

# **Brownwood School**

**2016 – 2017**

## **PARENT/STUDENT HANDBOOK**

**BROWNWOOD SCHOOL**

**305 BINGHAM STREET  
SCOTTSBORO, AL 35768**

# Scottsboro City Schools

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Director, Child Nutrition Program

## **Brownwood Elementary School Beliefs**

- We believe that student success is the chief priority for our school.
- We believe that students learn in different ways and should be given a variety of instructional approaches to support their learning.
- We believe that schools, parents, and the community are partners in the education of all students.
- We believe that each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- We believe that all exceptional students benefit from special services.
- We believe that positive relationships and respect among and between students and staff will enhance a student's self-esteem.
- We believe that a safe and physically comfortable environment promotes student learning.
- We believe that our commitment to continuous improvement will help students become lifelong learners.

### **NON-DISCRIMINATION POLICY**

It is the policy of the Scottsboro School System that no person shall, on the grounds of race, sex, religion, age, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

# **Brownwood Elementary School**

**Dr. Gary Speers, Principal**

305 Bingham Street

Scottsboro, Alabama 35768

Phone (256) 218-2400

Website: <http://brownwood.scottsboroschools.net>

Dear Parents/Guardian:

I am excited about the endless possibilities and academic opportunities and challenges we face this new school year. Together we can build a better village by empowering our students with not only the fundamentals of (3 Rs – reading, writing and arithmetic), but also incorporating Common Core State Standards; combined with 21<sup>st</sup> century skill sets through technology will enable them to compete successfully in a global society.

As principal and instructional leader, I will do everything within my power to support and enrich progressive teaching, innovative and creative techniques that are researched based to improve student achievement and professional development opportunities when they are available.

The pages of the Student/Parent Handbook are filled with important information regarding school policy and procedures. We suggest that you read this handbook carefully and review its contents with your child.

Parents are our partners in the important job of educating students. It is critically important that faculty/staff, students, and parents work together to ensure our children's safety and success. Consistent communication between home and school is essential to promote the best interests of your child. Please do not hesitate to contact my office, if there are any question or concerns.

Sincerely,

Dr. Gary Speers  
Principal

## **Brownwood Elementary School Mission Statement**

Together we shape the future of our community inspiring all learners to reach success in a secure and caring environment.

## **DAILY SCHEDULE**

### **THE FOLLOWING HOURS WILL BE OBSERVED:**

Students allowed to enter school building.  
Students may not be dropped off before 7:15 a.m.

School Begins	7:30 a.m.	1 <sup>st</sup> bell rings – Morning work starts
Tardy Bell Rings	7:45 a.m.	All Students should be in class
School Dismisses	2:30 p.m.	All Students

A bell will ring at 7:30 in the morning for the students to go to their rooms. Students are expected to be in their rooms by 7:45. If they are not, they will be marked tardy.

### **AN ADULT MUST ACCOMPANY TARDY STUDENTS INTO THE BUILDING AND SIGN THEM IN.**

Parents whose children cannot ride a bus must make arrangements to pick-up their children at 2:30 p.m.

## **PARENT - TEACHER CONFERENCE**

Please feel free at any time to make an appointment to talk with your child's teacher. We are sincerely interested in each individual child and will be happy to discuss any matter which can help your child. If you would like to request an appointment, simply call the school office at **256-218-2400**.

A Parent - Teacher Conference is a two-way exchange of information about a child. We will endeavor to answer any questions you have about your child and our school. In return, we will probably ask you some questions about your child in order to understand his needs, interests and abilities more fully. We hope each of you will make a special effort to make an appointment for these most important conferences to discuss with us your child's progress.

## **ATTENDANCE / TRUANCY**

Truancy is the habitual and unlawful absence from school. In accordance with Alabama School Law, a parent or guardian is responsible for requiring any student under his/her control or charge and under sixteen (16) years of age to attend school each and every day except for legal absences as defined by Alabama School Law and State Board of Education rules and regulations. A parent/guardian who fails to comply with the law is subject to punishment by law. In the event that a student accumulates absences considered excessive and determined to be without good reason and intentional, the school shall inform the parent by mail that the student has missed school without reason (in accordance with Sec. 16-28-4 of the Alabama Code).

