLICY

It is the policy of the Elmore County Board of Education to maintain a learning environment free from harassment because of an individual's race, color, national origin, sex, disability, age or religion. The Board prohibits any and all forms of harassment, because of race, color, sex, national origin, disability, age, and religion.

It shall be a violation of Board policy for any student, teacher, administrator, or other school personnel to harass a student, teacher, administrator, or other school personnel through conduct of a sexual nature or regarding race, color, national origin, disability, age, or religion as defined by this policy.

It shall also be a violation of Board policy for any teacher, administrator, or other Board employee to tolerate sexual harassment or harassment because of a student's race, color, national origin, disability, age, or religion, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities sponsored or sanctioned by the Board.

Any student who believes he or she has been the victim of harassment because of his or her actual or perceived race, color, sex, national origin, disability or religion, by a student, teacher, administrator or other school personnel, should immediately report the alleged acts to the Superintendent or the Title IX Compliance Officer.

Additionally, any person who has personal knowledge of any unlawful harassment of any student, teacher, administrator or other Board Personnel may file a report of such harassment. For information on filing complaints because of harassment based upon race, color, national origin, sex, disability, age, or religion.

Persons responsible for coordinating compliance:

Title IX/ Section 504.....Billy Womble.....567-1200 ext 20044.

ELMORE COUNTY BOARD OF EDUCATION

100 H. H. Robison Drive/P.O. Box 817

Wetumpka, AL 36092

(334) 567-1200/(800) 833-6003 Fax: 567-1405

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**Elmore County Public Schools
2009-2010 SCHOOL CALENDAR**

Board Approved: 2/16/09

FIRST DAY FOR STUDENTS - AUGUST 10, 2009

LAST DAY FOR STUDENTS - MAY 25, 2010

July 2009							# Days
S	M	T	W	T	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		

August 2009							# Days
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	5
30	31						1

September 2009							# Days
S	M	T	W	T	F	S	
		1	2	3	4	5	4
6	7	8	9	10	11	12	3
13	14	15	16	17	18	19	5
20	21	22	23	24	25	26	5
27	28	29	30				3

October 2009							# Days
S	M	T	W	T	F	S	
				1	2	3	2
4	5	6	7	8	9	10	5
11	12	13	14	15	16	17	5
18	19	20	21	22	23	24	3
25	26	27	28	29	30	31	5

November 2009							# Days
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	5
8	9	10	11	12	13	14	4
15	16	17	18	19	20	21	5
22	23	24	25	26	27	28	2
29	30						1

December 2009							# Days
S	M	T	W	T	F	S	
		1	2	3	4	5	4
6	7	8	9	10	11	12	5
13	14	15	16	17	18	19	5
20	21	22	23	24	25	26	
27	28	29	30	31			

January 2010							# Days
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	4
10	11	12	13	14	15	16	5
17	18	19	20	21	22	23	4
24	25	26	27	28	29	30	5
31							

February 2010							# Days
S	M	T	W	T	F	S	
	1	2	3	4	5	6	5
7	8	9	10	11	12	13	5
14	15	16	17	18	19	20	4
21	22	23	24	25	26	27	5
28							

March 2010							# Days
S	M	T	W	T	F	S	
	1	2	3	4	5	6	5
7	8	9	10	11	12	13	5
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	5
28	29	30	31				3

April 2010							# Days
S	M	T	W	T	F	S	
				1	2	3	1
4	5	6	7	8	9	10	5
11	12	13	14	15	16	17	5
18	19	20	21	22	23	24	5
25	26	27	28	29	30		5
							21

May 2010							# Days
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	5
9	10	11	12	13	14	15	5
16	17	18	19	20	21	22	5
23	24	25	26	27	28	29	2
30	31						17

June 2010							# Days
S	M	T	W	T	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				

Report Cards	Grading Periods	March 25		Good Friday	April 2
Fourth Grading Period Ends		May 25			
First Semester Begins		August 10	Inservice	August 5	Labor Day September 7
First Grading Period Ends		October 9	Institute/Inservice	August 6	Fall Break October 12 - 13
Report Cards		October 20	Workday	August 7	Veteran's Day November 11
Second Grading Period Ends		December 18	Parent Report Day*	September 8	Thanksgiving November 25-27
Report Cards		January 7	Inservice*	January 4	Christmas Dec. 21 - Jan. 4
Second Semester Begins		January 5	Inservice*	February 15	Lee/King January 18
Third Grading Period Ends		March 12	Workday	May 26	Spring Break March 15 - 19

ELMORE COUNTY PUBLIC SCHOOLS STUDENT ATTENDANCE POLICY

All students, regardless of age, enrolled in the Elmore County School System are required to be in continuous attendance at their designated school. Prompt and regular attendance at school provides students with the skills needed for future success and aids in the development of good character. While occasional absences are unavoidable, state law places the responsibility for regular attendance upon the parent/guardian. The Code of Alabama (16-28-15) requires that a written note from the parent/guardian stating the reason for the absence must confirm every absence (**to include check-outs and check-ins**) within three school days. **Failure to furnish the written explanation for the absence may result in the student being considered truant with the knowledge of the parent/guardian or person in control of the student.** Participation in legitimate school activities or special reasons acceptable to the principal may be excused if permission is granted prior to the absence. Students with excused absences may make up the work missed. Students with unexcused absences will receive zeros for the work that took place during the unexcused absences and will not be allowed to make up the work missed.

Grades K – 6

Any student in grades K-6 who has accumulated more than 20 **excused or unexcused** absences may be considered for **retention**. **In grades K-6, when a student has accumulated seven (7) excuses that have not been verified by a physician's statement, the student may be required, at the discretion of the principal, to secure such a statement for all future absences.**

Grades 7 – 8

Students in grades 7 -8 who accumulate 10 excuses that have not been verified by a physician's statement may be required, at the principal's discretion, to secure a physician's statement for all future absences.

Grades 9 - 12

Students in grades 9-12 who accumulate more than 7 **unexcused** absences in an eighteen-week blocked class may be denied credit for that course. Students in grades 9-12 who accumulate more than 4 **unexcused** absences in a nine-week class may be denied credit for that course. Required court appearances and physician-verified absences are considered excused absences. **In grades 9-12, when a student has accumulated five (5) excuses for illness during a semester that have not been verified by a physician's statement, the student may be required, at the discretion of the principal, to secure such a statement.**

Excused Absences

Written documentation must be submitted **no later than three (3) days** after the student's return to school. After three (3) days an excuse will not be accepted and the absence will be regarded as a truancy.

1. Illness
2. Legal quarantine
3. Court-required appearance
4. Death in the immediate family
5. Inclement weather which could be dangerous to the life and health of the child as determined by the principal

6. Emergency conditions as determined by the superintendent or principal
7. Prior permission of the principal with consent of the parent/guardian

On the day of the student's return to school, he/she must arrange with the teacher for make-up work to be completed at a mutually agreed upon time. If the student fails to make arrangements or fails to meet the deadline, he/she will receive a zero for the missed work unless another excused absence has occurred.

Students who are out of class due to college day or other approved activities should be prepared to complete make-up work the day that they return to school.

