

**NELSON ELEMENTARY
PARENT/STUDENT HANDBOOK
2017-2018**



202 IDA MOODY ROAD
SCOTTSBORO, ALABAMA 35769
(256) 218-2600

Dear Parents and Students,

I would like to take this opportunity to welcome you to Nelson Elementary School. We pledge to provide the best possible education for our students.

Our school's reputation and success rest on parental involvement. We seek to afford each student an education that maximizes their learning. We need your cooperation and understanding to provide a satisfying experience for your child. Nelson Elementary School, from its foundation, has stressed academic excellence, in this there is no compromise or change.

Our school can take pride in its highly effective and dedicated faculty. These educators welcome your concern, and they view education as a partnership between home and school. Nelson has a tradition of students committed to coming to school with the obligation to do the best they can. These are important years, and it is reassuring to work with children who see their potential to become the best they can.

If there is anything we can do to help your child, please let us know. Our goal remains to provide the best possible education for each student.

We trust that your experience with our school will find an education for your child that is worthy of your love and concern for them.

Sincerely,

Dale Hancock
Principal

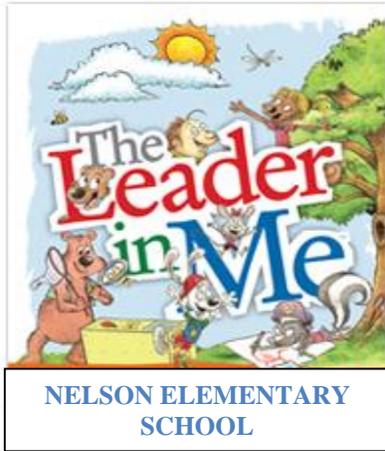
SCOTTSBORO SCHOOLS - OUR BELIEFS:

- Education should equip students to become independent, productive members of society.
- A sense of community is essential to a learning environment.
- Everyone deserves to be respected in a safe environment.
- Learning is accomplished through a cooperative effort.
- Everyone deserves an education that is provided with a variety of instructional approaches.
- Students need to demonstrate their understanding of essential knowledge and skills before advancing to the next grade with a variety of opportunities given to demonstrate their achievement.
- Parents share the responsibility for the child's education.

OUR MISSION:

Students at Nelson Elementary will be engaged in an academically rich environment which allows all students to achieve at their maximum learning potential in a safe and nurturing atmosphere. Nelson Elementary is dedicated to the potential of every student by enabling them to become a productive member of society. This mission will be accomplished by providing a challenging curriculum taught by a competent, caring and professional staff.

THE LEADER IN ME NELSON ELEMENTARY SCHOOL



The Leader in Me is a school wide leadership-development process for both students and staff members—of which The 7 Habits of Highly Effective People is a foundational piece. It integrates timeless leadership principles into school culture.

***The Leader in Me* is designed to be integrated into a school’s core curriculum and everyday language. It becomes part of the culture, gaining momentum and producing improved results year after year, benefiting schools and students in the following ways:**

- **Helps students to gain the skills and self-confidence to succeed as leaders in the 21st century.**
- **Improves academic achievement.**
- **Decreases discipline referrals.**
- **Raises levels of accountability and engagement among both parents and staff.**
- **Empowers students to be leaders of their own learning.**

PARENT-STUDENT INFORMATION

SCHOOL HOURS: 7:30 a.m. – 2:30 p.m.

Students cannot report to their classrooms prior to 7:30 a.m. because there is no one available to supervise them:

7:15 a.m. - Children having breakfast may go to the cafeteria.

7:30 a.m. - Students may report to class.

7:20-7:40 a.m. – Store Hours: Tuesday, Wednesday and Thursday

7:40 a.m. - Tardy Bell

2:20 p.m. - Car riders/walkers dismissed

2:30 p.m. - Bus riders load buses

3:00 p.m. - The school is closed.

VISITORS AND VOLUNTEERS IN THE BUILDING:

Parents and volunteers are an important part of the school life at Nelson. Anyone coming into the building must first sign in. No one may go to a classroom unless previous arrangements have been made with the office. We strongly believe that interruptions should be kept to a minimum. We ask that siblings are not brought to the classroom when parents volunteer as this causes a major distraction. When having lunch with your child, please remember that they are still in school and must follow the teachers' rules of behavior while in the lunchroom. This applies to field trips as well.

