A decorative border of colored pencils surrounds the text. The pencils are arranged in a rectangular frame with some at the top and bottom, and others on the left and right sides. The colors include purple, blue, yellow, orange, teal, red, green, and pink.

Grove Hill Elementary School Student & Parent Handbook

Kathy Spidle, Principal
Niquitha Merida, Assistant Principal



Welcome To Grove Hill Elementary School!

Welcome to Grove Hill Elementary School! We are pleased that you are part of our school and community. We believe we have a great school, and know that you will too. It is our goal to highlight areas in this handbook that will be helpful to you as a parent and your child as a student. We feel that if procedures, policies and expectations are communicated, it provides a better understanding of the learning environment of your child.

We count on you and all of our students to help make our school the best that it can be. Students at Grove Hill Elementary School accomplish this goal in many ways. Students work hard each day to develop good study habits and come to class with books and materials ready to work. Finally, we want our students at Grove Hill Elementary School to accept personal responsibility for learning. Our school is a "community of learners" and we want everyone to be a part of the learning process.

Our school is part of the community and our students accept the responsibility of a good citizen by helping to keep the building and the grounds clean and protecting school property. Be proud of your school and help to keep it clean at all times.

MISSION STATEMENT:

Grove Hill Elementary School's faculty and staff accept as our mission the education of all students to their highest level of performance in all areas of learning, enabling them to be successful members of society.

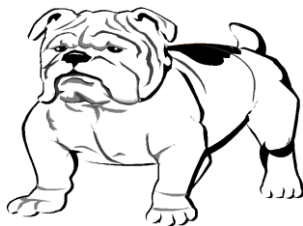
SLOGAN:

"Together we can LIGHT the future and change the world!"

Mascot: Sunshine



Sports Mascot: BULLDOG



SCHOOL SONG:

Together, we can light the future and change the world.
Hand in hand we'll work together to make a better world.
Today, I'm just a tiny flicker, but soon I'll be a shining star.
If you'd like to glimpse the future, well here we are.

Doctors, lawyers, engineers, all this I can achieve.
Always listen, study hard to be all I can be.

Together, we can light the future and change the world.
Hand in hand we'll work together to make a better world.
Today, I'm just a tiny flicker, but soon I'll be a shining star.
If you'd like to glimpse the future, well here we are.

Nurses, bankers, secretaries, I may want to teach.
Even the job of President is still within my reach.

Together, we can light the future and change the world.
Hand in hand we'll work together to make a better world.
Today, I'm just a tiny flicker, but soon I'll be a shining star.

If you'd like to glimpse the future, well here we are.

-written by Ms. Ruth Allen

COVID 19 Information:

We will make decisions regarding students and our school based on current information and recommendations provided by the Alabama State Department of Education (ALSDE), the Alabama Department of Public Health (ADPH) and our local leaders. Decisions will be communicated to stakeholders. We appreciate your patience as we try to provide a quality education to your child during these unprecedented times.

GHEHS HIGHLIGHTS

Health Services

We are fortunate to have a full time nurse on our campus. She is helpful to us in many ways. If a student becomes ill or injured, the teacher will bring him /her to the nurse's office. An attempt will be made to notify parents in cases of warranted illness or injury. Injured students will be taken to the doctor, if necessary, when parents cannot be reached. **Please be sure we have several contact numbers on file in the office.** This is important when we are trying to notify parents of an accident or illness.

Regulations for Medicine:

There are several regulations concerning what a school nurse is allowed to give in the way of medications. Medications that need to be taken while at school (prescription or over the counter, such as Tylenol) **must be:**

- Brought to the school nurse (not teacher) by a parent or guardian (not student). Any student who has in his or her possession other than the specified daily dosage and furnishes, gives away, or sells medication may be subject to suspension probation or expulsion.
- Container or bottle must be new (unopened). If it is a prescription, your pharmacist will prepare small container for school if you request it.
- Medical administration forms must be completed and filed with the school nurse. The signature of a parent or guardian will be required for this medication to be administered during school hours by the nurse. **A note is NO longer acceptable.**

First aid supplies for minor injuries are kept in the nurse's station. Teachers do not give any kind of medication, including aspirin, to ill students.

CHILD NUTRITION

The Clarke County Board of Education is again participating in a program, Community Eligibility Provision (CEP), which allows schools to offer both breakfast and lunch at NO CHARGE to students while eliminating the traditional school meal application process. This program not only helps those who were already qualified for free or reduced meals, but also helps those that did not qualify and had trouble meeting the needs of the students.

Students **WILL NOT** have to pay for their meals each day!

The student **WILL** have to pay for any extra items they wish to purchase. For example, a student may wish to select an extra pizza and extra milk; the student would be responsible for paying for these items. Students may not charge A La Carte items or extra sales.

If your child brings breakfast or lunch, be sure it is in a lunch box or bag. Please encourage your child to drink milk, juice or water. Students are not allowed to bring soft drinks into the cafeteria. Juice boxes and thermoses are recommended.

All students have an "account number" that must be entered at each meal. Send all breakfast, lunch and "extras" money in a separate envelope including your child's name and teacher's name. This money is counted by our CNP cashier, not the classroom teacher.

PayPAMS, the online student account management system, will be available to add funds to your student's account. They will be able to use their accounts for A La Carte and extra sales. To sign up for PayPAMS, go to www.paypams.com and follow the online instructions.

Meal prices for the SY 2019-20 are as follows:

	Lunch	Breakfast
2 nd Student Meal	\$2.50	\$2.00
Adult Employee	\$3.75	\$2.25
Visitor	\$4.50	\$2.25
Holiday	\$5.00	

GUIDANCE

Each week our school counselor visits each classroom and teaches life-related lessons on various topics. Our guidance program focuses on building excellent character, bullying, drug-free awareness, and several other topics. Our school's guidance program is set up to provide group and individual counseling sessions as needed.

GHASA

Grove Hill Elementary offers after school enrichment care for grades Pre-K-4th. This program is open to all students of GHES on a first come; first served basis. The 21st Century After School Adventure staff is committed to providing safe and supervised enrichment, remediation, and recreational classes.

BLACKBOARD SCHOOL MESSAGING

From time to time, you will receive recorded messages on your home or cell phone from the Clarke County School System. This is part of our *Blackboard* message system. It is a great communication tool for schools to use to contact parents regarding important school information, events, attendance and messages. We are excited about this message system and look forward to using it as a tool for keeping you informed.

Please be sure to keep your child's contact information up to date at school. We wouldn't want you to "miss an important call".

SAFETY DRILLS

At Grove Hill Elementary School we work hard on a daily basis to keep our students safe and sound. Like all Clarke Co. Schools we have a state approved comprehensive safety plan that encompasses many areas. This plan is evaluated and revised by our School Safety/Crisis Management Team each year. Each employee knows their role and has a plan of action if the need arises. An important addition to our plan, is the implementation of safety drills. Our drills include fire, severe weather, safety/lockdown and evacuation. Each month we will practice the various required safety drills and conduct several unannounced drills. Each drill will be documented and improvements made when necessary. "Tightening security" begins in our front office. We will continue to require all visitors to check in at the main office and provide notes for students who require any transportation change. For safety reasons, we will not except changes over the telephone. We are also extremely cautious when students are checked out of school, so please be prepared to be patient while we look through files for necessary information or ask for identification. We appreciate our parents and other visitors understanding our need to protect our students. We want our community to know that we take safety seriously. We will implement our plan and practice our drills throughout the year. Our continued goal is to provide a safe and secure environment for all students.

PTO

All parents and teachers are encouraged to join the PTO. The PTO accomplishes a great deal. We strive to reach 100% membership in our PTO each year. This organization provides a means of communication and cooperation between the home and school. Many long, hard hours of volunteer work go into making the PTO a success. We have five meetings yearly with students performing during each meeting. We encourage your involvement in your child's education. It is comforting to a child when they see their parents interested in the school they attend. Yearly membership per person is \$5.00.