For excused absences of five (5) consecutive days or more, consideration should be given to the volume of make-up work required. The teachers should cooperate to establish a reasonable schedule for submission of make-up work. Make-up work for a preceding nine weeks should be completed within two weeks of the next nine weeks, unless there are extenuating circumstances. (*FILE: JQH Policy Manual* for pregnant students)

Unexcused Absences (Make-up work not permitted)

1. Failure to register or start to school on time
2. Truancy
3. Missing a bus or ride
4. Suspension
5. Unauthorized trips, such as family vacations without prior permission, shopping, hunting, fishing, ball games, etc.
6. Birthdays or other celebrations
7. Updating an expired immunization form
8. **Any absence for which a written excuse was not provided within three (3) days**

CHECK-OUT / CHECK-IN

Checkouts, check-ins, and tardies will be considered as absences from those class periods missed and treated as any other absence (to include. (*FILE: JBE Policy Manual*))

1. Students who leave school for any reason must check-out through the school office following their school's check out procedure.
2. Only persons whose names appear on the school's registration form may check out students, unless the school receives permission in writing in advance from the parent/guardian.
3. Written permission is to be given first by the parent/guardian or "emergency person" shown on the school's registration form before each check-out, except in cases of sudden illness, accident, or similar incident where telephone confirmation is the only alternative.
4. Check-ins and check-outs are considered absences in classes missed. **In order to be excused, a written explanation for the absence must be submitted**

when the student returns to school and will follow the same guidelines for excused or unexcused absences in regard to make-up work.

Truancy Grades K – 12

The parent/guardian must be notified in writing by the school when a student has accumulated one (1) unexcused absence. **By law, all absences that are not explained by a written excuse within three school days, are consider truant.** At that time the parent will be provided a copy of Alabama's compulsory school attendance laws and advised of the penalties and procedures that will be followed in the event of further unexcused absences.

The principal or designee must notify parent/guardian with a written notice when a student has accumulated three (3) unexcused absences. Failure to notify the parent/guardian would result in the student continuing in good status even if absences exceed the maximum number of absences.

Upon the fifth (5th) unexcused absence, a follow-up letter and telephone call scheduling a conference with an administrator, the parent/guardian, guidance counselor, student, and attendance supervisor will be required. This conference should be held at the school within one school week of the written notification. At this meeting, the parent/guardian and student will be notified the following consequences may occur if any more unexcused absences are accumulated during the remainder of the school year:

- Participation in the Early Warning Truancy Prevention Program provided by the juvenile court.
- Possible referral to the Helping Families Initiative Program
- Possible retention/denial of credit
- Appearance in juvenile court

Failure to attend the school conference for five (5), or more, unexcused absences may result in a referral to the Early Warning Truancy Prevention Program.

If a student accumulates seven (7) unexcused absences, the Elmore County Attendance Coordinator will, within ten (10) school days, file a complaint against the parent/guardian and the student. This will require the parent/guardian and student's attendance along with the Elmore County Attendance Coordinator and the Chief Juvenile Probation Officer at an Early Warning Truancy Prevention conference in the Juvenile Probation Office at the Elmore County Judicial Building.

Failure to attend the Early Warning Truancy Prevention Program may result in a petition being filed by the Elmore County Attendance Coordinator for the parent/guardian and student to appear in juvenile court.

If a student accumulates an additional truancy after an Early Warning Truancy Conference or if the parent and student do not attend a scheduled Early Warning Truancy Conference the family may be referred to the Helping Families Initiative program. If a student accumulates three (3) additional unexcused absences after an Early Warning Truancy Conference during the school year for a total of at least ten (10) unexcused absences the Elmore County Attendance Coordinator will, within ten (10) school days, file a petition for the parent/guardian and the student to appear in juvenile

court

Grades 9-12 Denial of Credit

Semester Courses

Upon the **fifth (5th)** unexcused absence in an **eighteen-week course**, a follow-up letter and telephone call scheduling a conference with the principal, guidance counselor, student, and/or teachers will be required. The student and the parent/guardian will be notified at the conference that he/she may be denied credit.

If a student receives **seven (7)** unexcused absences in an **eighteen-week course**, a conference will be held with the parent/guardian, student, and principal. At this conference the principal shall determine if credit is to be denied.

Nine Week (Half Semester) Courses

If a student receives **four (4)** unexcused absences in a **nine-week course**, a conference will be held with the parent/guardian, student, and principal. At this time, the student will be notified that he/she may be denied credit for the course. Failure to notify the parent/guardian would result in the student continuing in good academic standing even if the total number of unexcused absences exceeds seven (7).

LICE POLICY

If a student is identified as having an active head lice infestation, he/she will be sent home immediately for treatment. The student may return to school as soon as the parent/guardian provides the school with proof of appropriate treatment and no evidence of live lice or nits within ¼ inch of the scalp. Excused absences for lice control will be limited to two consecutive (2) days per occurrence. Two days is a reasonable length of time to correct the lice problem. Any length of time after two (2) days will be considered **UNEXCUSED**.

The parent/guardian must accompany the student to school for the reexamination by authorized school personnel before the student may return to the classroom.

Persons who need additional information on lice control may contact their child's school.

STUDENT ADDRESS VERIFICATION PROCEDURES

Elmore County Board of Education has established zones for students and requires each student to attend the school in his/her zone. All attendance zones will be strictly enforced. Every student enrolled and/or enrolling in the Elmore County school system must verify his/her residence. For verification of residence, a street address is required that corresponds to a 911 address. A post office address will be accepted for mailing purposes only.

New students enrolling in the Elmore County Public School System:

The parent or guardian of each child must complete an address verification form and provide school officials with two of the following documents: a property tax record; a deed or mortgage; an apartment or home lease; a utility bill; a driver's license; a voter identification or registration; an automobile registration; homeowners insurance policy.

Students currently enrolled in the Elmore County Public School System:

- If a student's residence has not changed from the address verified the previous year, the parent/guardian needs only to complete an address re-verification form.
- If a student's residence changes at any time, the parent/guardian must complete an address verification form and provide school officials with two of the following documents: a property tax record; a deed or mortgage; an apartment or home lease; a utility bill; a driver's license; a voter identification or registration; an automobile registration; homeowners insurance policy.

SCHOOL ARRIVAL AND PICK-UP TIME FOR PRIVATELY TRANSPORTED STUDENTS

No student should be present on school property more than thirty minutes prior to the official school day or remain on school property more than thirty minutes after the close of the official school day. Exceptions are students who are enrolled in an on-site school extended day program, participating in an authorized extracurricular school activity or program, or authorized by the school principal.

VISITORS

Parents are welcome at any time, and they are encouraged to visit classes and to attend school-sponsored activities.

- For the safety of all, visitors including parents must obtain a visitor's badge and sign-in in the school's office.
- Visitors are to wear the visitor's badge at all times. The badge must be visible.
- Permission cannot be granted for students to invite school age or younger friends or relatives to spend the day at school.

TARDIES

Tardy to School - Students are required to report to their school no later than the official beginning of the school day and to be on time in all classes during the day.

Tardy to Class - A student is considered tardy to class when he/she is not in the classroom when the tardy bell rings.

Tardy to school is excused for the same reasons as absences. (*Please refer to page seven of the Elmore County Student Handbook for reasons*). Personal vehicle problems or missing the school bus will not be considered an excused tardy. All students are provided with bus transportation. Unexcused tardiness may result in disciplinary action. Only an excused tardy permits work to be made up. Any exceptions to this tardy policy will be reviewed by the administration.

GRADES K-4

- 7th unexcused tardy- Parent/guardian is notified by letter and Admin-Parent Conference.
- 10th unexcused tardy- Parent Conference with Attendance Supervisor and one day ATS.
- 15th unexcused tardy- Early Warning Truancy Conference and two days ATS.
- 20th unexcused tardy- Three days ATS.
- Additional unexcused tardies in increments of five will result in three-day assignment to ATS.

