

# Caldwell Elementary School

## 2021-2022 PARENT/STUDENT HANDBOOK



905 S. Market Street  
Scottsboro, AL. 35768  
(256)-218-2500

<http://caldwell.scottsboroschools.net/>

Mrs. Amy Childress

Interim Superintendent Scottsboro City Schools

Email: [achildress@scottsboroschools.net](mailto:achildress@scottsboroschools.net)

(256)-218-2100

Mr. Zachary B. Holt

Caldwell Elementary School Principal

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**Scottsboro City Schools**  
2021-2022 School Year Calendar  
[REVISED 6/30/2021](#)

180 Student Days - 187 Teacher Days

**July 2021**

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 2021**

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				

**September 2021**

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		

**October 2021**

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						

**November 2021**

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				

**December 2021**

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	

Sept-Dec / 86 days

July 2021	
July 5	4th of July Holiday
August . 2021	
August 2-6	Teacher Inservice Day
August 9	First Day of School
September 2021	
September 6	Labor Day Break
September 7	Teacher Inservice Day
October . 2021	
October 8	No School
October 11	Columbus Day
November 2021	
November 11	Veteran's Day Holiday
November 22-26	Thanksgiving Vacation
December 2021	
Dec. 20 - Jan. 2	Christmas/New Years Break
January 2022	
January 3-4	Teacher Inservice Days
January 5	Students Return
January 17	Martin Luther King Day
February 2022	
February 18	No School
February 21	Presidents Day
March/April 2022	
March 28 - April 1	Spring Break
April 29	No School
May 2022	
May 26	Last Day of School
May 27	Tchr Work Day / Graduation
May 30	Memorial Day
<b>E-Learning Days</b>	
August 13th	
September 3rd	
October 7th	
November 12th	
December 3rd	
January 14th	
February 4th	
March 11th	
April 15th	
May 6th	

**January 2022**

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					

**February 2022**

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					

**March 2022**

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		

**April 2022**

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

**May 2022**

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				

**June 2022**

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		

Jan-May / 94 days

REVISED AND BOARD APPROVED: 6/30/21

**12 Month Employees: June & July - 4 day work week (4 - 10 hour days, M-Th); July 1-31, 2021 / June 1-30, 2022**

**12 Month Employees: Flex Days - Nov. 22-24, Dec. 20-24, March 28 - April 1, & April 29**

# CES Calendar of Events

## 2021-2022

- **July**
  - July 28th - Parent Orientation Night @ 6pm - Page Auditorium
  - July 29th - Parent Orientation Night @6pm - Page Auditorium
- **August**
  - August 3rd - 3rd Grade Open House, 5-6pm - Caldwell Elementary
  - August 4th - 2nd Grade Open House, 5-6pm - Caldwell Elementary
  - August 5th - 1st Grade Open House, 5-6pm - Caldwell Elementary
  - August 9<sup>th</sup> - 1<sup>st</sup> Day of School
  - August 13th - eLearning Day
  - August 16<sup>th</sup> – 27th - Fall Scantron Performance Series Testing/DIBELS
- **September**
  - September 3rd - eLearning Day
  - September 6th - NO SCHOOL - Labor Day
  - September 9th - Progress Reports
  - September 16th - Fall Picture Day
  - September 17th - Homecoming
- **October**
  - October 7th - eLearning Day
  - October 8th - October 11th - Fall Break - NO SCHOOL
  - October 14th - Report Cards
- **November**
  - November 9<sup>th</sup> – Progress Reports
  - November 10th - Fall Fun Run
  - November 11<sup>th</sup> – NO SCHOOL – Veterans’ Day
  - November 12th - eLearning Day
  - November 22nd - 26th - NO SCHOOL – Thanksgiving Break
- **December**
  - December 20<sup>th</sup> – January 5<sup>th</sup> – NO SCHOOL – Christmas Break
- **January**
  - January 3rd/4th – Teacher Workday
  - January 5<sup>th</sup> – 1<sup>st</sup> day of 2<sup>nd</sup> Semester
  - January 11th - Report Cards
  - January 14th - eLearning Day
  - January 17th – NO SCHOOL – MLK Day
- **February**
  - February 4th - eLearning Day
  - February 8<sup>th</sup> – Midterm Progress Reports
  - February 11th - Spring Pictures
  - February 18th - 21st - NO SCHOOL - Presidents’ Day
- **March**
  - March 11th - eLearning Day
  - March 17th - Report Cards
  - March 28th - April 3rd - NO SCHOOL - Spring Break
- **April**
  - April 15th - eLearning Day

- April 19<sup>th</sup> – Progress Reports
- April 29th - NO SCHOOL
- **May**
  - May 6th - eLearning Day
  - May 9th - Field Day, 3rd grade
  - May 10th - Field Day, 2nd grade
  - May 11th - Field Day, 1st grade
  - May 18th - Award's Day, 3rd grade
  - May 19th - Award's Day, 2nd grade
  - May 20th - Award's Day, 1st grade/Report Cards
  - May 26th – Last Day of School
  - May 27th – Teacher Workday / Graduation

# Caldwell Elementary School Student Handbook

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## **Scottsboro City Schools Board of Education**

