

Pinecrest School

2019 – 2020



Student / Parent

Information Booklet

615 Coaling Road
Sylacauga, Alabama 35151

(256) 245-5700
Fax: (256) 249 – 7812

Dr. Jon Segars – Superintendent
Julie F. Green – Principal
Joe Cordi – Assistant Principal

Table of Contents

Sylacauga Board Members		School Discipline	19
PTO Officers		• Aggie Pride Expectations	19
School Admissions	1	• 10-Step Aggie Pride Reminder	20
Title I Parental Involvement	2	• Articles Prohibited at School	20
• Parents Right-to-Know		• Corporal Punishment	21
General Information	4	• In-School Suspension	21
Attendance Policy	4	• Out-of-School Suspension	21
• Excused Absences/Tardies	5	• Due Process	21
• Unexcused Absences/Tardies	5	School Volunteers	22
• Truancy Program	6	Sexual Harassment of Students	23
• Perfect Attendance	6	Special Education	23
Cafeteria (Child Nutrition)	7	• Section 504	23
Campus Entrance/Exit	7	• Gifted Program	23
• Checkout Procedure	7	• Child Find	23
• Change of Transportation	8	• Discrimination Policy	24
• Dismissal Procedures: Walkers	8	Student Illness and Medication	24
• Dismissal Procedures: Bus Rider	8	Telephone Use	25
• Dismissal Procedures: Car Rider	9	Textbooks/Consumable Textbooks	25
Clubs and Activities	9	Visitors	25
Counseling Program	9	• Lunchroom Visits	25
Dress Code	9	Worthless Checks	26
Educational Trips	11	Parent Acknowledgement Form	27
Emergency Contact	11		
Field Trip Guidelines/Money	11		
Grading Scale	12		
Hall Passes	12		
Harassment	12		
Inclement Weather	14		
Library / Media Center	15		
Nutritious School Snacks	15		
• Comment on Birthdays	15		
Parent Teacher Conferences	16		
Physical Education	16		
Procedures for Cell Phones/ Elec. Devices	16		
School Bus	17		

Sylacauga Board Members

Mrs. Melissa Garris
Dr. Steve Marlowe
Dr. Rekha Chadawalada
Mrs. Janean Crawford
Mrs. Amy Price

2019 – 2020 PTO Officers

Nicole Peoples
Brittany Pruitt
Laura Heath
Amanda Thomas

President
Vice President
Secretary
Treasurer

SCHOOL ADMISSIONS

Students who apply for enrollment in a Sylacauga City School must attend school in the attendance zone where they reside with a parent or legal guardian as granted by the Talladega County District Court or other appropriate court. It is the parent's/guardian's responsibility to provide school officials with verifiable student information and to notify the school immediately in writing of any changes of student information. Failure to comply with this requirement will result in an investigation and appropriate action, i.e. withdrawal of student from school, tuition fee, report to court officials and/or the Department of Human Resources, etc. All transfer students must be in good disciplinary standing from their previous school(s) with no outstanding suspension or expulsion offenses pending. Sylacauga City Board of Education honors suspensions and expulsion from other official Boards of Education. Students transferring from a non-accredited school will be required to secure an application from the school system and take an achievement test at the local school. If a student scores lower than said grade level, the counselor and principal will place the student appropriately. A non-accredited school is one that has no accreditation by a State Department of Education or a regional accrediting institution (i.e. SACS) including private tutors.

The parents/legal guardians of children enrolling in grades K-12 shall provide the following:

- Parent/Guardian Picture Identification
- Birth Certificate (Optional)
- Copy of Social Security Card (Optional)
- Proof of Custody when warranted
- Documented Proof of Immunization as required by state law
- Withdrawal form and transcript from previous school
- Proof of Residency- ALL STUDENTS MUST PROVIDE **TWO** FORMS OF RESIDENCE.
 1. Rental/lease agreement, mortgage document or current real property assessment document in the parent/guardian's name. (Required proof of residency) plus one additional:
 2. Utility bill for water, electric, or gas that indicates that the billing is in the parent/guardian's name and is being sent to the house.

If the parent or legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the school with the following stipulations:

1. Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
2. Notarized statement must state the name of relative/friend that is on the relative/friend's proof of legal residence;
3. Notarized statement must state the same address of relative/friend that is on the relative/friend's proof of legal residence;
4. A copy of the relative/friend's proof of legal residence must be attached to the notarized statement; and

5. Notarized statement must be signed by same relative/friend that is on the relative/friend's proof of legal residence.

If none of the above is available, then the school may use other documentation to verify residence. A home visit can be made by school staff should there be questionable documentation.

Transfer students must have a withdrawal form and transcript from previous school on file.

All students are subject to home visits by the Executive Director of Learning Supports and/or School Resource Officer.

All migratory, ELL, and homeless children as defined by the Stewart B. McKinney Homeless Act of 1987 must have access to the same free, appropriate public education, including public preschool education provided to the other children and youth and will not be denied enrollment regardless of status of legal residence.

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the Improving America's Schools Act of 1994, Every Student Succeeds Act of 2015, and the Stewart B. McKinney Homeless Assistance Act, all homeless, migratory, and ELL children must have equal access to the same free appropriate public education, including public preschool education provided to the other children and youth. This shall be the policy of the Sylacauga City School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, and limited English proficient children and youth shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of residence requirements
- Lack of transportation
- Guardianship or custody requirements

TITLE I PARENTAL INVOLVEMENT

The Sylacauga City Board of Education believes that the education of children is a collaborative effort between parents and schools. Furthermore, it is our belief that the involvement of Title I parents increases the effectiveness of the program and contributes significantly to the success of the children. To that end, the Sylacauga City Title I staff will strive to fully involve parents.

PARENTS RIGHT-TO-KNOW

In accordance with Title I of the No Child Left Behind (NCLB) Act of 2001, 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. Additionally, parents may request information about their child's level of achievement on any state academic assessments. This Right-to-Know applies to any and all schools receiving Title I funds. For that information, send your written request to the school principal or to the district Title I coordinator.

Sylacauga City Title I staff shall develop jointly with, agree with, and distribute to parents of participating children a written parent involvement policy. Each Title I school shall develop a Parental Involvement Policy that will incorporate the following Sylacauga City Schools Parental Involvement Goals.

