

SCHOOL ATTENDANCE

IMPORTANT!

Student/Parent will be referred to Jefferson County Family Court when the student accumulates:

- Seven (7) unexcused absences – Early warning
- Fifteen unexcused tardies or early check-outs
- After seven (7) parent excused absences (days) – a doctors excused or special permission from the Principal will be required

Note – This may not apply to students that are involved in accelerated education programs or that have exceptions noted in their Individualized Education Plan or 504 Plan.

Alabama State Department of Education's Plan 2020

Plan 2020 is the strategic plan for education in Alabama with a goal to prepare all students to be successful in college and/or career upon graduation from high school. The vision of Plan 2020 is for "Every Child a Graduate – Every Graduate Prepared for College/Work/Adulthood in the 21st Century." Plan 2020 will improve student growth and achievement; close the achievement gap; increase the graduation rate; and increase the number of students graduating high school that are college- and career-ready and prepared to be successful in our global society.

Attendance

As part of the state of Alabama's Plan 2020 attendance is a major component of how school accountability scores will be calculated. In addition to the accountability score, the funding of teachers and staff is dependent on school attendance. Children cannot effectively learn and meet the rigorous standards without good attendance. The education professionals at each of our schools desire to partner with parents/guardians and students to ensure that students receive every benefit from a free and appropriate public education. Therefore, the Board endeavors to secure, in compliance with Alabama law, the prompt and regular attendance of students it is charged with educating.

Schools must attain a minimum attendance percentage no lower than 95% in order to comply with the attendance component of the Plan. In order to encourage students to be at school, we are asking for Doctors excuses to be turned in after a student accumulates seven absences for any other reason.

Attendance/Truancy Definition

(Alabama Administrative Code, §290-3-1-.02(7) (C).

A parent, guardian or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused. Seven (7) unexcused absences within a school year will result in a student being considered truant for the purpose of filing a petition with the Court.

A. Permissible Absences

Parents may request permission from the principal to be absent prior to the date of the absence. Permissible absences include, but are not limited to:

1. Student illness;
2. Inclement weather which makes it dangerous to attend school;
3. Legal quarantine;
4. Death in the immediate family;
5. Emergency condition as determined by principal or superintendent; or
6. Absence to observe traditional religious holiday of local, national, or international origin when verified by the student's minister or religious leader.

Any other absence not falling into the categories listed above or otherwise excused by the principal or superintendent or his designee will be deemed unexcused.

B. Early Warning/Truancy Intervention Program

The Early Warning Program is a joint effort between the Jefferson County Board of Education and the Family Court of Jefferson County. It is designed to improve school attendance, reduce instances of truancy and provide parents with information relative to the Compulsory School Attendance Law.

All students (K-12) are subject to the Early Warning Programs and the provisions of the Compulsory School Attendance Law. Regular attendance at school includes arriving at school on time and remaining for the entire school day unless a permissible excuse is provided to school officials.

C. Tardies

If a student accumulates fifteen (15) unexcused tardies to school or early unexcused checkouts from school, the completion of an Early Warning form should be considered by the school.

D. Makeup Work

A student shall have the opportunity to make up examinations or work which occurred during an excused absence or an absence approved by the Principal. Makeup work must be completed as soon as possible after the student returns to school but no later than three days after returning unless specific arrangements have been made by the teacher. When a student is out for an extended length of time, the student should collect, complete, and turn in work weekly unless the nature of the absence prevents the student from doing schoolwork during that time. It shall be the responsibility of the student or student's parent(s) or guardian(s) to arrange with each teacher to make up work. A teacher may require the student to make up work after school hours, in which case advance notice will be given to allow the student to arrange the necessary transportation.

Please note – Checking out of school early and being tardy (late) to school are also part of the attendance record. Students arriving after 7:55 AM are tardy. **Parents must sign their child in at the main office if it is after 7:55 AM when they arrive.** This is for the safety of your child. Students miss more than you realize when they are late or absent from school. You

are helping form their habits, both good and bad, during elementary school. Any student with a combination of 15 absences, check outs or tardies will be referred to the Early Warning Truancy Prevention Program.

RESPONSIBILITY OF PARENT FOR ATTENDANCE AND BEHAVIOR

Alabama Code Section 16-28-12

Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.

- 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 (\$100.00) 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 ten (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.

(School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, §1.)