Mrs. Patricia Cobb Stewart– Board President

Mr. Jason Williams – Vice President

Mr. Lee Benson

Dr. Gary Speers

Mr. Patrick Woosley

## **Central Office Personnel**

Mrs. Amy Childress – Interim Superintendent

Mrs. Kristi Shankles– Director of Special Education

Mr. Kevin Willoughby – Director of Human Resources

Mrs. Melva Rodgers – Director of Child Nutrition Program

Mrs. Sheila Corneilson– Chief School Finance Officer

Mr. Russ Smith – Technology Director

Mr. Ken Holder – Director of Maintenance, Safety, and Transportation

Ms. Corky Hood – Director of Student Services

## Caldwell Faculty and Staff

- Zachary B. Holt.....
- Principal
- Shalyn Benson.....
- Assistant Principal
- Kelli Holland.....
- Instructional Coach
- Vicky McLaughlin .....
- Instructional Coach
- Doug Franks.....
- School Resource Officer
- Carol Gann.....
- School Counselor
- Leslie Jordan.....
- Secretary
- Melissa Tincknell.....
- Nurse
- Dianna Ashley.....
- Custodian
- Kenny Pritchett.....
- Custodian
- Lavinia Pritchett.....
- Custodian
- Angie Denney.....
- Lunchroom Manager

**First Grade Teachers**

**Resource Teachers**

**CNP**

Meredith Benson  
Savannah Boykin  
Jane Hargrove  
Angie Hood  
Bridget Price  
Ryan Rice  
Kirsten Roberts  
Molly Sellers  
Laura Skipper  
Bandy Staton

**Second Grade Teachers**

Amanda Bailey  
Emily Berry  
Allison Black  
Tonda Gray  
Erica Hill  
Chrissy Holder  
Kerry McWilliams  
Renee Scott  
Kellie Thomas

**Third Grade Teachers**

Lisa Brandon  
Karen Childress  
Amy Dicus  
Ashley Griggs  
Abigail Guthrie  
Crissen Light  
Beth Ann Mason  
Tracy Worley  
Brooke Yarbrough

Jonathan McNutt - PE  
Benny Wright - PE  
Becky Smith - PE  
Holly Matthews - Library  
Katie Brogdan - SPED  
Kaci Campbell - SPED  
Myra McCormack - SPED  
Rachel Johnson - SPED  
Irene Perales - EL  
Stephanie Grajeda - EL  
Deana Atkins - Speech  
Kennedy George - Speech  
Valerie Widgeon - Speech  
Nita Tolliver - Computer Lab  
Holly Beard - Music  
Nikki Bonsall - Art  
Dawn Atkins - SPIRE  
Mandy Williams - SPIRE

**Instructional Assistants**

Haley Anderson  
Mary Austin  
Zach Belvin  
Lenore Buchanan  
Lisa Evett  
Taylor Gilliam

**Instructional Assistants (Cont.)**

Jennifer Gossett  
Lora Hass  
Laura Henry  
Tammy Moore  
Lisa Smith  
Trent Williams

Thelma Adams  
Melissa Eakin  
Christy Edison  
Helen Holt

## Purpose

**“The purpose of Scottsboro City Schools is to maximize the learning of all students.”**

**The Caldwell Elementary School Student Handbook is a reference guide which highlights student/parent responsibilities.**



The development and implementation of this document is dedicated to the Students of Caldwell Elementary School. It is our belief that all activities should be guided by the principles that school is to be conducted for the welfare of the student, and has definite contributions to make to the overall development of the student, the school and the community.

This handbook was designed to aid students, parents, and staff in the preparation, leadership, and maintenance of a quality experience for the youth who attend Caldwell Elementary School. Since the author has taken into account general administrative and pedagogical needs of students, parents and staff, this handbook does not cover every situation or problem that may arise during the course of attendance.

It is the official policy of the Scottsboro City School System that all migrant, English Language Learners (EL) and homeless children will have equal access to the same free appropriate public education provided to other children and youth.

Such children shall not be denied or delayed enrollment due to any of the following barriers:

- Lack of Birth Certificate
- Lack of Social Security Card
- Lack of records or transcripts
- Lack of immunizations or health records
- Lack of proof of residency
- Lack of transportation
- Lack of guardianship or custody requirements

These children will be given a reasonable amount of time to receive an immunization record.

## **CES Philosophy and Objectives**

The school program at Caldwell Elementary School is student-centered and an important part of the student's total life experience. The scholastic program is designed to provide academic and life learning opportunities for each student.

The schools are an agency of the community developed to perpetuate democratic ideals. The board of education, administration, and the staff of Caldwell Elementary School subscribe to the principles of democracy including a genuine belief in the dignity and worth of each individual. The school shall be so organized that students recognize and develop their talents, have a realistic appraisal of their aptitudes, and become aware of the opportunities provided to maximize their potential.

Students must be given a clear perspective of the rapidly changing world, of their role in the global society, and their responsibility for making such a contribution. Caldwell Elementary School shall emphasize the development of understandings, attitudes, and ethical and moral standards in order to promote a democratic way of life and help students develop their own personal philosophy.

All students are expected to acquire competence in reading, communication, computational skills, science, and technology. In addition, each student shall be made aware of aspects of our heritage, which lead to an enriched life. Each student shall be given the opportunity to prepare for admittance to the world of further education or to the world of work. The value of the arts in the life of citizens and the enriching of society will be stressed.

The lines of communication must always be kept open between school and community so that the community may work as a supportive partner to the school system in developing quality education.