- A. Involve parents in the joint development of the instructional plan and process of school improvement.
- B. Strive to develop strong school/family/community partnerships. In an effort to develop these partnerships and to improve student achievements, Sylacauga City Title I staff:
 1. Shall help parents to understand the National Education goals, state content and performance standards, state and local assessments, Title I requirements, how to monitor progress while participating in their children's education, and how to work with educators to bring about improved student performance.
 2. Shall conduct other activities and develop facilities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and rearing from birth to child, designed to help parents become full partners in the education of their children.
 3. Shall provide other activities, as appropriate and feasible, to promote improved student achievement. The activities will include:
 - Encouraging parents to attend the annual Title 1 informational meeting and parent education meetings provided at their child's school.
 - Assisting parents in interpreting assessment results.
 - Training parents to monitor their child's homework assignments, school attendance, and compliance with Sylacauga City Schools Code of Conduct and school disciplinary procedures.
 4. Shall develop appropriate community partnerships and encourage partnerships between elementary, middle, and secondary schools.
 5. Shall ensure, to the extent possible, that information sent home is in a language and form parents can understand.
 6. The Title 1 program staff will coordinate parent involvement activities with the Adult Education Act where possible during the period following the annual assessment.
 7. At the end of each school year, the Title I staff will seek input from Title I parents to assess and discuss the effectiveness of the parent involvement program and to discuss how the next year's program will be designed, operated and evaluated. Each affected school will develop its own parental involvement plan.

In addition, Pinecrest has a PTO that is a vital and valued part of our school. We encourage each parent to join the PTO in August. Research indicates when parents volunteer and become involved in the school, significant differences in the progress of the child are made. We are very grateful to our teachers and parents in the PTO.

GENERAL INFORMATION

The following guidelines are intended to assist students and parents in understanding the different facets of life at Pinecrest School. No handbook can cover all questions concerning school rules and regulations, but it is this handbook's intent to answer as many questions as possible. When a situation develops which is not covered, the administration will work to solve the problem in the fairest way possible. Pinecrest School follows Sylacauga City Schools policies as well as state and federal and state laws. Sylacauga City Schools explanation of services and district expectations are located in the Sylacauga City Schools Student Code of Conduct.

ATTENDANCE ALABAMA CODE 16-28-12.

“(a) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

(b) Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of the student and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

(c) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within 10 days. Any principal or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

Class Attendance, Tardies, and Absences

School attendance is required of all children. Students are expected to report to school on time and attend school the full day. All students are subject to the same attendance policies. Parents should make every effort to schedule doctors' and dentists' appointments after school hours. Absences and tardies are either excused or unexcused. **Note: It is the parent's responsibility to provide school and court officials the correct mailing address and telephone number. Any changes made during the school year need to be sent in writing to school and juvenile court officials.**

Excused Absences and Tardies are defined as the following:

- Student Illness – Students who are sick and whose illness would endanger their health and the health of others. A doctor's excuse may be required.
- Serious Family Illness – Students in whose immediate family there is a serious illness that would reasonably necessitate the absence of a student.
- Death in the Immediate Family – Students in whose immediate family there has occurred a recent death may be temporarily excused from school for a reasonable length of time.
- Recognized Religious Holidays – Students will be temporarily excused from attendance on special and recognized religious holidays.
- Professional Appointments – Will be excused with note from the doctor.
- School Sponsored Activities – Students shall be marked present when participating in a school sponsored activity away from the school building. However, any work missed must be made up.
- Family Emergency/Crisis – Students will be excused when their absence is beyond their control and due to a family emergency/crisis as determined by a school administrator.
- School Closing – Weather or emergency.
- Legal – Will be excused with documents from court officials.
- Permission from the principal.

Unexcused Absences and Tardies are defined as the following:

An absence or tardy for a reason not covered in the provision described under "Excused Absences and Tardies" will be unexcused (example: Overslept, traffic, missed bus, etc.) It is the parents' responsibility to see that their children attend school regularly and to provide evidence for an excused absence when an absence is necessary. **A phone call to the school about an absence is not sufficient documentation.** The State of Alabama requires a written note on file within 3 days upon a student's initial return to school. Each note must contain the following:

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

All notes will be kept on file and marked valid or invalid upon date and time of receiving the note. When school officials do not know the reason for an absence, they must assume that it is unexcused.

Students must attend 51% of the day to be counted present for the day. Parents or their designee must present a written explanation and sign their children in or out of school at the office when checking in or out.

Three excused tardies (check-ins and/or checkouts) will be considered one (1) excused absence. Students with fifteen unexcused tardies or any combination of unexcused tardies/unexcused absences that accumulate will be referred as appropriate to the Truancy Program.

Truancy Program

Parents will be notified of unexcused absences by letter, per the following:

1. First unexcused absence – a letter will be mailed to the student’s home. Letter will be sent to the address on record at school. **If a student’s address changes during the school year, parents must inform school officials immediately.**

2. Third unexcused absence – a letter will be mailed to the student’s home requesting a parent conference to clarify any unexcused absences and inform parents of consequences of future unexcused absences. Every effort will be made by parents and school officials to address issues in this conference.

3. Fifth unexcused absence – School officials will file a truancy complaint with juvenile court officials. Juvenile court officials will send a letter to the student’s home informing them that a truancy complaint has been filed in juvenile court. Court officials will notify parents of the date and time of the School/Court Early Warning Meeting.

4. Seventh unexcused absence – School officials will sign a warrant on parents of students in elementary school through grade 6. School officials will file a petition in juvenile court on students in grades 7-12.

5. Ten or more unexcused absences will result in contributing to the delinquency charge being filed against the parent(s) or guardian(s) of all students.

Important: School officials will follow procedures for School/Court Early Warning meeting before filing a complaint or a warrant. Students and parents will have the opportunity to attend the School/Court Early Warning Meeting only one time during the student’s school career.

For example, if a student and parent attended the School/Court Early Warning Meeting when the student was in the seventh grade, and then the student has accumulated five unexcused absences in the ninth grade, the student and parent will not attend the School/Court Early Warning Meeting at that time. However, if that student reaches seven unexcused absences during that same school year, a petition will be filed on the student and/or a warrant will be signed on the parent/guardian.

PERFECT ATTENDANCE

Students should be in school all day (**NO** CHECK IN/OUT including tardies) and every school day (includes early dismissal days) to receive perfect attendance recognition.