Failure to attend ATS may result in out of school suspension. After 20 excused tardies, a doctor's excuse is required for each successive tardy. **Please note that a student will not be eligible for a perfect attendance certificate if the student has a tardy.**

GRADES 5-8

Students are to report to class for roll check before participating in any other scheduled activity. A student reporting to class more than 15 minutes after class has started will be considered skipping that class.

- 1st unexcused tardy -Teacher Documentation
- 2nd unexcused tardy -Teacher Documentation
- 3rd unexcused tardy - Parent Notification
- 4th unexcused tardy - One Day ATS
- 5th unexcused tardy - Three Days ATS
- 6th unexcused tardy - Five Days ATS/One Day Suspension
- 7th unexcused tardy – Ten Days ATS

GRADES 9-12

Instructional periods are 97 minutes. Students are expected to be in their assigned classroom ready for work when the tardy bell rings. Students who report to class more than 10 minutes late without a written excuse from a faculty member are considered skipping class. Students who are more than 45 minutes late to class unexcused will be

considered absent from that class. Tardy accumulation starts over at the beginning of each new nine-week grading period.

Note: If a student chooses to drive or ride to school in a private vehicle, be aware that tardies due to this type of transportation to school are unexcused. All students are provided bus transportation.

Disciplinary actions for tardies to class

- 1st and 2nd Tardy – Tardies are documented by individual teachers.
3rd Tardy – Office referral with tardy documentation attached. Principal or designee speaks to parent/guardian and documents time and date. One day at ATS or detention
4th Tardy and Subsequent Tardies – Office referral with tardy documentation attached. One day out-of-school suspension.

ACADEMIC GUIDELINES

GRADING SCALE

A - 100-90
B - 89 - 80
C - 79 - 70
D - 69 - 60
F - 59 - AND BELOW

GUIDELINES FOR PROMOTION

Introduction

It is expected that with appropriate instruction, motivation, and attendance most students will be able to achieve at a satisfactory level that will prepare them for instruction at the next grade. It is intended that the instructional program will provide appropriate instruction and support services to enable all students to perform at their appropriate grade level.

Grades K-6

A variety of teaching strategies will be used at each grade level to increase the probability of students achieving a level of academic mastery, which will enable them to benefit from instruction at the next grade level. Those students who have not mastered the necessary skills may be retained **twice** during grades K-6. **One year of prefirst will count as a retention.**

Kindergarten and Pre-First (See Appendix)

Pre-First

Criteria for placing kindergarten students in pre-first are located at www.elmoreco.com

Grades 1 – 2

Teachers will use the Unit Tests as required tests. If a student does not make 70% correct or higher, the part of the test not mastered will be retested and indicated by + or – on the Promotion Policy Form. **The retested grade WILL NOT be entered on the Promotion/Retention Form because it does NOT take the place of the previous grade.** See example in Appendix and Student Handbook

On Parent Report Day in September, teachers will review the promotion policy with parents. Parents of **kindergartners** will sign Promotion Policy Forms **KA** and **KB**. Parents of **First Graders** will sign Promotion Policy Forms **1A** and **1B**. Parents of **Second Graders** will sign Promotion Policy Forms **2A** and **2B**.

The Promotion Policy Form (KB, 1B, or 2B) will be sent home with the first, second, and third nine weeks report card. It will also be sent home with the fourth nine weeks progress report. It is the teacher's responsibility to make a copy of the promotion/retention policy form before sending it home to parents.

Grade 3

In grade 3 the decision for promotion/retention will be based on passing reading, English, and math. Recommendation from the teacher will be presented to the Promotion/Retention Committee, which is made up of the Building Based Student Support Team (BBSST).

Grades 4 – 6

In grades 4 – 6, the decision for promotion/retention will be based on passing reading, English, math, and one of the social sciences (science or social studies). Recommendation from the teachers will be presented to the Promotion/Retention committee, which is made up of the Building Based Student Support Team (BBSST).

Grades 7-8

In grades 7 and 8, a student must pass each academic subject and physical education in order to take the next grade level course in each subject area. Passing will be based on the yearly average. Summer school may be available or the course will be repeated the next year.

- A student will be classified a seventh grader if taking four or more seventh grade level courses.
- A student will be classified an eighth grader if taking four or more eighth grade courses.
- It is strongly recommended that students attend summer school to make up failed courses.

Grades 9-12

A student must receive passing averages in each of the required and elective Carnegie unit courses. *Carnegie unit credit will be based on a per semester basis with each semester standing alone. In addition to meeting the credit unit requirements, a student must pass all required sections of the Alabama High School Graduation Exam.

***Carnegie unit means the number of credits earned from taking classes to graduate beginning in ninth grade through twelfth grade.**

A student who has been retained may be reclassified by the following criteria:

- A retained ninth grader may be reclassified as a tenth grader with a total of nine (9) earned credits.
- A retained tenth grader may be reclassified as an eleventh grader with a total of sixteen (16) earned credits.
- A retained eleventh grader may be reclassified as a senior, at any time during the school year, when he/she presents evidence of sufficient credits to graduate at the end of the regular school year.

Special Education

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

ACADEMIC CLASSIFICATIONS FOR GRADES NINE-TWELVE

- A. *Sophomore Class*--A student must have earned at least **6** units and be in the second year of high school to be classified as a sophomore.
- B. *Junior Class*--A student must have earned at least **13** units and be in the third year of high school to be classified as a junior.
- C. *Senior Class*--A student must have earned at least **20** units and be in the fourth year of high school to be classified as a senior.
- D. **Number of credits required for graduation is 28.**
In order to graduate, a student must complete the specified number of credits, including all required courses as determined by the Elmore County Board of Education.

Graduation Requirements Entering in the Ninth Grade

English	Math	Science	Social Studies	Other	Electives
4 Units	4 Units	4 Units	4 Units	P.E. 1 Unit	9.5 Units
				Health .5 Unit	
				Computer .5 Unit	
				Fine Arts .5 Unit	

- E. In order to receive an Alabama High School Diploma (with or without Advanced Academic Endorsement), students must **pass all 5 sections of the Alabama High School Graduation Exam**. Seniors who have *not* passed all 5 sections of the AHSGE may be offered a **Credit-Based Diploma** if they meet the following criteria:
- have taken the AHSGE each time it was given, through the end of the senior year.
 - have passed the Reading, Mathematics, and one other section (Social Studies, Science, or Language) and
 - have taken at least one Career-Technical Education course.

Parents and/or students who have questions are encouraged to contact the school's Guidance Department for assistance.

Seniors who are working toward but do not meet the requirements for the Advanced, Standard, or Credit-Based diploma (to include credits and AHSGE) will NOT participate in graduation ceremonies.

EARLY GRADUATION

Students who satisfy all requirements for a standard diploma or higher, to include passing all five parts of the Alabama High School Graduation Exam, may elect to receive their diploma at the end of the first semester of their senior year. Students who choose to receive their diploma early may participate in graduation ceremonies at the end of the regular school year.

SEMESTER EXAM EXEMPTION

Students in grades eleven (11) through twelve (12) may exempt end-of-course examinations.

Any student who has skipped either a class period or a school day, been suspended or placed in ATS, or been assigned to the Elmore County Alternative Program (ECAP) will forfeit the opportunity to exempt any final examination regardless of grade average. Three tardies to class will forfeit exemption status in that class, which is applied to the exemption policy based on the following criteria:

- An "A" average with no more than 2 absences
- A "B" average with no more than 1 absence
- A "C" average with no absences

Please note: School authorized field trips, a college day (with proper documentation), and military absences (with proper documentation) do not count as absences towards exemptions.