Assessment of the quality and relevance of educational content and practices shall be an ongoing activity. Effort must be maximized to discover the most successful techniques/strategies of the educational process and to tailor these programs to the students of Caldwell Elementary School.

CIS Beliefs:

- All students can achieve their potential if provided with appropriate opportunities.
- All students will have a safe and disciplined school, qualified teachers, committed support staff, challenging curricula and effective school leaders.
- All students deserve a nurturing environment that promotes a feeling of self-worth.
- Education is a shared responsibility among home, school and community.
- Learning is a life-long endeavor.
- Innovation in technology and education is necessary to meet the needs of our youth and society.

## Lines of Communication

CES believes strongly in constant communication with parents. CES frequently posts information to Twitter (@SchoolCaldwell), Facebook (Caldwell Elementary School), and our website (<http://caldwell.scottsboroschools.net>). Caldwell teachers also use the messaging tool, **Remind** and offer parents the opportunity to closely follow their child's progress through the INOW Parent Portal.

It is a reality that conflicts will arise in any endeavor. When conflicts, issues, or concerns occur, it is important that proper procedures are followed in resolving all problems. All issues should follow the following line of communication if a student/parent has an issue;

Bring the issue to the attention of (1) the Teacher (2) Caldwell Administration.

## The Parent/Teacher Relationship

Parents should be allowed to discuss any concerns they may have about their student's educational, emotional or physical status. Parents should also be able to request from the teacher any information about ways their child might improve his/her performance.

There are situations that require a conference between the teacher and the parent. These meetings are encouraged. If a parent has a concern and would like to discuss it, he or she should call to schedule an appointment with the teacher. If a parent has an unresolved concern and would like to discuss it further, he or she should call to schedule an appointment with the administration.

## Visitors/Volunteers

Parents and volunteers are an important part of the school life at Caldwell. Anyone coming into the building must first sign in. No one may go to a classroom unless previous arrangements have been made with the office. We strongly believe that interruptions should be kept to a minimum. When having lunch with your child, please remember that they are still in school and must follow the teachers' rules of behavior while in the lunchroom. This applies to field trips as well.

## Bell Schedule

The regular Caldwell Bell Schedule will be as follows;

7:15	Doors to the school open/Breakfast is served in the classrooms
7:45	Tardy/Teaching & Learning Begins
2:35	Bus Riders Dismiss
2:45	Car Riders Dismiss

## Grading Procedures

Teachers will assign grades and confer academic credit for work and activities performed by students in accordance with objective and generally accepted instructional and grading standards, applicable laws and regulations, and criteria hereinafter specified.

General Grade Scale – Grades for academic coursework will be awarded according to the following scale:

Letter Grade	Numerical Grade (100 point scale)
A	90 – 100
B	80-89
C	70-79
D	60-69

In addition to printed report cards, CES and Scottsboro City Schools offer the INOW Parent Portal. EACH Parent/Guardian needs to monitor their child's grade routinely. To acquire the Portal username and Password the Parent/Guardian should visit the CES office.

## Special Programs

### TITLE I

Caldwell Elementary School is a Title I school which allows our resources to be available for all students. Title I instruction targets students who are identified as needing extra assistance in the areas of reading, writing, and math.

### AMSTI

Caldwell Elementary School is an AMSTI school. The Alabama Math, Science, and Technology Initiative is the Alabama Department of Education's initiative to improve math and science teaching statewide. Its mission is to support Alabama educators and students in learning STEM through doing STEM.

### PROBLEM-SOLVING TEAM

The Problem-Solving Team is a problem-solving group consisting of teachers, counselor, and administrators. Their focus is to provide assistance for identifying a student's social, academic, and emotional needs and to develop an action plan to remediate the concerns and/or recommend special education referral.

### COUNSELING SERVICES

A certified full-time counselor provides counseling and guidance to students through individual referrals, small group sessions, and large group guidance.

### RESOURCE

Caldwell Elementary School has resource staff available who work with students who have identified learning problems. A student's participation is based on an evaluation by the PST team and instructional coaches.

### LIBRARY

Caldwell Elementary School Library Media Center is available to all students. Classes are held weekly with extra time given for research and technology enrichment activities.

### SPEECH

A certified speech therapist is available to work with qualifying students.

## School Pictures/Yearbooks

School day pictures will be made during the fall and spring and are available for purchase by parents. Additionally, the Caldwell Yearbook will be available for purchase in the Spring and delivered the following Fall. Please purchase pictures and yearbooks as proceeds go to support our school.

## Behavior Guidelines

The following is a list of guidelines by which each student is expected to abide. This list is by no means comprehensive, nor will it cover every situation which may arise. Please refer to the Scottsboro City Schools Code of Conduct,

[http://www.scottsboroschools.net/UserFiles/Servers/Server\\_151020/File/Scottsboro%20City%20School%20District/School%20Board/Code%20of%20Conduct/2018-2019%20Code%20of%20Student%20Conduct%20Board%20Approved%206.26.2018.pdf](http://www.scottsboroschools.net/UserFiles/Servers/Server_151020/File/Scottsboro%20City%20School%20District/School%20Board/Code%20of%20Conduct/2018-2019%20Code%20of%20Student%20Conduct%20Board%20Approved%206.26.2018.pdf) , for a more comprehensive behavioral guideline.