Volunteers in Public Schools (VIPS)

Grove Hill Elementary School has a strong extension to our PTO titled Volunteers in Public Schools (VIPS) program. Parents, grandparents, and interested citizens of the community are welcomed and encouraged to become a volunteer. An orientation and training session are required for new volunteers. We will send VIPS interest forms home the first few weeks of school for parents/grandparents to complete. For more information, please call the school office at 251-250-2150.

Continuous Improvement Plan/Title I Plan

Grove Hill Elementary School receives federal funding through Title I. Title I funds are used to supplement other funding sources in order to provide student assistance, purchase materials and supplies, provide professional development for teachers and recruit and hire highly qualified teachers. These funds are dispersed based on needs identified in our Continuous Improvement Plan. This plan is developed annually with input from faculty/staff and parents.

As a GHES parent, you have the right to be involved in every phase of the development and implementation of this plan. When completed, the plan will be communicated to parents through our web site and hard copies will be made available in the office.

You will find our detailed School Parental Involvement Plan portion of the Continuous Improvement Plan later in this handbook.

PROCEDURES



Tardiness/Early Dismissal ~ Checkouts

School begins at **7:50 A.M.** Any student is tardy after 7:50 A.M. unless the bus they are riding is late. If your child is tardy, please accompany them to the office to sign him/her in. If possible, please refrain from your child being tardy. Instruction begins at 7:50 A.M. and when your child is tardy they are missing valuable learning time. Excessive tardiness can result in a disciplinary referral.

- Any student checked out before 11:30 am will be counted absent for the entire day.
- Any student checked in as tardy (after 7:50 am) will be denied perfect attendance.
- Any student checked out during the school day **regardless of time**, will be denied perfect attendance.

Early dismissals/checkouts are a growing problem with our students. The state requires that the total instructional time of each school day in all schools and at all grade levels shall be no less than 6 hours or 360 minutes. It is the duty of all personnel to protect this valuable instructional time. When your child is checked out it interrupts the instructional day. With your support and commitment to a quality education this can be an easy fix. A few years ago we implemented the following procedure countywide:

- No early check outs after 2:00 pm, unless it is an emergency. This interferes with end of the day activities and is a growing safety concern with car riders and buses entering our campus.
- Please schedule doctor/dentist appointments after school unless it is an emergency. Many doctors and dentists will accommodate your requests when asked.
- If you come in and must check out between 2:15- 3:00 during our dismissal times, you will be asked to wait until 3:00 pm to pick up your child. This is a time of day when teachers need to be on heightened security as they supervise students and their dismissal.

We understand emergency circumstances will arise and will be handled on an individual basis. It is not our intention to inconvenience any parent. Please do not misinterpret our efforts to provide your child with a safe, secure environment as we maximize the use of instructional time. We are only providing what you have come to expect from us... A High Quality Education.

Transportation Changes

Please notify the office **in writing** if there is a change in the transporting of your child. We will not take transportation changes over the phone. If notification is not received, your child will follow his or her regular method of transportation home.

Bus Riders

Students are expected to behave themselves on the school bus. If a student or parent has a problem in regard to the school bus, they should talk with the bus driver. The driver will report disorderly students to the office. Parents who are having serious, reoccurring bus problems are encouraged to contact the Transportation Supervisor at 251- 250-2130. Specific policy outlining bus incident reports are described in the discipline section of this handbook.

REMEMBER: **Bus riding is a privilege which may be revoked.** Parents are urged to appreciate disciplinary action taken by the school authorities in order to ensure bus safety for everyone.

Car Riders

As important as your child's education is to us, so is their safety. It is our goal to make the transportation of students to and from our school as safe and secure as possible. In order to do this we must have the understanding and cooperation of the parents. When everyone complies, we feel that we have very safe loading and unloading procedures. For safety reasons, students who ride in cars to and from school will follow these procedures:

- All vehicles will approach the front of the school **slowly** in a single line.
- Please do not park, get out of your vehicle or walk into the area during dismissal time to pick up your child. Should you need to, please park in a designated parking space, not the middle of the unloading/loading zone or grass. Parents not in the car rider line will be required to sign their child out through the main office.
- **We go the extreme to ensure your child's safety; therefore, cooperation is requested. A safe loading/unloading procedure is a must. Thank you in advance for helping us provide a safe environment for students.**

Morning Procedures- Students should **NOT** arrive at school before 7:20 A.M. or later than 7:50 A.M. Students should be let out at the front of the building each morning. Please watch for children and school buses!!! Parents should not enter classrooms without permission from the office.

Afternoon Procedures- Car riders will be dismissed each afternoon at 2:40 pm. immediately after the first bus load has left the semi-circle. Cars should not enter the turn lane before 2:30 pm or enter the semi-circle until the last bus has left. Each car rider will be assigned a number to be placed on the rear view mirror. See our librarian to get your number. Please be sure your number is visible each time you come to pick up your child. All children riding in your car should learn this number. Please place a second number in your glove compartment as a spare or in case you need someone else to pick up your child. Remember, if you cannot pick up your child, you need to write a note to the homeroom teacher and give the person picking up your child your spare number. If your number is not visible, you may be asked to park and sign your child out through the main office.

Apartment Walkers

There is a small population of our students who walk to and from the apartment complex that borders our school property. This is the only student population allowed to walk to school. For safety reasons, students who walk to and from school will follow these procedures:

Morning Procedures: Students walking to school in the mornings should **NOT** arrive at school before 7:20 am or later than 7:50 am. Students should walk down the sidewalk on front campus and enter through the front doors.

Afternoon Procedures: We have staff that escorts all apartment walkers to the edge of the school property at 2:40 pm each afternoon. Our staff does not escort students to their individual apartments. A parent/guardian or other responsible adult will be required to meet their child at the gate at the designated time and sign them out. This will eliminate the responsibility of the school sending students home unattended. Students must have access to their apartment, so that they are not returning to school unattended.

All "apartment walkers" should be mindful of traffic and all times. They should look both ways and proceed with caution when crossing the street between the school and apartment property.

Do not allow pets to follow students to school.

Flower and Balloon Arrangements

An increasing problem at our school occurs with flower and balloon arrangements delivered on children's birthdays, Awards day and Valentine's Day. It is a disruption to classroom instruction and a distraction within the room. Please do not bring or have arrangements delivered to the school.

Parent/Teacher Conferences

Conferences with a teacher can be scheduled by calling the school office and making an appointment. Teachers should not be interrupted during class time. Conferences are encouraged and should be scheduled regularly. Please do not wait until a problem arises before conferring with teachers. We want and need parental input.

Visitors

Students are not permitted to bring visitors to school other than parents and guardians. Parents are welcome anytime, but friends from other locations are not. Please check in through the office when you come to the school. This regulation is necessary for the protection of your children to prevent unauthorized personnel from wandering at will through the school building.

Discipline Information

Acceptable behavior and good manners are always expected at school. As we begin each year the faculty of Grove Hill Elementary School feels the necessity to inform parents of specific discipline procedures that are followed at this school. We would ask that you as responsible parents read the handbook thoroughly and become familiar with what is expected of the school, administration, the teaching staff, the support staff and parents. *****Areas needing special attention are noted with a "star"***.**

When you have read the handbook, please sign the statement which accompanies it and return it to the school. This handbook is yours to keep. It may be updated from year to year and you will be advised of any changes. Your statement will be filed in your children's permanent record so that we may refer to it in the future.

SCHOOL-WIDE DISCIPLINE PROCEDURES

Proper discipline must be taught in the home and reinforced at school. It is imperative that parents teach their children acceptable behavior traits and good manners at home and expect their children to behave well at school. It is necessary for any school to have rules for student behavior if it is to operate in an orderly and effective manner. In an effort to help parents understand the discipline procedures at this school, the following explanation is given.

