"Learning Today, Leading Tomorrow"

Stapleton School

2022 - 2023

Jim Perry, Principal

35480 Harriot Avenue
Stapleton, Alabama 36578
251-937-2038
251-580-2001 (fax)

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NOTE: This handbook is intended to provide information specific to Stapleton School and its families and to summarize key aspects of BCBE policies and procedures. For full details please refer to the *BCBE Student Handbook* and the *Board Policy Manual*, both of which are accessible via the BCBE and Stapleton School websites.

For updates and current news, please monitor the school platforms:

https://www.bcbe.org/stapleton
https://www.facebook.com/Stapleton100/
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Baldwin County Board of

Education 2022-2023 Calendar

4-Independence Day

July 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						

1-9-PD/Teacher Workdays

10-First Day of School

August 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			

5- Labor Day

September 2022						
Su	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	

7-PD Day/Student Holiday

10-Fall Break

October 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					

11– Veteran's Day

21-25 Thanksgiving Holidays

November 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			

19-30 Christmas Holidays

December 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

January 2023						
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				

1-New Year's Day

3-Teacher Workday

16– MLK Day

February 2023						
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				

20-22-Mardi Gras Holidays

23-24 PD Days/Student Holidays

March 2023						
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	

27-31-Spring Break

April 2023						
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						

7-Good Friday

May 2023						
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			

25-Teacher Workday

24-Last Day of School

29-Memorial Day

June 2023						
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	

First and Last Day of School

Holiday for Students/Teachers

End of Quarter

e-Learning

Teacher Workday/Student Holiday

Teacher PD/ Student Holiday

Teacher PD/**Workdays (TBD)**

173 Student Days **12 Teacher Workday/PD** **2 Teacher Flex Days**

2022/23 Stapleton School Event Calendar

Meet the Teacher	August 8th, 4:00 - 6:00 p.m.
Cheers & Tears	August 10th, 8:00 a.m.
- in library / for preK and kindergarten parents	
Title I Parent Meeting	September 15th, 5:30 p.m.
School Portraits	September 23rd
Grandparents Day	September 30th
- preK and kindergarten only: preK 8:00 a.m. / K 11:00 a.m.	
Open House	October 6th, 5:30 p.m.
Bluegrass Festival	October 22nd, 11:00 a.m. – 5:30 p.m.
Red Ribbon Week	October 24th to 28th
Stapleton / Perdido Night	October 28th at BCHS Football Game
Fall Blood Drive	November 1st
International Day	November 5th (event led by Girl Scout Troup)
Family Arts Night	November 15th, 5:30 p.m.
Spelling Bee	December 2nd, 8:30 a.m.
Christmas Extravaganza	December 8th, 5:30 p.m.
Princess Dance	February 10th, 5:30 - 7:00 p.m.
Spring Blood Drive	February 14th
NEHS Induction	February 16th, 9:00 a.m.
Read Across America	March 3rd, 1:30 p.m.
Book Fair	March 6th to March 10th
Spring Pictures	March 8th
Boosterthon Fun Run!	March 24th
Family Science Night	April 18th, 5:30 p.m.
** Mr. Perry's State of the School presentation prior to start of Science Night*	
Field Day	May 12th
End-of-Year Family Picnic	May 12th, 5:30 - 7:00 p.m.
Stapleton Derby	May 20th, registration 9:00 / racing – 10:00 a.m.

eLearning Dates: 10/11, 1/17
Kona Ice Dates: 9/1, 10/13, 11/3, 12/1, 1/12, 2/2, 3/2, 4/6, 5/4
No School: 9/5, 10/7, 10/10, 11/11, 11/21-25, 12/19-1/3, 1/16, 2/20-24, 3/27-31, 4/7
Progress Reports: 9/16, 11/18, 2/10, 4/28
Report Cards: 10/14, 1/6, 3/17, 5/24

***Note:* Please monitor the school Facebook page for possible date changes.**

MISSION STATEMENT

"Every Child Excels Academically and Socially."

STAPLETON SCHOOL TIGER PAWS PLEDGE

Today I will:

- ***P*** **- prepare for learning,**
- ***A*** **- act responsibly,**
- ***W*** **- work to the best of my ability,**
- ***S*** **- show respect for myself, others, and my school.**

Beliefs of Stapleton School

- **Each student should be made to feel valued, unique, and safe at school.**
- **A student's self-esteem is important and is enhanced through character education and the mutual respect of peers and adults.**
- **All students can learn.**
- **Meaningful learning is a top priority.**
- **Curriculum and instructional practices including physical development should use a variety of learning activities to accommodate differences in learning styles.**
- **Everyone shares the responsibility for students' successful learning.**

<u>Accreditation</u>: Stapleton Elementary School is accredited by the Southern Association of Colleges and Schools.

Mr. Eddie Tyler, Superintendent

Baldwin County Board of Education, 2600-A North Hand Avenue
Bay Minette, Alabama 36507
937-0308

Baldwin County Board of Education Mission & Vision Statements

Mission: **In partnership with the community, the Baldwin County Public Schools' mission is to prepare ALL students to graduate College and Career Ready through a culture of equity and opportunity.**

Vision: Our vision is to foster a nurturing environment with high expectations for students to achieve their potential and graduate with countless opportunities.

Guarantee of Free and Appropriate Education

The Baldwin County Board of Education guarantees the right to a free, appropriate education for all school age persons regardless of handicap. The school system will arrange and provide for free evaluation services for any student who is suspected of having a handicap and of needing personalized educational accommodations and/or related services.

Parents may contact the office of Student Intervention Services, Section 504 coordinator, Baldwin County Board of Education, for further information and/or to refer their child for an evaluation.

Family Educational Rights and Privacy Act

The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students' records.

For additional information, refer to the Baldwin County Public Schools Pupil Responsibilities and Conduct Standards and the School Conduct Intervention Program policy.

Board Members:

District

1. **Mr. Michael Johnson *(our school's representative)***
2. **Mrs. Andrea Lindsey, Vice President**
3. **Mr. Tony Myrick**
4. **Mrs. Janay Dawson**
5. **Mr. Jason Woerner**
6. **Mr. Cecil Christenberry**
7. **Mrs. Shannon Cauley, President**

Stapleton School
Uniform Policy

TOPS: - White, navy, black, or orange collared or turtleneck shirts with sleeves are always acceptable. Small logos are permitted if school-appropriate.
- Additionally, students may wear ANY school shirt ANY day of the week. A "school shirt" is defined as any shirt purchased from the school (such as annual t-shirts which are sold each Fall) as well as any shirt provided free of charge to students by the school for any reason (such as for AR, band, DARE, Peer Helpers, Bluegrass Festival, etc.).
- **Fridays only**: school-appropriate team shirts / jerseys may be worn for a $1 donation.

BOTTOMS: **boys** – blue denim, khaki, or navy blue pants or shorts (corduroy fabric permitted)
girls – blue denim, khaki, or navy blue pants, skirts, Capri's, shorts, skorts, jumpers, or dresses (corduroy fabric permitted). **Jeggings can only be worn under clothing.**

FOOTWEAR: must be worn at all times and must be closed-toe in nature

UNDERGARMENTS: must not be visible at any time except for the neckline or sleeves of an undershirt or the lower portion of leggings. Visible portion of undergarments must not be considered offensive in nature or potentially cause an academic disruption (per administrator judgement).

SWEATERS / SWEATSHIRTS: must be solid black, brown, grey, navy, tan, orange, or white
-- *note*: *For the purposes of uniform policy enforcement,* ***all outer garments with a zipper and/or a hood will be considered coats / jackets*** *and the requirements listed below will apply.*

COATS / JACKETS: can be any color or design but items must not have lettering or logo of alcohol, tobacco, and/or controlled substances, nor pictures, symbols, or artwork that might be considered offensive in nature or potentially cause an academic disruption (per administrator judgement).