WEEKLY PAPERS

Each student in grades K-6 will receive graded papers on a weekly basis. The papers must be signed by the parent/guardian and returned to the teacher in order to receive papers on a continuous basis.

PROGRESS REPORTS

A detailed student progress report will be issued in each subject at the midterm of each nine-week grading period. In addition, parents may request in writing or by telephone a weekly progress report. The school office will notify the teacher that such a report has been requested. The student will receive a weekly printout of his or her current grades. The requested progress report must be signed by the parent or guardian and returned to the teacher.

REPORT CARDS

Report cards will be issued following the end of each nine-week grading period. *See School Calendar for specific dates.*

CONFERENCES

Parents are encouraged to schedule conferences with teachers concerning the progress of their child. Conferences are scheduled after school hours and during teacher planning periods.

Teachers are not available for conferences during the time that they are teaching. Please call the school to set up an appointment for a conference.

DUE PROCESS

DUE PROCESS

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short and long-term suspension, or expulsion are applied. Before being punished for violation of a Board policy or local school rule or regulation, the local school principal or designee shall ensure that students are afforded due process.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy interest of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's records, request amendment of the records, and have some control over the disclosure of the information from the records. For secondary students, FERPA restricts the release of their school records or information from their records that could identify the student.

An important exception to the "prior consent requirement" deals with "directory information." A school can disclose "directory information" without prior parental consent after giving notice of the intent to do so.

Elmore County Schools will provide the following "directory information" on students based on reasonable request:

Name, address, and telephone number, date and place of birth, major field of study, official activities, dates of attendance, height and weight (for sports), diplomas and honors received, most recent previous education institution, and photograph.

We consider these items to be directory information, and, in most instances, disclosure is helpful to both the student and the school.

Parents can, however, retain the right to consent to the disclosure of this directory information. Parents who wish to retain this right must so advise the school principal in writing.

PARENTS' RIGHT TO KNOW

Under the provisions of the *No Child Left Behind* legislation {Title I Section 1111 (h)(6)} and Board of Education policy FILE:IDBDD, the parent/guardian of each student attending a school in the system may request information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the teacher has met State certification for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which certification has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree.
- If the child receives services by paraprofessionals and, if so, their qualifications.

The parent/guardian will submit to the school principal a letter requesting information about the designated teacher, using the *Parents' Right to Know Request for Information* form available at the school office. The school will respond to the request within 10 school days of the reception of the written request.

Also under the provisions of the *No Child Left Behind* legislation {Title I Section 1111 (h)(6)}, the school will provide timely notice to parents/guardians that their student has been assigned to or is being taught for four or more consecutive weeks by a teacher who is not certified in the grade level or content area assigned for instruction.

STATEMENT OF POLICY

In addition to applicable federal and state laws, each Elmore County school operates according to policy and procedures adopted by the Elmore County Board of Education. A copy of the *Policy Manual* is placed in the school office, school library, staff workroom, the public library, and in the Office of the Superintendent. The policy is also posted on the Elmore County web page listed under "Publications."

DISCIPLINE

See Elmore County Student Code of Conduct in the back of this handbook.

DRESS CODE

See Elmore County Student Code of Conduct in the back of this handbook and individual school's student handbook.

PARENT/SCHOOL/COMMUNITY GRIEVANCE RESOLUTION PROCEDURE

Education is a shared responsibility among home, school and the surrounding community. The Elmore County Board of Education believes parents/guardians and community members have both the right and responsibility to express school-related concerns and grievances to school faculty and administration. Parents/guardians are always welcome to make appointments to discuss any concerns they may have. The faculty and administration will strive to resolve grievances at the school level (**at the lowest possible administrative level**). In an effort to resolve concerns, the initial contact should be a parent/teacher conference requested by the grievant(s) within 10 school days of the incident. A *Parent/Teacher Conference Form* should be completed by the teacher and signed by the teacher and grievant(s). In cases when a concern cannot be resolved through an informal parent/teacher conference at the local school level, the following grievance procedure should be followed.

FORMAL GRIEVANCE PROCEDURE

For the purpose of this policy, a grievance is defined as a claim submitted by a parent/guardian, community member, or student regarding a violation, misinterpretation, or inequitable application of local board policy, local school rule and regulation, or local administrative procedure, (i.e. matters concerning curriculum, sports, disciplinary problems, school calendar, classroom policy, etc.) Incidents/issues not addressed in this grievance procedure are: grades, promotion, placement, Title I, Title IV, 504 and FERPA. The following steps should be followed sequentially to file a grievance:

Level One Principal - A completed grievance form (File: JCEA-R GRIEVANCE FORM) should be submitted to the principal within 10 school days of the parent/teacher conference that is the subject of the grievance. This form may be obtained from the principal or Board of Education Office. The teacher and involved parties are to be immediately given a copy of the completed form by the principal and given an opportunity to respond within 3 school days. The principal will request a copy of the *Parent/Teacher Conference Form* within 10 school days of the written grievance, and the Principal shall provide a response.

Level Two Superintendent – If the grievance is not resolved at level one, the grievant(s) may proceed to level two by submitting the original grievance with the principal's response, and the *Parent/Teacher Conference Report* to the Superintendent's office within 5 school days of the principal's decision. The Superintendent or his/her designee will review the principal's decision and may arrange for a meeting to review the situation. The Superintendent may refer the parents/guardians to the appropriate administrative staff to resolve the situation. A decision will be rendered by the Superintendent or his/her designee within 10 school

days after receiving the forwarded grievance form and principal's response.

Level Three Elmore County Board of Education (ECBOE) – If a grievance is not resolved at level two, the grievant(s) may proceed to level three by presenting the results of the *Parent/Teacher Conference Report*, and the original completed grievance form with the Principal's and Superintendent's responses to the President of the Board of Education within 10 school days after the Superintendent's response. During an executive session of the ECBOE the grievant(s) will be given the opportunity to present any matter relative to their position. The decision by the members of the ECBOE is final in the grievance process.

Failure at any step of this procedure to communicate decisions at the levels and in the manner required at the respective level shall permit the grievance to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within specified time limits shall be deemed an acceptance of the decision rendered at that level and this procedure shall terminate for the given grievance.

This Parent Grievance Policy has been developed jointly with, and agreed on by parents, community stakeholders, and school staff, as evidenced by agendas and sign-in sheets, on file in the Federal Programs/Student Assessment Office.

Additional information concerning proper grievance procedures may be found in the Elmore County Policy and Procedures Manual.

EMERGENCY PROCEDURES

EMERGENCY CLOSING PROCEDURES

Occasionally, a circumstance arises which makes it necessary to close school before the usual time. Such a circumstance might be snow, storms, floods, or other unforeseen emergencies. When this occurs, the following procedure will be followed:

1. Monitor/check the system website – **elmoreco.com**
2. Listen to area radio and TV stations that will inform you of school closing.
3. Buses will transport students to their usual home station.
4. Parents who normally pick up their children will need to come to school immediately after the emergency announcement.

SEVERE WEATHER

In case of a tornado watch or warning or any natural disaster, your child will be taken to a place of safety. Drills are held at least once every month during the year so that children will know how to conduct themselves in the event they are faced with an actual tornado or threatening weather conditions.