CAFETERIA (Child Nutrition Program)

Grade-A Lunch –			
Students.....	\$2.45	Breakfast.....	\$1.50
Reduced.....	\$.40	Reduced.....	\$.30
Staff.....	\$3.15	Staff.....	\$2.00
Guests.....	\$4.40	Guests.....	\$2.50
A la Carte.....	varies		

Lunch menus are provided on our school website. A salad is an alternative to the regular Grade-A lunch for the same price.

Some students may be entitled to free or reduced lunch. This information will be sent home at the beginning of the year. Each student who participates in the free/reduced meal program must have an application completed by the parent/guardian and approved by the system Childhood Nutrition Program Director. Federal regulations prohibit the school system from serving free meals to students who do not have an application on file. **LUNCH MUST BE PAID FOR IN ADVANCE. THERE CAN BE NO CHARGES.**

CAMPUS ENTRANCE / EXIT

Students may enter the building after 7:40 A.M. daily. Bus riders should unload at the designated bus zone at the front of the school and enter the building through the doors at the designated bus zone. Car riders must enter the building through the doors by the lunchroom. **UPON ENTERING THE BUILDING, STUDENTS IN 4TH AND 5TH GRADE MUST REPORT TO THE GYM AND SIT BY HOMEROOMS. (This does not include the cafeteria when eating breakfast.) STUDENTS IN 3RD GRADE MUST REPORT TO THE LUNCHROOM AND SIT BY HOMEROOMS.**

Students must clear the building by 3:45 unless remaining for an extracurricular activity in an assigned area.

CHECKOUT PROCEDURE

No students will be allowed to leave campus without permission of a parent. If parents work out-of-town and cannot be reached by phone, an emergency number must be left at the office for use in emergencies.

Parents/Guardians are required to present photo identification and to sign students out when checking them out of school and/or when picking students up from school. Parents/Guardians are required to go to the office to pick students up (for example, if a parent is not picking a student up in the daily procedure for dismissal). Please refrain from checking out your student after 2:50 pm.

When a student checks out for a medical appointment, a medical excuse must be turned in at the front office when that student returns to school. Failure to do so will result in an unexcused absence.

DISMISSAL PROCEDURES

Change of Transportation:

Parents must decide in the morning before school how the student will return home. If their transportation is different from the daily dismissal routine, parents must send instructions **in writing** to the teacher/school office. If transportation must change after the start of the school day, Pinecrest will accept handwritten notes from the parent, email notes, and/or faxed notes (Pinecrest Fax #: 256-249-7812), followed by a phone call (Pinecrest Telephone # 256-245-5700) by 12 noon, with the following information:

1. Clearly stating the mode of transportation. (car rider or bus rider);
2. Student's first and last name.
3. Bus # and address as to where the student is getting off the bus;
4. Teacher's name;
5. Parent contact number;
6. Signature of parent/guardian.

Telephone messages or verbal messages will not be accepted during the day to change a child's way of afternoon transportation.

Bus riders must have a note to ride a different bus.

Walkers:

Students are allowed to walk to/from school, as long as they live within a reasonable walking distance of Pinecrest and adhere to the following procedures:

1. Walkers are required to bring written notification from parent/guardian stating permission to walk to/from school, home, or other designated location.
2. Walkers are not to be picked-up in the Rosemary Lane cul-de-sac, the adjacent neighborhood, nor the Pinecrest Walking Track.
3. Walkers are to be dismissed and escorted along with car riders by their perspective teachers.
4. Walkers are to exit along with car riders and leave the school campus immediately.

Bus-Rider Expectations:

1. Students should sit down in their appropriate bus line when entering the gym.
2. Students may not have food, candy, gum, or drinks in the gym.
3. Students will stand up, remain in their bus line, and transition quietly to the bus pick-up area.
4. Students will not load until the bus comes to a complete stop and the bus door opens.

Car-Rider Expectations:

We request parents refrain from cell phones use once the drop off and pick up lines begin operating. Thank you for cooperating with the procedures!

Morning Car-Rider Line: 7:40 a.m. – 8:15 a.m.

1. All cars dropping off students must drive around the softball field. If your child is tardy, you must park and walk your child to the office.
2. Watch and listen for the supervising teachers' directions. Our goal is to keep each child safe and move the car-rider line as quickly and efficiently as possible.
3. Drive to the top of the sidewalk and have your child exit the car directly to the sidewalk. If your child can't exit directly to the sidewalk, please have them exit the car and walk in front of your vehicle.
4. Students may only exit to the side walk. Students are not permitted to exit in the parking lot and walk to the side walk.

Afternoon Car-Rider Line: 3:15 p.m. – 3:45 p.m. Students must be picked up by 3:45

1. If you arrive before 2:45 p.m., please drive around the softball field and wait in line. Supervising teachers will not be on duty until 3:15.
2. Students are expected to sit quietly while waiting for their vehicle. Students may not eat a snack during this time. Our goal is to keep each child safe and move the car-rider line as quickly and efficiently as possible.
3. Car tags must be visible. Tags will be issued to students at the beginning of the school year. If a driver does not have a tag, he/she must park in the back parking lot, go to the office and show proper I. D. The child may then be personally escorted to the vehicle by the driver.
4. The cars to be loaded will be between the supervising teachers' locations. When the cars stop, the students will walk to the cars to load.

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS and VISITORS

- Stay in your car and follow the line of traffic around the ball field.
- DO NOT park your car, cross the line of traffic to get your child, and then cross the line of traffic again to return to your vehicle.
- Do NOT park in the Rosemary Lane cul-de-sac, the adjacent neighborhood, nor the Pinecrest Walking Track.
- DO NOT wait around the building exits.
- Come to the office and sign in if you wish to speak with a teacher or have an appointment.
- DO NOT PARK ON THE FRONT LAWN.
- DO NOT ENTER THE BUILDING BEFORE OR DURING DISMISSALS AND PULL YOUR CHILD OUT OF THE DISMISSAL LINE.
- DO NOT park in the front drive between 7:30 and 8:15 a.m. or between 2:50 and 3:45 p.m. The front drive is slated for buses only at this time.

CLUBS AND ACTIVITIES

Pinecrest is excited to offer opportunities for students to participate in clubs, organizations and afterschool activities. Several of these are grade level specific or have criteria guidelines. Several are open to all students. Throughout the school year, parents will be informed of opportunities. (After School Tutoring, Aggie Ambassadors, Garden Club, Library Assistants, Math Team, Kids Mercedes Marathon Club, Safety Patrols, Student Council)

COUNSELING PROGRAM

The purpose of the guidance program is to help each student achieve positive growth academically, emotionally, and socially. The counselor provides individual and group guidance services to students, the school staff, and the school community. Call 256-245-5700 for an appointment.