BCBE Uniform Policy Infraction Consequences*:*

1st - warning and parent notified

2nd - office referral and parent notified

3rd – alternative placement and / or loss of privilege at administrator discretion (parent notified)

4th and subsequent - one day suspension (parent notified)

Additional BCBE Uniform Policy Guidelines*:*

- Clothing and general appearance may not cause a disturbance or interfere with the instructional program and must not constitute a health hazard.
- Clothing must be of appropriate length and fit. To be acceptable, short pants and skirts must extend beyond either the finger tips when the student extends arms downward along the sides or reach the mid-thigh, whichever is longer. Pants must completely cover underwear. Low cut pants, sagging pants, etc. are prohibited. **Cuts, slits, holes, and slashes are not allowed at all.**
- Excessively baggy or excessively tight fitting clothing is prohibited.

Note*: This is a summary. See the official BCBE Elementary Uniform Policy for additional guidance.*

Stapleton School

School – Parent Compact

Stapleton Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2022-2023.

School Responsibilities

Stapleton School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. Specifically, we will:**
   - **Adjust the instructional program to meet the needs of students.**
   - **Set high expectations for students and show commitment to continuous growth and professional development.**
   - **Create a caring, inclusive, stimulating, and safe environment.**
   - **Follow State and local curriculum/pacing guides.**
   - **Focus use of Title I funds on providing remediation to struggling students.**
2. **Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement at least annually:**
   - **Title I Parent Meeting – To Be Determined. Will be announced.**
   - **Parent Teacher Conferences are available upon Parent request or as scheduled by the teacher.**
   - **Parents are always welcome to request a meeting with the principal to discuss any concerns or needs they have regarding their child's education.**
3. **Provide parents with frequent reports on their child's progress.**
   - **Daily parent communication folders / agendas sent home.**
   - **Progress reports sent home – 9/16/22, 11/18/22, 2/10/23, & 4/28/2023.**
   - **Report Cards sent home – 10/14/2022, 1/6/2023, 3/17/2023, & 5/24/2023.**
4. **Provide parents reasonable access to staff.**
   - **Coordinate communication efforts with those involved in students' instruction.**
   - **Encourage consistent communication through newsletters, website, social media, Remind, School Messenger, agendas, e-mail, and phone contact.**
   - **The principal and teachers will be available to meet with parents at a time that is mutually convenient.**
   - **Daily grade level planning times are:**

PreKindergarten – 8:55 to 9:35	**3rd grade – 10:15 to 10:55**
Kindergarten – 12:05 to 12:45	**4th grade – 8:15 to 8:55**
1st grade – 12:45 to 1:25	**5th grade – 9:35 to 10:15**
2nd grade – 11:25 to 12:05	**6th grade – 1:25 to 2:05**

5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
    - **Parents are welcome to volunteer and participate in school and classroom activities. Guidelines are in Board Policy #935.**
6. **Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent possible, in a language family understand:**
    - **Daily parent communication folders / agendas sent home.**

<u>Parent Responsibilities</u>

We, as parents, will support our children's learning in the following ways:

- **Monitor, encourage, and expect regular school attendance.**
- **Check, read, and sign our children's agendas daily.**
- **Provide a quiet time and place for homework.**
- **Participate, as appropriate, in decisions relating to our children's education and volunteer when we can.**
- **Promote positive use of our children's extracurricular time.**
- **Stay informed about our children's education by promptly reading all notices from the school and/or the school district.**
- **Serve, to the extent possible, on advisory groups, such as Title I advisory committees and parental involvement committees, and attend school events if we can.**
- **Read to our children and/or encourage our children to read daily.**

<u>Student Responsibilities</u>

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- **Practice the <u>7 Habits of Happy Kids</u>:**
    - **Be Proactive and in charge of our actions, attitudes, and moods.**
    - **Begin with the End in Mind: We have a plan and set goals.**
    - **Put First Things First: Work First and then Play. We spend our time on things that are most important.**
    - **Think Win-Win: Everyone can win. We balance getting what we want with consideration for what others want.**
    - **Seek First to Understand, Then to be Understood: We listen before we talk. We listen to other people's ideas and feelings.**
    - **Synergize: Together Is Better. We value other people's strengths.**
    - **Sharpen the Saw: Balance Feels Best. We take care of our bodies by eating right, exercising, and getting sleep.**
- **Follow the Golden Rule to *"treat others as I would have them treat me."***
- **Strive to have a Growth Mindset by remembering the Power of Yet. We can achieve our goals if we persevere, work hard, and believe in ourselves.**
- **Give to our parents or the adult who is responsible for our welfare all notices and information we receive at school every day.**

BUS-HOME COMPACT

The Role of the school involves the Principal, Bus Driver, Student, and Parent.

ROLE OF THE PRINCIPAL:

To plan a program of supervision in the bus loading zone.
To ensure the bus loading zone is clear of other vehicles at time of loading/unloading.
To ensure that students and parents are informed of where the bus loading zone is located.
Communicate rules and consequences.
When necessary, suspend riding privilege of unruly students.
To maintain a record of the students assigned to each bus.
To conduct two evacuation drills during each school year.
To determine and approve each request of students to ride a different bus based on the availability of seats on the bus.

Principal's Signature **Date**

ROLE OF THE BUS DRIVER:

Remember SAFETY is the number 1 priority.
Teach necessary safety procedures and rules for the bus.
Monitor to make sure students follow safety procedures and rules for the bus.
When necessary, talk to students about behavior.
Assign seats.
Reassign seats when necessary.
Communicate with the principal about behavior.
Keep the bus neat and clean.
Arrive and deliver students to the proper location in a reasonable amount of time.
Teach students about evacuation procedures and emergency situations.
Maintain a list of students riding bus.
Be a good role model.
Report bus repair to County Office.
Report hazardous driving conditions.
Meet County & State Department Transportation Guidelines.

Bus Driver's Signature **Date**

The Role of the home involves the Parent, Student, Principal, and the Bus Driver

ROLE OF THE PARENT:

Get my child to the bus stop 5 minutes before the bus arrives.
Talk to my child about riding the bus.
Go over the bus rules with my child.
Expect my child to follow all the bus rules.
Support consequences for misbehavior.
Clearly communicate in my child's agenda any transportation changes.
Teach my child to follow common sense practices to make school bus transportation safer.
Treat everyone with dignity and respect.

Parent's Signature **Date**

ROLE OF THE STUDENT:

Arrive at the bus stop 5 minutes early.
Wait for the school bus at my bus stop.
Wait for the bus driver to signal me that it is safe to cross the street and/or load the bus.
Cross the street safely, at least 5 Giant Steps (10 feet), in front of the bus.
Remember to stay out of the danger zone around the bus (3-5 Giant Steps away from the bus).
Get on and off the bus in single file.
Take my seat promptly, sit properly, & face forward at all times.
Keep the aisle clear of books, lunch box, & feet.
Keep my laptop & Phone inside my book bag.
Stay seated.
Talk quietly with friends on my seat. Never put head or arms out the window.
Treat everyone with dignity and respect.
Never throw anything on the bus.
Do not eat/drink on the bus.
Always follow the bus driver's instructions.
Use appropriate language.

Student's Signature **Date**

Stapleton School believes that the education of children is a collaborative effort between parents and the school. Further, it is our belief that the involvement of parents of students in Title I schools enhances the effectiveness of the program and promotes student success. To that end, Stapleton School will strive to fully involve parents in their child's education.

