

# **Williams Avenue Elementary School**



**2019-2020**

## **Code of Conduct & Parent/Student Handbook**

**Fort Payne City Board of Education**

*"Providing child-centered learning so every student may pursue any dream"*

## **Purpose of Booklet**

**The purpose of this booklet is to inform students and parents of some of their basic rights, as well as the responsibilities that go along with these rights. The rights and responsibilities in no way diminish the legal authority of school officials and the Board of Education.**

**No student has the right to interfere with the education of a fellow student. Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to legitimate rules and regulations. Responsibility is inherent in the exercise of every right.**

**This booklet includes related FPCS Policies and Procedures. The complete “Fort Payne City Schools Board of Education Policy Manual” can be viewed on the school website under the Public Information section.**

## **Welcome from the Superintendent**

On behalf of the Fort Payne City Board of Education, I would like to welcome you to the Fort Payne City School System.

Our goal is to provide all of our students the opportunity to obtain a quality education. A positive attitude by all parties involved will go a long way in helping meet this goal. Our Code of Conduct contains a uniform set of policies for all of our students to follow.

It is extremely important that all persons connected with the education process understand the importance of a consistent set of behavior standards and policies. This will assist us in establishing and maintaining an environment that is conducive to learning. Creating such an environment requires the cooperation of the students, parents/guardians, employees of the system and the board of education.

Please take the time to review this Code of Conduct. By adhering to the rules and regulations contained within, we believe that students will display appropriate behavior which will guide their decision making as they mature and become quality citizens. We also believe that enforcing our Code of Conduct will assist us as we strive to provide safe and rewarding environments in which our students can be educated and nurtured during these formative years.

*Jim Cunningham*

Superintendent  
Fort Payne City Schools

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# Introductory Information

## School Calendar 2019-2020

### Fort Payne City Schools | 2019-2020 CALENDAR

<p>1 Institute Day 2 Teacher PD Day 5-6 Teacher PD Days 7 First Day for Students</p> <p>18 Student Days 4 Teacher PD Days</p>	<p><b>AUGUST '19</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>1-3 Christmas Break *No School 6 Teacher PD Day 7 Students Return 10 Report Cards 20 M.L. King Day *No School</p> <p>18 Student Days 1 Teacher PD Day</p>	<p><b>JANUARY '20</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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<p>Grading Period</p> <p>First Term Aug 7 – Oct 10 (45 Days)</p> <p>Second Term Oct 11 – Dec 20 (45 Days)</p>	<p><b>Teacher PD Days</b></p> <p><b>Holiday/No School</b></p>	<p>K-6 Report Cards go home May 21 7-12 Report Cards may be printed from INOW or will be available at FPMS/FPHS June 2-4, from the hours of 8:00 - 12:00</p>	<p>Grading Period</p> <p>Third Term Jan 7 –Mar 11 (45 Days)</p> <p>Fourth Term Mar 12 – May 21 (45 Days)</p>																																																																																											

# **Williams Avenue Elementary School**

## **Parent/Student Handbook**



**2019-2020**

### **Principal**

Mrs. Jennifer List

### **Assistant Principal**

Mr. Jeff Boatwright

### **Counselor**

Mrs. Teresa Barksdale

### **Secretary/Bookkeeper**

Mrs. Jeri Weatherly

## General Policies and Guidelines Specific to Williams Avenue Elementary

### Arrival

Students should arrive to school no earlier than 7:10 A.M. Cars may unload at the Williams Avenue and 18<sup>th</sup> Street entrances only. If you unload at the 18<sup>th</sup> Street Entrance, please pull in from the west or VFW side so that the passenger side of your car is parallel with the school. Always make sure that your child exits the car on the passenger side (the side closest to the school). Jaycee Avenue (the street behind the school) will be used for bus traffic only and will be closed to car traffic from 7:00 A.M. until 3:30 P.M. All students will report directly to the gym and remain inside the gym until the teacher on duty dismisses all students. All students should remain quiet and have something to work on. The first bell rings at 7:40, and the tardy bell rings at 7:45. Classes begin at 7:45 A.M.