1. Teachers will establish classroom rules that are to be respected by each student. Rules will have consequences when they are not followed. Rules and consequences will be posted in each classroom. Students will be rewarded for good behavior at the discretion of the teacher.
2. When classroom rules are broken repeatedly, a GHES Discipline Referral Form will be sent or mailed home.
PARENT'S COOPERATION AND SUPPORT WHEN THESE NOTICES COME HOME WILL BE GREATLY APPRECIATED.
3. When a student's behavior becomes unmanageable and the parent has been notified two or three times, the teacher may find it necessary to call the parent to school immediately and assist with the problem.
4. When a student must be brought to the office for discipline, parents will be notified by phone or in writing. If there are difficult situations that continue to disrupt classroom instruction, a student may be referred to the Response to Instruction- Problem Solving Team.
5. In-School suspension or Out of School suspension may become an option for consideration.

SCHOOL-WIDE RULES

1. FOLLOW CLASSROOM AND SCHOOL WIDE PROCEDURES
2. RESPECT THE SCHOOL'S PROPERTY AND OTHER PEOPLE'S PROPERTY.
3. NO FIGHTING, NAME CALLING, OR TEASING.
4. WALK QUIETLY AT ALL TIMES.
5. KEEP YOUR HANDS TO YOURSELF.

CONSEQUENCES

1. DISCIPLINARY ACTION in accordance with individual teacher/grade level procedures and school board policy
2. NOTIFY PARENTS. (NOTE, PHONE OR MAIL)
3. OFFICE VISIT. (MAY INCLUDE TEACHER, PRINCIPAL, STUDENT & PARENTS)
4. IN-SCHOOL SUSPENSION.
5. OUT-OF-SCHOOL SUSPENSION.

IN-SCHOOL SUSPENSION

When a student's behavior has become so disruptive that his/her fellow classmates cannot learn, it may become necessary to isolate him/her from them. When a student is placed on in-school suspension the following rules will be observed:

1. An attempt will be made to reach the parents.
2. Students may be immediately placed on in-school suspension or be required to report to the office the following morning.
3. The suspension may be from one to three days, as determined by the principal or assistant principal.
4. Students must complete regular assignments and extra assignments as required by the teacher or principal. If a student's misbehavior involves destruction of property or mischief, he/she may be required to be involved in activities that foster good citizenship.
5. If a student is absent on the day of suspension, he/she will be required to make up the time missed.

ALTERNATIVE PROGRAMS

Alternative Programs are developed as a structured action in which a student is isolated or removed from the setting or the regular classroom and extracurricular activities, but is not dismissed from the school setting nor counted absent during the period. The principal or designee has the authority to assign students to the Alternative Program for a reasonable and specified period of time. The principals and their staff should determine the scope of the Alternative Program in their respective schools. The parents or guardian must be notified by the procedure outlined in the policy. In addition, the local school principal shall ensure that the following safeguards are met:

1. The student may be placed in the Alternative Program for disruptive behavioral problems, truancy, and/or discipline problems.
2. The student must be supervised by a member of the staff,
3. The confinement area assigned to the student should be adequate and conducive to completing school assignments.
4. The student shall be graded on all the classroom activities, homework, examinations, and other school work as if he/she were in his/her regular class.
5. The days a student is absence from class(es) cannot be counted as part of the twenty class sessions of the excessive absence policy.
6. A student to be suspended with a recommendation for expulsion may not be placed in the Alternative Program.
7. If, after ample time in the Alternative Program setting the student continues the previous behaviors, other actions of discipline may be considered. Other actions may include the services of Mental Health Officials and/or other agencies.
8. The principal or designee has the authority to decide if the behavioral or discipline problem is of such a serious nature that the Alternative Program should not be the first approach to correct the problem.

Based on sufficient funding, the Alternative Program may be expanded to include many other methods of serving students who are at - risk of not graduating from high school.

COUNTY POLICIES AND STATEMENTS

The following pages are taken from the *Clarke County Board of Education Policy Manual* and are provided for your information. Some statements may obviously not apply to elementary students, but are included to give you first hand information as to the county's position in certain matters.

Student conduct shall reflect respect and consideration for the personal and property rights and privileges of others. Student conduct shall also reflect respect for the school equipment and facilities. The responsibility of the professional staff shall be to see that the code of conduct of the school is implemented in a consistent manner, which projects to the student a feeling of fairness, honesty, and genuine concern for the individual.

All students of the School System shall have the policies of the Board and administrative rules and regulations to which they are subject made available to them in written form at the opening of school each year. These policies, rules and regulations, shall be developed cooperatively by the Board and school personal who shall consider any suggestions made by students. Said policies must be adopted by the Board. All rules and regulations must be approved by the Superintendent.

SOURCE:LEGAL REF.:The Code of Alabama, 16-1-10, 16-1-14, 16-4-13, 16-8-7 to 10.

STUDENT DISCIPLINE

Each classroom teacher will deal with general classroom disruption by taking in-class disciplinary action, by making a personal phone call to the parent (s) or guardian (s) when feasible, and/or by scheduling conferences with parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee. Failures to bring notebook, pencil, books, or required materials and equipment to class; refusal to do homework, or refusal to work in class are not cause for disciplinary referrals. Parents or guardians of students who consistently exhibit poor work habits should be notified by school personnel.

STUDENT DISCIPLINE for SPECIAL EDUCATION STUDENTS

Provided a Special Education Student with a disability(ies) commits an offense which warrants referral to the Alternative Program, said student's I.E.P. Committee shall be convinced to determine if the offense is related to the disability(ies); if not, the student may be referred to the Alternative Program.



STUDENT CODE OF CONDUCT

Classification of Violations

Violations of the Code of Conduct are grouped into the three classifications of minor, intermediate, and major offenses. Each classification is followed by a disciplinary procedure to be implemented by the principal or designees.

Procedures for the Administration of Formal Disciplinary Action--

In the following classes of violations and disciplinary procedures, it is understood that the principal or designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Requirements to Distribute Code of Conduct to Parents --

In accordance with Legislative Acts 94-782 and 94-784, the Board requires that this Code of Conduct be printed annually in local school student/parent handbooks for distribution to parents and students.

Each classroom teacher will deal with general classroom disruption by taking in class disciplinary action by making a personal call to the parent(s) or guardians when feasible and/or by scheduling conferences with the parent(s) or guardians and other school staff. Only when the action taken by the teacher is ineffective or the disruption is severe, should the student be referred to the principal or designee. Failures to bring notebook, pencil, books, or required materials and equipment to class; refusal to do homework; or refusal to work in class are not cause for disciplinary referrals. Parents for guardians of students who consistently exhibit poor work habits should be notified by school personnel.

MINOR OFFENSES - CLASS I

- 1.01 Excessive distraction of other students
Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
Examples: talking excessively, interrupting class functions, provoking other students.
- 1.02 Illegal organizations
Any participation in fraternities, sororities, and secret societies.
- 1.03 Threat, harassment, or intimidation of student
The intentional, unlawful threat by word or act to do violence to another student, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in the person that such harm is likely.
- 1.04 Gambling
Any participation in games of chance for money and/or other things of a value.
- 1.05 Tardiness
Reporting late to school or class.
- 1.06 Use of profane or obscene language
- 1.07 Non-conformity to dress code (CITE)
- 1.08 Minor disruptions on a school bus
- 1.09 Inappropriate public display of affection
Is interpreted as any physical contact such as hand holding, arms around waists, etc.
- 1.10 Unauthorized absence from class or school
- 1.11 Intentionally providing false information to a Board employee
Including, but not limited to, forgery of parent's (s') name(s); intentionally providing false information to such as changing grades.