RESPONSIBILITIES OF PARENTS OF STUDENTS IN JEFFERSON COUNTY SCHOOLS

- To enroll children between the ages of six (6) and seventeen (17) in either a public, private, or church school or have the child instructed by a private tutor;
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor;
- To compel the child to properly conduct himself or herself as a pupil and;
- To be responsible for giving accurate and up to date information regarding legal addresses and contact information to school officials. Giving false information to Public Officials in the performance of their duty is a violation of the Criminal Code of Alabama §13A-10-109(a).

ARRIVAL AT SCHOOL

Car riders and bus riders will not be permitted to enter the building before 7:30 AM each morning. Students riding in cars will be dropped off along the sidewalk in the front of the building regardless if they are eating breakfast or not. **Please do not drop students in the parking lot or on the side where the buses unload.** Due to parking limitations, please do not park and walk your child to the door. For everyone's safety, remain in your car and pull along the sidewalk to unload your student. Buses will unload on the side of the gym by the lunchroom. Supervision will not be provided for students until 7:30 AM, as we do not provide morning care. Breakfast will begin at 7:30 AM and closes at 7:50 when class starts. Student eating breakfast will report to the lunchroom upon arrival and then report to the gym when finished eating. Students need to eat quickly and quietly and exit the lunchroom in an orderly manner.

ARRIVAL TIME

Students can arrive at 7:30. The bell signaling time to go to the classrooms rings at 7:50 AM. Students arriving at 7:50 will enter through the front door.

AFTER SCHOOL CARE

Concord School offers after school care through the community education program operated by the Hueytown-Oak Grove Community Education Zone. After school care begins at the afternoon dismissal time and closes promptly at 6:00 PM. The program is housed in the school's lunchroom. For more information, you may call the CEZ program in Hueytown at 379-5670. Any student in the carpool that is not picked up by 3:20 will be sent to after school care. The parent will be responsible for all charges incurred this includes a registration fee for after school care.

BACK PACK GUIDELINES

Book bags/back packs and athletic bags must be placed in the cubbie or designated area and remain there during the school day. For this reason, please consider not buying a large back pack. **Back packs/book bags may not have wheels unless written approval is given by a physician due to medical reasons. We no longer require mesh or clear back packs.**

BAD CHECKS OR INSUFFICIENT FUNDS

JefCoEd began using an automated recovery system to collect on bad checks with the 2007-2008 school year. Concord School will no longer make an attempt to contact anyone who has a check returned by the bank for "insufficient funds". The bank will electronically notify NEXCHECK about the insufficient funds situation. NEXCHECK will debit your checking account when funds are available to cover the check in question. This includes checks to the school office, lunchroom or school related organizations. You will no longer be able to bring the cash to the school to cover the check in question. We hope that this measure will not be necessary for any Concord family. A collection fee is assessed by NEXCHECK.

BUILDING SECURITY

Concord School's security plan is reviewed annually and as needed. The safety of the students and adults is a top priority. The plan covers tornado, fire and intruder drills, unauthorized visitors, traffic flow, accidents, school and personal property, equipment and other threats to school safety. It is reviewed with the staff periodically.

Outside doors are locked after the 7:55 AM tardy bell rings and will remain locked throughout the school day. **ALL** visitors must come to the front door and ring the buzzer. After proper identification has been made, the office staff will buzz the door to allow the visitor to enter. Once you have been buzzed into the building, the visitor must report to the office and sign in. At that time a visitor badge will be given. This badge must be worn in a prominent place where it is visible. Anyone not wearing a badge could be escorted off the property. The badge should be returned to the main office as the visitor leaves the building.

BUS

Please read the following excerpt from the Jefferson County Code of Conduct pertaining to bus rules of operation. Please note that students are not allowed to ride the bus home with a friend for purposes of baby sitting, parties, spend the night company or any other reasons. Students can only ride the bus for which their residence services.

SCHOOL BUS CODE ***Responsibilities of Transported Students***

The School Bus Code is a supplement to the Board's Disciplinary Code and has been adopted to enhance safety for all students, board staff and the general public. The school bus is considered an extension of the classroom and all Jefferson County Board of Education rules apply while being transported and while waiting at the bus stops. The violation of any school bus rule may result in suspension from the bus in addition to any other disciplinary action prescribed in this Code of Student Conduct.