## **ABSENCES**

All student absences shall be designated as either **excused** or **unexcused**. A student shall be **excused** for absence from school for the following reasons: Illness, Legal requirements, Permission by principal or designated representative. In accordance with State Law, a parent or guardian must explain the cause of any absence of students under their control or charge. **Every student, upon return to school, must bring a written excuse from home signed by student's parent or guardian, doctor, dentist, etc. for each absence and present it to their homeroom teacher. Absence for reasons other than those defined above shall be considered as unexcused.**

**1<sup>st</sup> unexcused absence – A phone call from the principal of the school.**

**3<sup>rd</sup> unexcused absence – A letter will be sent from the office of the school to the guardian.**

**5<sup>th</sup> unexcused absences – A meeting at the school with the principal and truancy officer.**

**7<sup>th</sup> unexcused absences – Court referral letter**

## **SCHOOL PARTICIPATION ABSENCES**

Students who are away from school because of participation in school sponsored activities shall be marked present and allowed to make up school work missed. Students are not to leave campus without permission from the principal or his designee.

## **RELIGIOUS ABSENCES**

A student may be excused for religious holidays when the student's parent or guardian comes in person to the school and signs a request for the student to be absent for this reason. When this procedure is followed, the student's absence will be excused by permission of the principal or his designated representative. Students shall be allowed to make-up missed work during such absences.

The Board realizes the importance of religious training in the lives of people. However, it feels that religious training should not interfere with the regular school day.

## **MAKE-UPWORK**

If a student is absent for any excused reason as defined, the student shall be allowed to make up school work missed during said absence. Such work must be made up within a reasonable time as determined by their teacher. Parents need to call the school office as early as possible to request work. Teachers will send homework for students who are absent to the office for parents to pick up at the end of the day.

## **CHECK-OUT PROCEDURE**

Any student who needs to leave the school for any reason must be signed out by the parent, guardian, or parent designee. **Parents will sign out a student in the office. Personnel in the office will call the student from the classroom. Check-outs will prevent your child from getting perfect attendance.** You may be asked to present an ID before checking a student out.

# Scottsboro City Schools

## CLUB WILDCAT

After-School Program for Kindergarten through 6<sup>th</sup> Grade Students

At Collins Intermediate School

**2016-2017**



**CLUB WILDCAT** is the NEW and improved after-school program for Kindergarten through 6<sup>th</sup> Grade students. It is designed to provide time for supervised homework, art activities, games, play time, free reading, and other enrichment activities, all supervised by certified teachers. CLUB WILDCAT begins when the last bell of the afternoon rings each school day, and ends at 5:30 p.m. Elementary students will be bused to Collins Intermediate School where CLUB WILDCAT will be housed in the former Cosmetology Building. Parents may come for their children anytime between the closing of school and 5:30 p.m. in the back of Collins Intermediate School. Please understand that you are required to always sign your child out before leaving the school each day that your child is in the program.

The fee for CLUB WILDCAT is \$32.00 per week for one child and \$60.00 per week for two children. If your child attends CLUB WILDCAT two days or less per week, this is considered part-time and the fee is \$8.00 per day. A snack is included in the cost of the program. *You must sign up for either full-time or part-time.* If you need to make a change from full-time to part-time or vice-versa, you must call the Central Office at 218-2100 so this change may be made on your registration form. If you become one month past due with paying your fees, you will be notified that your child will not be allowed to attend the program until fees are paid up to date.