DRESS CODE

Pinecrest School is concerned about the dress and appearance of our students. It is our belief that dress and grooming have a bearing on behavior and the learning environment of the school. It is expected that our parents and students will assume the basic responsibility of adhering to good taste in the dress and appearance of students. The faculty and

administration feel that the dress code in place helps provide for a safe and secure environment.

All students must be neat, well-groomed and appropriately dressed at school and school functions. At no time should the student's appearance create a distraction or disruption in class. The primary concerns of the faculty and administration are whether or not a student's appearance interferes with the educational process or the safety and security of the students and staff. Therefore, the administration reserves the right to address individual instances of inappropriate dress or grooming which are not covered by these guidelines.

If faculty, staff, or administration determines a student's dress or grooming to be inappropriate, the student will be required to report to an administrator, check out (personal/unexcused), go home and correct the problem. A personal, unexcused absence with resulting penalty will be assessed for classes missed. A record will be kept of students who check out due to violations. The courtesy code policy will be enforced.

All apparel worn by students should contribute to a neat, clean, well-groomed appearance. The following items are inappropriate for school and will be considered **in violation** of the dress code:

1. All pants should be worn at the waistline with absolutely NO "slacking". Pants must be the appropriate size for the student both in the waist and inseam. Pants that are unhemmed, have holes, rips or cuts that show skin are not considered appropriate for school. If pants have belt loops, a belt must be worn.
2. Blouses, tops or shirts which expose the back, front, midriff are not allowed. This includes off the shoulder tops, halter tops, or tops and dresses with spaghetti straps. All students should wear shirts tucked into pants. T-shirts should be tucked into pants.
3. Long coats, jackets, and trench coats are not allowed.
4. ALL students may wear shorts; however, all shorts must not exceed 4" above the knee. ALL skirts and dresses must not exceed 4" above the knee. This includes any slit the clothing may have.
5. Leggings to include jeggings, yoga pants, or fitted knit pants are allowed to be worn in conjunction with skirts or dresses of the appropriate length but absolutely cannot be worn alone.
6. Hats, caps, hoodies, do rags or other headgear inside the building. (This includes novelty, headbands, armbands, bandannas, and wrist bands).
7. Hair that is unkempt, unclean, impairs vision, or hair that is unnatural or unusual in color is not allowed. Hair with more than a single shaven part, shaven head patterns i.e. - numbers, names, symbols, designs, Mohawks, etc. is not allowed.
8. Heavy chains and medallions or other items which could be suggestive, could be used as weapons, or could be offensive to others. Any gang related items such as gang insignias, slogans, emblems, patches, jewelry, or tattoos are not allowed.
9. Cleated or spiked shoes; shoes which are unlaced or untied, shoes with wheels are not allowed.
10. All real or fake fingernails that are gaudy in nature.
11. Glasses/Sunglasses without a prescription cannot be worn at school.

Teachers and administrative staff reserve the right to address individual instances of inappropriate dress or grooming which are not covered in the above guidelines. This includes mode of dress which causes distractions from the learning process or has a negative effect on the learning environment is not appropriate.

IMPORTANT: The responsibility of adhering to the school’s dress expectations falls on the parent/guardians and the student. If a student’s dress is determined to be inappropriate, the parent/guardian will be notified. Appropriate clothing must then be brought to the student, or the student must be checked out, taken home to change clothes, and return to school.

EDUCATIONAL TRIPS

The Sylacauga City Board of Education and each of the schools with the system realize that certain circumstances may arise during the academic year that cause parents to request permission from the school for their child/children to be absent due to an educational trip. If such is the case, parents should contact the administration well in advance of the trip, complete the required forms, and follow the correct procedures. Should the request be approved, the absences will be coded as an excused absence. If the request is not approved, the trip may still be taken. However, the absences will then be recorded as unexcused. Shopping trips, extended weekends at the beach/lake or other similar trips shall not be classified as having legitimate educational value. Request should not exceed five (5) days per year. Should prior permission not be sought and obtained, the absences will be coded as unexcused.

EMERGENCY CONTACT

Parents must provide telephone numbers where they or adult relatives may be reached in the event of their child’s illness or injury. Because emergencies may arise, please keep addresses and telephone numbers current in the office. If your child needs emergency care and you or another person you named cannot be reached, we will call E.M.S. Parents are responsible for paying any medical bills from E.M.S. and the hospital they use.

FIELD TRIP GUIDELINES/MONEY

Field trips may be taken during the school year. A Field Trip Permission Form signed by the parent or legal guardian must be on file in the office before a student may participate in any field trip. Student who do not follow school expectations on field trips will not be allowed to participate in other field trips during the same academic year.

Students who travel to a field trip location by bus **MUST** return by bus. Students who travel to a field trip location by car must be checked out of school by the parent/guardian and **MUST** return by car.

Any exception to the above procedure must be explained in writing and turned in to the office before the field trip. If a parent wishes for their child to be transported by another party, both parties must sign the written explanation.

Siblings of students are not allowed to accompany the class on field trips. Field trips are grade specific. Also, students who consistently misbehave in the classroom may not be allowed to participate in field trips.

Bookkeeping procedures require all payments made in the office for student field trips, pictures, etc., to be made by 11:00 a.m. on the last day that the money is to be collected.

GRADING SCALE

This section is included to acquaint students with the grading procedures at Pinecrest School. Grades will be sent home at mid-term and at the end of each nine-weeks. These computer-generated sheets must be signed by the parents and returned to the school by a given due date.

Grading Scale:

90-100	A Excellent
80-89	B Good
70-79	C Average
60-69	D Poor
Below 60	F Failure

Conduct Grades could be assigned by homeroom and classroom teachers according to the “Courtesy Code” and will be listed on the nine week grade report. Homeroom teachers will explain the “Courtesy Code” at the beginning of the school year. The code will be enforced by core teachers and related arts teachers alike. See information in the Discipline Section of this handbook.

HALL PASSES

Students will be allowed to leave a teacher’s room **ONLY** with a validated hall pass.

HARASSMENT (SCS BOE Policy 6.25)

The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 6.23.2(b) below. To constitute harassment, a pattern of behavior may do any of the following:

1. Place a student in reasonable fear of harm to his or her person or damage to his or her property.
2. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
3. Have the effect of substantially disrupting or interfering with the orderly operation of the school.
4. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
5. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

The term “student” as used in this policy means a student who is enrolled in the Sylacauga City school system.