1. Transportation services are a privilege, not a right.
2. Transportation is available to all Jefferson County students that live beyond the legally prescribed two (2) mile walking distance from their zoned school.
3. Students will be assigned to a particular school bus by the appropriate transportation personnel. Students are **not** permitted to ride any bus other than their regularly assigned bus without written permission from a school administrator.
4. Each student will ordinarily be transported to or from a bus stop in proximity to his/her residence. If a student is to be transported from school to an address other than his/her residence, he/she must go to the same address every day.
5. There will be **no** transportation provided for students wishing to go to another address for occasional visits, parties, extracurricular activities or other social events, except upon written request by the student's parent or guardian and specific written permission from a school administrator.
6. The location of bus stops shall be determined at the sole discretion of the Transportation Department. All requests for a new/changed bus stop location must be made in writing to the school principal and then forwarded to the Transportation Department. The Transportation Department will make the final decision after conferring with the local school principal.

7. Only students living along a bus route will be assigned to the bus serving that route. Other students will **not** be allowed to ride unless written permission is obtained from the appropriate transportation personnel.
8. If a student misses the bus at their assigned stop, they should find other means of transportation to school on that occasion and never chase a bus down to another stop. This creates a very dangerous situation for the student which could result in serious injury. Chasing a bus down to board at another stop may result in a bus suspension.
9. In emergency situations, the Transportation Department reserves the right to change bus routes in order to get all the children home in a timely and safe manner. This may include combining double run routes into single run routes which could result in elementary and high school students riding the bus together in these instances.

Video cameras may be placed on school buses to be used as a tool for school personnel to monitor behavior, and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Code of Conduct and this School Bus Code.

Any carry-on equipment (i.e., book bags, band instruments or uniforms, sports equipment, science projects, school fundraiser items, etc.) must be held by the student owner or placed under the seat and must not interfere with either the seating or the safety of other students on the bus.

Transportation is NOT provided for transfer students.

Please refer to the Jefferson County Code of Conduct on pages 15-18 for Disciplinary Incident Definitions for Transported Students, Bus Offenses and Disciplinary Actions.

CHECKING IN AND CHECKING OUT

All students must be checked in and out through the school office by a parent, guardian or other adult authorized by the parents to do so. Students arriving at 7:55 or later must be signed in by a parent in the office. **We do not permit check outs after 2:30.** Please make arrangements to pick students up before 2:30 if they need to attend an appointment. This is due to the fact that students are either preparing to go home or may already be in a different area than the classroom. Parents or guardians who wish to specify other adults who may check in/out their child must submit this information in writing to the school office. No child may leave the campus unless this procedure is followed. Please note that any student checked in late or checked out early is not eligible for perfect attendance.

CODE OF STUDENT CONDUCT

Every student in the Jefferson County School District receives a copy of the **CODE OF STUDENT CONDUCT** at the beginning of each school year. The 2014-2015 edition replaces all previous editions. The code is reviewed and revised each year to reflect changes dictated by law or safety concerns. The State of Alabama requires all school systems to have a printed code of conduct that meets certain state requirements. Please take time to review the **CODE OF STUDENT CONDUCT** with your child. The information in this handbook and the **CODE** can answer many questions and help you and your student avoid many problems.

Please complete and sign the "Notice of Receipt" on the last page of the booklet, tear it out of the book and return only that page to your child's teacher by August 15, 2016. You will need to keep the remainder of the booklet to refer to throughout the school year.

COMMUNITY EDUCATION PROGRAMS

Concord School and the greater community are served by the Hueytown/Oak Grove/McAdory Community Education Zone (CEZ). The CEZ offers programs for adults as well as students. Mailings are sent out periodically by the CEZ updating the community on available programs. Our after school care as well as gymnastics, karate, and dance are offered through the CEZ. You are encouraged to contact the CEZ office at 379-567- to get current information about the programs now available.

CONFERENCES

Parent-Teacher-student conferences are encouraged because of the enhanced communication between the home and school. Sometimes written communications get lost or do not fully address a student's needs. A phone or face-to-face conference may be needed to keep a student's learning on the right track. When you desire a conference with a teacher, please send a note to the teacher or call the school office at 379-3150. A conference will be scheduled as soon as possible. **Please do not interrupt the school routine with an unscheduled conference. This takes away from instructional time. The teacher will politely ask you to come back at an appropriate time and then return to the students.** Your cooperation is greatly appreciated.

