

# Summerdale School

Leadership Notebook/Agenda  
Handbook/Goals/Progress  
2019-2020

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Student's Name



The  
Leader  
in Me  
great happens here

**400 East Broadway**  
**Summerdale, AL 36580**  
**251-989-6850**  
**Fax 251-989-6611**  
[www.summerdaleschool.com](http://www.summerdaleschool.com)  
[www.bcbe.org](http://www.bcbe.org)

# ***Inspired to Lead! Taught to Succeed!***



**AMY HILLER, Principal**

**BECKI DUCOTE KING, Assistant Principal**

**The vision of Summerdale School is to provide students with a quality education and to inspire them to become LEADERS!**

## **Beliefs**

The faculty and staff of Summerdale School believe:

- Every child is unique and can be successful.
- Every child deserves and will be treated fairly in a safe school environment.
- Every child is responsible for his or her actions.
- Every child's education is the responsibility of the student, parents, teachers, and the community.
- High expectations motivate students.
- Learning is a life-long process.



## **Summerdale School 2019-2020 Faculty/Staff**

Pre K	Maria Parsons	P.E.	Virginia Bodden
Pre K	Jackie Schmidt	FACS	Alissa Murphy
K	Angie Gunter	Counselor	Davina Gantt
K	Kelli Presley	OCS	Theresa Andersen
K	Amber Kyser	Sp. Ed. Para	Crystal Houk
1 <sup>st</sup>	Kimie Young	Sp. Ed. Para	Shantell Buck
1 <sup>st</sup>	Vironica Simmons	Sp. Ed. Para	Alicia Stafford
1 <sup>st</sup>	Stephanie Gilmore	Sp. Ed. Para	Catina Moseley
2 <sup>nd</sup>	Annette Kaechele	Sp. Ed. Para	Amber McCrory
2 <sup>nd</sup>	Kacey Harbison	Sp. Ed. Para	Lenora Hubbard
2 <sup>nd</sup>	Serena Allen	Pre K Para	Jeannie DeLeon
3 <sup>rd</sup>	Janice Martino	Para	Cynthia Trawick
3 <sup>rd</sup>	Michelle Monk	Café	Dottie Davis
3 <sup>rd</sup>	Dawn Harvey	Café	Deanna Steiner
4 <sup>th</sup>	Vickie Kilgore	Café	Jill McCann
4 <sup>th</sup>	Natalie Ford	Café	Pam Marquez
5 <sup>th</sup>	Marleigh Julian	Café	Maureen Parnell
5 <sup>th</sup>	Amy Lawson	Registrar	Cristy Davis
6 <sup>th</sup>	Lori Walker	Bookkeeper	
6 <sup>th</sup>	Christie Brown	Receptionist	Nicole Santos
6 <sup>th</sup>	Jennifer Carnley	Custodian	Debbie Clark
7/8 <sup>th</sup>	Mariah Townsend	Custodian	Ed Carmichael
7/8 <sup>th</sup>	Tami Rucando	Custodian	Kelly Burton
7/8 <sup>th</sup>	Chris Owens	Custodian	Rita Filler
7/8 <sup>th</sup>	Haley Hrabovsky	Custodian	Vickie Whittenton
Gifted	Kim Sharp	DRS	Matt Ponder
Speech	Sandra Vipperman	Nurse	Amanda Barber
Rdg. Coach	Vicky Gunn	Nurse	Lori Metzger
Multi Dis.	Kathleen Lanicci	Media	Michele Mullins
Resource	Matt Lazzari	Principal	Amy Hiller
Resource	Deborah Rogers	Asst. Prin.	Becki Ducote King
Resource	Wendy Pilcher	Curr. Lead.	Sarah Thorjusen
Band	Adrian Barrios	SRO	Officer Jeff Michael
Art	Davina Gwin		
Music	Stephen Pearce		
ESL	Laren Wimberley		
P.E.	Joey Cameron		

Title I is a federal program designed to help students in our nation's schools, In accordance with the *Every Student Succeeds Act* and Title I, the goal is to help all children be successful at school. Schools in communities that meet requirement use Title I funds to benefit the entire school. This type of program is known as a schoolwide program. Some of the benefits that we now offer to all students is a part time Title I teacher, a weekly after-school math tutorial, summer reading and math programs, a summer library program, a readiness program for incoming kindergarten students, parenting education workshops, and other improved resources.