The term “bullying” as used in this policy means the aggressive behavior to create an imbalance of power; which may be physical or social.

The term “discrimination” as used in this policy means a prejudice act committed against a person based on his or her age, disability, gender, color, nationality, race, sex, or religion.

Descriptions of Behavior Expected of Students- Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, 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.

Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based on personal characteristics of the victim of such conduct. The personal characteristics of the victim may include, but are not limited to, the following:

1. The student’s race;
2. The student’s sex;
3. The student’s religion;
4. The student’s national origin; or
5. The student’s disability.

Reporting, Investigation, and Complaint Resolution Procedures –Verbal and written complaints of bullying/harassment and discriminatory behavior will be documented and investigated by the principal or his/her designee, and in some cases school security, which will include private questioning all parties allegedly involved as well as any witness. Formal complaints alleging violations of this policy must be made on Board approved complaint forms available at the principal and/or counselor’s office. The complaint must be signed by the student alleging the violation or by the student’s parent or legal guardian and delivered to the principal or the principal’s designee either by mail or personal delivery. At the request of the complaining student or the student’s parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

Upon receipt of the complaint, the principal or the principal’s designee will, in their sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or the principal’s designee will undertake an investigation of the complaint. The investigation will entail

the gathering of relevant facts and evidence and will be conducted in a reasonably prompt time period taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions will 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. School related services such as school counseling and academic support services are available for any person found have been subjected to harassment and, where appropriate, to the person who committed the harassment.

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. In addition, retaliation against persons who participate in related proceedings are prohibited. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

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 will inform the student's parent or guardian of the report.

Complaints of discrimination, harassment, or bullying may be reported by students, staff, and parents. The district encourages the reporting of discrimination, harassment, or bullying to school administration.

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

Policy Procedure Notice- The District's Anti-Harassment and Anti-Discrimination policy and procedures was created to prevent harassment, intimidation, and discrimination against others on the basis of race, color, national origin, sex, or disability. The safety of students is our most important responsibility and the district welcomes all reporting of discrimination, harassment, intimidation or bullying. School officials will take steps to prevent recurrence of any prohibited behavior. This policy serves as the District's Grievance Policy for discrimination and harassment.

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, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including on the Sylacauga City School's website.

[Reference: Ala. Code §16-28B-1, *et seq.* (1975), Office of Civil Rights, 2011.

INCLEMENT WEATHER

In the event of severe weather, you will be notified by PHONE via Blackboard Notification System. **We must have a number where we can reach you.** This includes home, work and cell numbers. Otherwise, stay tuned to your local radio station for information relative to the operation of your school. Safety procedures will be followed at school. All precautions will be taken to protect students.

LIBRARY/MEDIA CENTER

Pinecrest maintains an excellent media center. Students and parents are responsible for all materials checked out of the media center. A Permission to Use the Media Center form must be signed by the parent/guardian before students will be able to checkout materials from the Media Center. Students are allowed to checkout two books at a time. Media Center classes are rotated with the enrichment experience class for the duration of 40 minutes.

NUTRITIOUS SCHOOL SNACKS

Alabama State Board of Education along with Sylacauga City Schools wants to provide your child with a learning environment that promotes healthy lifestyle which includes healthy nutrition.

Healthy food choices for snacks and parties:

- Baked chips
- Party mix
- Nuts
- Pretzels
- Granola bars
- Breakfast bars
- Cupcakes (lightly iced)
- Low fat ice cream, frozen yogurt, sherbets
- Low fat pudding and gelatin cups
- Low fat popcorn
- Raw vegetables
- Fresh or dried fruit
- 100% fruit juice
- Water and flavored water
- Low fat milk

There are many other healthy food items not included in the list. Please remember when purchasing food items for parties, school snacks, etc., check the list of ingredients and remember sugar (fructose, high fructose corn syrup) should not be the first item listed as an ingredient. Your cooperation is greatly appreciated.

Beverages may be brought in a plastic container, a thermos, a box or pouch. Cups that spill easily such as tumblers are not allowed. No carbonated beverages are allowed at any time. Healthy snacks are available for purchase in the lunchroom.

We encourage students to eat a healthy breakfast in the lunchroom. Outside breakfast meals, including coffee, should not be brought to school.

Birthday snacks: A small birthday snack may be sent to school. Families are not allowed to provide a party at school. It is at the teacher's discretion as to when this snack will be scheduled in the day. Birthday treats are not allowed to be distributed during lunch.

PARENT/TEACHER CONFERENCES

Parents/guardians are urged to confer with teachers often. All conferences with teachers at school must be arranged through the school office. Please call 256-245-5700 to arrange a conference with a particular teacher or group of teachers. Teachers will not be available during instructional time for conferences.

PHYSICAL EDUCATION

All students will participate in a coeducational, nondiscriminatory physical education program. The program is coordinated and conducted by the physical education teacher who evaluates each student on the basis of his/her participation, cooperation, and sportsmanship.

Since all students participate in P. E., it is important that students wear or bring clothing (including shoes) which will allow them to participate safely, comfortable, and without embarrassment.

Personal illness or severe injuries are the only reasons a student will be excused from participation in physical education. The parent/guardian should explain the circumstances of any illness or injury requiring an excuse from physical education in a note the day the excuse is needed. It is the student's responsibility to have the note approved by his/her homeroom teacher no later than 8:30 am that day.

If a student is unable to participate in physical education for a period of more than one week, an explanation from a physician is requested.

PROCEDURES FOR CELL PHONES AND OTHER ELECTRONIC DEVICES

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 phones, email/texting devices, or any other electronic communication device. Students are permitted to keep personal wireless devices only in book bags, the school office, or other locations approved by the teacher, principal or his designee. The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. The principal, or principal designee, may approve the use of such devices for instructional purposes or 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 a violation of Board policy, the Code of Student Conduct, or other school rules. [Reference: ALA. CODE §16-1-27 (1975)]

Cell phones and devices with photographic capabilities may also pose a threat to freedom of privacy, exploit personal information through use, and are a source of cheating. Possession of a cell phone or other electronic device during any standardized test (i.e. ACT Aspire) may result in the test being invalidated and legal action being taken by the testing company.

Administrative responses for students who violate 2.15 of the STUDENT CODE OF CONDUCT may be as follows:

1st Offense - phone confiscated and returned to the parent/guardian the following day. The student will be given a warning.