OUR SCHOOL RESOURCE OFFICER

Sheriff Mike Hale started the School Resource Officer (SRO) program and Jim Woodward expanded it. Improving school safety is just one of the goals of the SRO program. We currently share our STO with Brighton Middle School. This program is a positive step toward decreasing the potential of a serious incident happening in Jefferson County Schools.

DISCIPLINE

The guidelines established by the Jefferson County Board of Education in the CODE OF STUDENT CONDUCT are followed to assure the best possible learning environment for your child. Every student receives a copy of the CODE OF STUDENT CONDUCT. Please use this as a reference for the system's rules, procedures and consequences. Specific school-wide and classroom rules are explained to all students at the beginning of each school year. Concord has a history of well-behaved students and supportive parents. Our students often receive compliments from visitors on their manners and behavior. We are proud of that and we work to continue that positive trait. Please read pages 2-14 of the CODE OF STUDENT CONDUCT with your child to make sure he/she understands what behaviors are expected at school. We try to prevent discipline problems with the close supervision of all students, thoughtful class placement and rewards for consistent good behavior.

DISCRIMINATION

Concord School and JefCoEd do not discriminate on the basis of race, sex, religion, national origin or handicap. Complaints should be address to the school principal. Please refer to the JefCoEd statement elsewhere in this handbook.

DRESS AND GROOMING GUIDELINES

The Board's dress and grooming guidelines are intended to promote and foster an appropriate educational environment by minimizing unnecessary distractions and permitting students to focus on academic progress. The following mandatory guidelines are designed to further that intent:

1. Hats, caps, headbands, sweat bands, hair picks bandanas, visors, and sunglasses must be removed and placed in the locker or designated area and remain during the school day.
2. Hair must be clean and well groomed, and should not impair vision. Male students with facial hair must keep it neat and well groomed. No hairstyle, hair color, body piercing, clothing, decorative dental appliances (whether permanent or temporary), decorative contact lenses, or other article which is disruptive to the learning environment or which identifies a student as being a member of a gang or any subversive or unlawful organization will be allowed. Any hairstyle that would impair the vision of male or female students would be a violation of this policy.
3. Earrings may be worn. Except for the normal piercing of the ears and wearing of earrings that do not distract or draw unnecessary attention, the wearing of other body piercing jewelry is not allowed, including but not limited to the tongue, nose, or eyebrow. Band-Aids may not be worn to conceal unauthorized jewelry. Materials such as plastic or wooden sticks or clear loops may not be worn to keep new piercings open during the school day. If it is determined by a school principal or designee that allowable earrings or jewelry worn by a student may become a safety hazard in an activity such as physical education, science laboratory, athletics, etc., the student shall remove such ornamentation.
4. Students are to wear clothing in the manner for which it is designed. No clothing shall be worn inside out; suspenders/braces shall be fastened and belts buckled. Pants must be worn at the waist. **School administration may require that shirts and blouses be tucked in and coats be removed upon entering the building.**
5. Sun dresses and backless dresses or tops will be worn with a jacket or appropriate covering. (Jacket or covering may not be sheer or mesh).
6. Cutoff tops, tank tops, and mesh tops can be worn if a T-shirt with sleeves is worn underneath or another shirt is worn over the top. (Cover shirt or undershirt may not be sheer or mesh).
7. Students must wear proper undergarments.
8. Halter tops, tube tops, and midriff tops are not allowed. Midriffs and sides must be covered.
9. Bracelets, belts, and other clothing and accessories with spikes, studs, or chains are not allowed.
10. Insignias, buttons, and clothing which are suggestive of wine, beer, whiskey, tobacco, vulgarities and violence, are drug-related, or are demeaning to other persons may not be worn at school.
11. Jeans and other articles of clothing must be clean with no open holes above the knee. No shredded jeans will be allowed.
12. Sweat pants and jogging pants are allowed as long as they are properly fitted. Clothing must be worn over leggings/jeggings or tights and must be of appropriate length (no shorter than mid-thigh).
13. Articles of clothing must be appropriate for school wear. Skirts, dresses, and shorts may be no shorter than four inches above the top of the knee, except that students in grades K-3 may wear shorts appropriate for school. Slits in skirts must meet the four inches above the knee regulation.
14. Clothing shall not be so tight or so loose as to be overly revealing, a disruption to the school environment or a safety concern.
15. Shoes appropriate to the school setting, with student safety the primary concern, must be worn at all times.
16. Book bags/back packs and athletic bags must be placed in the locker or designated area and remain there during the school day. **Back packs/book bags may not have wheels unless written approval is given by a physician due to medical reasons.**

Any student who fails to dress appropriately will not be allowed to attend class until proper clothing can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothing can be secured, the student will be isolated and will be responsible for all class work missed. Nonconformity to the dress code is a Class I offense.