CLUB WILDCAT is a self-supporting program. The fees collected pay for all expenses of the program, with no money coming from the school budget. Therefore, the following policies will be followed:



1. Fees for the week are due on every Monday morning. Please make all checks payable to Scottsboro City Board of Education. *Place your check or cash in an envelope, mark it CLUB WILDCAT and include your child's name, school and amount enclosed on the outside.* It is very important that this information be on the outside of the envelope. **All bookkeeping for CLUB WILDCAT is completed at the Central Office-not at the local schools.** Please have your child turn their envelope in to the school's office or their classroom teacher on Monday morning. If you are not sure how many days your child will be attending each week, please pay on the last day of each week your child attends. CLUB WILDCAT teachers do not accept fee money.
2. A late charge of \$1.00 per day will be charged for each day past Monday that the fee is not paid. A \$20.00 charge will be made on all returned checks. If a check is returned, you will be notified to pick up the check and from that time on, no checks will be accepted; you will have to pay cash.
3. A registration form must be on file at the Central Office before your child/children may start at CLUB WILDCAT. A \$25.00 registration fee (non-refundable) is due at the time of registration. If your child enrolled in CAMP COLLINS 2016 you will have a registration fee of \$20. If you have more than one child enrolled in the program, the family registration fee is \$25.00. If your child is enrolled in the program and brings a friend to CLUB WILDCAT to go home with them, that child will have to have a registration form and fees paid before being allowed to stay.

**CLUB WILDCAT will begin on the first day of school and will be in session each school day. If schools close early due to bad weather or for other reasons, there will be NO After-School Program.**

For more information, please call Carrie Bradford at Scottsboro Board of Education, Page Administration Building (256) 218-2100 or [cbradford@scottsboroschools.net](mailto:cbradford@scottsboroschools.net)

## **FIRE DRILL**

Alabama State law requires that each principal conduct 2 fire drills during the first 2 weeks of school and thereafter at least one fire drill each school month. The alarm is the signal to leave the building. Children are asked to exit as rapidly as possible, safely and quietly. The children should be in single file. There should be a fire drill exit diagram posted in each classroom and the children should be familiar with it. After leaving the building, the classes should line up in single file behind their teachers. All classes should return to the building when the bell rings. Teachers should carry their register or class roll. The teacher will check the roll when assembled outside.

## **IN CASE OF FIRE**

No one is to re-enter the building for anything. Students will be released by the class teacher to their bus or to a parent or guardian only. A record will be kept as to how the child left to identify lost or missing students.

Parents and/or buses will load on Brown Street entering on Woodland from Willow Street and exiting on Newport Drive.

## **TORNADO DRILL**

Tornado drills will be scheduled monthly. Halls and rooms are marked on building diagrams for safety areas. A horn will sound for the drill.

## **IN CASE OF A TORNADO**

Students and teachers will remain in place until proper authorities examine a safe escape route out of the building. Parents/buses will load on Brown Street between Woodland and Newport Drives if conditions are deemed safe.

## **MEDICATION**

Teachers can assume no responsibility for students taking medicine at school. Student's medication should be brought to school in the **prescription bottle** with clear directions on how to dispense **by an adult. A medical release form, available in the office, must be filled out for each child taking medication. A physician's signature is required.** All medication is to be checked into the principal's office for safety purposes.

## **BOOKS**

Parents will have to purchase any textbooks or library books that their child may damage or lose while using. Textbooks will not be issued the following year until all textbook and library book issues have been settled.

## **SCHOOL PICTURES**

All children's pictures will be made in the spring and fall by a professional photographer. Purchase of the pictures is at the discretion of the parent.

## **INSURANCE (ACCIDENT)**

The school is able to offer accident insurance on each student for nine months during school hours or for 24 hours on the twelve month policy. This insurance is optional with the offer available only during the first month of school. Information packets will be sent to parents at the beginning of each school year.

## **MONEY AT SCHOOL**

Children are asked not to bring any money to school except that which is absolutely necessary. When money is brought to school, it should be placed in an envelope marked with the child's name, teacher's name and the purpose of the money. Many times money only creates problems. Therefore, we appreciate your co-operation in this matter.

## **DISCIPLINE**

Brownwood will provide a safe, secure, and caring environment for all students. Order, respect, and personal responsibility are expected of everyone. Students will follow school/classroom rules and abide by Scottsboro Board of Education Board Policy. The positive rewards of good behavior are strongly promoted. Disciplinary actions will follow the Student Code of Conduct. Parent support is essential.