The children will go to a pre-assigned area, kneel on the floor, and cover their heads. We ask that you do not call the school or come to pick up your child if an emergency of this nature should occur. Your child will be safer at school than he or she will be in a car during severe weather. If you insist on picking up your child during severe weather, please come to the office and sign out your child so that we will have a record that he or she has been checked out should a disaster occur.

FIRE DRILLS

Fire drills will be done at least once every month during the school year. When the signal sounds, students will file out quietly, orderly, and quickly in the direction indicated by the teacher. An evacuation plan is posted in each classroom.

LOCK-DOWN DRILLS

Lock-down drills will be conducted at least three times during the school year. When the signal sounds, the teachers are to lock their classrooms, with students and teachers remaining inside the classroom. Students will follow directions indicated by the teacher.

SCHOOL PROPERTY

SCHOOL PROPERTY DAMAGE

Students and their parents will be held responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all types, as well as equipment, buildings, and grounds.

TOBACCO FREE CAMPUS

Smoking/ Tobacco is not permitted by any person on school properties (inside or outside buildings) that are operated by the Elmore County Board of Education. Smoking is also not allowed by parent chaperones or school personnel while attending field trips or participating in any school sponsored activity.

TEXTBOOKS

All textbooks are furnished. Each student must have a signed textbook permission slip before textbooks can be issued. If a book becomes damaged or lost, **it must be paid for before another book will be issued.**

BUS TRANSPORTATION

The Elmore County Public Schools make every attempt to pick up, at approved bus stops, take to school, and take home all school age children of Elmore County. Transportation service is a privilege and may be adjusted, suspended, or removed from any child by use of the proper procedures as set forth in the Student Handbook, Code of

Conduct, and Board Policy as approved every year by the Board of Education of Elmore County.

All bus routes reflect the best possible routes that can be established by the Transportation Department on state, county, and city roadways. The school bus shall not be used for transportation of school children to and from school on or through, private property unless approved by the Superintendent. Approval must be through the submission of a *Private Road Agreement Application*. This approval must meet criteria regarding safety, road condition (to include, but not limited to, width, distance, proper road maintenance, and road surface), and appropriate turnarounds. If controversy arises due to bus service on or through private roads, bus service will be terminated until the conflict is resolved. The expense of the resolution will be the responsibility of the property owners.

The routes should reflect the safest and most efficient use of the school bus as possible. When any roadway is determined to be unsafe for school bus travel by the Superintendent of Elmore County, the Elmore County Board of Education Transportation Department, or the Alabama Department of Pupil Transportation, the route will be adjusted to reflect the best possible alternative route. For the safety of all children, no one is allowed to enter or ride a school bus unless he/she is assigned as a regular route student or has a bus pass issued by a principal or authorization from the Transportation Department. [It is unlawful to obstruct governmental operations (13A-10-2(2), or Criminal Trespass (13A-7-3)].

PERSONAL ISSUES

PERSONAL PROPERTY

The responsibility for a student's personal property belongs to the student. Teachers are not responsible for keeping up with any items, including money, which belong to the students. Each parent is requested to mark his/her child's name in or on personal items to reduce the number of disagreements over ownership. Students should bring only the amount of money that is needed for juice, snack, lunch, and school supplies.

SELLING OF ITEMS AT SCHOOL

Students will not be allowed to sell non-school related items at any time.

PERSONAL PARTIES AND GIFTS

Invitations to any non-school related event must not be given out at school. Deliveries (balloons, flowers, etc.) to schools from florists will not be accepted.

TAKING PICTURES AND VIDEOTAPING

Pictures and videotapes may be taken of students for public relations (i.e., press release) or educational activities unless a parent/guardian notifies the school principal and the

classroom teacher in writing that he/she objects to use of any photographs and videotapes of his/her child. **Students are not allowed to take pictures or videos with cell phone cameras or any other type of electronic device (camera, blackberry, etc) during the school day unless they have the written permission of the principal.**

SPECIAL SERVICES

SPECIAL EDUCATION SERVICES

Elmore County School System's Special Education Policy states:

Elmore County School System ensures that a free appropriate public education, consistent with the standards established by this plan and by state and federal regulations, is being provided to all children with disabilities ages 3-21.

The Elmore County School System ensures that all children residing within the jurisdiction of the local education agency, birth to twenty-one years of age, regardless of the severity of their disability and who need special education and related services, are identified, located, and evaluated.

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 Special Education Coordinator at (334) 567-1224.

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. Elmore 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 (334) 567-1200 ext 20044.

ESL STUDENT SERVICES

Section 3116 of Title III of the *No Child Left Behind Act of 2001* and the Stewart B McKinney-Vento Homeless Assistance Act, for serving students who are homeless, migratory, limited-English proficient (LEP) and immigrant students, requires that children must have equal access to the same free appropriate public education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held, without being stigmatized or isolated. In the Elmore County School Public School System, all language-minority students with academic or social needs identified are provided accommodations in the regular program and assistance with the acquisition of English language skills.

If you have questions or 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, the ESL School Coordinator, the ESL Specialist at (334) 567-1200 ext 24003 or the Federal Programs Coordinator at (334) 514-2810 ext 24001.

GIFTED EDUCATION PROGRAM

The Elmore County School System is committed to an educational program that recognizes the unique values, needs, and talents of the individual student. The **Gifted Education Program** is an integral part of this commitment. The ultimate goal of this program is to develop each student's scholarship, task commitment, creativity, and leadership abilities.

The Elmore County School System believes that gifted students may be found within any race, ethnicity, gender, economic class, or nationality. In addition, some students with disabilities may be found to be gifted. The Elmore County School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program.

Teacher, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student for consideration for gifted services. To refer, contact the Gifted Education Coordinator at the local school or the Office of Special Education, Elmore County Schools. If now or at any time in the future you have questions or concerns about the Gifted Education Program, please contact your school office or the Office of Special Education, 567-1224.

MEDICATION AT SCHOOL

Medication should be scheduled to be given at home whenever possible. Students requiring medication at school due to illness or medical conditions must adhere to the Student Health Services Medication Guidelines. The complete guidelines may be obtained at any school in the system. **Medication authorization forms are available at each school and in the appendix of this handbook.** The form may be photocopied.

Some **key points** of the guidelines are as follows:

- **A School Medication Prescriber/Parent Authorization form must be completed and signed by the parent/guardian and the prescribing physician before any prescription or over-the-counter medicine will be given.**
- A new Prescriber/Parent Authorization form is required for each new school year and for any change in dose, time, or method of administration.
- All medication must be transported to and from school by a parent/guardian or designated adult unless the medicine is one used for emergency care or chronic illness and as been approved through the school nurse for transport. Consult the administrator or the school nurse for securing permission for a student to carry and self-administer an emergency medicine or medicine that is required for a chronic illness.

- The parent/guardian must pick up student medications by the last day of school or within one week if it is discontinued during the year. Medication that is not picked up will be destroyed.
- Prescription medication must be in the original pharmacy labeled container that provides the time for the medication to be given at school. Inhalers must have a prescription label on the inhaler.
- Over-the-counter medication must be in the original manufacturer's container with the student's name clearly written on the container without obscuring the manufacturer's instructions.

INDIVIDUALIZED HEALTH CARE PLANS

An individualized health care plan (IHP) is an organized plan that outlines specific medical, nursing, and emergency care for an individual student. An IHP is recommended for students who are identified as having a health condition that affects or has the potential to affect their participation and performance in school. Students with conditions such as asthma, life-threatening allergies, seizures, diabetes or any health condition requiring professional observation or intervention at school should have a health care plan specific to the student's needs. The parent/guardian of any student who may need an IHP should contact the administrator or school nurse with information about the student's health condition and work with the school to put a plan of care in place for the student.