1. Students must always be conscious of protecting their personal property, which includes but is not limited to texts, library books, ChromeBooks, and other items owned by the school board and loaned to the students. If these materials are lost the student is liable for their return or replacement cost.
2. Student vandalism or misuse of any school property cannot be tolerated. Students shall not put their feet or legs on school furniture. Violators will be subject to disciplinary measures and/or payment for repairs or replacement.
3. Throwing of objects, such as pencils, etc. is not permitted in or around the school.
4. Students are expected to behave appropriately in the various areas of the building and grounds. Rowdy disruptive behavior cannot be tolerated.
5. Students must be out of the building by 2:45 PM unless under the direct supervision of a teacher.
6. The gymnasium is out of bounds for students without adult supervision.
7. Grades may be withheld until a student fulfills an obligation to the school, such as payment of fees, library fines and return of loaned materials.
8. Classroom phones are NOT available for student use except in emergency situations or for school business.

9. The chewing of gum is not permitted.
10. Use of Cell Phones are prohibited in the school building unless given permission by the teacher.
11. Students are not to have food delivered to the school building.
12. Electronic devices such as laser pointing devices or electronic light emitting devices are not to be used during the school day unless authorized by school personnel.

## **Dress Code**

Caldwell Elementary School believes in establishing and enforcing dress code guidelines. We wish to avoid dress which (1) diverts the attention of the pupils from the primary function of the school, which is education, and (2) create in the minds of pupils both in this and other communities a misleading image of the student body and school program.

The following dress code will be strongly enforced;

1. No head covering of any kind will be worn (hats, bandannas, etc.)
2. No sunglasses may be worn indoors.
3. Hairstyles should be kept neat and hair colors are limited to natural hair colors.
4. Shoes, appropriate for school setting, must be worn at all times.
5. Wallets, bracelets, belts, and other clothing and accessories with spikes, studs or chains are prohibited.
6. Insignias, buttons and clothing which is censored or suggestive of alcoholic beverages, drugs, tobacco, racially, ethnically, sexually suggestive, vulgarities, violence or gang related will not be permitted.
7. Any clothing or accessories which the administration deems inappropriate, offensive or disruptive will not be permitted.

Students with inappropriate attire will be asked to call home for parents/guardians to bring appropriate clothing. Students may not return to class until appropriately dressed.

## **Drills/Safety**

Caldwell Elementary School believes that the number one priority for our school is to provide a safe environment for our students, faculty and staff. Learning cannot take place in an unsafe environment. In order to prepare our students for possible emergencies, CES will perform monthly Evacuation (Fire), Weather and Lockdown Drills.

## **Transportation**

Buses load and unload in the bus loop and side loop of the building off Market Street. Car riders should be dropped off at the front of the school on Ashmore Street. Students should arrive between 7:05 a.m. and 7:30 a.m. in the mornings, and should be picked up at 2:40 each afternoon.

Once a student boards the bus – and only at the time-does he/she become the responsibility of the school district. Such responsibility shall end when the child is discharged at the regular bus stop at the close of the school day.

Once students board a Scottsboro City Schools bus, they are immediately under the requirements of the Scottsboro City Schools Code of Conduct. The riding privilege of a student may be revoked for violation of the bus rules or for conduct which is detrimental to the safe operation of the bus. The following rules and regulations are specific to riding on a Scottsboro City Schools bus;

1. Students who are transported shall remain under the guidelines of the Student Code of Conduct.
2. For their own safety, students should not distract the driver
3. Students should remain seated while the bus is moving and keep hands, arms, head and bodies inside the bus.
4. Students will not be allowed to bring sharp objects, glass containers, balloons, pets or other living animals on the bus.
5. Vulgarities, loud talking, obscene gestures or degrading comments about another person is prohibited.
6. While riding the bus, students shall be under the supervision of the driver and shall obey the driver at all times.

Any misbehavior on the bus which is brought to the attention of a CES Administrator will result in behavioral consequences. Consequences will be at the discretion of the Administrator/Transportation Director depending on circumstances. Consequences may range from parent conference, In-school Detention, etc. Consequences may include removal from the bus from one (1) to ten (10) days or permanent removal from the bus.

### **CHANGE OF TRANSPORTATION**

Changing your child's transportation is sometimes necessary throughout the school year. CES will require written notice of your child's change in transportation method. These need to be turned in to the office before 11:00 am. Please make sure to call the front office to ensure that the request has been turned in and properly followed.

### **FIELD TRIPS**

Educational field trips may be scheduled during the school year. Each child has to have a permission slip signed by a parent/guardian. Students with discipline referrals to the office will possibly not be allowed to attend the field trips.

## **Checking In/Out**

### **Checking IN**

Students who arrive to school later than 7:45 a.m. must check in through the front office. Students who arrive late without a valid excuse are considered Tardy.

### Checking OUT

Parents are required to sign the checkout list in the office. No student will be permitted to leave with anyone not listed on the Student check-out list. Students have to have a permission form signed by the office if they are going home a different way than their normal routine.

CES is a closed campus, Parents and volunteers are an important part of the school life at Caldwell Elementary. Anyone coming into the building must first sign in. No one may go to a classroom unless previous arrangements have been made with the office. We strongly believe that interruptions should be kept to a minimum. When having lunch with your child, please remember that they are still in school and must follow the teachers' rules of behavior while in the lunchroom. This applies to field trips as well.