Parents of the kindergarten students may walk them to the classroom for **THE FIRST WEEK OF SCHOOL**. Thereafter, students may be brought to the lobby but will walk to their class alone or with other children. We believe this helps to build self-confidence. We appreciate parent volunteers and these rules are established for the benefit of all students. Thank you for your help and cooperation.

MESSAGES: The office number is 256-218-2600. It is available for the operation of the school. **Students are not allowed to use the phone.** If you have an emergency at home, call us and we will get the message to your child.

HOW TO SIGN UP FOR DALE HANCOCK'S PARENTS MESSAGES:

*To receive messages via text, text @win-win to (917)746-0381.

You can opt-out at anytime by replying, 'unsubscribe @win-win'.

*or to receive messages via email, send an email to win-win@mail.remind101.com.

To unsubscribe, reply with 'unsubscribe' in the subject line.

*Please subscribe to your child's teacher's remind for assignments.

Follow us on twitter @ SchoolNelson for classroom and school updates.

Follow us on Facebook @ Nelson Elementary Cubcat

SCHOOL INFORMATION: Please visit our website at <http://nelson.scottsboroschools.net> to stay informed about events. You will find annual events under the calendar link.

Mr. Hancock's REMINDS are also posted on our website at <http://nelson.scottsboroschools.net>.

SCHOOL CLOSINGS: When inclement weather necessitates the closing of school, it will be announced by phone calls, radio and TV stations.

CHECK-OUT STUDENTS: There is a sheet in the office for the checking out of students. No student may leave the school until a parent/guardian or person with permission of parent, signs a sheet in the office. Someone from the office will contact your child to come to the office. We ask you not to go to the room to get your child. For the safety of your child, we only accept written changes in transportation.

MEDICATION: Parents must register each prescription at the school office before the school will administer any medication. All medication to be administered at school must be in the original prescription container and cannot be out of date. All medication will be administered in the office by the principal or his designee.

COMFORT CORNER: In case of accident or illness at school, Nelson Elementary School has a health room for any child who is injured or becomes ill at school. We do not give medication. (See Scottsboro City Board of Education policy Student Health Services). Every effort will be made to contact the parent/guardian, if they cannot be located, the school will take the child to the emergency room and notify the child's physician. We urge you to be especially careful in filling out the part of the registration sheet that deals with your family physician and the emergency number to call in case the parent cannot be located. Please do not take a child from the health room without first signing him/her out in the school office.

DRESS CODE: Every effort is made to create an atmosphere conducive to learning. Proper dress, manner and appearance play a part in creating this atmosphere. Students must wear shoes at all times. Hats/caps may not be worn to school. Shirttails should be long enough to be tucked in. Accessories which create a distraction may not be worn. Midriffs need to be covered, and if boys wear shirts with buttons, they should be buttoned. Boys may not wear sleeveless shirts. Girls may not wear spaghetti straps.

PHYSICAL EDUCATION: Students have a physical education period each day and will need appropriate clothing for physical activity. Tennis shoes are recommended, especially for outdoor play. If a child cannot participate in PE activities, a note from a parent is required. PE will be held indoors during inclement weather.

TEXTBOOKS AND LIBRARY BOOKS: All basic texts are loaned to students for their use during the school year. Students are responsible for all books issued to them. Responsible persons must pay for all lost or damaged books. All money collected is recorded by the bookkeeper and paid to the central office or library fund for replacement purposes. If a lost book is found, money paid will be refunded.

PARENT CONFERENCES (See Scottsboro City Board of Education Policy-Procedure for Parent Teacher Conference. enclosed in this hand book.) It is important that parents and teachers communicate frequently about the progress of each student. In general, conferences will be scheduled at the teacher's planning period or before and after school.

GRADES: You can access your child's grades on InformationNOW Parent Portal. Please contact 256-218-2100 if you do not have a password.

REPORT CARDS – Please see Calendar @ 9 weeks

PROGRESS REPORTS – Between report cards – see calendar

PTO: We are extremely proud of our Parent Teacher Organization and the fine work they do each year. Please join us this year and add your talents and interests to our school community. Parents will be notified of each meeting.