Selection for Title I services is based on reading assessments, teacher recommendations, grades, and other pertinent information. Children who may benefit from extra reading interventions are selected for the program. They rotate in and out of the program, as their needs are met. Your child may be selected for Title I intervention and receive small group or individual instruction in one or more skills, or concepts, in addition to the instruction provided in the regular classroom.

# The 7 Habits<sup>®</sup> Tree

## Inspired to Lead! Taught to Succeed!

AND REMEMBER TO  
TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW<sup>®</sup>  
Balance Feels Best

THEN PLAY WELL  
WITH OTHERS

Habit 6

SYNERGIZE<sup>®</sup>  
Together Is Better

Habit 5

SEEK FIRST TO UNDERSTAND,  
THEN TO BE UNDERSTOOD<sup>®</sup>  
Listen Before You Talk

Habit 4

THINK WIN-WIN<sup>®</sup>  
Everyone Can Win

START WITH YOU

Habit 3

PUT FIRST THINGS FIRST<sup>®</sup>  
Work First, Then Play

Habit 2

BEGIN WITH  
THE END IN MIND<sup>®</sup>  
Have a Plan

Habit 1

BE PROACTIVE<sup>®</sup>  
You're in Charge

# Summerdale School

## **Statement of Non-Discrimination**

The Baldwin County Board of Education is in compliance with Title IX of the Federal Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973 along with other related Federal regulations which state: "No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, religious belief, creed, national origin or ethnic group, color or age."

## **Guarantee of Free 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 school office of Students Intervention Services, Section 504 Coordinator, and Baldwin County Board of Education at 972-6860, for further information and/or to refer their child for an evaluation.

## **Tobacco on the School Campus**

Baldwin County Public School Board Policy, Section 823 states the following:

In order to protect the health, welfare and safety of students and the public, the board prohibits all persons from use of tobacco on board premises, including school vehicles or any school-planned activity.

## **Family Education Rights and Privacy Act**

The Baldwin County Board of Education adheres to the provisions of the Family Education Rights and Privacy Act of 1974 regarding students' records. A copy of this policy is available in the school office.

## **Right-To-Know**

### **Administrative Procedures** **Teacher Qualifications**

Notifications: The Parents' Right-To-Know notice will be published annually in the System's "Pupil Responsibilities and Conduct Standards" brochure. Every student enrolled in a Baldwin County School should receive a copy and parents must sign the acknowledged statement saying they have read the information or the information has been read to them. The acknowledgement statement is to be kept on file in the school.

Request: Parent makes request to school or Central Office regarding qualifications of teachers.

Response to Request: Response will be made by the school principal to parents on form A-NCLB within ten (10) days of receiving request. If request is to the Division of Instructional Services, it will immediately be forwarded to the local school principal.

Response will be sent by US Postal Service certified mail to the address shown on student enrollment information.

A copy will be sent to the Elementary Coordinator and a copy maintained in a file at the school.

### **Instruction By A Teacher Who Is Not Highly Qualified**

Notification: The local school principal will notify parents in a timely manner that a teacher who is not highly qualified has been assigned or has been teaching their child for four or more consecutive weeks.

### **Level Of Achievement On State Academic Assessments**

Notification: Parents will receive a report provided by the State and/or System on the level of academic achievement of their child.

## **Board Policy #847 Prohibiting Harassment and Violence**

### *General Statement of Policy*

It is the policy of the Baldwin County Board of Education (the "Board") to maintain a learning and working environment that is free from religious, racial or sexual harassment or violence. The Board prohibits any form of religious, racial or sexual harassment or violence.

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the Board to harass a student, teacher administrator or other school personnel through conduct or communication of a sexual nature or regarding race or religion as defined by this policy. (For purposes of this policy, school personnel include board members, Board employees, agents, volunteers, contractors or person subject to the supervision and control of the Board.)