## Attendance

### EXCUSED ABSENCES

In accordance with state law, only the following absences will be considered excused absences, provided that in each instance written parent/guardian confirmation has been received within three (3) days of the child's return to school. Each absence requires a valid reason.

- Personal illness
  - Limit four (4) parent notes per semester without doctor's excuse (one day absent = one parent note, two days absent = two parent notes, etc.)
  - Illnesses that persist for three (3) or more consecutive days require an excuse from a medical professional
- Hospitalization/Medical or Dental Appointment
- Emergency (Must be approved by the Principal)
- Death in immediate family
- Legal (required court appearance as ordered by subpoena or other court document)
- Principal Approved (Permission must be requested in writing. Limit 5 per year)

The following reasons may be coded Principal Approved:

- Military circumstances related to the deployment or return of a parent/guardian
- Accompany parent/guardian on an overnight school trip that involves a sibling (i.e. sporting event, band trip, etc.)
- Obtaining a driver's permit or license
- Legislative Page or other opportunity to participate in an operation of one of the three branches of government
- Visit to the junior college, university, technical or trade school (Limit 1)
  - A second visit may be approved for 12<sup>th</sup> grade students earning all A's/B's for the first semester



Any absence not identified in the above list should be decided on a consistent case by case basis by the Principal. Principals in feeder patterns should consult with one another before a decision is made when siblings are involved.

### **SUBMITTING EXCUSES**

It is the parent/guardian's responsibility to see that children attend school regularly and to provide evidence for an excused absence when an absence is necessary. A phone call to the school about an absence is not sufficient documentation. The State of Alabama requires a written note on file. Each note should be submitted within three (3) days of the student's return and must contain the following:

- Child's full name
- Date to be excused
- Reason for the absence
- Phone number to contact parent/guardian
- Signature of parent/guardian or doctor

Excuses can also be sent via email at [caldwattend@scottsboroschools.net](mailto:caldwattend@scottsboroschools.net)

### **UNEXCUSED ABSENCES**

Any absence for which a valid written explanation is not provided within three (3) school days shall be coded as unexcused. Any absence beyond the fourth per semester shall be unexcused unless the written explanation meets an excused absence category. It is the parent/guardian's responsibility to make sure the note/fax has been received at school.

### **SCHOOL RELATED ABSENCES**

Students who participate in school-sponsored or school-authorized activities and are thereby away from school or class will not be counted as absent from school for this purpose. Students are expected to make up work missed while at these activities, and should be given the same opportunities as those afforded students with excused absences. The school may require appropriate documentation to support any absence coded in this category. Failure to provide the documentation may result in an unexcused absence. (I.e. sporting event, field trip, competition, etc.)

### **MAKE-UP OF WORK, TESTS, AND OTHER ASSIGNMENTS**

Grades should reflect a student's academic performance. Students are expected to complete, to the best of their ability, all work, tests, and other assignments given by their teachers. Students are expected to attend school on a daily basis, but Scottsboro City School administrators recognize there may be times when a student may be absent from school. While the absence counts against the student's attendance record, it should not prohibit the student from obtaining and completing their assignments. The following options are available for teachers, students, and their parents/guardians to ensure education is uninterrupted due to an absence.

### **EXCUSED ABSENCES**

Students are permitted to complete work, tests, and other assignments when absences are for excused reasons. **The teacher(s) will give students a maximum of five days to complete the assignments.** It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.)

In cases of extreme or extenuating circumstances based on the nature of the absence, the teacher(s) may grant additional days to complete and return assignments or take tests, not to exceed two weeks beyond the student's date of return to school.

### **ELECTRONIC EXCUSES**

You may send excuses by email to your child's school:

[caldwellattend@scottsboroschools.net](mailto:caldwellattend@scottsboroschools.net)

### **UNEXCUSED ABSENCES**

Students are permitted to complete work, tests, and other assignments when absences are for unexcused reasons. **The teacher(s) will give studentcollinsattend@scottsboroschools.net a maximum of five days to complete the assignments.** It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.)

Administration of tests given during the unexcused absence period will be scheduled by the teacher(s) within the required period at a time that does not interfere with the normal school day.

### **SUSPENSIONS**

Students who are suspended out of school are permitted to complete work, tests, and other assignments during their suspension period. At the student or parent/guardian's request, teacher(s) will provide assignments given during the suspension period. It is the responsibility of the student or parent/guardian to request and obtain assignments from the teacher(s) through normal school channels. (I.e. in person, by telephone, email, etc.) **The teacher(s) will give students a maximum of five days to complete the assignments.**

Administration of tests given during the suspension period will be scheduled by the teacher(s) within the required period at a time that does not interfere with the normal school day. Due to the timing or length of the suspension, the teacher has the discretion to modify the timeline on a case-by-case basis.

### **TARDIES**

Any check out or check in for which the student misses without a valid excuse will be marked as an unexcused tardy within the school attendance program. A history of unexcused tardiness, three (3) or more, may result in in-school detention, after-school detention, or Saturday school.

## **TRUANCY**

If a parent/guardian does not explain in writing within three (3) days of a student's return to school after being absent, that student will be classified as truant for each and every absence. The student will also be classified as truant if the Principal (or administrative designee) determines that an absence(s) is unexcused based on the parent/guardian's written explanation.