### Tardiness

Class instruction begins promptly at 7:45 A.M. Students who are tardy will miss valuable instructional time. Tardies will be excused when a student presents a doctor's excuse, legal excuse, or has permission from the principal. Each time a student receives three unexcused tardies for school in one nine weeks, he/she will receive one unexcused absence. Tardy students must sign in at the office prior to going to class.

### Checking Out

The school day ends at 3:00 P.M. A student who checks out will be excused if he/she presents a doctor's excuse, legal excuse, or has permission from the principal. Each time a student receives three unexcused checkouts in one nine weeks, he/she will receive one unexcused absence. All students must be checked out through the office. **THERE WILL BE NO CHECKOUTS AFTER 2:30.** Anyone checking a student out must present identification and be listed on the student's information card.

### Dismissal

School is dismissed at 3:00 P.M. each day. Bus riders report to the gym to be called to their buses, and car riders report to the sidewalk area on the Jaycee Avenue side of the school. Cars may load on Jaycee Avenue (the street behind the school). **Parent may not park in the parking lot across from the VFW or at the north end of the building and walk up to pick up their child.** Buses will load on the Williams Avenue side of the school, so Williams Avenue will be closed from 3:00 until 3:30. **Parents may not park at the north end of the building for student pick-up for any reason.**

### Temporary Closing and Early Dismissal of School

The superintendent of schools has the authority to temporarily close schools or dismiss early in the event of severe weather or other conditions which threaten the safety and well-being of students. When a decision is made to close schools, an announcement will be made on local radio stations and television as early as possible. In the event that school closes early, parents should have an alternative plan. The superintendent will send out a message using the school notification system. This system will be used to inform parents and/or guardians of important information via a home, work, or cell phone. An early dismissal plan will be sent home at the beginning of the year for you to fill out and send back.

### Breakfast

Breakfast will be served each day from 7:10 – 7:45 in the cafeteria. We encourage each student to eat breakfast to insure their best daily performance.

### Lunch

The CNP staff serves a well-balanced and nourishing lunch each day. Each student will have a lunchroom account which enables him/her to deposit money for future meals. Lunch may be paid for on a

daily basis or in advance by the week, month or year. **No commercially prepared foods, glass containers, or carbonated drinks are allowed in our cafeteria.** Menus will be posted on the school website, in the school and sent home with students.

### **Snack**

Snack time varies according to the classroom schedule. Children should bring a nutritious snack or buy one from the school. Snacks and drinks may be purchased each morning at school.

### **Student Information**

A record of student information is kept in the school office in case you need to be contacted. Please make sure that all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. Please notify the school if you change addresses or telephone numbers during the year. It is very important that our records be kept up-to-date.

### **Parent/Teacher Communication**

Communication is an essential part of the educational program. Please feel free to set up a parent/teacher conference with your child's teacher during his/her planning time.

### **Visitation**

Parents/guardians are welcome at Williams Avenue School for lunch and certain scheduled activities. Parents will not be allowed to go to the classroom unless an appointment has been made for a parent/teacher conference or the teacher has informed the office that a parent will be helping with a special event or party. Parents should always go by the office and sign in to receive a visitor's pass. The pass should be worn in a conspicuous place. A picture I.D. will be checked before the pass is given. In addition, any person wishing to visit for lunch or a party must be listed on the emergency card.

### **Money Sent to School**

The school cannot be responsible for money brought to school by students. Students are encouraged to bring only the amount of money needed for that day. Money should not be left in a student's desk during the day or overnight. Personal possessions are the responsibility of the student and should be kept by the student. Toys, dolls, games, radios, and trade items should not be brought to school.

### **School Insurance**

We have information about insurance for students. Students have the following options: school-time coverage or round-the-clock coverage. Please contact the office if you are interested.