It shall be a violation of this policy for any student, teacher, administrator or other school personnel of the Board to inflict, threaten or attempt to inflict religious, racial or sexual violence upon any student, teacher, administrator or other school personnel.

The Board will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy. Disciplinary action may include: a verbal reprimand, a written reprimand, counseling, reassignment, suspension or termination.

## **Equal Opportunity Statement**

It is the official policy of the Baldwin County Board of Education that no person, shall on the grounds of race, color, disability, sex, religion, national origin, age, or creed be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

## **Equal Education Opportunity & Non-Discrimination Statement**

It shall be the policy of the Baldwin County Board of Education ("Board") that no student shall be denied the benefit of any educational program or educational activity on the basis of race, color, national origin, age, sex, disability, limited English proficiency, immigration status, or homeless status. A free and appropriate education is available to all students with disabilities. It shall be the policy of the Board that barriers to enrolling and retaining homeless students shall be removed. All programs offered by schools

within the school district shall be open to all students in compliance with statutory and judicial requirements.

Help us meet a Summerdale Schoolwide Goal!

**All students will be on time for school every day!**

### **Arrival**

1. The front door of the school opens directly into the office. It should only be used by guests, new students, or tardy students. ALL other students are to enter the main building through the two back doors.
2. **Buses** will drop off and pick up at the end of the awning by the cafeteria.
3. **Car Riders** will drop off and pick up at the end of the awning by the cafeteria.
4. Students that eat breakfast will go directly to the cafeteria, and be dismissed to their building when finished.
5. **Kindergarten - 8<sup>th</sup> Graders** who do **not** eat breakfast, will report directly to their building hallway beginning at 7:15 a.m., until time for class to begin.
6. **School begins at 7:45 a.m. for ALL students.**
7. **A student is tardy at 7:51 a.m. Students arriving AFTER 7:51 a.m. are to report to the office for a tardy slip before going to the classroom.** Late students will **not** be admitted to class without a tardy slip.
8. Parents should not accompany students to the classrooms. Please clear any exceptions to these procedures through the principal.

### **Dismissal**

1. Buses will leave school each day beginning at 2:45 p.m. (#15-48/early route), 2:50 p.m. (#18-37), 2:55 p.m. (#15-33), 3:00 p.m. (#07-73), and 3:15 p.m. (#15-48/late route).
2. Walkers and bike riders will be dismissed at 3:00 p.m. each day. Parents waiting for their child that is a walker will need to wait at the bike rack area, or cafeteria sidewalk awning area close to where bus riders and car riders load and unload.
3. Car riders will report to the cafeteria at 3:00 p.m. They will be called by number to the pick up location at the end of the cafeteria sidewalk awning. Parents will be issued numbers at Meet the Teacher Night.
4. For safety reasons:
  - Students **are not** to be picked up in front of the school.
  - Parents **are not** to park in front of the school and attempt to remove students from the car rider location.
  - Students are **not** to walk across the street to waiting cars.
  - Students are **not** to re-enter the building once they have been dismissed to the car rider area.

### **Early Dismissal**

**Students are not to check out between 2:30 p.m. and 3:00 p.m. , except in cases of extreme emergency. Early checkouts will be posted and count as tardies.**

### **Attendance**

One of the most important factors in your child's success at school is good attendance. At this stage of your child's education, so much learning is of a sequential nature. Excessive absences and tardies can cause a child to feel lost, get behind, and eventually become frustrated with school.

The examples you set as parents will influence your child's attitude and success at school. We need you to work with us to make this a pleasant and rewarding experience for your child.

## **Things To Remember**

1. Send a written excuse **the day your child returns from an absence.**
2. If you know in advance that your child will be absent, work with the teachers on assignments that will be missed. **Prior approval from the principal is required for educational trips to be considered excused absences.**
3. Students with unexcused or excessive absences and/or tardies must be reported to central office personnel and will progress through the stages of the Early Warning Program. Please familiarize yourself with the Early Warning Truancy Program.