## **VISITORS AND CONFERENCES**

- **All visitors must sign-in at the main office and wear a badge while on school premises.** This regulation is necessary for the protection of your children to prevent unauthorized persons from wandering through the school building. Visits to your child's class are encouraged on a pre-arranged basis. Visits to the school lunchroom are always welcome.
- Students are not permitted to bring visitors to school other than parents and guardians. Parents are welcome at any time, but friends from other locations are not permitted.

### **Please check in through the office.**

- Please feel free at any time to make an appointment to talk with your child's teacher. We are sincerely interested in each individual child and will be happy to discuss any matter which can help your child. If you would like to request an appointment, simply call the school office at 256-218-2400.

## **SNOW AND STORM SCHEDULE**

Schools are sometimes dismissed when severe and threatening weather conditions exist. Under these conditions your child may not be able to follow his/her usual directions. Parents should see that children have an alternate plan in the event school is dismissed because of an emergency of any kind. **The Scottsboro City School System Emergency Calling System will be activated due to early dismissal. It is vital that up-to-date phone numbers be listed in your child's school records. Failure to do so could result in you not being contacted.**

### **SOME SUGGESTIONS ARE:**

1. Parents should have emergency contacts listed with the school secretary.
2. When the weather is threatening, keep your radio on to hear the latest news of early dismissals.
3. Please do not rely on calling the school or the City Board of Education office. It may be hard to reach us in bad weather conditions. Local radio stations are notified as soon as the schools are notified.

**Thank you for your cooperation in this matter.**

## **PARKING**

Spaces may be found in the parking lot or in front of the gym. **Only the staff may park in the back.**

## **TRAFFIC FLOW PATTERNS**

Traffic flows one way, from Webb Street through the school drive to Bingham and Brown Street. Students should be ready to get out on the side walk as soon as their car stops in the lane next to the sidewalk. When their car stops next to the sidewalk, students should exit from the passenger side and walk into the building using the right side of the sidewalk. Please use all the sidewalk area for unloading. **The tardy bell rings at 7:45 a.m.**

***We discourage you from walking children in except for emergencies and possibly on the first day of school.*** For pick-up before school is out, you may park temporarily in the driveway.

## **AFTERNOON LOADING**

***Do not start lining up before 2:30p.m.***

Safety is our primary concern. We have a safety officer on duty in the afternoon. Follow their instructions. The Traffic guard and teachers will direct students in loading. In cases of heavy rain and lightning, watch the traffic guard or principal for a change in process.

***Always remain with your car during dismissal.***

- Kindergarten, first and second grade car riders and their older siblings will load in the front of the school building.
- Third and fourth grades will load in the back of the school building. Third and fourth grade parents should line up on Woodland Drive. Please place your child's name in the passenger's window to help identify your car.
- WALKERS — For safety reasons children whose parents want them to walk home will be dismissed after car riders leave.  
No thru traffic will be allowed behind the school building except afternoon loading of parent transported students as directed by traffic guards.

## **SCHOOL BUS TRANSPORTATION**

Scottsboro City Board of Education is responsible for the busing of students. Please help the bus driver and the bus supervisor by seeing that your child obeys the bus rules.

### **BUS RULES:**

- Students who are transported shall remain under the Student Code of Conduct while on the bus.
- Students shall not distract the bus driver.
- Students are to remain seated while the bus is moving and keep hands, arms, head, or bodies inside the bus.
- Students shall not be allowed to bring sharp objects, glass containers, balloons, pets or other living animals on the bus.
- No student shall curse, swear, talk loudly, make obscene gestures, or make degrading comments about another person.
- Students shall be under the supervision of the driver while riding the bus and shall obey the driver at all times.