SNACKS: Snacks are at the teachers' discretion. Teachers may or may not allow snacks or bottles in the room. If allowed and the student abuses the privilege, it will be revoked. If the teacher does allow snacks, they should be healthy snacks. Sodas, chocolate, candy and gum are not allowed in the school. This included items with chocolate frosting as well. Thank you for your cooperation.

PARTIES: Grades 1-4 have two (2) class parties each year, Christmas and Valentine's Day. Refreshments at other times are not allowed. **Birthday parties for students are not permitted.** Parents may bring a birthday healthy snack for the class to eat at the end of lunch. We ask that private party invitations not be passed out in your child's classroom unless every child is given one.

SCHOOL SUPPLIES – This list has been kept to a minimum and only necessary items have been included. Please see that your child has what he/she needs. You can find the list of items on our website: <http://nelson.scottsboroschools.net>

SCHOOL STORE – Some items may be purchased at the school store before the bell rings each day in the office from 7:20 to 7:40 a.m.

PICTURES AND YEARBOOKS – School day pictures will be made during the fall and spring and are available for purchase by parents. Holiday pictures will be taken in time for Christmas Holidays.

Limousines are not allowed to pick up students at any time.

Invitations may only be handed out at school if they are given to the entire class.

Flowers/Balloons: For safety and logistical reasons, all florists have been notified that Nelson Elementary does not accept deliveries of flowers or balloons for children.

CONDUCT: Students are expected to conduct themselves in a manner that promotes learning and minimizes disruption. For those students who do not follow the rules, In-School Detention may be used. Parents will receive a notice from the principal's office if a student has had behavior requiring administrative consequences. Repeated offenses or serious issues may result in corporal punishment or suspension.

Please read what is brought home in the student Compass Leadership Notebook to check for homework, missed assignments and school notices. Your child's progress should never be a surprise. Please check the Nelson Elementary website at: **nelson.scottsboroschools.net** for more information.

CODE OF CONDUCT: The code of conduct has been established in order that all students understand the conduct that is acceptable and the consequences of inappropriate behavior.

DISCIPLINE: It's simply doing what you're supposed to do when you're supposed to do it as well as you can.

Nelson Elementary Intervention Plan

Nelson Elementary is an ARI and Title I School Wide school. This requires a continuous and aligned focus on intervention based on data results such as DIBELS, ACT Aspire, Global Scholar, STAR, local benchmarks, grades and other assessments.

The support system is in place for students to achieve academically. Therefore, if a student at Nelson demonstrates that an intervention would assist in learning, the interventions are already in place and can be utilized. Interventions include Title 1 services with both pull out and inclusion with the Title 1 teacher or aide in small group setting. Some students have small group assistance in the morning after breakfast with the Resource Teacher, the Instructional Coach, the Title 1 Instructional Support Staff to help with specific skills. All students receive small group instruction and rotations with their classroom teacher every day. These interventions are ongoing, assessed on a regular basis and are determined by a team using multiple sources. Interventions change when the need of the student changes.

It is our goal to help every student in every way to achieve to the best of their ability. Any parent who would decline these interventions for their child would need to see the principal and sign a release from interventions.

Thank you.
Dale Hancock, Principal
Nelson Elementary

FREQUENTLY USED ABBREVIATIONS AROUND NELSON

A.M.	Accelerated Math
A.R.	Accelerated Reader
ARI	Alabama Reading Initiative
AMSTI	Alabama Math, Science, Technology Initiative
DIBELS	Diagnostic Indicator of Basic Educational Literacy Scores
ELL	English Language Learners
IEP	Individual Education Plan
LEA	Local Education Agency
PLTW	Project Lead The Way
SST	Student Support Team
STAR	Student Test on A.R.
STEM	Science, Technology, Engineering & Math
Title I	Support for reading and math

CHILD NUTRITION PROGRAM

Mission & Goal

The Child Nutrition Program of Scottsboro City Schools is dedicated to providing the highest quality meals that are above the nutrition standards to help improve the overall health of the students so they can be good learners in the classroom. Our goal is to fight childhood hunger and obesity, prepare children for learning, promote program quality, and instill the importance of eating nutritious meals.