- 1.12 Repeated refusal to complete class assignments and failure to bring required instructional materials to class
- 1.13 Vehicular violations
- 1.14 Any other violation which the principal may deem reasonable to fall within this category

ADMINISTRATIVE RESPONSES - CLASS I

Administrative responses for Class I violations include but are not limited to the following:

- * student conference
- * parent contact(s)/conference(s)
- * after-school detention
- * suspension from school/bus
- * out-of-school suspension not to exceed three (3) days (not to exceed a cumulative total of 10 days per semester for non-special education students and 10 days per academic year for special education students)
- * corporal punishment
- * assignment to in-school suspension or Saturday school (alternative to suspension)

INTERMEDIATE OFFENSES -- CLASS II

- 2.01 Defiance of Board employee's authority
Any verbal or non-verbal refusal to comply with lawful and reasonable direction or order of a Board employee.
- 2.02 Possession, control, or use of tobacco products
The use of any tobacco products while under school jurisdiction.
- 2.03 Battery upon students
The actual and intentional pushing or striking another student against the will of the other or the intentional causing of bodily harm to an individual.
- 2.04 Fighting
Any physical conflict between two or more individuals
- 2.05 Vandalism
Intentional and deliberate action resulting in injury or damages of less than \$200 to public property or the real or personal property of another.
- 2.06 Stealing -Larceny-Petty Theft
The intentional, unlawful taking and/or carrying away of public, real, or personal property valued at less than \$100.00 belonging to or in the lawful possession or custody of another.
- 2.07 Possession of stolen property with the knowledge that it is stolen
- 2.09 Threats - Extortion
The verbal or by a written or printed communication, malicious threatening of injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened or any other person to do any act or refrain from doing any act against his/her will. **NOTE:** Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Class III offense
- 2.10 Trespassing
The willful entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart and refuses to do so.
- 2.11 Possession of fireworks or firecrackers
- 2.12 Offensive touching of another person
- 2.13 Written or verbal propositions to promote sexual act
- 2.14 Use of obscene manifestations (verbal, written, physical) toward another person
- 2.15 Directing obscene or profane language to a Board employee or visitor.
Verbal assault upon a Board employee or visitor.
- 2.16 Leaving premises without permission
- 2.17 Cheating - serious or repeated violations
- 2.18 Any other offense which the principal may reasonably deem to fall within this category.

ADMINISTRATIVE RESPONSES - CLASS II

Administrative responses for Class II violations include but are not limited to the following:

- * parent contact(s)/conference(s)
- * corporal punishment
- * out-of-school suspension
- * assignment to Alternative School
- * assignment to in-school suspension

MAJOR OFFENSES CLASS III

- 3.01 Drugs and alcohol.
Unauthorized possession, transfer, use, being under the influence of, or sale of drugs, drug paraphernalia, or alcoholic beverages. In accordance with Legislative Act 94-783, a person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both.
- 3.02 Arson
The willful and malicious burning of any part of a building or its contents. In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren).
- 3.03 Battery upon a Board employee
The threatening by word or act or the unlawful and intentional touching or striking of a Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee. In accordance with Legislative Act 94-794, it is a felony to assault teachers or employees of the Board.
- 3.04 Robbery
The taking of money or other property from the person which may be the subject of larceny from the person or custody of another by force, violence, assault or putting in fear of same.
- 3.05 Stealing - Larceny - Grand Theft
The intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another.
- 3.06 Burglary of school property
The breaking in to, entering, or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- 3.07 Criminal mischief
Willful and malicious injury or damages at or in excess of \$200 to public property, or real property belonging to another.
- 3.08 Possession of firearms
Any firearm (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a class C felony.
- 3.09 Discharging of any pistol, rifle, shotgun, airgun, pellet gun, or BB gun, or any other device on school property.
- 3.10 Possession of weapons
Any knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or other object capable of causing bodily harm, or with the intent to be armed. In accordance with Legislative Act 94-817, the possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony. Any student who brings a weapon to school must be reported by the principal of the school in which the student attends to the Superintendent and to the Juvenile Delinquency System.
- 3.11 Bomb threats
Any such communication(s) directed to a School Board employee which has the effect of interrupting the educational environment.
- 3.12 Explosives
Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.
- 3.13 Sexual Acts
Acts of sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- 3.14 Aggravated battery
Intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon.
- 3.15 Inciting or participating in major student disorders
Leading, encouraging, or assisting in major disruptions which result in destruction or damage of private or public property; personal injury to participants or others.
- 3.16 Unjustified activation of a fire alarm system
- 3.17 Igniting fireworks and/or firecracker
- 3.18 Other offenses reasonably likely to cause great harm to person or property or seriously disrupt the educational process including, but not limited to the following:
A. Aggravated fighting involving two (2) or more participants under any of the following circumstances: (All parties involved in a fight are subject to disciplinary action).

1. when fight has reasonable potential to cause injury to those other than the participants;
 2. which is premeditated by one of more of the participants;
 3. which occurs in congested areas, during class changes, or where other students, employees, parents or the public are subjected to potential harm as a result of the fight;
 4. which occurs in a classroom or during instructional time;
 5. which continues despite specific contemporaneous instructions to cease by a teacher or other adult acting in an official capacity; or
 6. which occurs on a school bus while the school bus is in motion.
- B. Participating in an incident that is gang related, gang motivated, or that gang activity participation or motivation is a contributing factor to the incident that puts student learning or participation in school activities at risk.
 - C. Any act on a school bus that has the potential to cause great harm to the passengers, driver or property surrounding the bus.
 - D. Students trespassing on another school campus.
 - E. Any other violation which the principal may reasonably deem falls in this category.

ADMINISTRATIVE RESPONSES-CLASS III

Administrative responses for Class III violations include but are not limited to the following:

- notification of law enforcement
- out-of-school suspension
- expulsion
- legal action

This policy must be distributed annually at the beginning of the academic year to each parent, guardian, or other person who has control or custody of a child; and secure the signature of the student and parent, guardian, or other person having control or custody of the child to document receipt of the policy.

[Reference: ALA. CODE §§16-28-12, 16-28A-1 to 3 (1975); Ala. Admin. Code 290-3-1-.02, 290-8-9-.09]

Electronic Communication Devices

The Clarke County School System prohibits the use of all electronic communication devices, including cellular telephones and pagers/beepers, cameras, and IPODS (unless provided by the school for educational purposes) at all schools during the school day. This is to include using cellular telephones to make voice calls, to take photos, and/or to send/receive text messages.

Students shall be allowed to possess such electronic devices; however, such devices must be turned off upon entering the school building at the beginning of the school day and remain turned off until the end of the school day. Devices are not to be visible during the school day. Electronic communication devices must not be in operation at any time while students are being transported to and from school on the school bus.

Student use of cellular telephones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach.

The school/school system will not be responsible for the loss, damage or theft of any electronic device brought to school or a school event.

Any variation from this policy must have the prior approval of the building administrator. Violation of this policy will include but not be limited to the following: Text message sending and/or receiving, Cellular Telephone ringing and/or making of telephone calls, sending and/or receiving pages and taking of photos during the school day. Violation of this policy will also include the following: the use of any electronic communication device at any time while being transported to and from school on the school bus. Any student found in violation of this policy will be subject to the following consequences:

CONSEQUENCES FOR UNAUTHORIZED USE OF POCKETPAGERS OR ELECTRONIC COMMUNICATION DEVICES

- First Offense: *Electronic Communication Device returned only to parent/guardian.
- Second Offense: *Electronic Communication Device confiscated and returned to parent/guardian on the last day of the term. Student assigned to In-School Suspension for three days.
- Third Offense: *Electronic Communication Device confiscated and returned to parent/guardian on the last day of the semester. Student suspended from school for one day. Subsequent Offenses: * Electronic Communication Device confiscated and returned to parent/guardian on the last day of the semester. Three days out of school suspension.

*It is the responsibility of the parent/guardian to schedule a time with the school administration to retrieve confiscated Electronic Communication Devices.

[Reference: ALA. CODE §16-1-27 (1975)]

CORPORAL PUNISHMENT

In order to establish and maintain an educational climate conducive to learning, the Board permits reasonable corporal punishment of students in the schools of the School System. If such punishment is required, it shall be administered with care, tact, and caution by the principal or other designated personnel.