ENROLLMENT REQUIREMENTS

To enroll a child in the Jefferson County School System, parents or guardians will be asked to provide certain information about the child. All students will be asked to have the following items on file in the school office to be officially enrolled:

1. Certified birth certificate
2. State of Alabama immunization form
3. Social Security card
4. Completed registration forms
5. Verification of residence
6. Home Language Survey and the Alabama Department of Education Employment Survey

A child must be five (5) years of age on or before September 1 to be registered for kindergarten. This regulation applies whether or not a student has attended a private school or has been home schooled.

FIELD TRIPS

Field trips are designed to be a fun learning experience related to classroom studies. Admission fees and transportation fees are usually charged for field trips. All children going on a field trip, including Children’s Theater, must have a signed permission form on file. All students must ride the transportation provided by the school. JefCoEd policy does not allow parents/chaperons to bring their other children along on school field trips. Please do not ask for exceptions to the policy.

FUND RAISERS

Concord Elementary PTO facilitates various fund raisers throughout the year in an effort to raise additional funds for the school. These funds are used to pay the salary of Mrs. Watson, our wonderful art teacher. The funds are also used to provide opportunities for the students and staff/faculty that we would not otherwise be able to offer. Your cooperation in these fund raisers is greatly appreciated.

GRADING AND REPORTING

Grading standards in all subject areas are established by JefCoEd. The school year has four 9 week grading periods. The nine week grades will be calculated from instructional activities such as tests, homework, classwork, reports, projects and other sources identified by the teachers. Report cards are sent home after each nine week grading period. The report should be signed and returned to the teacher on the day following its issuance. The ending dates for each grading period are noted on the school calendar printed on the back cover of this Student-Parent Handbook.

Additionally, parents should expect to receive samples of or news about their child’s work on a regular basis. This includes graded papers, projects and/or work portfolios, tests and mid-term reports. Special notices regarding significant drops in grades, including failing grades, will be sent at the mid-point of the nine weeks. Communications, conferences and notes between parents and teachers are encouraged so parents will be informed about their child’s progress.

GRADING SCALE

Jefferson County Board of Education schools use the following grade scale to determine student grades based on the average number of points earned during the grading period.

A=90-100 B=80-89 C=70-79 D=60-69 F= 59-0

HEAD LICE

Head lice are one form of pests that will be around as long as a warm host is available. There is no known way to eradicate them but there are ways to control them. Controlling lice requires cooperation from everyone at home and school. We ask that if you, as a parent, should find lice or nits in your child’s hair to call the school or send a note about it so that we will know that the class needs to be checked. We try to keep all matters about who has lice or nits confidential.

Symptoms of head lice are irritation and itching of the scalp, usually behind the ears and on the top of the head. The presence of lice (light gray crab-like insects) and nits (off-white eggs) in the hair requires and effective treatment of the scalp and clothing. Your drug store can recommend a good brand of lice shampoo. Regular shampoo does not kill lice. A re-treatment is recommended in seven to ten days. Parental cooperation is essential in treating and controlling this pest. The school sends home notices about checking classes for lice. **If we find lice or nits in a child's hair, we require the parents to check the child out of school to begin treatment of the problem.** All nits and lice must be removed from the child's hair before they can return to school. The empty lice shampoo bottle must be presented to the principal or nurse when returning to school. The child's hair will be re-checked at that time. If your child is found to have lice, a letter will be sent home explaining necessary precautions to take to prevent infestation. Any time lice are found on a student, a letter is sent home to the entire class in order to let parents know to check their child.

HOMEWORK GUIDELINES

The homework assigned is related to the subjects being taught in the classroom. The amount of homework will vary. As a rule of thumb, our school system recommends ten minutes times the student's grade level. For example, a third grader would have 30 minutes or a ninth grader 90 minutes. This does not include study for scheduled tests. Most first grade homework will involve practicing reading skills. Many of our teachers, however not all, allow unfinished class work to be completed as homework and turned in the following day.

Most of this work receives a grade. It is important for every student to turn in their assignments on time. It does not take many "zeroes" to bring down a grade. Let your child know that you expect them to do all the little things that add up to success in school.