Offer vs. Serve

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

Meal Prices 2016-2017

Student Breakfast	\$1.25	Student Lunch	\$2.50
Visitors Breakfast	\$2.00	Visitors Lunch	\$4.00

Lunch Accounts

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

Charge Meal Policy

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

Wellness Policy

The Scottsboro City Schools wellness policy is in compliance with the Alabama State Department of Education requirements and Public Law 108-265. Guidelines pertaining to carbonated soft drinks, candy, school snacks and holiday/party snacks will be followed. Commercially prepared food (i.e. fast food) may not be brought into the lunchroom at any time.

Vendor Foods

The Child Nutrition Program is a federal program and **prohibits any outside vendor foods** to be brought into the lunchroom.

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

ABSENCES

EXCUSED ABSENCES

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

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

The following reasons may be coded Principal Approved:

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

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

SUBMITTING EXCUSES

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

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

UNEXCUSED ABSENCES

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

SCHOOL RELATED ABSENCES

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

MAKE-UP OF WORK, TESTS, AND OTHER ASSIGNMENTS

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

EXCUSED ABSENCES

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

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

UNEXCUSED ABSENCES

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

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

SUSPENSIONS

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

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

TARDIES

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

TRUANCY

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

The Code of Alabama requires schools to notify parents/guardians of their student's unexcused absences, to inform parents/guardians of Alabama's compulsory school attendance laws, and to be advised of the penalties that can be applied if the student continues to be truant from school.

The notice of three (3) unexcused absences is intended to correct any error and/or to remind parents/guardians of Alabama's Compulsory Education Law. Upon the accumulation of an unexcused absence, the student is considered truant from school, and consequently in violation of state law and the Board's attendance policy.

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

Truancy action occurs at the following stages:

- First Unexcused Absence:** The Parent/Guardian will be notified of the absence via a phone call from the automated school messenger system.
- Third Unexcused Absence:** The Parent/Guardian will be notified in writing of the unexcused absences, Alabama's compulsory school attendance laws, and the procedures that shall be followed in the event that other unexcused absences occur.
- Fifth Unexcused Absence:** The Parent/Guardian will be notified in writing of the unexcused absences and a truancy meeting date and time. The district attendance officer, school administrator, parent/guardian, and student (pending age) will discuss the attendance violations and penalty for future unexcused absences at the truancy meeting. Secondary students may also lose driving and/or co-curricular privileges such as prom attendance upon the fifth unexcused absence.
- Seventh Unexcused Absence:** The district attendance officer will file a complaint with the juvenile court system against the parents/guardians and/or the student whichever is appropriate.
- Eighth+ Unexcused Absence:** Each unexcused absence after a complaint has been filed will be reported to the juvenile court system for further court action.

TRANSPORTATION

TRANSPORTATION/SCHOOL BUS: Scottsboro City Board of Education is responsible for the busing of students. Your child is safer on the bus than walking, or with parents on all the crowded streets and highways. Please help the bus driver and bus supervisor by seeing that your child obeys the bus rules.

BUS RULES:

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

Misbehavior on the bus will invoke a penalty at the discretion of the principal, transportation supervisor, and depending on the circumstances, may include removal from the bus for 1 to 10 days or permanent removal from the bus. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

CAR RIDERS: Parents who bring their children to school should not use the bus drive until after 7:20 a.m. In the afternoon, parents of children in grades 1-4 should not come in the bus drive after 2:30, since this is about the time our buses start arriving at the school. When we have buses and cars in the drive at the same time, it causes a safety hazard. By following the described procedure, it will ensure the safety of children arriving on and leaving the campus. Please help us by instructing your child to stay behind the red caution line on our walkway while waiting on parents to pick them up and also while waiting to load buses. (Parents who get caught in the drive while a bus is there are not to pull around a parked bus.) *Kindergarten students and their siblings are to be picked up at the side entrance; all other students are to be picked up at the front entrance (at the flag pole).* **Please do not park but remain in the car line.**

PARKING: Please do not leave your vehicle unless it is parked in a regular parking space. All of the above procedures are established for the protection of every child at Nelson Elementary School.

Statement Related to Gifted Students

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic 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.