The Code of Alabama requires schools to notify parents/guardians of their student's unexcused absences, to inform parents/guardians of Alabama's compulsory school attendance laws, and to be advised of the penalties that can be applied if the student continues to be truant from school. The notice of three (3) unexcused absences is intended to correct any error and/or to remind parents/guardians of Alabama's Compulsory Education Law. Upon the accumulation of an unexcused absence, the student is considered truant from school, and consequently in violation of state law and the Board's attendance policy.

State law requires that parents/guardians ensure their child has good attendance in school, and further states that failure to do so could lead to prosecution of the parents/guardians and/or child for failure to comply with the law. School officials are required to report to juvenile authorities those students and parents/guardians who are in violation of the law.

Truancy action occurs at the following stages:

### **First Unexcused Absence**

The Parent/Guardian will be notified of the absence via a phone call from the automated school messenger system.

### **Third Unexcused Absence**

The Parent/Guardian will be notified in writing of the unexcused absences, Alabama's compulsory school attendance laws, and the procedures that shall be followed in the event that other unexcused absences occur.

### **Fifth Unexcused Absence**

The Parent/Guardian will be notified in writing of the unexcused absences and a truancy meeting date and time with Juvenile Court. The district attendance officer, parent/guardian, Juvenile Court Officer, and student (pending age) will discuss the attendance violations and penalty for future unexcused absences at the truancy meeting.

Secondary students may also lose driving and/or co-curricular privileges such as prom attendance upon the fifth unexcused absence.

### **Seventh Unexcused Absence**

The district attendance officer will file a complaint with the Juvenile Court system against the parents/guardians and/or the student whichever is appropriate.

#### Eighth+ Unexcused Absence

Each unexcused absence after a complaint has been filed will be reported to the Juvenile Court system for further court action.

#### EXCUSED ABSENCES

In accordance with state law, only the following absences will be considered excused absences, provided that in each instance written parent/guardian confirmation has been received within three (3) days of the child's return to school. Each absence requires a valid reason.

## Medication

Prescribed medicine needed during the school day must be kept secured in the office/School Nurse. A Prescriber/Parent Authorization form must be completely filled out. A pharmacy-labeled container is required. Parents are required to bring medication to the school office. Students are not allowed to deliver medication to school.

## Cell Phones/Electronic Devices

The use or visible possession of Cell Phones/Electronic devices during school hours is strictly prohibited except by permission of the principal or in the case of devices issued to students by CES for educational purposes. Students may use personally-owned technology such as e-readers, tablets, notepads, laptops, or similar devices for instructional purposes with specific permission of their teacher. **Unless approved for use in the classroom by the teacher, all electronic devices must be turned off and put away.** Any device or personal property is the responsibility of the student. CIS will not be responsible for any device or items lost/stolen.

The principal or his designee may also approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Principals or their designees will also have the authority to further restrict or deny the possession of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. The use of electronic devices may not disturb or impede extracurricular activities.

The Board reserves the right to place conditions on, restrict, or prohibit the use of personally-owned technology resources, including all electronic devices and storage media on its property. School officials may read, examine, or inspect the contents upon reasonable suspicion that the device contains evidence

of a violation of Board policy, the Code of Student Conduct, or other school rules. The Board assumes no responsibility for theft, loss, or damage to any personal, wireless communication device.

## **Child Nutrition Program**

### **Mission & Goal**

The Child Nutrition Program of Scottsboro City Schools, in cooperation with the Alabama State Department of Education and the US Department of Agriculture, participates in the Statewide Procurement Program which allows us to purchase and provide the highest quality foods for our students. By doing so, we are required to comply with state laws regulating the meal components that are offered to the students. We are an Offer vs. Serve school system which allows the students to choose from the five food groups served daily. Each student is required to choose three of the five food components at each meal with one of those components being either a fruit or vegetable. If other selections are made or the requirements are not met, that student will pay for his/her items as ala-carte items which are priced and sold as individual units.

### **Meal Prices**

Student Breakfast \$ 1.25 Student Lunch \$2.50 Reduced Breakfast \$ .30 Reduced Lunch \$ .40 Teachers Breakfast \$2.00 Teachers Lunch \$3.25 Visitors Breakfast \$2.00 Visitors Lunch \$4.00

### **Lunch Accounts**

Each student is given a meal account and assigned an identification number. Money is kept in their account and the proper amount is deducted each day when the student purchases meals and/or ala-carte items. For your convenience, you may pay into the meal account weekly or monthly.

### **Charge Meal Policy**

The Child Nutrition Program's charge policy for Scottsboro City Schools states that no student may charge more than two reimbursable meals. If your child charges a meal, a letter will be sent home as a courtesy notifying that your child's account is overdrawn. It will be the parents' responsibility to pay for any charges at the time notice is sent. No student will be allowed to charge ala-carte items. Teachers and staff will not be allowed to charge.

### **Wellness Policy**

The Scottsboro City Schools wellness policy is in compliance with the Alabama State Department of Education Requirements and Public Law 108-265. Guidelines pertaining to carbonated soft drinks, candy,

school snacks and holiday/party snacks will be followed. **Commercially prepared food (i.e. fast food) may not be brought into the lunchroom at any time.**

If you have any questions pertaining to the Child Nutrition Program Policies or Guidelines, please contact Melva Rodgers, CNP Director at 256-218-2100 or [merodgers@scottsboroschools.net](mailto:merodgers@scottsboroschools.net).