PROGRAMS AND ACTIVITIES

READING RENAISSANCE

Reading Renaissance (RR) is a **required** supplement to the reading curriculum for grades K-8. This is an integral component of the reading program. Reading Renaissance is a **motivational reading management software program** used by students daily as instructional time permits.

The *Elmore County Reading Renaissance Guide* is available online at www.elmoreco.com in the Documents Uploads section of the Curriculum & Instruction Department.

ALABAMA READING INITIATIVE

The Alabama Reading initiative (ARI) is a statewide K-12 initiative managed by the Department of Education. The goal of ARI is to significantly improve reading instruction and ultimately achieve 100% literacy among public school students. The Alabama Reading Initiative provides teachers training to help them teach in proven and effective ways, specifically by integrating best practices of phonics and the whole-language approach to teaching reading.

Alabama State Department of Education

DIBELS

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) is an Alabama State Department of Education required assessment for Kindergarten through Second Grades. However, Elmore County requires all ARI schools to administer DIBELS in grades K-3. The DIBELS assessment is given three times a year, fall, winter, and spring. Teachers are to use the data acquired from the scheduled assessments to determine necessary classroom instruction in each of the areas assessed. DIBELS has a Progress Monitoring component, which is to be used between the required assessment periods to ensure proper growth and development in reading and affirm the instructional strategies are effectively working. Elmore County students are identified on the scheduled assessment as Benchmark, Strategic, or Intensive.

ALABAMA MATH, SCIENCE, AND TECHNOLOGY INITIATIVE (AMSTI)

AMSTI (Alabama Math, Science, and Technology Initiative) is an Alabama Department of Education initiative to improve math and science education across the state.

It provides students with well-trained teachers and the equipment, materials, and resources needed for hands-on, activity-based, math and science education. AMSTI helps students develop the knowledge and skills needed to succeed in postsecondary studies and the workforce.

TEAM-Math

TEAM-Math is a research based designed math approach to learning through “inquiry-based” teaching methods. Students who figure things out for themselves when given “real world” problems will retain better the information and process used. TEAM-Math activities are aligned to the Alabama Course of Study and national standards. Because of this, TEAM-Math will improve math achievement of students on the SAT-10, the Alabama High School Graduation Exam, and other tests.

LIBRARY/MEDIA CENTER

Books and reference materials are located in the library/media center. Students are encouraged to check out and read books. Students visit the library/media center either as a group or as an individual on an unlimited as needed basis during times specified by the classroom teacher. In an effort to remind students of the importance of returning books in a timely manner, a library fine may be charged to students. Each library/media center fine differs; you may contact the school principal or media specialists for inquiries.

Elmore County has a Library/Media Selection Policy (**File: *IFBD-R Policy Manual***) for any questionable books or library materials.

FIELD TRIPS

Educational field trips will be taken by various classes during the school year. Students will be transported in school owned or chartered buses with teachers in charge. All

parents must sign permission slips if they wish for their child to go on these trips. A student will not be permitted to go on a field trip if his/her permission slip is not signed by the parent/ guardian and returned. The permission slip will be sent home with the student a few days before the trip. If for any reason parents do not wish for their child to go on a field trip, the child will be supervised at school during the school day.

EXTRACURRICULAR ACTIVITIES

It is the policy of the Elmore County Board of Education to encourage participation in extracurricular activities and clubs by students. No eligible student is to be denied the opportunity to participate in any activity or club. The sponsor, coach, or director of each extracurricular activity is available, upon request, to fully inform any student about his or her program.

EXTRACURRICULAR ACTIVITY PARTICIPATION ACADEMICS FIRST

The Elmore County Board of Education recognizes the value of all extracurricular activities as they relate to the total education of students. The Elmore County Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her progress toward graduating from high school on schedule with his/her class. The Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by the State Board of Education resolution and the *Alabama Administrative Code* to earn a minimum of 24 credits in Grades 9-12 with four (4) credits each in science, mathematics, social studies, and English. The Elmore County Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:

1. Students entering grades 10-12 must, for the last two semesters of attendance and summer school if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits for the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70. Students entering grades 8 and 9 must, for the last two semesters of attendance and summer school if applicable, have a passing grade in five (5) subjects with a composite numerical grade of 70 with all rules applying the same as to students in grades 9-12. Students promoted to the seventh grade are eligible.
2. Physical education may count as only one (1) unit per year.
3. No more than two (2) credit units may be made up during the summer. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
4. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must

be determined no later than five (5) school days after the beginning of the succeeding semester. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to rules of the Alabama High School Athletic Association for sports and rules established by the Board of Education as they pertain to other extracurricular activities.

5. Each eligible student entering grades 10-12 must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work may substitute for regular schoolwork repeated in computing the 70 average.
6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt for earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.
8. Each student involved in athletics must meet all the requirements of the Alabama High School Athletic Association for eligibility. These requirements are available at each school.
9. Any student participating in extracurricular athletic programs (i.e. sports, cheerleading) must have proof of and maintain full coverage medical insurance.

Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by the school, which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and /or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students regardless of academic standing in a curricular activity shall be granted if the principal, superintendent, and Board of Education approve participation in the activity as an extension of a course(s) requirement(s) and it is an event sanctioned by a state/national subject matter association.

Notwithstanding anything contrary to this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses and attendance at events such as athletic events (pre-game, game, half-time, or other breaks), club conventions, parades, amusement park trips and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

Decisions regarding a student's participation in extracurricular activities will be consistent with the requirements found in the Individuals with Disabilities Education Act (1997) and its implementing regulations, both federal and state, as well as Section

504 of the Rehabilitation Act of 1973 if the student is identified eligible under these statutes, rules, and regulations, and such participation is determined to be appropriate.

Technology Usage Policy

MISSION

The Elmore County Public School System's mission is to provide relevant, engaging, positive learning environments where students are empowered to realize their self-worth through continuous academic, social and emotional growth.

POLICY STATEMENT

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Elmore County Schools. Use of any and all technology resources is a privilege and not a right.

INTRODUCTION

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Elmore County Schools to provide all students and employees with access to a variety of technology resources. **All Elmore County students and staff must acknowledge and adhere to this policy.**

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Elmore County Schools.

We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of the Elmore County Schools that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts.

Additionally, it is implied that all students and employees of the Elmore County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

All personal technologies used on any Elmore County campus are subject to this policy and may be used only when approval has been granted from the District Technology Director. If approved, such usage must be in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws.

All electronic content stored on any external storage medium or personal off-site storage location that is brought to or accessed from a Elmore County Schools campus is subject to all school system policies and guidelines, as well as local, state, and federal laws.

Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus items such as: electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the District Technology Director should be notified immediately.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the District Technology Director before proceeding. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

Elmore County Schools' Office of Technology issues further specific guidelines detailing appropriate and legal use of copyright, email, technology resource purchasing and disposal, web page creation, and the publication of student work. These guidelines are updated as best practices dictate and as case law emerges. These guidelines are considered appendices of Elmore County Board of Education Technology Usage Policy. Students and staff are expected to be aware of and follow the guidelines which are updated annually on the Elmore County web site Technology page and referenced in the teacher handbook and the Student Code of Conduct booklet. Additionally, training will be provided to staff and students.