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

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

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

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

ELL, LEP, HOMELESS: It is the official policy of the Scottsboro City School System that all migrant, English as a Second Language (ESL), Limited English Proficient (LEP) and homeless children must have equal access to the same free appropriate public education provided to other children and youth.

Such children shall not be denied or delayed due to any of the following barriers: Lack of birth certificate, lack of Social Security Card/Number, lack of records or transcripts, lack of immunization or health records, lack of proof of residency, lack of transportation, guardianship or custody requirements

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

INSTRUCTIONAL SERVICES: A student who becomes a victim of a violent criminal offense committed on school property during school hours or at school sponsored activities shall be given an opportunity to transfer to a safe public school within the LEA. The LEA shall notify the student's parent/guardian of the right to transfer as soon as practicable, not to exceed ten (10) calendar days from the date of a final determination by the school board or its designee that a violent criminal offense has occurred. All LEA transfer procedures will be observed. It shall be the policy of the Alabama State Department of Education (SDE) to notify the LEA annually when one or more of its schools have been identified as a transfer option school. Each Superintendent or his or her designee shall orally notify the Prevention and Support Services Section of the State Department of Education within twenty-four (24) hours of the decision that a violent criminal offense has occurred, followed by written confirmation. The State Department of Education will assist the LEA in resolving all safety issues.

STUDENT SEXUAL HARASSMENT

PROHIBITED CONDUCT

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

DEFINITION

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

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

COMPLAINT PROCEDURE

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

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

PROTECTION OF COMPLAINANT

No student shall be subject to adverse action in retaliation for any good faith report of sexual harassment under this policy. To the fullest extent practical, all reports of sexual harassment will be kept confidential.

ADOPTED: 11/93

REVISED:

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

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

ADOPTED:

J6D-1

SCOTTSBORO CITY SCHOOLS NON-DISCRIMINATION POLICY

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

Inquiries regarding compliance with federal regulations concerning race, sex, religion, color, national origin, age, or disability may be directed to the Special Services Director, Dr. Melinda Adkins, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, Alabama 35768. Phone: (256) 218-2100.

Inquiries regarding compliance with federal regulations concerning disability under Section 504 may be directed to the Sections 504 Coordination, Alan Garner, Scottsboro City Board of Education, 906 South Scott Street, Scottsboro, AL 35768
Phone: (256)218-2100.

Inquiries regarding compliance with federal regulations concerning disabilities under the Americans with Disabilities Act may be directed to the ADA Coordinator, Scottsboro City Board of Education, 305 South Scott Street, Scottsboro, Alabama 35768. Phone: (256) 218-2100.

STUDENT HARASSMENT, INTIMIDATION, BULLYING AND CYBER BULLYING

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

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

- (1) physically harming a student or damaging a student's property;
- (2) knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- (3) creating a hostile educational environment

Cyber bullying is considered any of the above behavior via electronic means.

Scottsboro City Schools will investigate all reports and document such activity (herein defined as aggressive behavior) regardless of its origin or location. Such activity will be considered school-related regardless of its origin if such activity has any affect on academic, athletic, extra-curricular or any other school-related activities. Additionally, any off-campus or out-of-school behavior that disrupts normal school operations may also be met with appropriate disciplinary actions.

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

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

Disciplinary action will follow the Student Code of Conduct.

ADOPTED:

J6D-1

SUPERINTENDENT

Mr. Tony Ball
305 S. Scott Street
Scottsboro, Alabama 35768
(256) 218-2100

BOARD MEMBERS

Mr. John Esslinger
(256) 218-2100

Mrs. Julie Gentry
Board President
(256) 218-2100

Mrs. Patricia Stewart
Board Vice President
(256) 218-2100

Mrs. Hollie Thompson
(256) 218-2100

Mr. Jason Williams
(256) 218-2100

NELSON FACULTY AND STAFF

Dale Hancock – Principal
Susan Dennis – Secretary/Local School Financial Manager

KINDERGARTEN

Renaë Bryant
Crystal Hastings
Asia Potts
Anna Rogers

FIRST GRADE

Dawn Atkins
Jane Hargrove
Bandy Staton

SECOND GRADE

Emily Berry
Allison Black
Erica Hill

THIRD GRADE

Savannah Boykin
Lisa Brandon
Brooke Yarbrough

FOURTH GRADE

Jesslyn Randall
Rebecca Rogers

RESOURCE TEACHERS

Holly Beard - Music
Dana Bowers - Resource Teacher
Tanya Hancock - Gifted
Kelli Holland – Instructional Coach
Zac Holt– Physical Education
Melissa Knowles – Librarian
Katie Maples – ELL
Kandice Paradise – Counselor
Valerie Widgeon - Speech
Christy Wray – Art