The Parental Involvement plan for Stapleton School will incorporate the following goals:

1. **Involve parents in the process of reviewing achievement and other data to develop an instructional plan for improvement.**

2. **Review and update the school-home compact.**

3. **Strive to develop strong school/family/community partnership by assisting parents in understanding:**
    - **Goals and performance standards.**
    - **The curriculum that is used in the school.**
    - **Assessments.**
    - **Title I requirements.**
    - **The evaluation process of the academic progress of students.**

4. **Provide activities to promote improved student achievement that may include encouraging parents to attend:**
    - **The mandatory annual Title I informational meeting.**
    - **Parent Advisory Council meetings.**
    - **Parent-teacher conferences.**

5. **Ensure that information sent home is in language and form that parents can understand.**

6. **Involve parents in an organized, ongoing, and timely way in planning, reviewing, and improving the school program.**

7. **Strive to involve parents in the activities of the school.**

8. **Provide parents timely reports of their child's progress.**

9. **Offer flexible meeting times for parent participation.**

While we believe in Parent Involvement and appreciate the many hours of volunteer service, parent visits are different in nature and must be scheduled at times when teachers are not instructing students.

Opportunities to Invest in Your Child's Education

"The most accurate predictor of a student's achievement in school is not income or social status, but the extent to which that student's family is able to:

1. ***Create a home environment that encourages learning,***
2. ***Express high (but not unrealistic) expectations for their children's achievement and future careers, and***
3. ***Become involved in their children's education at school and in the community."***

By: A. Henderson, National Committee for Citizens in Education

It is vitally important that parents and school personnel be close partners in the education process. Here are some important ways you can do that:

- **Monitor and sign daily reports / agenda notes from the teacher.**
- **Utilize methods of communication to teacher (Remind, email, etc.).**
- **Don't hesitate to meet with your child's teacher.**
- **Be a room parent / school volunteer.**
- **Sign and return report cards. Monitor grades on-line.**
- **Monitor homework completion and provide help as needed. Read to, and with, your child on a regular basis.**
- **Be present on campus when you have the opportunity: Eat lunch with your child in the cafeteria. Chaperone field trips. Come to the school for class parties and other class events.**
- **Volunteer to help with schoolwide events.**
- **Serve on the school Parent Advisory Council.**
- **Communicate concerns to Mr. Perry (jperry@bcbe.org / cell: 251-327-5761).**

It is also important to take advantage of the many on-campus events that are planned to give parents opportunities to visit the school:

Meet the Teacher	**August 8th, 4:00 - 6:00 p.m.**
Title I Parent Meeting	**September 15th, 5:30 p.m.**
Open House	**October 6th, 5:30 p.m.**
Bluegrass Festival	**October 22nd, 11:00 a.m. – 5:30 p.m.**
Family Arts Night	**November 15th, 5:30 p.m.**
Christmas Extravaganza	**December 13th, 5:30 p.m.**
Princess Dance	**February 10th, 5:30 - 7:00 p.m.**
Read Across America	**March 3rd, 1:30 p.m.**
Family Science Night	**April 18th, 5:30 p.m.**
Field Day	**May 12th**
End-of-Year Family Picnic	**May 12th, 5:30 - 7:00 p.m.**

Thank you for being involved and invested in your child's education!

Title I Program Statement

Title I is a federal program designed to help students in our nation's schools. In accordance with the *Every Student Succeeds Act* (ESSA) and Title I, the goal is to help all children be successful at school. Schools in communities that meet the requirements use Title I funds to benefit the entire school.

This type of program is known as a school-wide program. Title I school-wide programs use Title funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title I program.

Some of the benefits we may offer students is a weekly after-school math and/or reading tutorial program, tutoring during school hours, summer reading and/or math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and along with other educational resources.

Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

ABSENCES: ***(refer to BOE Policy 6.1 for additional details)***

Absences are a fact of school life, but too often absences result from circumstances other than illness or for reasons not excused by the Baldwin County Public Schools Attendance Policy. The Baldwin County Board of Education believes that consistent attendance is crucial to student success.

Absences are either excused or unexcused. An excused absence permits work to be made up. Excused absences are those due to:

a) **Illness or death in the immediate family.**
b) **Inclement weather which would be dangerous to the life or health of the pupil.**
c) **Legal quarantine or emergency condition as determined by the superintendent or principal.**
d) **Permission of principal and consent of parent or guardian (i.e., absence to observe traditional religious holiday). Except in emergency situations, out of town trips must have principal's approval prior to taking the trip if the absence is to be coded excused.**

Parents and/or guardians must provide to the child's teacher an explanation of each absence within three (3) days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, the absence will be recorded as unexcused or truant.

BCBE EARLY WARNING TRUANCY PREVENTION PROGRAM

The Alabama Compulsory School Attendance Law (Sec. 16-28-3) requires children between the ages of six (6) and seventeen (17) to enroll and attend school. Additionally, Section 16-28-12 of the Code of Alabama, as amended May 17, 1993, requires that any parent/guardian who enrolls a student in school will be responsible for the child's regular attendance and proper conduct. Parents and/or guardians must provide to the child's teacher an explanation of each absence within three days after the child returns to school. If the parent or guardian fails to provide this information to the teacher, each child's absence will be recorded as unexcused or truant. Except in emergency situations, out of town trips must have the principal's approval prior to taking the trip, if the absence is to be coded excused.

Please be advised of the attendance requirements as set forth in the Early Warning Truancy Prevention Program, which has been implemented in Baldwin County schools since the 1989-90 school year. The program was recommended by the State Department of Education and the Administrative Office of the Courts and has been approved by the Baldwin County Board of Education and the Juvenile Court. Pursuant to Section 16- 28-12 of the Code of Alabama, all students - grades Pre-K--12 are subject to the provisions of this program.

Schools shall follow the following protocol when absences occur:

1. First Truancy/unexcused absence (warning)
(i) Parent/guardian shall be notified by the school principal or designee that the student was truant and the date of the truancy.
(ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.

2. Second Truancy/unexcused absence (written notification)
Parents will be sent a letter from the school notifying them of actions that will be taken by the school and courts should truancies continue.

3. Third Truancy/unexcused absence (school conference)
Parents will participate in a truancy intervention conference at the school with the school principal and/or designee (counselor, social worker, lead teacher, etc..). The school files a truancy report with the County Attendance Officer.

4. Fourth Truancy/unexcused absence (district level intervention)
The County Attendance Office will notify parents or legal guardians of legal actions related to non-attendance.

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

6. No earlier than seventh unexcused absence.
(i) File complaint/petition against the child and/or parent/guardian, if appropriate.

Early Warning Program

1. Purpose: The Early Warning Program is a school /community-based program to assist public school personnel, parents, and law enforcement personnel in

providing for early intervention for children and youth who are truant or in danger of becoming truant. A child is truant if no explanation is provided for absences or the child is absent for reasons other than those recognized as excusable.

2. Description: The Early Warning Program is a cooperative effort involving the Baldwin County Board of Education; Juvenile Court Services; and Community Agencies.

3. Procedure: Parents will be notified in writing of the date they are scheduled to attend the Early Warning Program. Per State Department guidelines, participation in the Early Warning Program is required.

4. Truancies after Referral to Early Warning: Non-attendance of the Early Warning Program and/or subsequent truancies may result in a truancy petition (against student) or a contributing to truancy petition (against parent/guardian) to be filed with the Baldwin County Juvenile Court.

Tenth Absence Coded Excused:
Students who accumulate ten excused absences may also be required to attend the Early Warning Truancy Prevention Program. This action will require approval of the principal.

<u>AGE REQUIREMENTS:</u>
Children entering:
- Pre-Kindergarten must be four years old on or before September 1st.
- Kindergarten must be five years old on or before September 1st.
- First Grade must be six years old on or before December 31st.

A child enrolling in school for the first time in either Pre-Kindergarten, Kindergarten or First Grade must present the following documents prior to enrollment:

- **An official birth certificate**
- **Valid Social Security Card**
- **Current immunization forms / Original Alabama Immunization Certificate**
- **2 Proofs of Residence**
- **Pre-Kindergarten Parents must sign a statement that they will provide transportation to and from school for their child. This statement is only for Pre-Kindergarten Parents.**

All students who seek to enroll in school for the first time must present the following:

- **Withdrawal form from last school attended or recent report card**
- **Copy of immunization forms**
- **Copy of guardianship papers, if applicable.**

ARRIVAL AND DISMISSAL TIMES:

Students are expected to be at school and in class on time.
SCHOOL HOURS: Stapleton School hours are from 7:45 a.m. to 2:50 p.m.