## Lunch Schedule 2021-2022

**\*ALL VISITORS MUST SIGN-IN AT THE OFFICE PRIOR TO ENTERING THE LUNCHROOM.**

**10:30-12:45-** Your child's teacher will provide the exact time for their lunch per classroom.

\*Times are subject to change without notice

## Damaged or Lost Textbooks/Technology

Books issued to students are the responsibility of the student. Any lost or damaged textbooks must be paid for at a price set by the board of education. Replacement books will not be issued until lost or damaged books are paid for.

CES is fortunate to have ChromeBook labs for classroom use. These tools are to be used only in the manner in which teachers direct. Any damage, etc. will be the responsibility of the student. Improper use of technology (inappropriate searches/sites) will be in violation of the Student Code of Conduct.

## Student Sexual Harassment

### PROHIBITED CONDUCT

Students shall not engage in conduct constituting sexual harassment. Sexual Harassment is illegal and will not be tolerated. The Board or its designee shall investigate all allegations of sexual harassment and take appropriate action against students and others under the Board's supervision who engage in sexual harassment. The procedure, process, and sanctions against students for violation of this policy shall follow the Student Code of Conduct.

### DEFINITION

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when students;

- Advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile or otherwise offensive school environment
- Submission to such conduct is made as an explicit or implicit term or condition of student progress and student participation.

## **COMPLAINT PROCEDURE**

A student who believes he or she has been or is being subjected to any form of sexual harassment shall report the matter to his/her principal, Asst. Principal or the Superintendent. A student may request the right to make his/her report of sexual harassment to an administrator of the same sex as the student.

No student alleging sexual harassment shall be required to present the matter to the person who is the subject of the complaint.

## **PROTECTION OF COMPLAINANT**

No student shall be subject to adverse action in retaliation for a good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential. Scottsboro City Schools will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate.

# **Student/Employee Harassment, Intimidation, Bullying and Cyber Bullying**

Scottsboro City Board of Education will consider harassment, intimidation, bullying, including cyberbullying, as any act that substantially interferes with a student's educational benefits, or the employee's daily duties, opportunities, or performance, and that has the effect of:

1. Physically harming an individual or damaging an individual's property;
2. knowingly placing an individual in reasonable fear of physical harm to the individual or damage to the individual's property; or
3. creating a hostile educational environment

Cyber bullying is considered any of the above behavior via electronic means. Scottsboro City Schools will investigate all reports and document such activity (herein defined as aggressive behavior) regardless of its origin or location. Such activity will be considered school-related regardless of its origin if such activity has any effect on academic, athletic, extra-curricular or any other school-related activities. Additionally, any off-campus or out-of-school behavior that disrupts normal school operations may also be met with appropriate disciplinary actions. This includes pictures/videos/audios made and placed on any part of the internet.

Every student is encouraged, and every staff member is required, to report any situation where they believe aggressive behavior is directed toward a student or employee. Any student or employee who believes he/she has been or is the victim of aggressive behavior should immediately report and provide all available evidence to the building principal, assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor, who will be responsible for notifying the appropriate administrator or Board official.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Intentionally making a false report about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making false reports may result in disciplinary action.

Disciplinary action for students will follow the Student Code of Conduct. Employee's disciplinary action will follow the Personnel Handbook.

Scottsboro City Schools will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate.

This policy will be included in the student handbooks, Scottsboro City Schools policy manuals, Student Code of Conduct handbooks, and personnel handbooks as appropriate.

Students wishing to report bullying to CES administration will use the following forms (forms will be found in the school office, Counselor's Office, School Website, and District Website):

[http://www.scottsboroschools.net/UserFiles/Servers/Server\\_151020/File/Scottsboro%20City%20School%20District/For%20Students/Bully%20Complaint%20Form%206.5.18%20for%20website.pdf](http://www.scottsboroschools.net/UserFiles/Servers/Server_151020/File/Scottsboro%20City%20School%20District/For%20Students/Bully%20Complaint%20Form%206.5.18%20for%20website.pdf)





# Scottsboro City Schools

## Bullying Complaint Form

Submit a copy of the completed form to the Principal

NAME OF PERSON COMPLETING FORM: \_\_\_\_\_

Relationship to Student:  Parent/Guardian  Self

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School Name: \_\_\_\_\_ Program: \_\_\_\_\_

### Type of Incident:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Bullying            | <input type="checkbox"/> Cyberbullying       | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> Intimidation        | <input type="checkbox"/> Thoughts of Suicide | <input type="checkbox"/> Violence          |
| <input type="checkbox"/> Threats of Violence | <input type="checkbox"/> Discrimination      |  |

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ Specific Location of Incident: \_\_\_\_\_

### Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evidence to Support Incident:  Yes  No Attach all relevant evidence

Witness(es) to Incident:  Yes  No List all witness(es) below

\_\_\_\_\_  
\_\_\_\_\_

Ala. Code 16-22B-3 (Act. 2018-472) **Bullying.** A continuous pattern of intentional behavior that takes place on or off school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the model policy adopted by the department or by a local board, and implemented at each school. To constitute bullying, a pattern of behavior may do any of the following (check all that apply):

- A. Place a student in reasonable fear or harm to his/her person or damage to his/her property.
- B. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- C. Have the effect of substantially disrupting or interfering with the ordinary operation of the school, whether the conduct occurs on or off school property, online, or electronically.
- D. Have the effect of creating a hostile environment in the school, on school property, on a school bus or at a school-sponsored function (including thoughts of suicide).
- E. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening or abusive educational environment for a student.