**MISBEHAVIOR ON THE BUS WILL INVOKE A PENALTY AT THE DISCRETION OF THE PRINCIPAL, TRANSPORTATION SUPERVISOR, AND DEPENDING ON THE CIRCUMSTANCES, MAY INCLUDE REMOVAL FROM THE BUS FOR 1 TO 10 DAYS OR PERMANENT REMOVAL FROM THE BUS. SERIOUS MISBEHAVIOR ON THE BUS MAY ALSO BE CAUSE FOR PUNISHMENT UP TO AND INCLUDING SUSPENSION OR EXPULSION FROM SCHOOL.**

## **SCHOOL VOLUNTEERS**

More and more, schools are calling upon interested adults to help in the teaching/learning process. The addition of auxiliary personnel or volunteers in the schools is one of the most challenging and helpful advances in modern education. As a parent or interested adult, you may be able to contribute much to your child's education. You may be able to offer one hour, one morning or afternoon, or one day per week. If you would like to offer your time or assist a teacher, please contact your child's teacher, counselor, or principal. We shall gladly make arrangements.

## **NUTRITION STATEMENT**

The Child Nutrition Program is an integral part of the total school program. School lunch and breakfast is an education and health promotion program that should be integrated into the school day. Studies have shown that hungry children have difficulty focusing and retaining information compared to children that are well fed. The goal of the Scottsboro City Schools Child Nutrition Program is to fight childhood hunger, prepare children for learning, promote program quality and increase student participation, provide service to children with special needs, and to instill the importance of nutritious eating as a life-long habit.

In an effort to promote program quality and to enhance the long-term health of our students and employees, the Child Nutrition Program strives to meet USDA mandated guidelines to reduce significantly the fat, sugar and salt in school meals. Efforts are made to include student preferences in menu planning and in selecting foods for inclusion on the food service food bids.

Students, parents and faculty are encouraged to eat in the school cafeteria where nutritious meals are served at minimal cost.

### **Students or parents may not bring fast foods or soft drinks into the lunchroom.**

Foods of minimal nutritional value including carbonated beverages, water ices, chewing gum and candies may not be sold to students on campus during the hours school is in session (Board policy EF).

Adopted as Procedure 6-7-94

**CAFETERIA PROCEDURES**

Students are encouraged to bring money for prepayment of lunch/breakfast on Monday mornings. Money should be placed in an envelope with the following information on the outside: name, number of days eating, number of extra milks and the total amount of money enclosed. Students are permitted to bring their lunch from home. They may purchase extra milk in the cafeteria. **Parents are encouraged to visit and eat lunch with their children.**

**FOOD PRICES ARE AS FOLLOWS:**

**Child Nutrition Program**

**2016-17 Meal Prices**

**Student Paid Prices**

Breakfast - \$1.25

Lunch - \$2.50

**Student Reduced Prices**

Breakfast - \$0.30

Lunch - \$0.40

**Visitor Prices**

Breakfast - \$2.00

Lunch - \$4.00

In order to conform with the USDA's "Healthy, Hunger-Free Kids Act of 2010", school districts that are currently charging less than \$2.78 for a paid student lunch are required to increase lunch prices. The USDA currently reimburses school districts \$3.15 for a free student lunch and \$.37 for a paid student lunch, resulting in a difference of \$2.78.

The USDA has determined that the \$2.78 difference in cost is the amount that school districts must charge for paid lunches. School systems have been and will continue to be allowed to gradually increase lunch prices using a paid lunch equity tool provided by the State Department. The intent of this law is that federal free meal reimbursement money should not be used to subsidize paid meals.

Federal guidelines also set criteria for establishing adult meal prices in Child Nutrition Programs. The adult meal price, at a minimum, must be the total of: the highest price charged for a student meal in the school system plus USDA paid meal reimbursement plus the value of commodities received. All prices listed above will be effective at the beginning of the 2016-17 school year.

**No lunch or breakfast will be provided to anyone on credit by the lunchroom or from the school office. Free and reduced lunch applications are available in the school office.**

## **INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

### **What is meningococcal disease?**

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

### **How do you catch the disease?**

Meningitis is inflammation of the tissues surrounding the brain and spinal cord.

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and passes through the lining of the nose and throat into the blood stream where it causes meningitis.