## **Care of Student's Property and School Property**

1. Label personal items (lunch box, book bag, coats, etc.) with your child's first and last name.
2. Students are responsible for the care and safekeeping of all schoolbooks and materials.
3. Students will be required to pay for lost and/or damaged materials issued by the school.
4. Please check the east wing back porch for lost items. Items remaining longer than one month will be donated to Good Will Industries.
5. Rolling bags are **not** allowed.
6. Students are **not** to bring toys or electronic devices to school, other than those that are issued by the school. We will **not** be held responsible for lost or stolen items.

## **Conferences**

Teachers are at school from 7:35 a.m. to 3:15 p.m. each day. If you wish to request a conference, you may contact your child's teacher by sending a note, emailing them, or calling the school office at 989-6850. Teachers may meet before or after school hours or during their planning time. Parent-teacher conferences are recommended for all students.

## **Field Trips**

Field Trips are considered to be an extension of classroom learning. You will be notified in advance of the date of the trip, the cost of the trip, and the deadline for payment. For most events, reservations and payments are necessary to guarantee seats. Payments are to be made by the deadline date.

## **Things to Remember**

1. Students will **not** be allowed to go on the trip without a permission slip signed by a parent or guardian. The permission form and money must be sent in by the deadline date.
2. Children **will not** be allowed to call home on the day of the trip for verbal permission.
3. Please send the field trip money **and** permission slips at the same time.
4. Keep the top portion of the field trip form, so you will know the date of the trip and what your child needs for the trip (sack lunch, drink, etc.).
5. Field trip money **cannot** be included in a check with lunch money.
6. When writing a check, make it payable to Summerdale School. Include an address (not a P.O. Box), a current phone number, and your child's name on the check.
7. Brothers and sisters **cannot** accompany a sibling on a trip.
8. We appreciate those willing to chaperone. Please remember, you are agreeing to supervise students while on these trips. Please stay with your assigned students and be a good example for them. **No smoking is allowed on field trips.**
9. Because bus arrangements and reservations are required ahead of time, **REFUNDS OR TRANSFERING FUNDS CANNOT BE DONE.**

## **Birthdays and Class Parties**

1. Holiday parties are permitted. Please work with the teacher concerning the details.
2. Food or drinks served during class parties must be limited to no more than one sweet food or one sweet drink.
3. Students are **not** permitted to receive flowers, balloons, etc., at school in honor of birthdays or any other special occasion.

## **Food**

### **Lunch and Snack Money**

1. We ask that you pay weekly or monthly for breakfasts and/or lunches. You are encouraged to pay with a check. Every effort should be made to pre-pay. Please make sure you keep money in your child's lunch account. **NO CHARGING ALLOWED.** Middle school students are required to pay in advance each morning in the cafeteria. They will be asked to identify their food choice, at that time. Elementary students are required to give breakfast/lunch money to the teacher. The money amount will be placed in your child's account for his/her use only. This avoids the problem of children losing their lunch money or spending it on snack. If you choose to send in money daily, please put it in an envelope with your child's name, teacher's name, and its appropriate use.
2. Snack money should be separate from lunch money and sent in daily. For younger children, it is best to send it in an envelope labeled with your child's name, teacher's name, and its appropriate use. We offer \$0.50, \$0.75, and \$1.00 healthy snacks in our canteen.

## **STUDENTS MAY NOT CHARGE BREAKFAST, LUNCH, OR SNACK.**

	<b>Full Price</b>	<b>Reduced Price</b>
Daily cost for breakfast	\$1.75	\$0.30
Daily cost for lunch K-8	\$2.50	\$0.40
Visitors	\$4.00	
Board Employees	\$3.50	

Applications for free or reduced lunches are on the bcbe.org website. Only one form per family is required.

### **Breakfast**

**Breakfast will be served daily from 7:15 a.m. – 7:40 a.m.** If your child does **not** ride a bus, they must in the cafeteria before 7:40 a.m. to eat breakfast.