Teachers shall be supported by the Board and administration in their efforts to teach good citizenship by requiring proper conduct. While teachers shall be reasonable in student-related demands, they need not tolerate disrespectful, boisterous, rough, and violent outbursts of language and temper on the part of students.

In all cases, corporal punishment shall be administered in accordance with the following guidelines:

- a) In cases where a student maintains innocence of the offense, a brief but adequate statement of the reasons and supporting evidence shall be given orally to the student with an opportunity for the student to explain his/her sides of the situation. Based upon all facts, if the situation warrants it, corporal punishment may then be administered without delay.
- b) A teacher with the Principal or Assistant Principal as a witness or Principal/Assistant Principal with a witness may punish corporally.
- c) Corporal punishment should not include more than three (3) licks administered to the buttocks.
- d) The person administering the corporal punishment will document it and submit the documentation to the Principal.
- e) School Principals/Assistant Principals or teachers who have administered corporal punishment shall provide the student's parents or guardians, upon request, a written explanation of the reason(s) and the name of the witness upon request.
- f) Corporal punishment shall be administered in the office of the Principal or in such place or places as may be designated by the Principal.
- g) Corporal punishment shall not be administered in the visual presence of other students.
- h) Those administering corporal punishment shall consider the age, size, sex, and overall physical condition of the student.
- i) If a special education student's behavior warrants corporal punishment, said student's IEP committee shall be convened to determine if the offense is related to the student's disability; if not, the student may be corporally punished as any other student [Reference: ALA. CODE §16-28A-2 (1j)]

PARENTAL EXPECTATIONS/ PARENT'S RESPONSIBILITY FOR THEIR CHILD'S CONDUCT

Parental involvement is a vital part of a student's educational experience. Please make every effort to communicate with your child's teacher to make yourself aware of his/her progress. Feel free to schedule conferences with the teacher and respond when the teacher requests a conference with you.

The following is a statement taken directly from the *Clarke County Board of Education Policy Manual* regarding parent's responsibility for their child's conduct at school.

The Board hereby advises parents/ guardians of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 which amends Section 16-28-12 of The Code of Alabama. The Act has important implications for parents and students of the School System. Applicable sections of The Code of Alabama now reads as follows: (Act No. 93-672 has been amended to Act No. 94-782.)

Other Responsibilities:

Parents Responsible for Damages to School Property...

In accordance with Legislative Act 94-819, parents are liable for damages to school property caused by their child(ren). Act 94-784 amends 16-1-24.1 of the Code of Alabama excludes the following persons from this responsibility: (a) foster parents, (b) parents whose parental control has been terminated by the courts, and (c) parents of exceptional children when the damage sustained is determined to be a result of the impairment (s).

Parents, guardian, custodian, or person responsible for the care or control of a minor child (excluding foster parent) enrolled in a school to attend a discipline conference regarding destructive acts of the child against school property or persons when summoned by appropriate school officials.

The financial liability of \$1,000.00 of the parent or parents, guardian, or other person having care or control of a minor child under the age of 18 years and with whom the minor is living and who has custody of the minor for all damages proximately caused by the injury to or destruction of any property by the malicious, willful, or intentional acts of the minor. Foster parents approved by the Alabama Department of Human Resources are excluded from this liability.

Parents Responsibility Toward Homework...

It is apparent that practice is necessary for learning and mastering knowledge of any type; therefore; Grove Hill Elementary believes in the philosophy of assigning students homework in grades K-4 based on the following best practice belief

Homework should:

- Provide time for students to practice what they have learned in class.
- Prepare for new information or elaborate on information that has been introduced. (Marzano, Pickering, Pollock) Specifically, the following suggests ways that parents should support their child in successfully completing homework tasks.
 - a) Help set up a consistent, organized place for homework to be done.
 - b) Help your child establish either a consistent schedule for completing homework or help him /her schedule each Sunday night that reflects that particular week's activities.
 - c) Encourage, motivate and prompt your child, but do not sit with him/her and do the homework with him/her. The purpose of the homework is for your child to practice and use what he/she has learned. If your child is consistently not able to do the homework by himself/herself, please contact the teacher.
 - d) If your child is practicing a skill, ask him/her to tell you which steps are easy for him/her, which are difficult, or how he/she is going to improve. If your child is doing a project, ask him/her what knowledge he/she is applying in the project. If your child is consistently unable to talk about the knowledge he/she is practicing or using, please call the teacher.
 - e) Homework that is designed to practice specific skills or concepts should be checked for accuracy. (i.e. Addition facts: $6 + 5 = 11$; $2 + 4 = 6$) Practicing a skill incorrectly may foster habitual errors or misconceptions. "Practice does not make perfect, it makes permanent



Attendance

Students K-8 must be in attendance at least 160 days. Students in grades 9-12 must not accumulate more than five absences in each class per term. Allowance will be made for a student with extended absences due to medical reasons. In such cases it will be the responsibility of the parents to get a physician to verify the absences. It is also the responsibility of the PARENT/STUDENT to request make-up work from the teacher.



A written note from parents or guardians will excuse absences for up to but not exceeding ten (10) days per school year. After ten (10) parent excused absences have been accrued, a doctor's excuse will be required for additional absences to be excused. Failure to provide such explanation by the parent or guardian will cause the absence to be unexcused, and will result in the child being truant.

TRUANCY DEFINITION

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. **Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.** The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. FIRST TRUANCY/UNEXCUSED ABSENCE (WARNINGS)

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

2. NO EARLIER THAN THE FIFTH UNEXCUSED ABSENCE (CONFERENCE)

- a. The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.
- b. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
- c. Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition **against the parent under Code of Alabama (1975), §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.**

3. NO EARLIER THAN SEVENTH UNEXCUSED ABSENCE, BUT WITHIN TEN (10) SCHOOL DAYS (COURT)

File complaint/petition against the child and/or parent/guardian, **if appropriate.**

4. CHILD UNDER PROBATION

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

Underlined information contains recommendations from the State Superintendent of Education Advisory Committee; excerpted from recommended Policies and Procedures for Court/School Truancy Prevention Programs

Absences/Excuses/Tardiness/Attendance

Every child between the ages of 6 and 17 shall be required to enroll and attend for the entire length of the school year or the length which complies with or meets system/state requirements.



A written note from parents or guardians will excuse absences for up to but not exceeding ten (10) days per school year. After ten (10) parent excused absences have been accrued, a doctor's excuse will be required for additional absences to be excused. Failure to provide such explanation by the parent or guardian will cause the absence to be unexcused, and will result in the child being truant.

Absence from School All student absences will be designated as either excused or unexcused.

Excused absences are defined as:

- a. Student too ill to attend school.
- b. Inclement weather which would be dangerous to the life and health of the student if he attended school.
- c. Legal quarantine.
- d. Death in the immediate family.
- e. Emergency conditions as determined by the principal.
- f. Absences from school with the permission of principal and consent of parent/guardian.

Make-up Work: Students absent for any excused reason shall be allowed to make-up work and examinations missed.

Excessive Excused Absences

- a. A student in Grades K-8 who accumulates more than 20 absences during the school year may be denied promotion.
- b. A student in Grades 9-12 on a block schedule who accumulates more than 5 absences in any class in anyone term will be denied credit for the course.

EXCEPTION: OFFICIAL VERIFICATION (Doctor's statement, etc), SUBJECT TO THE APPROVAL OF THE PRINCIPAL.
Official verification must be in writing.

Unexcused Absences The student whose absence is unexcused is not entitled to make-up instructional work or test(s) except when the unexcused period covers a nine weeks or term test which would place the student in danger of failing to obtain a final course credit or being promoted to the next highest grade. A student on external suspension will have absences treated as unexcused. The following procedure will be used for unexcused absences, excluding unexcused absences due to out of school suspension:

In grades K -5:

- 5 days Absent-Student/Parent/Principal or Counselor Conference
- 7 days Absent-Referred to Attendance Officer/Committee
- Above 7 days Absent-Complaint officially filed with Juvenile Court of Clarke County.