SUPPORT STAFF

Dianne Thomas
Nita Tolliver

CUSTODIANS

Bernard Craft
Irene Kornegay

CHILD NUTRITION

256-218-2638
Donna Venable – CNP Manager
Robin Akin – Asst. CNP Manager
Jana Heard
Helen Holt

Scottsboro City Schools CLUB WILDCAT

**After-School Program for Kindergarten through 6th Grade Students
At Collins Intermediate School**

2017-2018

Parent Agreement



CLUB WILDCAT is the NEW and improved after school program for Kindergarten through 6th grade students. It is designed to provide time for supervised homework, STEAM activities, games, play time, free reading, and other enrichment activities, all supervised by certified teachers. CLUB WILDCAT begins when the last bell of the afternoon rings each school day, and ends at 5:30 p.m. CLUB WILDCAT will operate under the Scottsboro City School calendar. Elementary students will be bused to Collins Intermediate School where CLUB WILDCAT will be housed in the former Cosmetology Building. Collins Intermediate students will walk to CLUB WILDCAT at the end of the day. Parents may pick up their child anytime between the closing of school and 5:30 p.m. in the back of Collins Intermediate School. If your child receives a snack or is counted in attendance, you will be charged for that day as attending CLUB WILDCAT. Please understand that you are required to always sign your child out before leaving the school each day that your child is in the program. You may be required to show identification when picking up your child. Security at CLUB WILDCAT is extremely important and of the utmost importance.

Registration

CLUB WILDCAT classes are broken down into age groups and the student activities will be age specific for each age group. For example: (Kindergarten, 1st grade, 2nd & 3rd grade and 4th, 5th & 6th grade) classes will be generated based on student enrollment into CLUB WILDCAT. Enrollment will be based on a first come basis. All fees must be up-to-date and registration fee will have to be made at the time of registering to secure your child a spot in the CLUB WILDCAT program.

2017-2018 CLUB WILDCAT Fees

It is the goal of Scottsboro City Schools to keep the cost of CLUB WILDCAT at a minimum. CLUB Wildcat is a self-supporting program. The fees collected pay for all expenses of the program, with little to no additional money coming from the school budget. Therefore, the following pricing information applies for 2017-2018:

1. The fee for CLUB WILDCAT is \$32.00 per week for one child and \$60.00 per week for two children. (If you have multiple children attending CLUB WILDCAT, please contact Carrie Bradford for the multi-child fee schedule.)
2. If your child attends CLUB WILDCAT one day/week the fee is \$8/day or for two days \$16/week because this is considered part-time.
3. If you register your child for CLUB WILDCAT and your child does not attend a single day that week, you will be charged a minimum fee of \$16 per week, per child. Once you register your child you agree to attend the CLUB WILDCAT program a minimum of a part-time basis. There will be a minimum

weekly fee for your child to attend regardless of whether he/she is in attendance or not. You will be billed regardless of whether your child attends one day (part-time) or (full-time).

4. A daily snack is included in the cost of the program. There will be a minimum to no additional fees to your weekly fee for extra-curricular activities. *You must sign up for either full-time or part-time.*

To discontinue or withdraw your child from attending CLUB WILDCAT, you must submit a note in writing to Carrie Bradford explaining the last day your child will attend the CLUB WILDCAT program, one week prior to the change. If you need to make changes to your child's registration form, it must be done in person and by the legal guardian of the child. If you become one month past due with paying your fees, you will be notified that your child will not be allowed to attend the program until fees are paid.