Students cannot be on campus before 7:15 a.m.

Students are tardy if they are not in the classroom when the 7:55 a.m. bell rings. Teachers post attendance and take care of other "housekeeping" duties early so they can begin teaching by 8:05 a.m. Students who are not in the classroom at 7:55 a.m. will need to go through the office to get their tardy pass. Teachers are unable to change absences to tardies.

When students are late, their lunch and snack money will be collected in the office.

No changes in afternoon transportation will be taken over the phone after 2:30 p.m.

Dismissal Time:

- **Walkers are dismissed on the first bell at 2:50 p.m.**
- **Bus Students are dismissed on the second bell at 2:55 p.m.**
- **Car Riders are dismissed on the third bell at 3:00 p.m.**

Early checkouts are discouraged. Teachers and students review and write homework assignments in agendas at the end of the day. Anytime a child is checked out for a doctor's appointment, an excuse should be obtained and returned to school.

In order to ensure an orderly and safe dismissal time, there will be no early dismissals after 2:30 without permission of the principal. No changes in afternoon transportation will be taken over the phone after 2:30 p.m. Students must be checked our though the office. Picture I.D. is required and only adults on the list of authorized individuals will be allowed to check out a child.

Legal guardians must see office personnel to add or subtract individuals to these lists. We will not release your child without proper notification and photo identification.

Note that, per board policy, students leaving before 11:30 a.m. will be counted absent for the entire school day.

CAFETERIA PROCEDURES:

Students will:

1. **Enter the cafeteria and pick up trays without talking.**
2. **Practice good table manners.**
3. **Eat quietly, and then talk softly with the person on either side of him/her.**
4. **Remain seated while eating.**
5. **Leave tables and surrounding floor area clean.**
6. **Empty tray and place in the window without talking.**

CHILDREN ARE NOT ALLOWED TO HAVE CARBONATED DRINKS FOR LUNCH. THIS IS A FEDERAL CHILD NUTRITION PROGRAM REGULATION.

CHILD NUTRITION PROGRAM:

A good meal is not only essential to academic achievement; it is also part of a good education. The school cafeteria serves a well-balanced breakfast and lunch daily. Breakfast and lunch menus are provided for parents and sent home with your child. After the first two weeks of school, you can also visit the BCBE website under School Food Service/Child Nutrition Service to view the menus and make online payment for meals.

Free and reduced meals are available for students who qualify in accordance with Federal, State, and Local regulations. Application for free and reduced meals must be made on-line, the link is accessible on both the BCBE and school websites. We encourage all families who are eligible for free or reduced lunches to apply. Our school receives federal funds based on the number of students who qualify for the free / reduced lunch program.

Breakfast Prices		Lunch Prices	
Student	$2.00	Student	$3.00
Reduced	$ .30	Reduced	$ .40
BCBE Employees	$2.25	BCBE Employees	$3.75
Visitor Adult & Child	$2.50	Visitors Adult & Child	$4.25
Extra milk	$ .50	Extra milk	$ .50

Point of Sales System will be used during this school year. Each student will be issued a PIN number. Here are a few guidelines to follow with this system:

1. **Pin numbers should be kept private and memorized.**
2. **Checks for lunch, breakfast and morning milk should not include afternoon snack money. One check per child.**
3. **Please put your child's name and pin number on check. Some parents have a different name than the child. Putting your child's name & pin # will ensure that the money goes in the correct child's account.**

4. **Please have your child here on time so he / she will have adequate time to eat before the bell rings at 7:45 a.m.**
5. **Canteen items don't come from the cafeteria and must be paid for separately from meals / milks obtained from the cafeteria.**
6. **Parents/guardians are always welcome to eat lunch with their child/children. Visitor's lunch meals are $4.25 cash only. Please stop by the office, sign in, and get a visitor's badge before joining your child in the cafeteria.**

The Child Nutrition Program does not allow students to charge lunches. A limited amount of money is on hand to lend to students who have forgotten their money for lunch. When money is borrowed, it should be returned the following day. Please call the principal or counselor if assistance is needed.

CAR LINE PROCEDURE:

A.M. Procedure: Cars will move to Gates 1 - 4 to let students out in the morning. Students should get out of their car in front of the school at one of the gates. Students cannot be dropped off before 7:15 a.m. as no teachers are on duty prior to that time. Children cannot be dropped off unsupervised.

P.M. Procedure: For the safety of our children, parents are asked to remain in their car until the buses are off campus and a signal is given for cars to move into the loading zone. Cars will move to gates 1 - 4 as the signal is given (Green Go Sign & Red Stop Sign).

CONDUCT OF STUDENTS / DISCIPLINE:

SCHOOL WIDE PROCEDURES

- **Students must follow school rules any time they are on campus, participating in, or in attendance at any school activity, or in route to and from school events on school buses.**
- **Students who arrive before 7:45 a.m. and are not eating breakfast should report to the gym.**
- **Students who arrive after 7:55 are considered tardy. It is very important that students come to school on time and ready to learn. Students who arrive late miss important morning activities and disrupt classroom routines. Students who are chronically tardy, therefore, will be subject to escalating consequences deemed appropriate by school administration.**
- **All classwork and homework is to be completed when assigned and made up promptly following absences. An excused absence permits work to be made up.**
- **Report cards and academic progress reports are to be signed and returned within one week after being issued.**

- **Students must bring a written note within three days of being absent with an explanation of the reason for the absence and the date of the absence.**
- **Students are to leave radios, CD or tape players, electronic games, cards, cell phones, iPods, and all toys AT HOME. If these items are brought to school, they will be held in the office for the parent to pick up. Electronic devices will be returned directly to the parent. (Show and Tell items for Pre-K, kindergarten, and first grade are exceptions and those teachers will explain guidelines during Parent Orientation Night.)**
- **NOTE: *Since our 6th grade is on an elementary campus, cellphones are not allowed. The policy is the same as for all other elementary grades.***
- **Students may not bring gum or tobacco to school. (Please remember that we are a drug and weapon free campus. Weapons, drugs, cigarettes, e-cigarettes, tobacco, and alcohol are prohibited on our school campus.)**
- **Students may not bring knives, guns, or any other weapons to school. Doing so will result in suspension according to Board Policy.**

STUDENTS WILL BE SENT DIRECTLY TO THE OFFICE FOR THE FOLLOWING OFFENSES:

- **Fighting**
- **Assault – physical threats or violence to a person**
- **Property damage**
- **Theft of property**
- **Possession of stolen property**
- **Sexual or verbal harassment**
- **Profanity**
- **Possession of or using tobacco, alcohol, or illegal drugs**
- **Possession of weapons – guns, knives, or pointed objects**
- **Defiance/Disrespect**
- **Severe or repeated violations of classroom rules**

ANY STUDENT NOT ADHERING TO THE SCHOOL RULES IS SUBJECT TO DISCIPLINARY ACTION WHICH MAY INCLUDE ANY OF THE FOLLOWING DEPENDING ON THE SEVERITY OF THE INFRACTION.