2nd Offense - phone confiscated and returned to the parent/guardian. The student will be assigned one day of In-School Suspension.

3rd Offense - phone confiscated and returned to the parent/guardian. The student will be assigned two days of In-School Suspension.

4th Offense - phone confiscated and returned to the parent/guardian. The student will be assigned three days of In-School Suspension.

5th Offense - phone confiscated and returned to the parent/guardian. The student will be assigned one day of Out-Of-School Suspension.

Subsequent Offenses--

If any alleged criminal violations have occurred using the cell phone or other electronic device, the device will be turned over to the juvenile authorities as evidence. Devices confiscated during administration of any standardized test may be picked up by the parent/guardian from the Student Services Coordinator at the Central Office of the Sylacauga City Board of Education after all test materials have been packaged and returned to the State Department of Education if the device is found to have no evidence of cheating or copyright violations. The Sylacauga City Schools shall not assume responsibility for theft, loss, or damage of a prohibited electronic device; in addition, the Sylacauga City Schools shall not assume responsibility for unauthorized calls, photographs, or audio/video recordings made on a cell phone or other electronic device. Nothing herein should be construed as limiting the extent of any administrative response the principal deems necessary under the circumstances of the violation(s).

SCHOOL BUS

Disobedience/defiance of authority: safety issues, vandalism, and cursing-rudeness all fall under the category of disobedience/defiance of authority.

Safety Issues: standing up, hanging out windows, throwing objects, loud talking or yelling, unsafe boarding procedures.

Vandalism: any student who vandalizes the bus will be required to pay for the damage or fix the damaged area. Examples would be cleaning graffiti, purchasing a new seat cover, replacing a window, etc.

Cursing-rudeness: no student shall curse, talk back or intentionally argue in a demanding or disruptive manner with other students or with the bus driver. No student shall show disrespect to a fellow student or the bus driver.

1st offense 3 days

2nd offense 5 days

3rd offense 10 days

4th offense off the bus

Fighting:

1st offense 5 days

2nd offense off the bus

Days absent from school do not apply toward days suspended off the school bus.

Possession of drugs or weapons: possession of drugs or weapons on the bus will be handled in accordance with Board policy with removal from school pending a due process hearing within ten days. Consequences may include out of school suspension, alternative school and/or expulsion.

Any Class III Violation committed on the bus will result in disciplinary action outlined under Class III Violations on page seven of the Sylacauga City Schools Code of Conduct.

Riding the bus is a privilege not a right. Misconduct on the bus can result in the student losing that privilege.

SCHOOL DISCIPLINE

Aggie Pride Expectations

	Positivity	Respect	Integrity	Determination	Excellence
Classroom	<ul style="list-style-type: none"> Encourage classmates Have a good attitude 	<ul style="list-style-type: none"> Follow directions Listen to others Take care of classroom Allow personal space Keep your hands to yourself 	<ul style="list-style-type: none"> Take responsibility for your actions Meet assignment expectations Be honest 	<ul style="list-style-type: none"> Bring required materials Ask questions Seek help Turn in work on time Set and meet goals 	<ul style="list-style-type: none"> Challenge yourself Read 20 minutes daily Learn beyond the classroom Strive to be your best Be a leader
Hallways Sidewalks	<ul style="list-style-type: none"> Greet people positively Use appropriate volume 	<ul style="list-style-type: none"> Walk on the right side Keep the hallways clean Respect quiet areas Keep your hands to yourself 	<ul style="list-style-type: none"> Walk at all times Do not disturb displays Be honest 	<ul style="list-style-type: none"> Be on time and in the correct areas Keep walls clean 	<ul style="list-style-type: none"> Help others in need Be a leader
Cafeteria	<ul style="list-style-type: none"> Participate in appropriate conversation Stay seated Get milk and utensils the first time through the line 	<ul style="list-style-type: none"> Line up as directed Eat your own food Clean up after yourself Use appropriate volume Keep your hands to yourself 	<ul style="list-style-type: none"> Be polite Use good manners Be honest 	<ul style="list-style-type: none"> Handle food appropriately Wait until excused to empty tray 	<ul style="list-style-type: none"> Make healthy choices Use time wisely Be a leader
Bathrooms	<ul style="list-style-type: none"> Do not participate in conversation 	<ul style="list-style-type: none"> Keep bathroom clean Remember to flush Allow for privacy Keep your hands to yourself 	<ul style="list-style-type: none"> Wash hands Use only as needed Return to class promptly Report inappropriate behavior Be honest 	<ul style="list-style-type: none"> Report shortages of supplies 	<ul style="list-style-type: none"> Use for intended purposes Be a leader

Pinecrest School has five school rules that govern student behavior:

1. I will listen and follow directions.
2. I will be respectful to my teachers and peers.
3. I will keep hands, feet and objects to myself.
4. I will respect school property and the property of others.
5. I will be truthful.

The specific rules have been developed by staff members, students and parents. Each student will obey each rule and is responsible to self, other students, and all staff members. Each staff member will enforce each rule and is responsible for all students.

10-Step Aggie Pride Reminder

1. Student/Teacher Conference (Reminder signed by parent)
2. Designated time-out in classroom (Reminder signed by parent)
3. Parent phone contact and/or parent conference. (Reminder signed by parent)
(10 days of courteous behavior- No offenses- Process starts over)
4. ½ day ISS – Parent phone contact and/or parent conference. (Reminder signed by parent)
(15 days of courteous behavior- No offenses- Process starts over)
5. ½ day ISS – Parent phone contact and/or parent conference. (Reminder signed by parent)
(20 days of courteous behavior-No offenses- Process starts over)
6. 1 day ISS – Parent phone contact and/or parent conference. (Reminder signed by parent)
(25 days of courteous behavior- NO offenses - Process starts over)
7. 2 days ISS – Parent phone contact and/or parent conference. (Reminder signed by parent)
(30 days of courteous behavior- NO offenses- Process starts over)
8. 3 days ISS - Parent phone contact and/or parent conference. (Reminder signed by parent)
(35 days of courteous behavior- NO offenses- Process starts over)
9. 1 day OSS - Parent phone contact and/or parent conference. (Reminder signed by parent)
(40 days of courteous behavior- NO offenses- Process starts over)
10. 2 days OSS - Parent phone contact and/or parent conference. (Reminder signed by parent)
(45 days of courteous behavior- NO offenses- Process starts over)

Aggie Pride Reminders include the following:

- Breakfast/lunchroom misbehavior
- Bus/Car rider pad misbehavior
- Hall misbehavior
- Bathroom misbehavior
- Dress Code Violation
- Defiance
- Classroom disruptions/distractions
- Refusal to complete assignments
- Not following teacher directives
- Inappropriate comments
- Dishonest
- Misuse of property
- Gum/Candy

ARTICLES PROHIBITED AT SCHOOL

Problems arise each year because students bring articles which are a hazard to the safety of others or which interfere in some way with school procedures. Such items include, **but are not limited to** – stuffed animals, toy guns, yo-yo's, balloons, bandannas, water pistols, skateboards, sling shots, tobacco products, electronic games, MP3 players, IPODS, laser lights, weapons, inappropriate magazines or books, and hats. Any of these and other prohibited items will be confiscated and will be released only to parents.