IMMUNIZATION

No child will be officially enrolled without first presenting an appropriate State of Alabama immunization form (blue form) or religious exemption certificate. Your pediatrician, family doctor or county health department can issue the appropriate form for your child. State regulations require that the current immunization form be in the child's school file. The files are checked yearly by the school staff and county health department. You will be contacted if your child's form is expiring soon. The parent will be allowed 5 days after the expiration date to provide an updated form in order for the child to continue to attend school.

INCLEMENT WEATHER DAYS

Whenever inclement weather threatens the safety of school children, the system's administrative staff monitors the situation with the assistance of the national Weather Service and local meteorologists. The superintendent's decision to close schools is given to area radio and television stations and broadcast by our School Cast system as close to 6:00 AM as possible. Most area stations announce the closing right after the headlines on the hour and frequently after that.

If a decision is made to close schools during the work day, the school system's emergency notification program, "School Cast" is activated. All parent/guardians are contacted at all phone numbers you listed at registration within minutes. (This is why it is vital that you keep the school updated on any phone number changes.)

Inclement weather make up days, if needed, will be scheduled by the Board of Education. Some scheduled holidays may be affected by the requirement to make up lost instructional time.

LIBRARY

All students visit the library at least once a week for a class. Generally books are checked out for a week at a time. Students who complete their book before the next visit can, with the teacher's permission, return the book and check out another one. We normally do not charge overdue fines. But if a book is lost or damaged beyond normal use, the parent is responsible for replacing the book. Our librarian acquires new books, videos, magazines and resource materials throughout the school year to help the student learn and teachers teach more effectively. A fall and a spring book fair are held annually to help supplement the library budget. Your support of the book fairs is greatly appreciated.

LUNCH AND BREAKFAST PROGRAM

Students have a computer account number that tracks their daily meal purchases and maintains a running account balance. You can deposit money into the account daily, weekly, monthly or as needed by either check, cash or online deposit. Information on the "PayPAMS" online process is on our website at <http://concordel.jefcoed.com/>. Notices are sent home with students when their account is low or out of funds.

Free or reduced price meals are available to qualified students by application. These applications are sent home at the beginning of school. Completed forms should be returned as soon as possible. If a family's income situation should change during the school year, applications can be picked up in the office throughout the year. All applications are kept confidential. No student is differentiated from others by participation in the meal program. Extra milks and desserts are not part of the free or reduced price program. These items are sold at the regular "a la carte" price.

If your child has a mild allergy or similar condition, you must submit a doctor's letter explaining the need for the child to drink something other than milk. This is a federal regulation that all participating school systems must follow. The cafeteria can provide juice or water in place of milk with the doctor's letter.

NO CANNED OR BOTTLED SOFT DRINKS (CARBONATED BEVERAGES ARE CONSIDERED SOFT DRINKS) ARE ALLOWED IN THE LUNCHROOM AT ALL. THERE ARE NO EXCEPTIONS TO THIS RULE.

The meal program does not allow meal charges. Therefore, it is the responsibility of the parent or guardian to pay for the meals a child purchases in advance or on a daily basis. If a student forgets meal money, he or she will be allowed to phone a parent for money. If no one is available to bring the child money or a lunch, we will provide a small substitute meal.

MEAL PRICES

		DAILY	WEEKLY
BREAKFAST	STUDENTS	\$1.50	\$7.50
	TEACHERS	\$1.75	\$8.75
	REDUCED	\$0.30	\$1.50
	VISITORS	\$2.25	
LUNCH	STUDENTS	\$2.05	\$10.25
	TEACHERS	\$3.00	\$15.00
	REDUCED	\$0.40	\$2.00
	VISITORS	\$4.25	

MAKEUP WORK

A student shall have the opportunity to make up examinations or work which occurred during an excused absence or an absence approved by the Principal. Makeup work must be completed as soon as possible after the student returns to school but **no later than three days** after returning unless specific arrangements have been made by the teacher. When a student is out for an extended length of time, the student should collect, complete, and turn in work weekly unless the nature of the absence prevents the student from doing schoolwork during that time. It shall be the responsibility of the student or student's parent(s) or guardian(s) to arrange with each teacher to make up work. A teacher may require the student to make up work after school hours, in which case advance notice will be given to allow the student to arrange the necessary transportation.