Technology Usage Policy

I. ACCESS:

- A. The use of all Elmore County Schools technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation. Moreover, users of Elmore County Schools' technology must be aware that Elmore County Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.
- B. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the technology staff. Regardless of purchase date, location or funding source, all personnel should adhere to the Electronics Purchasing and Disposal Guidelines in regard to all purchases and disposals.
- C. Individuals may use only accounts, files, software, and/or other technology resources that are assigned to, provided, or approved for him/her.
- D. Individuals identified as a real or suspected security risk will be denied access.
- E. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
- F. Individuals must not attempt to disrupt any computer services or data by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, excess network and/or Internet activity, or modification of equipment or infrastructure.
- G. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering system, either with or without malicious intent.
- H. Personal technology-related devices such as, but not limited to laptops, PDA's, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this policy and other applicable published guidelines. The user should not access local area network or wide area network resources without the explicit permission of the technology staff. Public Internet access may be available for visiting devices and is subject to the conditions outlined in this policy and all other school system policies and guidelines, as well as local, state, and federal laws.
- I. The District Technology Director, local school Technology Coordinators and/or school system administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.

II. PRIVACY:

- A. To maintain network integrity and to insure that the network is being used responsibly, local school administrators, Technology Coordinators and/or other designated technology staff reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices. Users should be aware that activities may be monitored at any time, without notice.
- B. Users should not have any expectation that their use of technology resources, including files stored by them on the Elmore County Schools' network, will be private and will be secure from access by others.
- C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. Elmore County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.
- E. Users are encouraged to avoid storing personal and/or private information on the district and/or schools technology resources.

III. DATA SECURITY:

- A. Students and staff are expected to follow all local, state and federal laws and system policy regarding the protection of student and staff confidential data.
- B. Reasonable efforts will be taken to maintain security of technology resources, but Elmore County Schools cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- C. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Elmore County Schools. Any such unauthorized usage shall be reported immediately to the local school administrator, Technology Coordinator and/or the District Technology Director.

Technology Usage Policy

- D. All employees shall be responsible for immediately reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, and loss/theft of devices or failures of technical security measures to the local school administrator, Technology Coordinator and/or the District Technology Director.
- E. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.
- F. Reasonable steps and procedures will be taken to secure student records, media center collections, child nutrition, and accounting information, and such information shall be backed up in a routine manner, with such information being maintained in secure storage.
- G. The system-wide technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

IV. COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the district Technology Director, local school Technology Coordinator, or local school media specialist.
- C. Legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the system (i.e. as part of the Technology Education Curriculum, during lab orientation, network orientation, or faculty meetings, etc). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the local school Technology Coordinator and/or District Technology Director.
- D. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student's or employee's responsibility to secure proper usage permission.
- E. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the district technology staff.
- F. A backup copy of all purchased software programs should be made and, thus, become the working copy.
- G. All original copies of software programs, including those purchased with departmental funds, will be stored in a secure place.
- H. For security and insurance purposes, the district level technology staff will be the only people with access to original software disks at a given school location, with the exception of CD-ROMs required when accessing the program. System-wide software originals will be housed at the District Technology Office.
- I. In almost every case, if a single copy of given software package is purchased; it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.
- J. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The district Technology Director and the person requesting the software will be responsible for determining how many copies should be purchased.
- K. The District Technology Director is authorized to sign license agreements for a school within the system. Copies of any system-wide license agreements must be signed by the District Technology Coordinator and/or Superintendent and distributed to all schools that will use the software.
- L. The district technology staff will be responsible for installation of all software in use on the wide area network, local area network and/or individual workstations/laptops within the Elmore County Schools. Other designated staff may install software on local workstations with permission by the District Technology Director.
- M. Written permission to post student work on the Internet is obtained through the Elmore County School Technology Usage Agreement.

Technology Usage Policy

V. EMAIL:

- A. Elmore County Schools provide access to email accounts for all employees, contract employees and for students in certain grade levels
- B. Elmore County Schools make a reasonable effort to maintain (backup) email for normal business operations.
- C. Technical support is provided for Elmore County Schools email accounts used to conduct educational and/or instructional business.
- D. Personal use of email is permitted as long as it does not violate Elmore County Schools' policy and/or adversely affect others or the speed of the network.
- E. Use of Elmore County Schools' email accounts for harassing or threatening is strictly prohibited.
- F. Elmore County Schools' email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- G. When employing email, all employees are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Employees must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.
- H. Elmore County Schools' email accounts may not be used for attempting to send or sending anonymous messages.
- I. Elmore County Schools' email accounts may not be used for sending mass emails unless to parent lists or for other for educational purposes.
- J. Elmore County Schools' email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.
- K. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- L. There is a system imposed limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails.
- M. If users are required to maintain email for more than 365 days - should print said emails.
- N. The technology staff, Elmore County Schools' administrative staff, or Elmore County Board of Education do not support or advocate the use of email archives.
- O. Incoming and outgoing email is filtered by the district for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Elmore County Schools cannot assume any liability for such breaches of the filter.
- P. Email accounts will automatically expire on the last full day of employment.
- Q. At the discretion of the Technology Director and/or Superintendent, email accounts may be locked without notice.

VI. INTERNET USE:

- A. The intent of the Elmore County Schools is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet.
- C. Teachers should screen all Internet resources before using them in the classroom.
- D. Students gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from their parents.
- E. Students are allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms. Permission is not transferable, and therefore, may not be shared. Existing permission forms are valid until new forms are received.
- F. Students who are allowed independent access to the Internet have the capability of accessing material that has not been screened.
- G. Internet activity can and will be monitored, along with other aspects of technology usage.
- H. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Technology Director.
- I. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking, must list specific URLs.
- J. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.

Technology Usage Policy

VII. WEB PUBLISHING:

- A. The Elmore County Schools' web site is limited to usage associated with activities of Elmore County Schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.
- B. The Technology Staff reserves the right to reject all or part of a proposed or posted web page.
- C. All pages posted on the Elmore County Schools' web site must be designed/written with approved software.
- D. It must be easy to determine the name or title of the person responsible for the content on each web page or sections of web pages housed on the Elmore County Schools' website.
- E. A staff member's primary web page should be housed on the Elmore County Schools' web site.
- F. Links from pages housed on the Elmore County Schools' website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- G. Student pictures or other personally identifiable information can be used in accordance with the signed "Elmore County Schools Technology Usage Agreement" and in accordance with FERPA guidelines.
- H. Student posting of personally identifying information of any kind on the Elmore County website or linking to personal information from the Elmore County website is prohibited. Personally identifying information includes home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
- I. Individual students may be identified by first name and first letter of last name unless permission to do so is denied by the parent or guardian in writing on the Technology Resource Agreement form. Full names will not be posted even in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions.
- J. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students. In some cases, use of first names, last initial is appropriate for secondary students. No photographs of individual students are allowed on the pages.
- K. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.)
- L. Permission for publishing employee photographs on the Elmore County website is assumed unless the employee specifies otherwise in writing to his or her direct supervisor.
- M. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

VIII. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. Information, such as but not limited to student information system data, accessed through school system technologies may not be used for any private business activity. The following are examples of inappropriate activities when using any Elmore County Schools' network, email system, hardware, software, technology service, and/or Internet access:

- A. Using another user's password or attempting to discover another user's password
- B. Sharing passwords
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on any network drive or directory other than your personal home directory or a teacher-specified and approved location
- E. Downloading, installing, or copying software of any kind onto a workstation, laptop, home directory, or any network drive (except for approved updates)
- F. Harassing, insulting, embarrassing, or attacking others via technology resources
- G. Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- H. Intentionally wasting limited resources such as Internet bandwidth, disk space and printing capacity