Absence to Accompany Parents on a Trip: A student's absence from school to accompany his/her parent on a trip is not an excused absence, except in cases of extreme emergency as determined by the principal.

Absence due to Medical or Dental Appointments: Every effort should be made to schedule medical or dental appointments outside school hours; however, if an exception is necessary, the student must report back to school with a statement from the doctor or dentist indicating the time spent in his/her office.

Parent Excuse Covering Absences State law requires parents or guardians of students to explain the cause of any absence of students under their control or supervision. Every student returning to school after being absent shall present to the designated school official a written excuse signed by the parent or guardian ***within three school days of the absence.***

In accord with State Law and Board policy, the determination of whether an absence is excused or 'unexcused' shall be made by the principal.

Any absence not excused shall be considered unexcused.



Attendance – Students K-8 must be in attendance at least 160 days.

Students in grades 9-12 must not accumulate more than five absences in each class per term. Allowance will be made for a student with extended absences due to medical reasons. In such cases it will be the responsibility of the parents to get a physician to verify the absences. It is also the responsibility of the PARENT/STUDENT to request make -up work from the teacher.

Tardiness: Students are required to report to their individual schools at the beginning of the school day. Also, students are required to be on time for each class. Students who receive three (3) tardies in class or to school will be referred for appropriate disciplinary action. Disciplinary actions will include the following:

1. student conference
2. parent contact(s)/conference(s)
3. assignment to in-school suspension

Ten or more unexcused tardies to school will result in a referral to the district's attendance office/committee.



STUDENT TRANSPORTATION

Transportation, to and from the school, shall be provided by the Board to eligible students of the School System. The transportation programs shall be operated in accordance with provisions of The Code of Alabama and State Board of Education rules and regulations. The primary consideration of the transportation program shall be the safety and welfare of the students.

The policies pertaining to student safety and the transportation program are minimally defined as follows:

1. Students may be suspended from riding the bus and/or attending school for misconduct on school buses.
2. Students should observe classroom conduct (except for ordinary conversation) at all times when getting on, off, or riding the bus and shall be subject to the Code of Conduct, while being transported.
3. Students will board and leave the bus only at an approved stop.
4. Students are not to get off the bus at any time from the point of departure until they reach their destination except in cases of emergency, except that a principal may make such authorization based on a signed form from the students' parent(s) or guardian(s).
5. Students should remain seated until the bus comes to a full stop; no moving around shall be permitted while the bus is in motion.
6. The bus driver has full authority over the students while they are riding the bus; he/she will be firm but fair with each student. Failure to obey a driver can result in suspension from riding the bus by the school principal. Violations will be reported promptly to the local principal by the driver.
7. Profane, indecent, or abusive language will not be permitted.
8. Students must exercise proper care and treatment of the bus and bus equipment at all times. Abuse and damage to the bus must be paid for by the student or his/her parent or guardian.

Student transportation for selected activities is provided by the Board as a service to the students of the School System. The Board reserves the right to deny a student or students the privilege of being transported at the public expense, provided the policies and school rules and regulations outlined above are not followed.

If students are fighting on the school bus on the way home from school, the parent is responsible for transporting the student to school the next day. The parent is responsible for transporting the student until a conference with the parent, principal and/or assistant principal and transportation supervisor is conducted and the issue is resolved.

If student are fighting on the bus on the way to school or students riding the same bus are fighting during the school day, student will not be allowed to ride the bus home at the end of the school day. Every effort will be made by school officials to contact parents. If this cannot be done, the school administrator is responsible for getting the students home. Students will not be allowed to ride the bus until a conference is held with the parent, principal and/or assistant principal and transportation supervisor is conducted and the issue is resolved. The parent will be responsible for transporting the student to school.

The Charles (Chuck) Poland, Jr. Alabama Act 2013-347 makes it a Class "A" misdemeanor to trespass on a school bus. Such offences include a punishment of up to a year in jail.

A person commits the crime of trespass on a school bus in the first degree if they are found guilty of any of the following:

- Intentionally demolishing, destroying, defacing, injuring, burning, or damaging any public school bus.
- Entering a public school bus while the door is open to load or unload students without lawful purpose while at a railroad grade crossing or after being forbidden from doing so by the bus driver in charge of the bus or an authorized school official.

- As an occupant of a public school bus, refusing to leave the bus after the bus driver in charge of the bus or authorized school official demands that they do so.
- Intentionally stopping, impeding, delaying, or detaining any school bus from being operated for public school purposes with the intent to commit a crime.

The Principal, His/Her Designee, or the Transportation Director are the only persons who can put a student off the bus. Drivers may turn students in and request they be removed from the bus, but only the administration can put students off. The School Bus is an extension of the classroom and the Driver is the Adult-in-Charge! Failure to follow the Driver, or school bus rules and regulations will result in the student being warned the first time and turned in for disciplinary action afterwards. If a student is turned in to the Administration, he/she will not be allowed to ride the bus home on the afternoon route. It is the parent's responsibility to pick the student up and arrange private transportation to and from school. Riding a Bus is a privilege that may be revoked.

Please review the Infractions and Disciplinary Actions that may be taken by School Authorities to ensure bus safety for everyone:

<u>Infraction Reported by Driver</u>	<u>Violation Consequences</u>
Loud or Distracting Noises/ Excessive Talking	3 Days off the bus/ Administrative Discretion
Disrespectful/discourteous/lack of respect to others	Administrative Discretion 3 days/5 days/ 15 days off the bus
Disrespectful/discourteous/lack of respect to the Bus Driver	Administrative Discretion 3 days/5 days/ 15 days off the bus/ with in-school discipline
Inappropriate language	3 days/ 5 days/ 15 days off the bus
Violation of Dress Code	3 days/5 days/ 15 days off the bus
Uncooperative	5 days off the bus
Tardy to Bus	Warning/ Off the Bus
Slapping/ Hitting/ Fighting/Bullying/Threats	3 days/ 5 days/ 15 days/ rest of the year off the bus/ Administrative Discretion with in-school discipline
Eating/Drinking on bus	3 days off the bus
Throwing objects in/out bus/window	5 days off bus with in-school discipline
Hanging out window	5 days/ 10 days/15 days off the bus with in-school discipline with in-school discipline
Out of Assigned Seat	5 days off bus with in-school discipline
Damaging or Tampering with bus equipment/seats/windows	Suspension from bus until \$75.00 fine and damage restitution has been satisfied/ Remainder of the year off the bus.

When a student has been removed from the bus, the Transportation Director will notify all Bus Drivers. No Driver should allow a suspended student to ride on a Clarke County School Bus until suspension has been served.



Compliance Component of the Uniform Dress Policy

1st Violation (K-12)

Warning -Student receives verbal warning and the parent /guardian will be notified of infraction.

2nd Violation: (K-12)

The parent/guardian will be asked to come to the school with the child for a conference with the principal or the principal's designee.

3rd Violation: Elementary (K-6)

The student, dressed in compliance of uniform policy, must return to school accompanied by parent/guardian. At this time, parent/guardian must attend a conference with the principal or principal's designee. If the child does not return to school in proper uniform within three consecutive days, on the third day the student and parent(s)/guardian names will be given to the juvenile probation officer for further investigation.

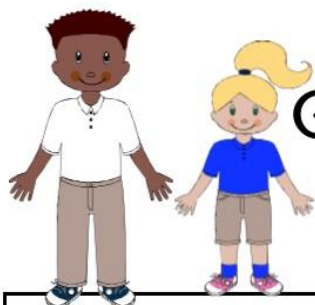
4th Violation: (K -12)

The parent/guardian will be notified to come to the school for a conference concerning the above violations. The student will be given a mandatory three day at home suspension.