- **Student – Principal Conference**
- **Parent – Principal Conference**
- **Loss of Privileges**
- **On Campus Detention**
- **Off Campus Suspension**
- **Other consequences deemed appropriate by administration**

CLASSIFICATION OF VIOLATIONS AND SANCTIONS (BOE POLICY 6.20.3)

It is fundamental that an orderly school have clearly defined rules for behavior to which students must conform. Nonconformity to the rules is a violation of the Student Code of Conduct. Conduct violations are grouped into three classes: Class I, Cass II, and Class III, ranging from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary actions to resolve student misconduct. After determining a violation and the classification of the violation, the principal or his or her designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school related event, while being transported to or from school or School related events, or off-campus misconduct that has a direct effect on good order and general welfare of the school. Below is a listing of examples of each class of violation and possible sanctions. As the violations increase in seriousness the severity of the possible sanctions increase. The Superintendent is further authorized to supplement the list of violations and sanctions in the Student Code of Conduct that is presented for adoption to the Board each year.

i. Class I Violations

1.01 Distraction of other students;
1.02 Bullying, intimidation, harassment of student, minor and isolated incident;
1.03 Tardiness;
1.04 Non direct use of profane language or obscene gesture (See 2.10);
1.05 Nonconformity to dress code;
1.06 Disruption on a school bus, minor incident;
1.07 Inappropriate public display of affection, minor incident;
1.08 Unauthorized absence from class or school for part of a day;
1.09 Refusal to complete class assignments;
1.10 Failure to follow directives from a school system staff member, minor;
1.11 Unauthorized use of school or personal property;
1.12 Littering of school property;
1.13 Horseplay;
1.14 Violation of the Technology Acceptable Use, minor incident, first incident; and/or
1.15 Any further violations which maybe outlined in the Board of Education student code of conduct or which the principle may be reasonable to fall within this category after investigation and consideration of extenuating circumstances.

ii. Class I Sanctions

1. Conference with the student;

2. Conference with the parent;
3. Verbal warning, reprimand and or demerits;
4. Loss of privileges;
5. Bus suspension;
6. Removal from class;
7. Temporary or permanent detention before school, after school, or Saturday;
8. In-school suspension;
9. Referred to counselor;
10. Referred to peer mediation;
11. Restitution;
12. Student contract; and/or
13. Other sanctions as approved by the Board of Education and further outlined in the Student Code of Conduct.

iii. Class II Violations

2.01 Failures to follow directives from a school system staff member, moderate or serious or second incident;
2.02 Disruption on the school bus, moderate or second incident;
2.03 Vandalism/property damage;
2.04 Theft of property;
2.05 Gambling;
2.06 Possession of stolen property with the knowledge that is stolen;
2.07 Sexual harassment;
2.08 Threats/extortion;
2.09 Trespassing;
2.10 Direct use of profane language or obscene gesture directed toward another person;
2.11 Repeated direct or non-direct use of profane language or obscene gestures;
2.12 Unauthorized absence from school for a day or more;
2.13 Inappropriate public display of affection, repeated or significant;
2.14 Inappropriate touching of another person;
2.15 Possession of and/or use of matches or lighters;
2.16 Possession, sale, and or use of a tobacco product;
2.17 Dishonesty and cheating;
2.18 Providing false information to a local Board of Education employee;
2.19 Bullying, intimidation, harassment a student, moderate or second incident;
2.20 Repeated violations of class I offense;
2.21 Violation of the Technology Acceptable Use, moderate or second incident; and/or

2.22 Any other offense or violations as further outlined in the Student Code of Conduct or in which the principal may be reasonable to fall within this category after investigation in consideration of extenuating circumstances.

iv. Class II Sanctions

1. Assignment to the alternative school;
2. Out of school suspension;
3. Referral to an outside agency;
4. Expulsion; and/or
5. Any sanctions included in Class I and other sanctions as approved by the Board of Education and further outlined in the Student Code of Conduct.

v. Class III Violations

3.01 Arson;
3.02 Robbery;
3.03 Theft of property;
3.04 Burglary of school property;
3.05 Criminal mischief;
3.06 Bomb threat;
3.07 Sexual offense;
3.08 Fighting;
3.09 Inciting or participating in major student disorder;
3.10 Unjustified activation of fire alarm system or fire extinguisher;
3.11 Assault on a person student, teacher, staff member, visitor, etc;
3.12 Possession of a weapon;
3.13 Preparing, possessing, and organizing explosive device;
3.14 Unlawful sale, purchase, furnishing are giving, or possession of illegal drugs or drug paraphernalia or alcoholic beverage;
3.15 Accessing or changing information in school computers without authorization or for an appropriate purposes;
3.16 Crimes as defined on the laws of the city, state of Alabama, or United States;
3.17 Bullying, intimidation, harassment a student, severe or repeated;
3.18 Repeated failure to follow directives from a school system staff member, severe;
3.19 Repeated violations of Class I and/or II Offenses after directives and sanctions from school system staff;
3.20 Violation of the Technology Acceptable Use, major/severe or repeated violations; and/or
3.21 Any other offense or violation as further outlined in the Student Code of Conduct or in which the principal made reasonable to fall within this category after investigation in consideration of extenuating circumstances.

vi. Class III Sanctions – Class III violations typically result in suspension or expulsion. Provided however, discipline may include any sanctions(s) included in Classes I and II and other sanctions as approved by the Board of Education and as further outlined in the Student Code of Conduct.

Under circumstances where a student is expelled or is assigned to the Alternative School, the principal shall document all factors taken into consideration in expelling a student or referring them to the Alternative School.

JAMARI TERRELL WILLIAMS STUDENT BULLYING POLICY

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited

The Baldwin County Public School System is committed to providing a safe and supportive learning environment in which all members of the school community are treated with respect. Bullying, violence, and threats of violence, and intimidation are prohibited and constitute unacceptable behavior that will not be tolerated.

No student shall engage in nor should any be subjected to bullying, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct, subject to the investigating school administrator's authority and decision.

Section 2: Definitions

In this policy, these terms shall have the following meanings:

a. **Bullying means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions 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 this policy. To constitute bullying, a pattern of behavior may do any of the following:**

    - **Place a student in reasonable fear of harm to his or her person or damage to his or her property.**

- **Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.**

- **Have the effect of substantially disrupting or interfering with the orderly operation of the school.**

- **Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.**

- **Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.**

b. Hostile environment means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

c. Violence means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

d. Threat means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

e. Threat of violence means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

f. Intimidation means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

g. Student as used in this policy means a person who is enrolled in the Baldwin County Public School System.

Section 3: Description of Behavior Expected of Students

a. Students are expected to treat other students with courtesy, respect, and dignity, and to comply with the Student Code of Conduct. Students are expected and required (1) to comply with the requirements of law,

policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- **The student's race;**
- **The student's sex;**
- **The student's religion;**
- **The student's national origin;**
- **The student's disability;**
- **The student's marital status;**
- **The student's sexual orientation; or**
- **The student's gender identity.**

Section 4: Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Student Code of Conduct or any rule or standard adopted under authority of this policy.

Section 5: Reporting, Investigating, and Complaint Resolution Procedures

a. Complaints alleging violations of this policy may be made on a Board-approved complaint form available in the handbook, on the website, or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

b. **Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the policy or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system.**

c. **Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Student Code of Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Student Code of Conduct.**

Section 6: Promulgation of Policy and Related Procedures, Rules, and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is distributed to each student at the beginning of each school year.

Note: The five page Student Harassment and Bullying Complaint Form starts on the next page. The empty space below as well as the empty space on the fifth page of the form are intentional to maintain the integrity of the form. This document is also available on the school and BCBE websites, as well as in the school office (in hardcopy form).

STUDENT HARASSMENT AND BULLYING COMPLAINT FORM

The Alabama State Department of Education requires each school system to establish a procedure for the investigation of all incidents reported to school officials of harassment, violence, threats of violence, or intimidation by any other student. This form will assist schools in the Baldwin County Public School System in investigating these reported incidents of such behavior.