MEDICATIONS IN THE SCHOOL SETTING

Among the thousands of students served by the Jefferson County School District, there are those who may have temporary or on-going health issues that make it necessary for them to take medication during school hours, including field trips. During the 2003-2004 school year, the Alabama State Department of Education and the Alabama Board of Nursing developed and implemented statewide guidelines for the administration of medications in the school settings. Certain personnel from every Jefferson County school have attended the required training to be designated to administer medication to students in the school. Concord has the services of a school nurse who is sometimes shared with a nearby JefCoEd school.

The state guidelines require a medication administration form be completed and signed. Prescription medications require a doctor's signature and instructions on the form. Over the counter medications, such as Tylenol, require a parent/guardian's signature and instructions. **Without the completed and signed forms we cannot administer any**

medication to a student. A parent or guardian must deliver the medication to the school office and pick it up from the office. The medications are kept in the nurse's office. Students must come to the nurse to have the medication administered. An administration of the medications record is kept for every student receiving any type of medication at school. No student is to have unauthorized medications on their person or property at school. This does include cough drops and cold medications.

Please note the following points from the state guidelines:

- Medications must be in their original container or packaging.
- Student's name must be on the container.
- The dosage must be on the container.
- The school does not provide any medications to students.
- School personnel cannot cut or crush a student's pill.
- All administrations of medications are documented.
- Medications not picked up by a parent/guardian at the end of the school year are to be destroyed with proper documentation in the presence of a witness.

The majority of these responsibilities belong to you, the parents. We are happy to assist you and your child within the guidelines set forth by the Alabama Board of Nursing, the State Department of Education and The Jefferson County Board of Education. These guidelines are designed to protect the health and well-being of all student in our schools.

MESSAGES TO STUDENTS

Please do not leave phone messages for students except for emergency situations. Essential messages will be delivered before dismissal time. Please make transportation arrangements with your child in the morning before he/she leaves for school. Students get very upset at the end of the day when a student realizes no definite plan was made for after school, such as ride the bus, go to day care, or car pick up. This can be very upsetting to any student. **No changes to a student's dismissal will be allowed after 2:30.**

No changes will be made to a student's dismissal without a written note from the parent/guardian noting the date and change needed.

NO SMOKING ON SCHOOL PROPERTY

The Jefferson County Board of Education Policy established all JefCoEd properties as tobacco free sites. Tobacco use of any type by employees, students and visitors while on school property is prohibited. Violators will be asked to discontinue tobacco use and properly disposed of waste. Refusal to comply with this policy could lead to the individual being escorted off the property. **This rule also applies to individuals sitting in parked cars or cars in the carpool line.**

PARENT CONCERNS

At Concord, we encourage parent-teacher collaboration. Should a parent have a concern with something occurring in the classroom, we ask that they first address the issue with the teacher. The administration is always willing to listen to concerns and/or sit in on any conferences. Many issues can be resolved quickly by communicating with the teacher first.

PARENT AND GRANDPARENT VOLUNTEERS

We encourage the participation of parents and grandparents as classroom volunteers in our school. Please discuss volunteer opportunities with your child's teacher. Volunteers are also needed outside the classroom on occasion. The library, office and P.E. program sometimes need some extra hands.

PARTIES

Two parties are allowed each school year. Each class may have a Christmas Holiday/ mid-year party and an end of the year party. Other holidays may have special treat or "goodie bag" to take home at the end of the day. The PTO room mothers will assist the teachers with the party arrangements.

PHYSICAL EDUATION

If a student is unable to participate in PE, please send the PE teacher a note explaining the situation. If the student needs to be out of the normal PE program for more than three days, a note of explanation from a doctor is requested. Please be specific about which activities your child can and cannot do during these periods.

Students are expected to participate in PE activities each day. Movement is an integral part of participation. We recommend that students wear sneakers or tennis type shoes to school. **Flip-flops are not appropriate shoes for school. Sandals must have a strap around the back of the ankle that secures the shoes to the foot. Parents need to be aware that injuries to feet can still occur in any open toed shoe.**

PROMOTION GUIDELINES

KINDERGARTEN

1. Students are expected to master academic readiness, social, and physical skills designated in the Alabama State Course of Study.
2. An agreement between the parents and the teacher and the principal or counselor will be made regarding the promotion of a student who is not mastering the minimum skills.