5th

Violation: (K -12)



The case will be referred to the Clarke County Board of Education for a student/parent hearing\



Uniform Dress for Grove Hill Elementary School

2020-2021

Students who attend Grove Hill Elementary will be expected to start school in uniform dress.

<u>CLOTHING ITEM</u>	<u>COLOR/STYLE/GUIDELINES</u>
<p>SHIRTS</p> <p>NEW POLICY!! NO YELLOW Shirts ADD ROYAL BLUE</p> 	<p>Polo style (short or long sleeve) with a collar and one to four button closure.</p> <p><u>COLORS:</u> NAVY, WHITE or ROYAL BLUE </p> <p><u>Must be tucked inside pants, skirts/skortis or shorts at all times.</u></p> <p>NO emblems on the shirt and NO T-shirts. (Royal (bulldog) blue, or monogramming are <u>not acceptable.</u>)</p> <p><u>***We will also sell TWO GHES t-shirts in August. Students will be allowed to wear these to school ANY day of the week.</u></p>
<p>Pants/Shorts</p>	<p><u>COLOR:</u> KHAKI</p> <p>Please let the age and size of the child decide the length of the shorts.</p> <p>Must fit properly. -- No baggies or cargo pants (pants with oversized pockets)</p>
<p>Jumpers</p>	<p><u>COLOR:</u> KHAKI</p> <p>Must wear white, navy or yellow polo shirt underneath.</p>
<p>Sweatshirts/Sweaters</p>	<p><u>COLOR:</u> NAVY</p> <p>Sweater must be a cardigan (button up front).</p> <p>Sweatshirt must be a <u>NAVY crew neck or GHES Sweatshirt,</u> worn with a polo of school's colors. <u>NO HOODED SWEATSHIRTS</u></p>
<p>Jackets/Coats</p>	<p><u>COLOR:</u> Any coat/jacket is acceptable for outdoor wear.</p> <p>All jackets must completely open down front. (<u>no 1/2 zipper or pullovers</u>)</p>
<p>Belts</p>	<p><u>COLORS:</u> BLACK or BROWN</p> <p>Belts are to be worn with anything that has belt loops.</p> <p>Should be the proper size, not so long that they hang down.</p>
<p>Tennis Shoes</p>	<p>ANY COLOR</p> <p>NO Open Heel or Toe, Boots, Slip Ons - this includes Sperrys, Toms/Bobs, Crocs</p>
<p>Socks/Tights/Leggings</p>	<p><u>COLORS:</u> NAVY BLUE, YELLOW, WHITE or KHAKI</p> <p>Socks are to be worn everyday</p>

GRADE REPORTING

Progress Reports

Teachers prepare weekly or bi-weekly progress reports for the parents to keep abreast of the current grades and other information. Find out which day your child's teacher will send progress reports home and be prepared to receive them. Review and discuss these papers and notes with your child. Sign and return to your child's teacher stating you have seen these important papers. This would also be an opportunity for you to schedule a conference if you have questions or concerns.

Mid Term/Deficiency Reports

Each student will receive a mid-term progress report during the middle of each nine weeks. Teachers will notify parents at this same time if their child is failing by attaching a deficiency report. Parents should sign and return the reports.



Report Cards and Promotion/Retention

Report cards are sent home every nine weeks (4 times) on the Thursday following the end of each nine week period. The purpose of the report card is to report, accurately as possible, the status and progress of your child. Since complete communication is not always possible with a report card, parents are urged to request a conference with their child's teacher whenever necessary. Please sign the report card and return it to school.

****Students in grades 1-2 are expected to have at least a **70** yearly average in reading and math to be promoted.**

****Students in grades 3-4 must have a **60** yearly average in reading and math to be promoted.**

MINIMUM REQUIREMENTS FOR PROMOTION

The Clarke County Board of Education has a vested interest in the academic achievement of every student served by the system. Considerable provisions are made by means of special classes and services within classes to meet the individual needs for students.

In most cases, students will master the required skills through these channels and progress through their classes within the normally allotted period of time. When a student has not mastered the required skills to progress, an additional year is needed to develop these skills. It is for this reason that these guidelines are established.

ELEMENTARY SCHOOL

Each case of retention in the elementary school shall be considered on an individual basis, and the best interests of the child should be given primary importance. It is necessary to rely upon the wisdom and integrity of the classroom teacher, and other professional staff that works with the student, to make decisions based on the best information available. The guidelines, which follow, are provided to assist in making decisions regarding the promotion/retention of a student:

1. Students not mastering the required skills shall be referred to the Response To Instruction Team (RTI).
2. Parents must be notified in WRITING immediately that a student is not mastering the required skills and retention is possible. At this time a conference must be scheduled. Notification shall also indicate that while promotion is doubtful at that time, adequate progress during the remainder of the school year could lead to promotion.
3. The decision to promote or retain a child is the responsibility of the classroom teacher with input and support from the promotion/retention team. This team includes the classroom teacher and other professional staff, which provide special classes and services to the student. Parent conferences are required in all cases under consideration for retention.
4. The principal or his/her designee may provide more detailed guidelines on promotion and retention, but such guidelines must be within the framework of this policy and approved by the Clarke County Board of Education.
5. If a student is retained, individual schools must provide an intervention plan for that student's next school year.



KINDERGARTEN: Kindergarten students who are not developmentally ready for first grade may be considered for retention. Children will be promoted to first grade unless sound documentation exists indicating that retention in Kindergarten is warranted and in the best interest of the student's future academic success.

Yearly averages will be based on grade level materials.

First grade: Students are expected to have at least a **70 yearly average in reading and in math.**

Second grade: Students are expected to have at least a **70 yearly average in reading and in math.**

Third grade: Students are expected to have at least a **60 yearly average in reading and in math.**

Fourth grade: Students are expected to have at least a **60 yearly average in reading and in math.**

K-8 retention decisions will be made on an individual basis. No child will be retained more than a total of two times at the K-6 level.

EXCEPTIONAL CHILDREN: Among the factors to consider in the promotion/retention of a child receiving special education services, are the student's failure to meet the objectives stated in the IEP and the grade earned in each reporting period.

Attendance – Students K-8 must be in attendance at least 160 days.

Students in grades 9-12 must not accumulate more than five absences in each class per term. Allowance will be made for a student with extended absences due to medical reasons. In such cases it will be the responsibility of the parents to get a physician to verify the absences. It is also the responsibility of the PARENT/STUDENT to request make -up work from the teacher.



Criteria for Honor Roll

at Grove Hill Elementary School



A Honor Roll

Students who earn an A average in each subject (between 90-100).
Their names are featured in the local newspaper.

A/B Honor Roll

Students who earn a B average in each subject (between 90-100 and 80-89).
Their names are featured in the local newspaper.

Perfect attendance

Students who have been in attendance all day, every day will be eligible.
Students being “checked out” or “tardy” will not be considered for perfect attendance.
Yearly Perfect Attendance certificates will not be awarded until the last school day for students as designated by the Clarke Co. Board of Education.



Frequently Asked Questions?



1. Will students receiving an N or U in conduct be considered for A or A/B Honor Roll?

NO... Any student receiving an N or U in conduct will not be considered for A or A/B honor roll. Therefore, this students name will not be featured in the local newspaper and will not be considered for honors activities.

2. Will students receiving an N or U in Physical Education be considered for A or A/B Honor Roll?

YES... Any student receiving an N or U in Physical Education will be considered for A or A/B honor roll.

3. Will students receiving an N or U in Handwriting be considered for A or A/B Honor Roll?

YES... Any student receiving an N or U in Handwriting will be considered for A or A/B honor roll.

4. Will students being checked out or tardy be considered for perfect attendance?

NO... Any student being checked out of school anytime during the school day is not considered as having perfect attendance. This also applies to students who arrive after 7:50 am for school.

OTHER

FIELD TRIPS

On occasion, your child may have an opportunity to participate in a class field trip. These are excellent opportunities for teachers to enhance your child's education. In order for a trip to be successful, many hours of planning and preparation must take place. Teachers will organize the trip and send memo's or letters regarding specific details.