### **School Supplies**

Parents are expected to provide tennis shoes for daily PE and pay a \$20.00 activity fee. All other school supplies will be provided by the school.

### **Textbooks/Library Books**

Students are responsible for all textbooks and library books issued to them during the school year. Students will be charged for any lost or damaged textbooks.

### **Lost and Found**

Lost and found items are turned into the school office. Students should check for their missing items through the office. **Parents are encouraged to write their child's name in the items that they bring to**

school.

### **Messages to Students, Transportation Changes, and School Telephone**

We will take messages for students when these messages are deemed an emergency or essential. Transportation changes will be given out at the end of the day to students. **All transportation changes must be made before 2:30.** Classrooms will not be interrupted for routine phone calls to students. Students will not be allowed to use the phone except in special cases, as determined by the principal or his designee. Note: No messages will be given to a student unless the caller presents the student's identification number. Your child's I.D. # is \_\_\_\_\_.

### **Tornado, Fire and Intruder Drills**

Tornado, Fire and Intruder drills are held regularly to develop safety practices that will help students move quickly and orderly during an emergency. The procedure for tornado drills and fire drills will be posted in each classroom. Teachers will review these procedures with the students during the course of the year.

### **Library**

Weekly classes are scheduled in the library for all grades. Students may check out one book weekly and it may be renewed for any additional week if the student brings the book in on the date due. Students who have an overdue book may not check out another book until the overdue book has been returned. While no fines are charged for overdue books, parents are asked to help us encourage your children to return their books on time.

### **Physical Education**

All students are scheduled for forty minutes of physical education daily and are expected to participate. In order to be temporarily excused from activities, a student must bring a note signed by the parent. A note signed by a doctor should be presented in order to be excused for an extended amount of time. In addition, students should wear appropriate clothing to P.E. All students should wear athletic-type shoes to P.E.

### **Sick/Injured Students**

If your child becomes ill or injured at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information that you have provided.

### **Reporting Student Progress**

Mid-term reports are given to students to take home every four and a half weeks. Report cards are sent home every nine weeks. Parents/guardians may use I-NOW Home as a means of monitoring student progress in the areas of academics, discipline, and attendance. For more information, you may contact the school office.

### **Promotions**

Elementary grades one through six – Students having two or more semester F's at the end of the year in the academic subjects of reading and/or math may not be promoted.

### **Make-up Work**

Work may be made up only when an absence has been excused. Parents may pick up assignments at the school office. Requests for make-up work should be made in advance so as to give the teacher ample time to prepare the lessons and not interrupt classroom instruction. Teachers will provide students who have been absent for excused reasons, an opportunity to make up missed assignments. **It is the student's responsibility to request make up work within three (3) days following the determination**



**by the principal that the absence was excused. The work must be completed within five (5) school days after returning to school.**

### **Title I Program**

Williams Avenue is a Title I School. The Title I Program provides supplemental services and funding to improve educational services for all of our students.

### **Authority of School Officials**

Alabama statutes delegate specific authority and responsibility to school officials concerning the control and discipline of students. A school principal or his/her designee has the authority, by law, to administer corporal punishment to students. School principals also have the authority to suspend students from school and/or from riding the school bus, and to recommend for expulsion those students who seriously disrupt the school environment.

Students of the Fort Payne City School System are subject to the Code of Student Conduct during the time that they are being transported to or from school or a school sponsored activity, during the time that they are attending school, and during the time that they are on school premises.

### **Discipline**

We follow our system-wide code of conduct closely. Specific classroom behavior rules are set by grade level teachers. The rules and the consequences of violating these rules are discussed initially with the students. Disciplinary action is taken by the individual teacher. Reoccurring violations will be handled by the principal. Behavior that causes disruption in the classroom and in the student's own education will be reported to the parents. Disciplinary actions are recorded and kept on file with the teacher and the principal.