## **ALABAMA ACTION FOR HEALTHY KIDS**

On July 12, 2005, the Alabama State Board of Education passed sweeping changes directed at improving the health and well being of the students in our schools in an effort to stem the incidence of child hood obesity and obesity-relates health problems. These changes impact all areas of schools where food is sold. These guidelines are as follows:

- Low or moderate in fat (10%) or less Daily Value of total fat
- Have less than 30 grams of carbohydrates (10% or less Daily Value of CHO)
- Have less than 360 mg. of sodium
- Contain 5% Daily Value (DV) or more (10% is the healthiest) of at least one: Vitamin A, Vitamin C, iron, calcium, or fiber (5% Daily Value)

## **School-Wide Plan**

Summerdale School is a Title 1 school. Consequently, school personnel and parents work collaboratively to develop an annual *Title 1 School Wide Plan*. This plan is specifically written to comply with federal regulations while meeting the individual needs of the school. This plan is available for your review at any time during regular school hours in the school office and school library.

Revised – 3/20/2007

## **Health Information**

### **School Nurse**

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

**Medications** given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Over the counter medications must be signed by the parent and cleared by the RN. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions. **A student found to possess medication of any type, is subject to suspension or expulsion.**

### **Accidents**

Neither the local school nor the Baldwin County Board of Education is responsible for medical bills for students that result from accidents that occur during the school day or at school functions. School Day Accident Insurance is available in the school office and should be purchased by any student whose parents do not have medical insurance.

### **Contagious Conditions**

Head lice, ringworm, impetigo, and pink eye are contagious conditions. If your child is sent home because of such, the condition must be cleared and/or a note must be written by a physician stating that it is no longer contagious before your child can be readmitted to class. The school nurse or other office personnel **MUST** clear students before they can return to class.

**Students must be fever free for 24 hours before returning to school.**

## **IMPORTANT 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?

The bacteria that cause meningococcal disease are very common. This disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen 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 pass through the lining of the nose and throat into the blood stream where

they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

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)

## **Homework**

Homework is an important part of a student's day. It allows the parent to become actively involved in their child's education.

## **V.I.P. Program**

Parents are encouraged to participate in the VIP Program (Very Important Parent). Parents assist the school by preparing instructional materials, helping in the library/media center, and helping teachers and students in the classroom. If you would like to volunteer, contact your child's teacher at 989-6850.

## **Promotion Standards**

The decision to promote a student in grades 1- 6 is a professional one and is the responsibility of the teacher and the principal. Students must meet criteria established by the Baldwin County Board for each grade level. The decision to promote kindergarten students is the responsibility of the parent, teacher, and principal.

## **Report Cards**

Baldwin County Schools operate on a nine-week reporting system. Report cards for students in K-8<sup>th</sup> grade will be sent home with the student. Parents are encouraged to study the report card carefully and schedule conferences with teachers to discuss their child's progress or lack of progress.

**Report cards go home:** October 18, 2019, January 10, 2020, March 20, 2020, and May 21, 2020

## **Student Expectations**

### **General Rules and Expectations**

1. Respect yourself.

Help us meet a Summerdale Schoolwide Goal!

**All students will follow school expectations every day!**

2. Respect others.
3. Respect property.

### **Bus Stop Rules**

1. Remain out of the road while waiting for the bus.
2. Cross in front of the bus when it has stopped and the bus sign is out.
3. Treat other bus riders with respect.

### **Bus Rules**

1. Keep hands and head inside the bus.
2. Keep hands, feet, and objects to yourself.
3. Remain seated while the bus is in motion.
4. Keep the bus litter free.
5. Obey directives from the bus driver.

### **Consequences for Bus Violations**

A student who is uncooperative on the bus or does not follow rules can be moved to another seat. Continued unacceptable behaviors will result in bus suspension. Parents will be required to confer with school administration.

### **Requirements for Altering a Student's Bus Schedule**

1. If your child ordinarily rides a bus, a **written note** to the office/teacher **is required** on days he/she will be a car rider or walker.
2. **A child cannot ride a different bus**, except in case of extreme emergency. The bus driver will **not** accept new riders without written authorization from school administration.