Today's date_____/_____/_____ School: _____
Month Day Year

PERSON REPORTING INCIDENT **Name:** _____
Grade: _____ **Homeroom Teacher**_____
Place an X in the appropriate box: ☐ Parent/Guardian ☐ Student ☐ Upstander
☐ Close adult relative of student ☐ Other (_____)

1. Name of alleged student victim: _____ Age: _____

2. Name(s) of alleged offender(s), if known: (Please print.) Grade School Is he/she a student?
_____ ____ _____ ☐ Yes ☐ No
_____ ____ _____ ☐ Yes ☐ No
_____ ____ _____ ☐ Yes ☐ No

3. Name of alleged witness(es), if known: (Please print.)
_____ Grade _____ School _____
_____ Grade _____ School _____
_____ Grade _____ School _____

4. On what date(s) did the incident happen?
_____/_____/_____ _____/_____/_____ _____/_____/_____
Month Day Year Month Day Year Month Day Year

5. Where did the incident happen? (Choose all that apply.)
☐ On school property ☐ At a school-sponsored activity or event off school property ☐ On a school bus
☐ On the way to/from school ☐ Via Internet—sent on school property ☐ Via Internet—sent off school property

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6. Place a check next to the statement(s) that best describe(s) what happened. (Choose all that apply.)

- ☐ Any bullying, harassment, or intimidation that involves physical aggression
- ☐ Hitting, kicking, shoving, spitting, hair pulling, or throwing something
- ☐ Getting another person to hit or harm the student
- ☐ Teasing, name-calling, making critical remarks, or threatening, in person or by other means
- ☐ Demeaning and making the victim the object of jokes
- ☐ Making rude and /or threatening gestures
- ☐ Intimidating (bullying), extorting, or exploiting
- ☐ Spreading harmful rumors or gossip
- ☐ Cyberbullying (e.g., social media including Facebook, Twitter, Snapchat, Instagram, Kik, etc.)
- ☐ Sexual in nature
- ☐ Related to the student's perceived sexual orientation
- ☐ Excluding or rejecting the student
- ☐ Related to the student's disability
- ☐ Electronic communication (e.g., e-mail, text, sexting, etc.)
- ☐ Racial harassment
- ☐ Sexual harassment
- ☐ Other

7. Describe the incident(s), including what the alleged offender(s) said or did. (Please print.)

_____

_____

_____

8. Why did the bullying, harassment, or intimidation occur? (Choose all that apply.)

- ☐ Because of race
- ☐ Because of ethnicity
- ☐ Because of color
- ☐ Because of ancestry
- ☐ Because of national origin
- ☐ Because of religion
- ☐ Because of immigration status
- ☐ Because of sex
- ☐ Because of gender
- ☐ Because of gender identity
- ☐ Because of gender expression
- ☐ Because of sexual orientation

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☐ Because of family/parent/material status ☐ Because of age

☐ Because of physical disability ☐ Because of poverty/socioeconomic status

☐ Because of language ☐ To impress others

☐ Just to be mean ☐ Because of another reason (specify) _____

☐ Because of mental disability ☐ The reason is unknown

9. Did a physical injury result from this incident? (Check the appropriate box.)

☐ No ☐ Yes, but it did not require medical attention ☐ Yes, and it required medical attention

10. Is there any additional information that you would like to provide? (Please print.)

_____

_____

_____

(Attach a separate sheet, if necessary)

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Name: _____ Signature: _____

Date: _____

This section is to be completed by school officials.

Investigation Findings of the Harassment/Bullying Incident

What actions were taken to investigate this incident? (Choose all that apply.)

☐ Interviewed alleged student victim
☐ Interviewed alleged offender(s)
☐ Interviewed alleged witness
☐ Witness statements collected in writing
☐ Interviewed school nurse
☐ Reviewed any medical information available
☐ Interviewed alleged offender's parent/guardian
☐ Interviewed teachers and/or school staff
☐ Conducted student record review
☐ Interviewed student victim's parent/guardian
☐ Examined physical evidence
☐ Reviewed/Obtained copy of police report

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- ☐ Examined video evidence
- ☐ Conducted meeting with school resource officer
- ☐ Reviewed social media site
- ☐ Other (specify) _____
- ☐ Other (specify) _____
- ☐ Other (specify) _____

What corrective actions were taken in this case? (Choose all that apply.)

- ☐ None were required; this was a false allegation
- ☐ None; the incident did not warrant any corrective action
- ☐ None; no bullying occurred
- ☐ None; no harassment occurred
- ☐ None; no intimidation occurred
- ☐ None; the alleged incident could not be verified
- ☐ Determined as a conflict and not bullying, harassment, or intimidation
- ☐ Student conference
- ☐ Student warning
- ☐ Letter of apology
- ☐ Mediation
- ☐ Counseling
- ☐ Parent letter
- ☐ Parent telephone call
- ☐ Parent conference
- ☐ Detention
- ☐ On campus suspension (OCS)
- ☐ Out of school suspension
- ☐ Expulsion
- ☐ Behavior contract
- ☐ Plan of support to include a "go to" adult in the school
- ☐ Separation from other student to include transfer or change in schedule
- ☐ Meeting with school resource officer
- ☐ Developed template for safety plan
- ☐ Other (specify) _____
- ☐ Other (specify) _____
- ☐ Other (specify) _____

Additional pertinent information gained during the interview:

_____
_____
_____
_____
_____

(Attach a separate sheet, if necessary)

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Parent Notifications:

Alleged victim's parent notified on _____ via ☐ Phone ☐ Conference ☐ Letter
(date)
☐ Other_____ regarding the completion of the investigation

Alleged offender's parent notified on _____ via ☐ Phone ☐ Conference ☐ Letter
(date)
☐ Other_____ regarding the completion of the investigation

School Administrator's Name: _____

School Administrator's Signature: _____

Date: _____

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Addendum to the Handbook

Disciplinary actions dealing with threats, whether deemed **serious** or just **joking**, will be handled consistently and in a timely manner by the administration of Stapleton School. Specifically, ***actions that create panic, fear and chaos will not be tolerated at any grade level***.

Please note the following procedures and consequences stated below:
Kindergarten – Third Grade

- 1st occurrence – 1 day suspension.
  - ✓ Call parents and schedule a re-entry conference.
  - ✓ Notify SRO
  - ✓ School counselor meet with all students involved.
  - ✓ Digital history checked on Chromebook or laptop reviewed
  - ✓ Notify parents of student(s)/victim(s) involved in the situation.
- 2nd occurrence – 3 days suspension.
  - ✓ Re-entry conference with parents and SRO present.
  - ✓ Alta Pointe referral will be offered.
  - ✓ School counselor meet with all students involved.
  - ✓ Digital history checked on Chromebook or laptop. If concerns are evident, system technology department will be notified for a deeper investigation.
  - ✓ Notify parents of student(s)/victim(s) involved in the situation.
- 3rd occurrence – Contact Assistant Superintendent or Superintendent for additional guidance.

Fourth – Six Grades

- 1st occurrence – 3 days suspension.
  - ✓ Re-entry conference with parents and SRO present.
  - ✓ School counselor meet with all students involved.
  - ✓ Digital history checked on Chromebook or laptop. If concerns are evident, system technology department will be notified for a deeper investigation.
  - ✓ Notify parents of student(s)/victim(s) involved in the situation.
- 2nd occurrence – 5 days suspension.
  - ✓ Re-entry conference with parents and SRO present.
  - ✓ Alta Pointe referral will be offered.
  - ✓ School counselor meet with all students involved.
  - ✓ Digital history checked on Chromebook or laptop. If concerns are evident, system technology department will be notified for a deeper investigation.
  - ✓ Notify parents of student(s)/victim(s) involved in the situation.
- 3rd occurrence – Contact Assistant Superintendent or Superintendent for additional guidance.

**Please note – IEP Teams will have the final decision for students receiving Special Educations services*

_____ _____
Student Date

_____ _____
Parent/Guardian Date

*Signatures do not indicate approval of procedures, only that notification has been disseminated. Please sign, date and return to your student's homeroom teacher.

ELECTRONICS:

Per BCBE Policy, students in grades K through 5 are not allowed to possess or store electronic devices on Baldwin County campuses. Since our elementary campus includes 6th grade, this policy applies to 6th grade students as well.