## Acknowledgment Forms Section – Requiring Signatures

### Fort Payne City School Student Code of Conduct and Student Handbook Acknowledgement Form

Homeroom Teacher \_\_\_\_\_

I, \_\_\_\_\_, enrolled in Fort Payne City Schools  
(name of student) and my parent(s)/guardian(s) hereby acknowledge by our signatures  
that we have received and read or had read to us, the foregoing Code of Conduct and Student Handbook.

Signed \_\_\_\_\_  
Student

Signed \_\_\_\_\_  
Parent/Guardian

Signed \_\_\_\_\_  
Parent/Guardian

Date \_\_\_\_\_

Note: The student is to sign the above statement. If the student lives with both parents, both parents are to sign the statement. If the student lives with only one parent or guardian, only one is required to sign with the student.

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I give permission for my child to be photographed, videotaped, or named in newspaper articles, journals, video presentations, etc., which involve school related events and/or activities.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Signed \_\_\_\_\_  
Parent/Guardian

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I agree to adhere to the rules regarding the cell phone and electronic device policy.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Signed \_\_\_\_\_  
Student

Date \_\_\_\_\_

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## Student Acceptable Use Policy for Internet/Network Services

I have read the Student Acceptable Use Policy for Internet/Network Services and agree to abide by the provisions contained within the document. I understand that I can be disciplined if I violate the Student Acceptable Use Policy for Internet/Network Services. Such discipline may consist of the revocation of Internet/network access up to and including suspension, expulsion and/or legal action based on the seriousness of the violation.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

School \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Internet/Email Usage \_\_\_\_\_ Yes \_\_\_\_\_ No

***\*By choosing No your child will be excluded from Internet/Email resources even if these activities are an integral part of the educational activities being pursued at the school.***

***\*\*Please detach this page after signing and have the student return it to the homeroom teacher***

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## COPPA and Online Resources Agreement

The Children's Online Privacy Protection Act (COPPA) requires websites to gain parent permission for users under the age of 13 and/or 18 before creating individual online accounts. Many educational sites used by Fort Payne City Schools require student accounts and, thus, parental permission. To view the "FPCS Approved Online Tools and Resources" list, go to the **Parent Information Section** on the District website.

I give permission for the school system to upload the basic directory information of my child in order to create an account on these educational websites.

\_\_\_\_\_ Yes \_\_\_\_\_ No

Student's Name (print) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Video Conferencing Call Permissions

I give permission for my child to participate in group (class/school) video conference calls while in class/school during the 2019-2020 school year. I understand that this is for instructional purposes only, and that my child's teacher or school administrator will be leading the session. Students will be visible to other participants in the video call. Students will be able to ask/answer questions during the video call.

\_\_\_\_\_ Yes \_\_\_\_\_ No

Student's Name (print) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Student Information Form**  
(Complete and return to your child's school)