GRADES 1-3

1. Students must earn passing grades in reading, language arts, math, science, and social studies.
2. Students must comply with JefCoEd attendance policies.
3. A decision to retain a student who has passed the minimum requirements will be made by the teacher in consultation with the PST after discussion with the parents/guardians.
4. Summer school is not offered to students in grades 1-3.

GRADES 4-6

1. Students must earn passing grades in reading, language arts, math, science, and social studies.
2. Students must comply with JefCoEd attendance policies.
3. A maximum of two failed subjects may be taken in summer school.

PTO-THE PARENT-TEACHER ORGANIZATION

The Concord School PTO is dedicated to the goal of improving the lives of our students by helping them get the best possible education. To do this, the PTO provides volunteers, assists with programs, raises funds and identifies needs. Projects to meet those identified needs are organized and executed by PTO volunteers. Every parent and teacher is encouraged to be a member. It is your opportunity to help make a difference in your child's school. Please become a member and get involved. Our PTO projects are selected to have the greatest benefit for all Concord students.

SAFETY PATROL

After careful consideration of each student's eligibility, fifth graders are selected by the Safety Patrol sponsors and principal. The sponsors develop a rotating schedule to allow as many eligible students as possible to participate during the school year. Students may be dropped from the schedule due to poor academic performance, unacceptable behavior or poor attendance to patrol duties.

SCHOOL DAY SCHEDULE

- 7:50 First bell students are picked up from the gym.
7:55 Tardy bell, if arriving at 7:55 must be signed in at the office by a parent/guardian.
2:50 Bus riders, Boys and Girls club students are loaded for dismissal
2:55 Bus leave the school
Car riders and day care students, Rock Creek Daycare van students begin loading cars.

SCHOOL MESSENGER PHONE SYSTEM

It is extremely important that the school has correct and current phone numbers for each student. These numbers are in a data base called INOW which feeds the School Messenger system. School Messenger is used to notify parents of upcoming events, and school closings. At Concord, we will always send the school messenger message to all available numbers for every student in an effort to reach someone for each student. Please excuse multiple calls for this reason. Email and text messages will also be utilized to convey important information.

TARDINESS

Any student arriving at school after the 7:55 AM tardy bell is tardy. They must be signed in by a parent or guardian in the office before going to their classroom. Please refer to the CODE OF STUDENT CONDUCT for guidelines for acceptable tardiness. Tardiness is considered to be truant and can result in the parent being referred to Early Warning Court. **Any student who has a tardy or check out will not be eligible for perfect attendance recognition regardless of the reason.**

TEXTBOOKS

Textbooks are furnished by the State of Alabama based on available funding. Parents are responsible for payment of lost or damaged textbooks. A textbook form must be signed by a parent at the time of registration. Because of tight budgets, there are no extra textbooks. Textbooks will be checked out by individual students in the library.

TORNADO, FIRE AND SAFETY DRILLS

Tornado and fire drills are conducted monthly. Safety drills are conducted two times a year. Evacuation plans are posted in every classroom. Teachers practice the procedures with students to ensure that everyone is aware of where to go and what to do. Students are expected to behave seriously and appropriately during these drills.

TRAFFIC PATTERNS AND PARKING

In order to maintain a safe traffic flow, we request that all parents/guardians who drop off or pick up students by car remain in their car and follow the traffic pattern. Parking is very limited and for this reason, we ask that you not park your car and walk to drop off a student or pick up a student. This causes traffic flow problems and parking problems. **No student will be allowed to be dropped off in the parking lot and walk across traffic lanes to enter the building.**

Due to the fact that we cannot block the front of the school due to fire regulations, parents that arrive before 2:30 are asked to park in an available space and wait. At 2:30, cars may pull out of the space and begin to form the two lanes for afterschool pickup. We ask that you remain in your vehicle while waiting in a parking space. Also, please remember that there is NO SMOKING on school property. Our afternoon carpool runs very smoothly and is usually complete by 3:20. Of course, the beginning of the year takes a little longer until drivers and students become familiar with the process. We will begin loading car riders after the buses have pulled out and as close to 3:00 as possible.

There will be teachers and staff to direct traffic daily to help keep the lines moving along. Please drive slowly while on school grounds and follow the directions of the person directing the traffic.

WITHDRAWAL FROM SCHOOL

In the event that you must withdraw your child from Concord School, please contact the school one day in advance. We will gather the materials you will need to enroll your student at another school and have them ready for you to pick up.