### **Emergency Transportation Changes**

Telephone calls to the office to make emergency transportation changes **must be made by 2:00 p.m.** to insure the child will get the message. Please discuss with your child in the morning how they will be getting home, so that daily phone calls do not need to take place.

### **Telephone**

The telephone is for school business. **Special arrangements must be made before students leave home in the morning.** Students will only be allowed to use the phone in an extreme emergency.

### **Visitors**

For your child's safety, it is necessary for everyone to come to the office and sign in before visiting classrooms. **All visitors on the campus are required** to wear a tag displaying their name and the date. All school personnel are instructed to send any visitor without a sticker back to the office.

**\*\*Office personnel will take care of delivering forgotten lunches, books, money, etc.\*\***

### **Book Bags**

Book bags are permitted to assist students with bringing books to and from school. **NO rolling book bags** will be allowed due to their potential for disrupting instruction.

## **GYMNASIUM / SHOES**

Students must wear **tennis shoes or athletic shoes** when on the gym floor. No black hard sole shoes, high heels, shoes with roller wheels on them, or boots of any kind will be permitted.

## **Cell Phones**

New county policies allow cell phones and other handheld electronic devices to be brought to school by **6<sup>th</sup> - 8<sup>th</sup> grade students only**. Students in **Pre-K – 5<sup>th</sup> grade students** are **not** allowed to be in possession of these items. Cell phones must be in the off position during the instructional day and out of sight. Use of cell phones during the instructional day is prohibited. There shall be no expectation of privacy in any electronic device possessed by a student in violation of this policy. Students that bring electronic devices to school do so at their own risk and the school assumes no responsibility for lost, damaged, or stolen devices. **School Board Policy #970 explains this policy in more detail along with the consequences a student may receive for violating this policy.**

***OUT OF UNIFORM DAYS:*** These are announced at the Principal's discretion. Students can also earn "out of uniform" privileges by participating in certain fund raisers.

## **Middle School Guidelines**

Middle School students need structure to advance their academic skills. It is our commitment to establish high expectations for middle school students in order to prepare them for high school. The faculty and staff are committed to providing a structured academic environment while encouraging students to become independent and responsible citizens. In some cases, school policies and procedures will vary for middle school students.

## **Middle School Dances**

Dances are reserved for 6<sup>th</sup> - 8<sup>th</sup> grade students and are held 2 to 3 times per year. These are Panther Parents fundraisers and a \$5.00 admission is charged. Occasionally, pizza and concession snacks and drinks are sold. Students who have been suspended from school during the current quarter a dance is held, will **not** be allowed to attend the dance. Behavior at dances or any extracurricular activity associated with the school are subject to School Policy. Students who miss a dance because of discipline will be allowed to attend the next scheduled dance, if their behavior warrants it.

Help us meet a Summerdale Schoolwide Goal!

**All students will follow school expectations every day!**

## **Discipline**

Summerdale middle school students are expected to comply with the Pupil Responsibilities and Conduct Standards as defined by the Baldwin County Board of Education. A signed copy of this policy statement will be maintained in the student cumulative record. In addition, students are expected to follow the school expectations:

- **Respect yourself.**
- **Respect others.**
- **Respect property.**

Summerdale School adheres to consequences that are set forth by the Positive Behavior Support Team. Violations to school or county discipline policies will result in consequences that include, but are not limited to:

- **Phone calls to parents**
- **Parent conferences**
- **On campus suspension**
- **Placement on a non-privilege list for a nine-week period (In this case a student will forfeit the right to be involved in extra-curricular activities such as clubs, field trips, and school dances.)**
- **Suspension**
- **Expulsion**

## **Search of Property and Individual**

Desks, lockers, and other items at any school, although assigned to a particular student, may be entered and searched by school officials whenever said officials have reasonable cause to believe there exists on school campus illegal items harmful to the students, the welfare of the student body, or significantly disruptive or dangerous to the overall operation of the school program.