Social Security Number (voluntary):	Teacher:
Last Name:	Date of Birth: <span style="float: right;">Place of Birth:</span>
First Name:	Sex: <span style="float: right;">Male    Female</span>
Middle Name:	Race: American Indian/Alaska Native    Asian Black    Native Hawaiian/Pacific Islander    White
Name child goes by:	Bus Number:
Mailing Address:	Child will ride bus to this address:
City <span style="float: right;">State    Zip</span>	
Physical 911 Address:	Car Rider? <span style="float: right;">Yes    No</span>
City <span style="float: right;">State    Zip</span>	Go to Extended Day? <span style="float: right;">Yes    No</span>
Home Phone Number:	Name & age of siblings:
Name of person(s) child lives with: Relation to child:	
<b>Parent/Legal Guardian I</b>	<b>Parent/Legal Guardian II</b>
Name	Name
Address: (if different than above)	Address: (if different than above)
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
E-mail:	E-mail:
Relation to child:	Relation to child:
Employer: <span style="float: right;">Shift:</span>	Employer: <span style="float: right;">Shift:</span>
Employer Phone Number:	Employer Phone Number:
<b>Emergency Contacts</b> (if parent cannot be located)	
Name <span style="float: right;">Phone #:</span>	Allowed to pick up child? <span style="float: right;">Yes    No</span>
Relation to child: (circle one) Grandparent    Relative(aunt/uncle/cousin)    Step-Parent Other	
Name <span style="float: right;">Phone #:</span>	Allowed to pick up child? <span style="float: right;">Yes    No</span>
Relation to child: (circle one) Grandparent    Relative(aunt/uncle/cousin)    Step-Parent Other	
Name <span style="float: right;">Phone #:</span>	Allowed to pick up child? <span style="float: right;">Yes    No</span>
Relation to child: (circle one) Grandparent    Relative(aunt/uncle/cousin)    Step-Parent Other	
Name <span style="float: right;">Phone #:</span>	Allowed to pick up child? <span style="float: right;">Yes    No</span>
Relation to child: (circle one) Grandparent    Relative(aunt/uncle/cousin)    Step-Parent Other	
Medical Conditions:	Does your child take a daily prescribed medication? If yes, name of medicine:
<b>Allergies:</b>	

## Williams Avenue Elementary School

This School-Parent Compact is in effect during the school year: 2019-2020

### School Responsibilities:

Williams Avenue Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:**
  - Alabama Reading Initiative Reading Strategies, Reading Coach and Intervention Specialist
  - Pearson Reading Street
  - Three-tiered Reading and Math Program
  - AMSTI-OGAP-Eureka Math and Math Intervention Specialist
  - One-on-one technology initiative
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
  - Parent Orientation/ Open House
  - Parent Involvement/Title 1 Program Meeting
  - Fall and Spring Parent/Teacher Conference Days
  - Conferences are scheduled throughout the year as requested by parent and/or teacher
- 3. Provide parents with frequent reports on their child's progress.**
  - Learning Management Systems (LMS): Class Dojo, Edmodo and Remind communication systems for student/parent/teacher
  - Information NOW Software (INOW) includes current grades, midterm grades, comprehensive progress and nine weeks information
  - Blackboard Mobile Communication APP
  - Parents will receive periodic/weekly progress reports through the daily/weekly folders and interpreters/translation available for EL population
- 4. Provide parents reasonable access to staff.**
  - Williams Avenue Elementary School Website/ Email exchange
  - Phone calls- Interpreters available for EL population
  - Conferences as requested and scheduled by appointment
  - Parental Engagement/Title 1 Meeting
- 5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:**
  - Volunteer to assist with special events and activities such as: picture day, book fair, Christmas Shop, Dr. Seuss Day, field trips, and wellness screenings
  - Volunteer to assist teacher in preparing materials for class activities
- 6. Ensure regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.**
  - Interpret communication in native languages and provide translators at each school

### Parent Responsibilities:

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

- Ensure good attendance including minimal to zero tardies and check-outs
- Work with the school to encourage good behavior
- Establish a time that homework is completed daily
- Read with my child thirty minutes per day
- Attend parent meetings and parent-teacher conferences
- Participate in parent activities such as Title 1 sponsored events
- Check LMS site to monitor my child's progress
- Review classroom notebook/ folders daily
- Monitor the amount of video games/ television that my child watches
- Serve to the extent possible as a parent leader, School Advisory Council member, Federal Programs Advisory committee member, and any other school advisory or policy group

### Student Responsibilities:

I, as a student will share the responsibility to improve my academic achievement and achieve the state's high standards. Specifically, I will:

- Read thirty minutes daily with my parents
- Behave in a manner that exhibits good citizenship and character
- Take responsibility for completing all classroom assignments and homework every day and ask for help when needed
- Give my parents all notices and communications from school each day

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

Principal Signature & Date

Parent Signature & Date

Student Signature & Date