Electronic reading devices such as Nooks and Kindles may be used at school in the same manner and at the same times as print materials.

ELECTRONIC COMMUNICATION DEVICES (BOE POLICY #6.21)

The use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus, except as provided for herein. Personal, wireless communication devices include, but are not limited to, cellular telephones, pocket pagers, email devices, "walkie talkies," or any other electronic communication device. Students are permitted to keep personal wireless devices only in lockers, the school office, or other locations approved by the principal or his designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal or his designee may 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 use of personal/wireless communication devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual violation of the law, of Board policy, the Student Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

This policy shall apply to handheld electronic devices with communication and storage capabilities and shall include, without limitation, cellular telephones, MP3 and similar music players, tape recorders and players, scanners, portable digital assistants, wireless email devices and cameras. The scope of this policy does not include electronic devices approved for use by the building principal or required by a student's Individualized Education Program.

In the event students are suspended or expelled for violating the Electronic Communication Device Policy, due process shall be provided in accordance with Board Policy 6.20.

EXCEPTIONAL CHILDREN / GIFTED PROGRAM

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative 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.
Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.
For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is 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.

To make a referral:
-Tell your child's teacher or the school's Gifted Education Program teacher you would like to refer your child for the Gifted Education Program.
-The Gifted Education Program Teacher will then begin the referral process by sending a *Notification and Consent for Gifted Screening* home for you to sign. This gives permission for the school system to look at previous test results and achievement information. It also allows the system to administer achievement tests, vision and hearing screening and ask the classroom teacher/s to complete an evaluation of gifted characteristics observed in the regular classroom.
-Next, a committee at the local school will review all data and determine if there is enough information to continue with the referral. The referral is then sent to Loxley Satellite Office for processing.
-If screening scores are at the appropriate level the referral will continue. If screening scores are not at the appropriate level a letter will be sent to parents.
-After testing is completed, parents will receive information on the results and eligibility requirements for the program. For more information on gifted referral procedures and eligibility requirements, please contact the Gifted Education Program Teacher at your child's school or Kathy Nichol, Special Services Supervisor at 972-6858.

EXTENDED DAY (After School Care Program):

The Extended Day Program operates on the same schedule as the Baldwin County Public Schools. Hours are 3:00 p.m. to 5:30 p.m., Monday through Friday except on school holidays. This program offers homework help as well as fitness and enrichment activities for students.
Registration is completed on-line; contact the office if you need assistance.

FIELD TRIPS:

When possible, teachers plan field trips to support the classroom curriculum. Parents who volunteer to serve as chaperones help to make field trips possible. It is helpful for parents to be aware of county procedures that govern school-sponsored field trips. Chaperones must be 21 years of age unless they are the parent or guardian of the student. County procedure requires that chaperones be with students at all times including transportation by bus or other means unless there are conditions known and approved by the principal. Chaperones are also expected to adhere to Baldwin County Public Schools' policies for drug free, smoke free, and weapon free campuses. Field trips are designed and planned for school-age students in a particular class or group. Adults (other than the chaperones) or children outside that class or group may not be transported or participate without written permission of the superintendent. Parents are asked to make baby-sitting arrangements for preschool children in order to chaperone a school field trip. It is difficult to help supervise school students on a field trip while also caring for preschool children/toddlers. Chaperones are expected to provide attention to students in the class or group without added distractions or personal responsibilities to include the use of cell phones. Classroom teachers are responsible for accounting for all students while on the field trips.

The safety and supervision of school students for whom the field trips are planned is of primary importance. Support from parents who assist with field trips is greatly appreciated by students and teachers. Other things to remember about field trips:

- **Permission Forms and money must be sent by deadline date.**
- **Calls home on day of trip are not permitted. This creates a scheduling problem when too many students have to call home.**
- **If a student has behavior issues that create an unsafe situation, he / she may not go on a field trip.**
-

INSTRUCTIONAL TIME:

The goal of the school is to provide the maximum amount of time for instruction and study. Therefore, class time cannot be interrupted except in the case of an emergency. Announcements for students to ride the bus home or to ride home with someone else will be put in the teacher's box and made over the

intercom at the end of the day. Announcements for change in transportation are a serious interruption to the instructional day and should be avoided. For the safety and security of your child, arrangements should be made and explained to your child before he / she comes to school.

NOTE: No transportation changes will be accepted after 2:30 p.m.

LIBRARY BOOKS:

Reading is a priority at Stapleton School. Students are encouraged and motivated to check out and read library books. Books are due back in the Library two weeks from the time they are checked out. Students must pay the replacement cost for lost books. For damaged books students must pay a portion of the replacement cost dependent on the extent of the damage.

Parents are invited and encouraged to visit the Library and check out books for their children.

Use the School Library Links on the school website to find and read books online. There is also a link to Reading Renaissance Home Connect so that you can search for titles of books on your child's reading level.

LOST AND FOUND:

Please make sure that your child's name is in each item that is brought to the school. All clothing that may be taken off at school (sweaters and jackets) should be labeled with your child's name. Valuable jewelry and extra money should be left at home.

MEDICAL ISSUES:

FIRST AID

In case of illness at school, a child is sent to the office. If a child has a fever, the parents and/or guardians are notified and asked to take the child home. Parents are also notified if a child sustains a serious injury. PLEASE PROVIDE UPDATED PHONE NUMBERS WHEN THERE ARE CHANGES SO WE MAY CONTACT YOU IN EMERGENCY SITUATIONS.

IMMUNIZATION REQUIREMENTS

All students are required to have an updated Certificate of Immunization, prior to entering kindergarten or first grade or prior to re-entering the higher grade as mandated by the State of Alabama (Code of Alabama 1975, δ16-30-4). The Certificate of Immunization must be on the form approved by the Alabama Department of Public Health.

- **Children entering school are required by Alabama Law to present a Certificate of Immunization, formerly known as a "Blue Card." If a child has received all required vaccines and only needs a Certificate of Immunization, these can be printed from the child's school.**
- **Children entering Kindergarten need boosters of DTaP (Diphtheria, Tetanus, and Pertussis), Polio, MMR (Measles, Mumps, and Rubella) and Varicella. These shots complete the childhood series for Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps and Rubella.**
- **Children age 11 and entering the 6th grade need a Tdap (Tetanus, diphtheria, and Pertussis) vaccination.**

If you are unsure whether your child needs shots, check with your pediatric provider or the local county health department. For more information, visit the Alabama Department of Public Health website (www.adph.org/immunization).

Religious Exemption: A written objection from the parent or guardian of a student or child based on religious tenets and practices shall be submitted in person by the parent or guardian to the County Health Department for issuance of a Certificate of Religious Exemption from the required immunizations or testing.

Medical Exemption: A licensed physician can provide individual exemptions from the required immunizations or testing on a Certificate of Medical Exemption. The Certificate of Medical Exemptions is required to be on forms approved by the Alabama Department of Public Health and will be accepted in lieu of the Certificate on Immunization.

Vaccinating our children against preventable disease is one of the most important ways parents and care givers can protect our students from communicable diseases.

MEDICATION

Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. All medicine, including over-the-counter medicine, must be brought to the office by an adult and will be administered by the nurse or those persons designated by the principal. It MUST be in its original container with the student's name on it (no Ziploc bags with loose medication accepted). Parents are required to fill out a "Request to Administer Medicine" form before medication will be administered.

Please try to schedule your child's medication to be taken at home. If the child must continue to take his / her medicine at school, you must bring the medicine to school in a labeled container. CHILDREN ARE NOT ALLOWED TO

TRANSPORT MEDICATION TO OR FROM SCHOOL. All medicine without exception will be kept in the school office.

The school nurse provides several opportunities throughout the school year to educate, screen, and evaluate the students in Baldwin County. These programs include but are not limited to: control of communicable disease, hand washing, vision, hearing, dental screening, health and hygiene classes. The "Changing Body Program" is presented to the 5th graders. Scoliosis screening is provided for grades 5-9 (ages 11-14) as required by state law.