A search of the person shall be with the student's consent, except under emergency conditions when the safety and welfare of others is involved. When consent is not granted, the assistance of the parent and/or law enforcement officials shall be secured. School administration may take appropriate disciplinary action against a student who fails to cooperate with school officials in their investigation of school conduct code violations. Legal Reference: Laws of Alabama Relating to Education, title 16-4-13

## **School Attendance Zones**

Students in the Summerdale School zone will attend Summerdale School for grades Kindergarten through Eight. Students from Summerdale School will attend Elberta High School as per the Baldwin County Board Policy.

## **Promotion/Retention/Summer School**

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 provide for students, special classes and programs have been developed, and individual teachers within classes work with students to meet their specific needs.

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, a student falls so far behind his or her classmates that the student will benefit from an additional year in a particular grade to bring his or her competencies more in line with others in the group. For this reason, these guidelines are established.

## **Middle School Grades 6-8**

- Students must earn a yearly passing average in all core courses: English, literature, mathematics, social studies, science.
- The Baldwin County School system provides a summer school opportunity for students in grades 6-8 to make up academic courses failed. It is very important for students to seek advisement from their guidance counselor before planning to enroll.
- To be promoted, a student who fails one or two core courses must attend Summer School immediately following the school year.
- Middle school students must earn a semester Summer School grade high enough to average a yearly passing grade when combined with either semester completed during the previous passing year. Specific procedures must be followed to receive credit for any courses taken outside the regular day program and limitations do apply. The summer school site for Summerdale School is Elberta High School. Transportation is not provided. Tuition is charged for the summer school program.
- Students who do not meet the established criteria for promotion may be retained one time in grades 6-8 and twice, if not previously retained, in grades K-5.
- No student shall be retained in grade 8 or any lower grade, if the student will reach his/her sixteenth birthday during their 8<sup>th</sup> grade year.
- Parents shall 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 5<sup>th</sup> week of the third quarter.
- The decision to promote or retain will be made in the best interests of the child, and students may be placed at the level determined most appropriate by school administration.

### **Purpose of Homework**

Homework serves to extend learning beyond the formal classroom setting. Types of assignments can be identified as follows:

- Independent practice
- Extension or enrichment
- Student interest
- Study

### **Basic Principles of Homework**

- Clear and specific directions are essential. When necessary, directions are given in writing.
- Generally, individual needs and capabilities are considered when giving homework assignments.
- Home resources are considered when making homework assignments.
- Homework is not to be used as a punishment.
- The time requirement to complete all homework assignments should be reasonable. Generally, not more than ½ hour of work in any class should be given per day.
- Consideration will be given to other interests and activities the students may pursue.

The frequency of giving assignments is determined by need. Some type of homework is usually given each night. Homework is not to be done on a weekend, holiday, or during a testing period.

### **Evaluating Homework**

All homework will be evaluated. This evaluation may be in the form of observations, checks, plus/minus, or other symbols. The individual teacher's course syllabus explains the value of homework in computing academic grades.

The student must accept responsibility for extending his/her learning beyond the classroom. It is his/her role to seek full understanding of homework assignments and to complete the assignment in accordance with directions given.

### **Parents' Responsibility**

All parents have a responsibility to show an interest in their child's education. The homework assignment is one area where parents should exert some effort toward insuring that the child accepts and fulfills his/her responsibility. This effort on the part of the parent may be in the form of discussion, supervision, or assistance, if needed.

**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.

-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 Nicol, Special Services Supervisor at 251-972-6858.

The Baldwin County Board of education has an agreement with Check Care Systems, Inc. for the collection of all returned checks issued to all locations.

**The Board will require the following on all checks:**

- **Parent/guardian's full name**
- **Student's full name**
- **Street address (not a P.O. Box)**
- **Home phone number**

If your check is returned, it will be automatically forwarded by the Baldwin County Board of Education's bank to Envision Payment Solutions. Envision will contact you in order to collect the face amount of the worthless check plus a collection fee. The amount of the collection fee is currently \$30.00. The fee is subject to change as allowed by law. If you do not properly respond to Envision, or if Envision is unable to contact you, Envision will re-present your check to the bank electronically. Fees could also be deducted from the same account.