Signature of Person Reporting: \_\_\_\_\_ Date Submitted to Principal: \_\_\_\_\_

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

**TO BE COMPLETED BY SCHOOL PRINCIPAL or SUPERINTENDENT/DESIGNEE**

Action(s) Taken by Principal or Superintendent/Designee: due Complaint Reviewed

**REFERRAL ACTION FORM (to be completed after investigation)**

Investigative Summary:

Parent notified of incident by phone: Date(s) _____				
Previous parental notification by phone regarding similar incident(s): Date(s) _____				
Consultation with Student in Office: Date(s) _____				
Conference with Parent: Date(s) _____				
Parent Notification	Phone/Number	Letter Mailed	Yes	No
	Date: _____ Time: _____	Date Mailed: _____		
Code of Conduct/Policy Information Given: Yes No				
Bullying consequences, reprisals, retaliation, or false accusations actions explained Yes No				
Guidance Counselor Referral: Name of counselor: _____				
Bullying Curriculum Covered by Guidance Counselor on Date(s): _____				
Warning issued for Offense	Verbal	Written	Date issued: _____	
In-Class Displacement: Date(s) _____				
Silent Lunch/Detention: Date(s) _____				
After-School Detention	Number of Days	Inclusive Dates: _____		
In-School Detention	Number of Days	Inclusive Dates: _____		
Out-of-School Suspension	Number of Days	Inclusive Dates: _____		
Other Action(s): _____ Inclusive Dates: _____				
Referral to Disciplinary Review Committee: Date of Referral: _____				
Disciplinary Review Committee Recommendation: _____				
Superintendent or Board Action: _____ Date of Action: _____				
Campus Police (SRO) Referral: Name of SRO: _____				
Referral to Outside Agency: Name of Agency: _____				
Other Action (Explain): _____				

Accused Student Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Principal or Superintendent/Designee Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

# Scottsboro City Schools' Acceptable Use Policy

## Information for Parents and Students

The Scottsboro City Schools Acceptable Use Policy ("AUP"), which may be accessed here...

<http://www.scottsboroschools.net/common/pages/DisplayFile.aspx?itemId=3517023>, is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat-rooms and other forms of direct electronic communications or equipment provided by Scottsboro City Schools (the "network."). Only current students or employees are authorized to use the network.

The Scottsboro City Schools will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and/or harmful to minors over the network. The Scottsboro City Schools reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of Scottsboro City School's property, network and/or Internet access or files, including email.

## Acceptable Uses of the Scottsboro City Schools Computer Network or the Internet

Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed, that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the Scottsboro City School's network due to violation of this policy or is no longer a student of Scottsboro City Schools. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate Scottsboro City Schools personnel. Access is provided primarily for education and Scottsboro City Schools business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate personnel of Scottsboro City Schools.

## Unacceptable Uses of the Computer Network or Internet

- Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:

- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
- Damaging computer equipment, files, data or the network in any way, including intentionally accessing,
- transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
- Using any Scottsboro City Schools computer to pursue "hacking," internal or external to Scottsboro City Schools, or attempting to access information protected by privacy laws; or
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  - Using another's account password(s) or identifier(s); 35
  - Interfering with other users' ability to access their account(s); or
  - Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial purposes:
  - Using the Internet for personal financial gain;
  - Using the Internet for personal advertising, promotion, or financial gain; or
  - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

### **Student Internet Safety**

1. Students under the age of eighteen should only access Scottsboro City Schools net accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy and all Scottsboro City Schools security policies.

### **Penalties for Improper Use**

The use of a Scottsboro City Schools account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from Scottsboro City Schools

employment, or criminal prosecution by government authorities. The Scottsboro City Schools will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Scottsboro City Schools will provide education for all students regarding appropriate online behavior. These lessons will include, but not limited to, appropriate social networking, electronic messaging, cyberbullying awareness and appropriate harassment response.

**Disclaimer**

The Scottsboro City Schools makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of Scottsboro City School's network are to be borne by the user. The Scottsboro City Schools also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Scottsboro City Schools, its affiliates, or employees.

# ACKNOWLEDGEMENT OF CALDWELL ELEMENTARY STUDENT HANDBOOK

I acknowledge access to the CIS Parent/Student handbook, found on the CES website under the "For Parents" tab, and have read the rules concerning attendance at CIS. I do agree to abide by and conduct myself in accordance with the rules of our school as addressed in the Student handbook, the Student Code of Conduct (including district policies regarding bullying/harassment), the Acceptable Use Policy, and the Scottsboro City Schools Policy Manual.

HOMEROOM TEACHER \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF STUDENT

\_\_\_\_\_

DATE

PRINTED NAME OF STUDENT

\_\_\_\_\_

SIGNATURE OF PARENT

\_\_\_\_\_

SIGNATURE OF PARENT

\_\_\_\_\_

DATE

\_\_\_\_\_

PRINTED NAME OF PARENT

\_\_\_\_\_

PRINTED NAME OF PARENT

Note: If the student lives with both parents, both parents are expected to sign the above statement; if the student lives with only one parent or guardian, only one is expected to sign. The student is also expected to sign the statement.

(Please sign and return this page to your child's homeroom teacher)