### **What are the symptoms of the disease?**

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11 – 12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to:

[www.adph.org/immunization](http://www.adph.org/immunization)



# **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:

1. Advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile or otherwise offensive school environment; or
2. 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 or her principal, the assistant principal or the Superintendent. A student may request the right to make his or 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 any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

ADOPTED: 11/93

**REVISED:**

**J6D-1**

# STUDENT HARASSMENT, INTIMIDATION, BULLYING AND CYBER BULLYING

The Scottsboro City Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board of Education has a zero tolerance policy for harassment, intimidation, and bullying, including cyber bullying.

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

- (1) physically harming a student or damaging a student's property;
- (2) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student'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 affect 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.

Every student is encouraged, and every staff member is required, to report any situation where they believe aggressive behavior is directed toward a student. Any student 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 will follow the Student Code of Conduct.

## **ADOPTED: J6D-1**

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 shall be included in student handbooks, Scottsboro City School's policy manuals, Student Code of Conduct handbooks and will be released to the public through local media outlets. ADOPTED:**

## Statement Related to Gifted Students

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities to make a referral, please contact the School Counselor, the Teacher of the gifted, or the Director of Special Education Services. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student, information is gathered in the following areas:

1. Aptitude. Assessed through an individual or group test of intelligence or creativity.
2. Characteristics. A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.
3. Performance. At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessment/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

# BROWNWOOD ELEMENTARY STAFF

## **KINDERGARTEN**

Sherri Kellenberger  
Erica Russell  
Amy Skipper  
LuAnn Tubbs

## **FIRST GRADE**

Angie Hood  
Vicky McLaughlin  
Betsy Parks  
Regan Webb

## **SECOND GRADE**

Corky Hood  
Barbie Kennell  
Kerry McWilliams

## **THIRD GRADE**

Casey Dobbins  
Cheryl Thornton  
Lisa Williams

## **FOURTH GRADE**

Jenny Adams  
Michele Selvage  
Stacy Warren

## **INSTRUCTIONAL ASSISTANTS**

Bridget Price  
Denise Thompson  
Tara Wilkerson

## **PHYSICAL EDUCATION**

Jonathan Haynes

## **LIBRARIAN**

Christy Holland

## **MUSIC**

Holly Beard

## **ART**

Christy Wray

## **ENRICHMENT**

Tanya Hancock

## **TITLE I**

Deborah Bailey

## **RESOURCE**

Deana Atkins  
Shalyn Benson  
Meredith Benson  
Jamie Hardman  
Judy Long

## **INSTRUCTIONAL COACH**

Sonja Jones

## **OFFICE**

Gary Speers, Principal  
Angela Stubblefield, Secretary

## **CUSTODIANS**

Diana Ashley  
Carol Carter

## **CHILD NUTRITION**

Donna West, Manager  
Melissa Eakin  
Sheila Adams  
Kim Gray

# **SCOTTSBORO CITY SCHOOLS**

## **PURPOSE**

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

## **MISSION**

Our mission is to ensure quality learning by providing students with opportunities and resources to achieve academic excellence and to provide encouragement, support, and respect so that all Scottsboro City School students can become productive citizens.

## **BELIEFS**

- All students can achieve their potential if provided with appropriate opportunities.
- All students should have safe and disciplined schools, 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.
- Employing, retaining, and appropriately training quality personnel are essential to system effectiveness.
- Schools must offer a diverse and challenging curriculum which supports the various needs and learning styles of all students.
- Extra-curricular activities are important in the overall development of students; moreover, appropriate extra-curricular experiences contribute to academic success.

The following section contains information specifically for  
Kindergarten students.

# Every Child is Special

at

# Brownwood

**Be sure all coats, hats, sweaters,  
lunch boxes, and book satchels**

**have child's name on them.**

## **First Day Needs**

1. Name, bus number or name of person picking up child, and parent's telephone number securely taped or pinned to child each day for the first week.
2. Sleeping mat for rest time.