Please adhere to the following school policy regarding field trips:

1. Good behavior is mandatory. A field trip is an extension of the classroom; therefore all discipline policies will be enforced.
2. Parents must abide by specific details concerning chaperones, times of departure and times to pick up students.
3. We must have current student information (phone numbers, medical needs, food allergies etc...) in the computer before a student can leave campus.
4. A permission form must be signed by the parent/guardian before a student is allowed to leave the school campus.
5. Some field trips require students to pay in order to participate. We ask that you follow the teacher's guidelines and deadlines for making or sending payments to school.
6. Due to making reservations for programs, buses, and admittance fees, money for a field trip is NON- REFUNDABLE.

RESPONSE TO INSTRUCTION TEAM (RTI)

A Response To Instruction Team- is a school-based, problem solving group. The team discusses issues related to specific needs of teachers and students, and offers teachers assistance in resolving problems.

Specifically, the team discusses individual needs of teachers and students in academic, behavioral and emotional areas; offers consultation to teachers, provides crisis intervention; provides continuous support; and secures information and resources for teachers and students.

The team at Grove Hill Elementary is composed of regular classroom teachers; a special education teacher; a resource representative, the counselor; assistant principal; and the principal.

One major advantage of establishing a student support team is that teachers make the most of their collective capacities in solving school problems. Thus, when teachers solve problems in a collaborative manner, they have a broader range of perspectives from which to interpret problems and find solutions.

SPECIAL EDUCATION

Clarke County Schools provide a comprehensive array of services to meet the needs of students, ages three through twenty-one, who have been identified as disabled.

Disabilities recognized by the State of Alabama include: Autism, Deaf-Blindness, Developmental delay, Emotional Disturbance, Hearing Impaired, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Specific Learning Disability, Speech and Language Impairment, Traumatic Brain Injury, Visual Impairment and all other health impairments.

Services provided to any given child are based upon that child's individual needs. Our mandate is to assure that each child receives a free, appropriate, public education. Special Education services are designed to provide the support necessary to allow a child to derive meaningful benefits from his or her educational experience.

For additional information, please contact Angie Jordan at (251) 275-3255 or ajordan@clarkecountyschools.org.

CHILD FIND

What is Child Find?

Child Find is a statewide effort by the Alabama State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age 21.

How Does Child Find Work?

Early Intervention and Special Education Services work closely with community service agencies, parents, and local school systems to locate children with disabilities.

Why Child Is Find Important?

It helps the child, the family, and the provider to plan appropriate services and link families to services for students meeting eligibility requirements in the following disability areas:

- Hearing Impaired
- Deaf-Blindness
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Emotional Disability
- Speech and Language Impairment
- Visual Impairment
- Specific Learning Disabilities
- Autism
- Traumatic Brain Injury
- Developmental Dela

If you know of any children with disabilities or suspected disabilities, you may contact any special education teacher or Angie Jordan at 155 West Cobb Street, Grove Hill, AL 36451 or 251-250-2155.

GIFTED EDUCATION PROGRAM

290-8-9-.12 Gifted. (1) Definition. Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. --- Alabama Administrative Code

Teachers, counselors, administrators, parents or guardians, peers, the student, or any other individuals with knowledge of the student's abilities may refer a student. All second grade students will be observed as potential gifted referrals. A checklist of gifted *Traits, Attributes, and Behaviors*, provided by the *Alabama State Department of Education*, is completed by second grade classroom teachers. The gifted specialist works with students to generate work samples created by the second grade students. This information is then used to determine which second grade students will be referred for the gifted program.

For each student referred, information is gathered in the areas of *Aptitude, Characteristics, and Performance*. This information is entered on a matrix where points are assigned according to established criteria. The total number of points earned by a student determines the student's eligibility for gifted services.

Discrimination on the basis of sex, race, age, religious belief, disability, national origin, or ethnic group shall be prohibited in all educational programs and activities of the Clarke County Schools.

The Clarke County School System shall prohibit discrimination against any student on the above basis with respect to his/her participation in the gifted program

If you have any questions or would like to make a referral, you may contact your child's teacher. You may also contact the Gifted Education Specialist, Mrs. Keller Monet L. Davis, by calling your child's school, or the Special Education Coordinator, Mrs. Angie Jordan, at (251) 250-2155.

LOST AND FOUND

Each student is expected to be responsible for his/her own possessions. Students should not bring valuables, an excessive amount of money, nor unconcealed money to school. Lost articles are to be turned in by the finder to the office. The loser, upon proper identification, may reclaim the article. After a reasonable period of time, unclaimed items will be donated to charity or discarded. Please have your child check with his/her teacher when an item has been lost.

TEXTBOOKS and LIBRARY BOOKS

Teachers ensure that each student has a copy of the required textbooks. Teachers will personally examine textbooks before they are issued to accurately assess the condition of the book. Periodic checks will be made to insure students have not lost or damaged their assigned books. Students who fail to care for their textbooks or library books will be assessed damages to cover the cost of replacement. The amount assessed will be determined by the cost of replacement of the book and the amount of damage. New textbooks will not be issued, nor will cumulative records or report cards be released until damages are paid. Alabama law states... *"The parents, guardian, or other person having custody of a child to whom such textbooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks. If such parent, guardian, or person having custody of such child to whom the textbook was issued fails to pay assessed damages within 30 days after notification, such student shall not be entitled to further use of such textbooks until remittance of the amount of loss or damage shall be made."* **Alabama Textbook Law- Section 16-36-69**

Parental signature of this Student/Parent handbook indicates parent/guardian liability of textbook loss, abuse or damage.

GROVE HILL ELEMENTARY INTERNET ACCEPTABLE USE AND SAFETY POLICY*

Grove Hill Elementary School offers access to the Internet through the Alabama Supercomputer Authority. All content is filtered according to Child Internet Protection Act (CIPA) guidelines. To gain access, each student must obtain parental permission as verified by the signatures on the attached form. Your child must have this form on file to continue to use resources such as Accelerated Reader, Fluent Reader, STAR, Learning.com, Alabama Virtual Library and InfoCentre (the library circulation program).

What is the Internet?

The Internet is a global network made up of many smaller contributing networks connecting thousands of computers throughout the world and millions of individual subscribers. Internet access is coordinated through a complex association of government agencies and regional and state networks. While there is an abundance of valuable information, with this access comes the availability of material that may not be considered to be of educational value in the context of the school setting.

How should it be used?

The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of the Internet must be in support of this and consistent with the educational objectives of the school.

*

A full copy of the Grove Hill Elementary Acceptable Use Policy will be made available at your request.

Please Sign & Return this Page. **It will be placed in your child's cumulative folder.**

STUDENT/PARENT HANDBOOK AGREEMENT

I have read the Grove Hill Elementary School student/parent handbook. I understand the rules, policies, textbook guidelines and procedures outlined in the handbook. I will support the school in its attempt to foster a safe, orderly climate for my child.



Parent's Signature: _____ Date _____

CLARKE COUNTY TECHNOLOGY ACCEPTABLE USE POLICY

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.

From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Clarke County Schools' Internet server. A student's personal information will NOT be published on the Clarke County web sites. Pictures used on the Clarke 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 Clarke County Schools' Technology Usage Policy as outlined in the Clarke County Schools' Policy Manual. I further understand that, as a user on the Clarke County Schools' network, I am responsible for appropriate behavior when using any Clarke 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:



- ✓ loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment;
- ✓ additional disciplinary action determined as appropriate at a specific school by school staff; and/or
- ✓ 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 Name (Please Print) _____

Parent's Signature: _____ Date _____

**If you object either in whole or part to your child utilizing the Internet for instructional/assessment purposes, having his or her likeness or achievements featured in the newspaper or on our school website, or having your child participate in video lessons for instructional purposes, please submit those concerns in writing to the school principal.