Alternative School Programs

The alternative school programs are designed for students who are not able to function in the structure of a regular school setting or who are potential dropouts. The board authorizes the Superintendent to establish programs of instruction for students while meeting academic or behavioral needs in a structured educational environment removed from the normal school setting. See program rules and guidelines for more information.

Corporal Punishment

The Board allows reasonable corporal punishment of students under the following terms and conditions. Corporal punishment will be administered only as a disciplinary measure, with due regard for the age and physical condition of the student, and without excessive force. Corporal punishment will be administered by the school principal or his representative in the presence of another adult professional school system employee. Corporal punishment should not be administered in the presence of another student. The Superintendent is authorized to develop and implement procedures for administering and documenting corporal punishment, consistent with the terms of this policy.

[Reference: ALA. CODE §16-28A-2 (1975)]

In-School Suspension

In-school suspension is a structured disciplinary action in which a student is removed from the regular classroom, and placed in a more restrictive setting. The principal or his/her designee has the authority to assign students to in-school suspension for a reasonable and specified period of time.

Out of School Suspension

Suspension is defined as the temporary removal of a student from school for a violation of school policies, rules, regulations, or for interfering with the orderly operation of the school. Without an appropriate disciplinary hearing, cumulative suspensions shall not exceed 10 school days per semester for non-special education students and 10 days per year for special education students. In the event a proposed suspension results in cumulative suspensions exceeding ten (10) school days per year for non-special education students or ten (10) full days per year for special education students, an appropriate disciplinary hearing will be held. Only the Superintendent or his/her designee, principal, or assistant administrator shall have the authority to suspend students.

1. Credit for class work is not permitted for students suspended from school. Any previous assignments are immediately due upon Out of School Suspension. Work must be submitted to the office before the student leaves campus on the date of suspension. Nine-week tests, midterms, and final exams may not be made up nor will exam credit be given to those students who have been suspended during exam periods.
2. Any single suspension shall not exceed 10 school days without an administrative hearing by the Superintendent or his or her designee.
3. The Superintendent will be notified in writing of all suspensions.
4. A student being suspended will be informed of the reason for suspension, the number of suspension days, and appeal rights. A disciplinary action notice form will be provided to the custodial parent or legal guardian.
5. The custodial parent or guardian will be given the opportunity to confer with the principal before the student is readmitted to school.
6. After an administrative hearing, the Superintendent or his/her designee may suspend the student until action is taken by the Board.
7. Students suspended for any portion of the school day are not allowed to participate in or attend any school related activities until reinstated by the school administrator.

DUE PROCESS

The policy of the Sylacauga City Board of Education is to adhere to due process when carrying out the procedures contained in this handbook. Principals are responsible for familiarizing their staffs with due process procedures and providing each staff member with a copy of this handbook. The handbook has been published with the following concepts in mind:

1. School rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents, and guardians must be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel and students must comply with required procedures set forth in the **Student Code of Conduct**.

SCHOOL VOLUNTEERS

School volunteers are encouraged to become involved in the educational programs as well as other events and activities at Pinecrest School. The principal and/or principal designee may appoint individuals as volunteers to assist in the school. The principal and/or principal designee along with the teacher or event sponsor will provide specific assignments for the volunteers. We ask that all volunteers adhere to the following guidelines while volunteering at Pinecrest School.

- Volunteers are asked to consider CONFIDENTIAL whatever they may see or hear while on assignment in the school. This would include discussing a student's behavior or progress with his/her own parents.
- Volunteers not only serve the needs of the children, but also provide an important link between the school and the community. Students, their parents and the community will view volunteers as a representative of the school.
- Volunteers are an important part of the educational team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that are held responsible by law for the decisions that are made regarding the instruction of students and school management. For this reason, volunteers always work under the supervision of the professional staff.
- Volunteers are asked to ensure their attire is neat and appropriate while working on the tasks assigned. Your speech, physical contact, and behavior should serve as good models for the students. Keep in mind that you are in a position to set a positive example for students. Accordingly, your appearance and behavior should attract no undue attention.
- Students rarely have behavior problems while working with volunteers. However, our school has detailed discipline plans and the responsibility for discipline rest with the professional staff. Please make the teacher aware of any discipline problem that might arise while you are working with a student. You should not be expected to discipline students.
- Volunteers are asked to work under the direct supervision of the school's professional staff. The district is responsible for the education, safety and well-being of each student. For this reason, the teacher, principal or office staff will dismiss any volunteer whose actions may not be in the best interest of the school or students.

SEXUAL HARASSMENT OF STUDENTS

(SCS BOE Policy 6.11)

A student who believes that he or she has been or is being subjected to any form of sexual harassment shall immediately report the matter to a teacher, the school counselor, assistant principal, principal, or the Superintendent. Any student who suspects that another student is being sexually harassed shall immediately report the information to a teacher, school counselor, assistant principal, principal, or the Superintendent. A student's request to make his or her report to someone of the same sex will be granted.

SPECIAL EDUCATION

The Sylacauga City School System is responsible for identifying all children and youth with disabilities who need special education or related services, age's birth to 21 years, who live in the school district attendance zone. Referrals may be made by anyone with knowledge of such children or youth. Referrals may be made to the school counselor or to the coordinator of special education.

SECTION 504 OF THE REHABILITATION ACT

A student with disability as defined by the Act shall not be discriminated against in any program, activity, or event connected to the Sylacauga City School System. Students who qualify under the Act may require accommodations. Referrals may be made to the school counselor or to the coordinator of 504 services.