CLUB WILDCAT 2017-2018

5. Fees for the week are due on every Monday morning. Please make all checks payable to Scottsboro City Board of Education. *Place your check or cash in an envelope, mark it CLUB WILDCAT and include your child's name, school and amount enclosed on the outside.* It is very important that this information be on the outside of the envelope. **All bookkeeping for CLUB WILDCAT is completed at the Central Office-not at the local schools.** Please have your child turn their envelope in to the school's office or their classroom teacher on Monday morning. If you are not sure how many days your child will be attending each week, please pay on the last day of each week your child attends. CLUB WILDCAT teachers do not accept fee money.

6. A \$25.00 charge will be made on all returned checks. If a check is returned, you will be notified to pick up the check. From that time on, no checks from you will be accepted. You will have to pay cash.

7. A registration form must be on file at the Central Office before your child/children may start at CLUB WILDCAT. A \$25.00 registration fee per child (non-refundable) is due at the time of registration. If your child is enrolled in the program and brings a friend to CLUB WILDCAT to go home with them, that child will have to have a registration form and fees paid before being allowed to stay.

8. CLUB WILDCAT will follow the Scottsboro City Schools Code of Conduct when dealing with all disciplinary issues. The same rules apply in after school as they do during the regular school day.

9. Parents must complete all registration requirements to secure their child's spot at CLUB WILDCAT for the 2017-2018 school year.

_____	_____
Child's Name Enrolling & Grade	Date
_____	_____
Parent Name	Parent Signature

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

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



ACCEPTABLE USE POLICY (AUP) FOR SCOTTSBORO CITY SCHOOLS

Information for Parents and Students

The Scottsboro City School's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chatrooms and other forms of direct electronic communications or equipment provided by Scottsboro City Schools (the "network."). **Only current students or employees are authorized to use the network.**

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

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

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

Unacceptable Uses of the Computer Network or Internet

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
- **Selling or purchasing illegal items or substances;**
- **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
 1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading, offensive, harassing, or disparaging materials.
 2. Deleting, copying, modifying, or forging other users' names, emails, files or data; disguising one's identity, impersonating others users, or sending anonymous email.
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any Scottsboro City Schools computer to pursue "hacking," internal or external to Scottsboro City Schools, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".

Student Internet Safety

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

Penalties for Improper Use

• Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:

1. Using another's account password(s) or identifier(s);
2. Interfering with other users' ability to access their account(s); or
3. Disclosing anyone's password to others or allowing them to use another's account(s).

• Using the network or Internet for Commercial purposes:

1. Using the Internet for personal financial gain;
2. Using the Internet for personal advertising, promotion, or financial gain; or
3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

The use of a Scottsboro City Schools account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from Scottsboro City School's employment, or criminal prosecution by government authorities. The Scottsboro City Schools will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

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

Disclaimer

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

I have read, understand, and agree to abide by the provisions of the
Acceptable Use Policy of Scottsboro City Schools

Date: _____ School: _____

Student Name: _____ Student Signature: _____

Parent/Legal Guardian Name: _____ Parent/Legal Guardian Signature: _____

Please return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.

Scottsboro City Board of Education

REVISED: 07/09/12

ACKNOWLEDGMENT

We, the undersigned parent(s) / guardian(s) of student,

Name of Student _____

Enrolled in _____ School have received and read, or had read to us, the Nelson Elementary School Student Hand Book.

(Signed) _____
Parent/Guardian

(Signed) _____
Parent/Guardian

(Signed) _____
Student

Date: _____

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

(Please tear out this page and have student return the completed form to the school principal.)

SCOTTSBORO CITY SCHOOLS

2017 - 2018 CALENDAR

2017

Teacher Institute	July 31, 2017
Teacher Workdays/Prof. Dev.	August 01-03, 2017
First Day for Students	August 04, 2017
Labor Day	September 04, 2017
Columbus Day Holiday	October 09-10, 2017
Veterans' Day	November 10, 2017
Fall Break	November 20-24, 2017
1 st Semester Ends	December 20, 2017

Winter Break December 21, 2017 - January 4, 2018

2018

Teacher Workdays	January 03-04, 2018
Students Return	January 05, 2018
MLK Day - Holiday	January 15, 2018
Presidents Day Holiday	February 16-19, 2018
Spring Break	March 26-30, 2018
No School	April 20-23, 2018
Last Day for Students	May 24, 2018
Teacher Workday	May 25, 2018
High School Graduation	May 25, 2018

1st Semester (90 days)

2nd Semester (90 days)