Technology Usage Policy

- I. Accessing inappropriate material such as, but not limited to, digital cameras, flash drives, iPods, Yahoo Briefcase, cell phones, web sites, etc.
- J. Accessing inappropriate material from web sites or attempting to bypass the Internet filter to access web sites that have been blocked (Examples: information that is violent; illegal; satanic; sexual; demeaning; racist; inflammatory; and/or categorized as a social networking, blogging, or journaling site, etc.)
- K. Sending, displaying, or downloading offensive messages or pictures
- L. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- M. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate embarrassing pictures
- N. Editing or modifying digital pictures with the intent to embarrass harass or bully is prohibited.
- O. Participating in unsupervised or non-instructional on-line chat rooms without the permission/supervision of an adult staff member
- P. Posting any false or damaging information about other people, the school system, or other organizations
- Q. Posting of any personal information
- R. Broadcasting network messages or participating in sending/perpetuating chain letters
- S. Violating copyright laws
- T. Plagiarism of materials that are found on the Internet
- U. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- V. Use of any Elmore County Schools Technology resource for personal gain, commercial or political purposes
- W. Accessing any website or other resources by falsifying information
- X. Downloading games or playing games on-line
- Y. Streaming video or audio not related to the core business of the School System

IX. CIPA Compliance

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000, School authorities must certified that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. Elmore County has Lightspeed Systems in place to block all inappropriate sites from being viewed on the network in Elmore County Schools and complies with CIPA. For additional, questions regarding CIPA, please contact the Office of Technology.



Last Name _____
 First Name _____
 School _____
 Homeroom _____

Elmore County Schools Technology Usage Agreement

Parents/Students:

Students may not be allowed computer access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Technology Coordinator at your school. The complete text of the Elmore County Schools' technology policy can be found in the Code of Conduct.

From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Elmore County Schools' Internet server. A student's personal information will NOT be published on the Elmore County web sites. Pictures used on the Elmore County Schools' web sites may include but are not limited to students when they are involved in projects, when they are in large groups, or when they receive recognition. Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

Students:

I acknowledge that I have read, understand, and agree to all terms in the Elmore County Schools' Technology Usage Policy as outlined in the Elmore County Schools' Policy Manual. I further understand that, as a user on the Elmore County Schools' network, I am responsible for appropriate behavior when using any Elmore County Schools' technology resource.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

- o loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;
- o additional disciplinary action determined as appropriate at a specific school by school staff; and/or
- o legal action, when applicable

I also understand that this agreement will be binding during my entire career at my current school.

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian: (please check appropriate boxes)

_____ My child may use the Internet while at school according to the rules outlined in the Elmore County Schools Technology Usage Policy

_____ My child's picture may be published on the Internet and/or school and District TV channels.

_____ My child's first name and last initial may be published on the Internet.

_____ My child's selected school materials may be published on the Internet and/or school and District TV channels.

Parent Name (please print): _____

Parent's Signature: _____ Date _____

CAFETERIA

Elmore County Public School Child Nutrition Program is in compliance with the State Department of Education Wellness Guidelines. All meals served meet patterns established by the National School Lunch Program and the United States Department of Agriculture. Our goal is to assist in reducing the concerns of obesity in school age children. Students who need substitutions or are on special diets must complete a Medical Statement/Diet Prescription form. These forms are available through the school nurse or the school office.

Every school in Elmore County serves lunch each operating day. Students may purchase lunch for \$2.00. Students who qualify may receive meals free or at a reduced price of \$.40. Breakfast is served at the schools daily. Students may purchase breakfast for \$1.00. Students qualifying may receive breakfast free or at a reduced price of \$.30. Parents/Guardians may complete the Free and Reduced Meal Benefit Application to qualify for the free or reduced price meals. Applications are available at the school office. All applications will be scanned for processing as the application arrives at the Child Nutrition Office. Parents should be prepared to pay for meals until their child's application is processed and the cafeteria or parent is notified. The CNP office is allowed 10 working days to process an application after the application reaches the CNP office. If any part of the application is incomplete, the application will be returned and the process will take longer.

Students may purchase extra in each cafeteria. **No glass items or carbonated drinks are allowed in the school cafeteria. Foods and drinks brought into the cafeteria in competitive packaging, i.e. fast foods, are prohibited.** Parents may pay for lunches with cash or personal check. Lunches can be paid daily, weekly, or monthly. A lunch money account for your child will be established in the school cafeteria. Elmore County has a **no charge policy** in each cafeteria. Students without money may be given an alternate meal such as PB&J sandwich and milk or an equivalent. When paying by check, please make the amount of the check only for lunches (not for cashing or other school fees). There is a \$15.00 fee for checks returned by the bank for non-payment. **CHECKS WILL NOT BE ACCEPTED THE LAST MONTH OF THE SCHOOL YEAR.** If you have questions, please call the Child Nutrition Office at (334) 567-1222 or toll free 1-(800)-833-6003.

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.

FEDERAL INCOME CHART			
For School Year <u>2009-2010</u>			
Household size	Yearly	Monthly	Weekly
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each additional person:	+6,919	+577	+134

Dear Parent/Guardian:

Children need healthy meals to learn. The **Elmore County Child Nutrition Program** offers healthy meals every school day. Full-price breakfast costs \$1.00, and lunch costs \$2.00 per day. Your children may qualify for free or reduced price meals. Reduced-price breakfast costs \$.30, and lunch costs \$.40. NOTE: Breakfast is available in every school.

1. Do I need to fill out an application for each child? No. Use one Free and Reduced Price School Meals Application for all students in your household. Foster children must be included on a separate application. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to your child's teacher, the school office, or the Child Nutrition Office, 100 HH Robison Drive, P.O. Box 817 Wetumpka, AL 36092. Call with questions at (334) 567-1222 or 1-800-833-6003.**

2. Who can get free meals? Children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits (formerly the Food Stamp Program), or TANF and most foster children can get free meals regardless of your income. Also, your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines. Please fill out an application.

3. Can homeless, runaway and migrant children get free meals? Please contact the school counselor to see if your child(ren) qualify, if you have not been informed that they will get free meals.

4. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on the application instructions.

5. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals? Please read the letter you got carefully and follow the instructions. Call the Child Nutrition Office at **567-1222 or 1-800-833-6003** if you have questions.

6. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

7. Will the information I give be checked? Yes, we may ask you to send written proof.

8. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start receiving SNAP or getting TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

9. What if I disagree with the school system's decision about my application? You should talk to the Child Nutrition Office. You also may ask for a hearing by calling or writing to the **Assistant Superintendent for Support Services, P.O. Box 817, Wetumpka, AL 36092, phone number (334) 567-1229 or 1-800-833-6003.**

10. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

11. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

12. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

13. We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

14. Where can I obtain an application? You may obtain an application at either your child's school office or the Child Nutrition Office located at 100 HH Robison Drive, Wetumpka.

If you have other questions or need help, call.

Si necesita ayuda, por favor llame al teléfono: (334) 567-1222 or 1-800-833-6003.

Si vous voudriez d'aide, contactez nous au numero: (334) 567-1222 or 1-800-833-6003.

Sincerely,

Mary P. Wood
Child Nutrition Director

*Elmore County
Schools
Student
Code
of
Conduct*

2009 - 2010