PARENT/TEACHER CONFERENCES.

Parents are welcomed and encouraged to schedule a conference time to meet with teachers. Teachers are available by appointment only during their planning times or after school. Please do not plan to just drop in and talk with teachers as they are mandated by the State Department to provide 360 minutes of instruction during the school day.

PARENTS RIGHT-TO-KNOW NOTICE:

In accordance with Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA), parents through the Right-To-Know provision, may request information regarding the professional qualifications of their child's teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child's level of achievement on any state academic assessments. When requesting this information, send your written request to:

Mr. Jim Perry, Principal	**or**	**Ashley Clolinger**
Stapleton Elementary School		**Federal Programs Coordinator**
35480 Harriot Avenue		**1091 "B" Avenue**
Stapleton, Alabama 36578		**Loxley, Alabama 36551**

PROMOTION – RETENTION STANDARDS:

Baldwin County's philosophy embraces the concept that each student should be encouraged to develop his or her knowledge and skills to the greatest extent possible. To this end, considerable provisions are made by means of special classes and services and by teachers within classes to meet the individual needs of students.

In most cases, students are able to attain the competencies needed through these channels and to progress through their classes within the normally allotted period of time.

On occasion, however, it becomes obvious that a student is falling so far behind his or her classmates that it would be to the student's advantage to spend an additional year in a particular grade in order to bring his or her competencies more in line with others in the group. It is for this reason that these guidelines are established.

Elementary School

Each case of retention in the elementary school should be considered on an individual basis and the best interest of the child should be given primary importance. Because of the many variables, it is necessary to rely upon the professional integrity of the teacher and the principal in making decisions based on the best data available. The guidelines, which follow, are provided to assist the principal and teacher in making decisions regarding the retention of students.

a. **Parents should be notified in writing as early as possible that retention is under consideration. Notification should indicate that while promotion is doubtful at that time, substantial progress during the remainder of the year could lead to promotion. Such notification should be by the beginning of the third quarter.**

b. **The decision to promote or retain a child is the responsibility of the principal and the teacher. The teacher should make the initial suggestion, but both teacher and principal should give careful consideration. A parent may suggest retention, but the decision is a professional one and should <u>not</u> be made solely on basis of the wishes of a parent. Parent conferences are highly recommended in all cases under consideration for retention.**

c. **As a general rule, early retention, particularly in the primary grades, affords the most favorable opportunity for remediation.**

d. **The decision to promote or retain a child should be based on the child's performance and other facts existing during the school year. Summer school will not be a factor.**

e. **Kindergarten – Grade 5: Students who do not meet the established criteria for promotion may be retained twice in Grades K through 5.**

f. **A student should not be retained in Grade 6 or any lower grade, if he/she will reach their 14th birthday during the following academic school year.**

g. **Minimum Grade Standards contain specific content criteria recommended for grade levels 1 to 5.**

h. **Students are expected to master the minimum grade requirements in reading, language arts, and math to be considered for promotion. However, in each case of promotion or retention it is of primary**

importance that the best interest of the child be considered in recommending promotion.

Retention of Exceptional Children

The promotion or retention of exceptional children will also be based on the above guidelines. The following criteria are offered as a guide in dealing with special students:

1. **The decision to promote or retain a child in a self-contained exceptional class is the responsibility of the teacher of that particular class. The recommendation is outlined in the Baldwin County Board of Education policy.**
2. **Among the factors to consider in the retention of an exceptional child are the student's failure to meet the objectives stated in the IEP and the grades earned in each reporting period.**
3. **The decision to promote or retain resource students rests with the regular classroom teacher to whom the child is assigned and the principal. Resource teachers may be called upon for recommendations and advice to assist the regular teacher and the principal in making a valid decision.**
4. **Resource teachers may be called upon to administer regular classroom tests as determined by the IEP. Grades earned on tests should be used in determining promotion or retention on the same basis as they are used with regular classroom students.**

Promotion is based on student performance during the school year. The decision to retain a student is the responsibility of the teacher and the principal. Parent/teacher conferences are strongly recommended for students with academic deficiencies.

REPORT CARDS / PROGRESS REPORTS:

Baldwin County Schools operate on a nine-week reporting system. Students will receive a report card four times a year. Progress reports will be sent home at the midpoint of each quarter. Report cards will be computer generated. Parents are encouraged to go over the report card carefully and schedule conferences with teachers to discuss their child's progress. The calendar gives the dates progress reports and report cards will be sent home.

***REMEMBER: Parents have constant access to student grades via PowerSchool.**

SCHOOL BUS PROCEDURES:

Students are to remember that buses are like classrooms and the bus drivers are to be obeyed just as the teachers are obeyed in the classrooms. THE SAME RULES APPLY ON THE BUS AS ON THE SCHOOL CAMPUS. Bus videos may be viewed periodically by the principal and/or designee.

On the bus, students will:

- **Keep hands and head inside the bus.**
- **Keep hands and feet to themselves.**
- **Keep aisles clear at all times.**
- **Not eat, drink, or chew gum on the bus.**
- **Help keep the bus clean and take care of School Board property.**
- **Remain seated and talk quietly while on the bus.**
- **Use appropriate language.**
- **Show respect and courtesy to the bus driver and others.**

The following consequences will be used depending on the bus infraction referral:

- **Warning – student / principal conference**
- **Reassignment of seat (when appropriate)**
- **Bus Suspension (1 to 3 days)**
- **Bus Suspension (5 to 10 days)**
- **Indefinite suspension from bus.**

CHILDREN CANNOT GET OFF AT A DIFFERENT STOP WITHOUT A NOTE FROM THEIR PARENTS. These notes must first be forwarded to the office for approval. The bus drivers will not accept a note without prior clearance.

SNACKS: Students may bring snacks from home or buy them from the canteen. Kindergarten money is taken up each Monday for the entire week. Grades 1 - 6 come to the canteen to purchase snacks. (Pre-K does not order snack from the canteen.)

Students are served snacks mid-afternoon. Every effort is made to provide nutritious snacks in the canteen. Our snack price will remain at $.50 this year.

STUDENT RECORDS:

The Baldwin County Board of Education adheres to the provisions of the Family Educational Rights and Privacy Act of 1974 regarding students' records.

TEXTBOOKS: **Textbooks are provided free of charge to students by the State of Alabama. It is the student's responsibility to take care of books. Parents are held responsible for lost and/or damaged books. It is very important to keep all textbooks clean and free of marks, etc.**

TRAFFIC PATTERNS:

Vehicles bringing and picking up students should approach the school from the direction of the Methodist Church. Students will unload and load in front of the office. Car Rider placards must be used and are available in the office. Please write your child's/children's name/s on it and place in the right front (passenger's side) window. This will allow the teacher on duty to quickly call children's names so that we can expedite the safe afternoon pick-up of students. NOTE: Each family will receive two placards (more are available at cost) that must be displayed in the vehicle window. If no placard is visible, the adult may be directed to park their vehicle and go to the office to sign out the child or children they wish to pick up.

Safety of students is of utmost importance. Do not pass the line (or buses) waiting in front of the school. If you need to come to the office or meet with a teacher, park in the designated areas. Please do not park for routine student pickup.

VISITORS: **All visitors must sign in through the office and get a pass before entering any other part of the campus. Visitors must have a valid ID to present upon arrival at the school.**

WITHDRAWAL OF STUDENTS:

The school must be notified in advance of a student's withdrawal in order to complete paper work. All text books, library books, lunch payments, and fines must be cleared before the student can receive a transfer form to register in another school. A parent must pick up transfer forms. These forms may not be given to students.

NOTE: Every effort is made to ensure that accurate and up-to-date information is provided in this student handbook every year. Please contact Jim Perry if you notice any discrepancies, have suggestions, or need clarification about any item. Thank you!