**LUNCH MONEY:** Price to be announced at the beginning of school.

**LUNCH:** May be purchased by the week or month, by cash or check. Make checks payable to Brownwood School. If your child brings a lunch, please help him learn to manage it by himself.

**SNACK:** Send a nutritious snack with your child daily or your child may purchase a snack at school. Prices for snacks range from 30 to 50 cents each.

**SENDING MONEY TO SCHOOL:** Always place money in a sealed envelope with the following information written on it:

1. Child's name
2. Teacher's name
3. Amount enclosed
4. Exact purpose for money (example: Lunch for 1 weeks or lunch for 4 days, etc.)
5. All checks must be payable to Brownwood. (This includes book orders.)

**With a permanent marker or pen, please write child's name on all personal items.**

# **WE'LL KEEP YOU INFORMED**

## **SCHOOL CALENDAR**

Published in local paper at beginning of school year and on the website

## **NOTES AND BULLETINS**

Sent by children to announce events and activities

## **NEWSPAPER**

Local paper will publish calendar, special events and activities

## **CONFERENCES**

Conferences should be pre-arranged with teacher and scheduled during teacher planning periods. Please do not come for conference during class time unless the appointment has been pre-arranged with the teacher. Call the teacher or office for conference time and date.

Conference with the principal is welcome - call first, if possible.

## **PARENTS**

Always enter building at front door and sign in at office any time you come to school.

This applies for:

1. Early check-out for your child
2. Conferences with teachers
3. Delivering anything to child's room
4. Eating lunch with your child
5. Any reason at all

This rule is for the safety of your child. We welcome your visit to the school and encourage you to eat with your child on special days. Let the school know by phone or send a note by the child to the teacher.

## **STUDENTS LEAVING EARLY**

All students are dismissed only after being signed out in the office.



**ALL TARDIES AND ABSENCES REQUIRE A NOTE TO THE TEACHER WITH THE REASON FOR BEING LATE OR ABSENT.**

**KINDERGARTEN CALENDAR**

Your child should bring one home at the beginning of each month. Make sure you receive one and check it every day for important things to know.

## **GRADING SYSTEM**

Whenever your child brings home the work that he has completed at school, please look over each paper very carefully. Please help your child with any skill area in which he may be having difficulty. Also, please offer praise for work well done. Below is an interpretation of the grades that you may find on your child's papers. Thank you for your concern.

**S** Good Work

**N** Needs improvement (mistakes or messy work)

# BEAUTIFUL JUNK

What may look like junk to you may be very valuable to us!! We think junk is beautiful!! Will you help us by sending us any of the following items that you may have lying around your house? It's not spring, but this could be a perfect opportunity to clean out your house!! Thank you very much.

Objects for Nature Study (rocks, empty nests, seashells, etc.)  
Old Costumes (ballerina, dance, military, hats, etc.)  
Glasses Frames without Lenses  
Movable Eyes for Craft or Art Projects  
Containers with Lids (plastic or tin)  
Little Goodies for our Bingo Prize Box  
Smooth Plastic Trays for Play-doh Play

Dolls	Toys (not broken)
Books	Dress Up Clothes
Costume Jewelry	Magazines
Puzzles	Buttons
Yarn	Ric-rac
Paper	Hats
Blocks	Glitter
Pipe Cleaners	Ribbon
Aprons	Purses
Steering Wheel	Scarves
Kitchen Gadgets	Rolling Pin
Empty Film Canisters	Cookie Cutters
Felt Squares	Gloves
Sequins	Magnets
	Wooden Thread Spools

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**HEALTH**

To be ready for school, your child needs:

1. To have a physical check-up
2. To have dental care
3. To have all shots completed
4. To get plenty of sleep (10 hours each night)
5. To have good cleanliness habits
6. To develop muscles as they grow
7. To know how to use the toilet, flush a commode after each use, and wash hands.
8. \*A Social Security Card
9. \*An immunization form from the Health Department
- 10.\*A birth certificate.