GIFTED Program

Intellectually gifted children and youth are those who perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require service not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Anyone with knowledge of a child can make a referral to receive gifted services including the child himself. The following areas are considered when determining eligibility for the program: Aptitude, characteristics, and performance indicators. Services for grades 3-6 are generally provided in the form of a pullout resource program. Students in grades K-2 are served primarily through a consultation model; students in grades 7-8 are generally served through advance core curriculum subjects; and students in grades 9-12 are served through advanced course selections of their choice. For more information, contact the gifted education coordinator.

CHILD FIND

The Sylacauga School System is attempting to identify all children with disabilities who need special education or related services, ages birth to 21 years, who live in the district's attendance area.

Child Find also applies to children who attend private and home schools, including those attending religious schools, regardless of the severity of their disability.

Referrals may be made by calling Jennifer Rosato, coordinator of the Child Find program, Sylacauga City Schools, (256) 249-7012; Child Find at 1-800-543-3098; or for those individuals using telecommunication devices, the Alabama Relay Center at 1-800-548-2547.

DISCRIMINATION POLICY

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

It is the policy of the Sylacauga Board of Education not to discriminate based on sex, disability, religion, creed, national origin, race, color or age. Any complaints regarding compliance with Federal Regulations may be directed to the Title VI Coordinator, Jennifer Rosato, Title IX, Student Services, Mr. Bobby Hall and/or Section 504 Coordinator, Mrs. Jennifer Rosato at 42 North Broadway Avenue, Sylacauga, Alabama 35150, telephone number (256) 245-5256.

STUDENT ILLNESS AND MEDICATION

School officials will notify the parent immediately of any child who becomes ill while at school. Other than giving emergency first aid where it is required, teachers or principals will not give any medication.

If a parent works out-of-town, it is vitally important that they send a written letter to the school naming someone to be contacted to pick their child up from school when illness occurs.

If under exceptional circumstances a child must take oral medication during school hours, and the parent or guardian cannot be at the school to administer the medication, only the trained school personnel shall administer the medication in compliance with the regulations that follow:

1. Parent (guardian) and/or physician must complete a School Medication Prescriber/Parent Authorization Form to be filed with the student's health record. Information that should be included –
 - A. Child's name
 - B. Name of medication
 - C. Purpose of medication
 - D. Time administered
 - E. Dosage
 - F. Possible side effects
 - G. Termination date of administering medication

No child should ever keep any type of medicine with him/her during the school day. This includes cough drops and eye drops.

2. The trained school personnel will—
 - A. Inform appropriate school personnel of the medication.
 - B. Keep a record of administration of medication.
 - C. Keep medicine in a secured area.
 - D. Return unused medication to parent only.
3. The parent or guardian of the child must assume responsibility for informing the principal of any change in the child's health or change of medication.
4. The school retains the discretion to reject a request for administration of medicine.

A student will not be allowed to take ANY over-the-counter medication without proper parent authorization on file in the front office.

Students who have experienced a temperature of 100 degrees or more must be fever free for twenty-four hours before returning to school.

TELEPHONE USE

The telephone in the office is for business use. In case of illness, students are to report to the nurse's station. To use the phone, a student must have a pass from a teacher and ask permission from the office.

TEXTBOOKS / CONSUMABLE TEXTBOOKS

Teachers will issue textbooks to each student. The teacher will record the condition of the book on a form when it is issued to the student. The form is signed and serves as a receipt for school records. The parent or guardian shall be held liable for loss, abuse, or damage to textbooks.

VISITORS

Visitors, especially parents, are always welcome at our school. All visitors, including parents, should report to the office upon entering the building. Each visitor will register in the office to receive authorization to visit in a specific area and will receive an identification sticker. When visitors are ready to leave, they should return to the office and sign out. Visitors should never enter any area of the school without following these procedures. Visitors/parents who violate this expectation are considered intruders.

Parents/guardians must never go to a teacher's room to pick up their child unless authorization has been obtained in the office and an intercom announcement has been made to the classroom unless authorization has been obtained in the office and an announcement has been made to the classroom. This is for the safety and protection of all our students. Refusal to register through the office or refusal to identify oneself to any school employee may constitute trespassing and grounds for prosecution.

Pinecrest School's Policy for Lunchroom Visits

Many parents value the opportunity to have lunch with their child during the school day. Parents, guardians, or grandparents may visit their child in the cafeteria during the lunch period provided the following policy is followed. These guidelines are intended to provide a safe and positive lunch experience for all children in the school.

Parents/guardians are required to report to the main office to sign-in.

Lunch Guest Procedures:

1. Only your child will be allowed to eat lunch with you. Adults visiting for lunch must be listed on the student emergency card and it must be indicated that contact is allowed at school.
2. You may purchase a school lunch or bring one from home. Children may not share food or purchase food for another child. Bringing in restaurant food is discouraged.
3. The visitor's badge given by the office staff when checking-in must be worn on your shirt and must be easily visible by lunch monitors.
4. The lunchroom visit must take place during the child's regularly scheduled lunch time.

5. The lunchroom visitor needs to sit at a designated visitor table.
6. Visitors will not be allowed to remain in the cafeteria for extended lunch time.
7. The visitor is not allowed to take pictures, video, or make audio recordings during the visit.
8. Lunchroom visitors may not visit other areas of the campus without prior approval.

WORTHLESS CHECKS

Outstanding debt is not an allowable expenditure for any state, federal, or public local fund. Uncollected fund balances will not be carried over from one school year to the next. The Sylacauga Board of Education will set a service charge for worthless checks. All bad checks will be turned over to the Talladega County District Attorney.

2019 - 2020
PARENT ACKNOWLEDGEMENT FORM
NOTICE OF RECEIPT

(Please Print) Name(s) of Parent(s)/Legal Guardian(s)/Custodian(s)

hereby acknowledge by our signatures that we have received and read (or had read to us) the Pinecrest Parent/Student Handbook. We will cooperate fully in helping our child adhere to the policies, procedures, rules and regulations set forth therein.

Parent's/Legal Guardian's/Custodian's Signature

Date

Parent's/Legal Guardian's/Custodian's Signature

Date

(Please Print) Name of Student

Notes:

1. If the student lives with both parents, has two legal guardians or two custodians, both are to sign the statement. If the student lives with only one parent, guardian or custodian, only one signature is required.
2. A separate statement is to be signed for each student.
3. Please sign this page and have the student return it to the homeroom teacher. Keep the accompanying information for future reference.
4. This notice of Receipt will become part of the student's cumulative file.