It is important that your child attend school each day. If your child is absent, it is local school board policy that you send a note when your child returns to school explaining the reason for the absence. **Unexcused absences are recorded on the child's permanent record.** Acceptable reasons for a child not to attend school are: sick, death in the family, legal quarantine, emergency condition (determined by principal), prior consent of principal.

**DO NOT SEND A SICK CHILD TO SCHOOL.  
IF YOUR CHILD IS TOO SICK TO DO CLASSWORK OR  
GO TO P.E., HE IS TOO SICK FOR SCHOOL.**

# THE SCHOOL DAY

The school day begins at 7:30 a.m. and ends at 2:30 p.m. for bus riders and car riders. Students should arrive between 7:30 and 7:45 a.m. **Arrivals after 7:45 a.m. are marked tardy.** Tardies, absences, and early check-outs are recorded on student's record and affect perfect attendance.

Car riders should be let out on sidewalk in front of school building. Please do not block driveway. Park in parking lot if you need to come into the building. Please write your child's name in large letters on a sheet of paper and place the paper in the passenger side window of your car when picking up your child. This expedites the departure of car riders and makes it easier for everyone.

Car riders should be picked up at the front of the school building in the afternoon. Teachers will walk students out to meet you at 2:30 p.m. Please do not come to the classroom to pick up your child. If transportation arrangements change during the year for any reason, the teacher must be notified in writing by the parents on the date(s) the changes will be made. If you should need to check your child out of school during the day, **come to the office and we will get your child for you.**

# ASSERTIVE DISCIPLINE

At the bottom of the page we have listed our assertive discipline plan. This plan is intended to help make your child's school environment a safe and happy place in which to learn. As an important element of this assertive discipline plan, the home and school work together for the benefit of your child. The plan includes a list of the school rules for kindergarten students and the consequences for those who choose not to follow these rules.

Please understand that very few students ever get more than one or two cards pulled in a week's time, and a student would have to get three cards pulled in a day before the parents would be called. Please help us by going over these rules with your child and by encouraging your child to follow the kindergarten rules. We do not want the students to be frightened, so please try to explain these rules in a positive way.

If you have any questions or concerns at any time, please let us know. Thank you for your help and concern.

Please keep the assertive discipline plan of rules and consequences in a safe place. You may need to refer to it later in the year.

***Look for a report each Friday to be signed and returned the following Monday.***

## **KINDERGARTEN ASSERTIVE DISCIPLINE PLAN**

### **Rules:**

1. We take care of our things and other things.
2. We keep our hands and feet to ourselves.
3. We observe quiet times and talking times.
4. We use good manners.
5. We listen and follow directions.
6. We play safely on the playground.

# **CAN YOUR CHILD TAKE CARE OF BASIC PERSONAL NEEDS?**

The first days will go more smoothly in children that are prepared to do certain things ahead of time.

## **EXAMPLES:**

- Tying shoes, putting on and taking off outer clothes without help, opening milk cartons and lunch containers.
- Knowing first and last name, parent's names, address, telephone number
- Using bathroom properly, washing hands.
- Keeping track of personal property (Please put child's name on belongings)
- Help your child look forward to school. Discuss school activities, school friends, new experiences, and new things to learn. Encourage security away from home.

## **EXTENDED DAY PROGRAM**

Scottsboro City Schools offer an after-school day care for elementary students. This program is designed to provide time for supervised homework, art activities, games, and play time, free reading, and other enrichment activities, all supervised by certified teachers. Extended Day begins in each school when the regular school day ends, and lasts until 5:30 p.m. Parents may come for their children anytime between the closing of school and 5:30 p.m. You can get more information in the school office.

## **CLASSROOM VOLUNTEER**

The addition of volunteers in the school is one of the most challenging and helpful advances in modern education. As a parent or interested adult, you may be able to contribute much to your child, school, and teacher. It doesn't call for full-time effort on your part. You may be able to offer one hour, one morning or afternoon, or one day a week. If you would like to offer your time or assist a teacher, please fill out the form below and return.

----- CUT AND RETURN -----

**Volunteer's  
Name:** \_\_\_\_\_

**Child's Name:**  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_