



CULLMAN CITY PRIMARY SCHOOL

900 Hoehn Drive N.E. • Cullman, AL 35055



TABLE OF CONTENTS

Communication	2
Arrival and Dismissal	3
Attendance	4
Conferences	6
Discipline	6
Dress	7
Field Trips	7
Illness, Communicable Diseases and Medication	8
Child Nutrition Program	9
Celebrations	10
Registration	11
Report Cards/Progress Reports.....	11
Promotion and Retention	12
Visitors	12
Withdrawal and Transfer	12
Residency Change.....	13
Weather Conditions	13
Support Programs	13
Cullman City Schools Gifted Program	14
CCPS PTO	15
Early Morning and Extended Day Program	15
Early Warning Truancy Policy	18
Family Educational Rights and Privacy Act (FERPA)	19
Use of Digital Device During Administration of a Secure Test.....	21
Section 504, Notice of Non-Discrimination	21
Cullman City Schools Code of Conduct	22
Technology Usage Policy/Acceptable Usage Agreement	28
Permission to Use Google Apps for Education with Students	28
Student Health Forms	29
Parental Acknowledgement of School Information	31

Office: (256) 775-0234
Fax: (256) 775-0238
 ccps@cullmancats.net
 http://ccps.cullmancats.net

Principal: Tricia Culpepper
 tculpepper@cullmancats.net

Lunchroom: (256) 775-0478



Follow us on twitter
 @cullmanprimary

FROM THE PRINCIPAL

Welcome to Cullman City Primary School! It is an honor and a privilege to have your child at CCPS. The teachers and staff of Cullman Primary School are dedicated to insuring the complete education of your child in their formative years. The Primary School is the first educational step for each and every child and our mission is to instill a love of learning that will last a lifetime.

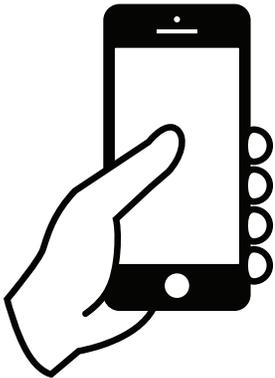
At CCPS, we will help develop each child's potential, recognizing that each child has unique abilities. We need your cooperation, support, and commitment in order to maximize success for every child. To be successful, a partnership must exist between parents and school. As principal, I would like to encourage you to take part in as many activities as you can at CCPS. Whether it's talking to your child about his or her day, reading a library book together, or volunteering in the classroom, participation helps form a bond between school and home. We encourage you to make a commitment to become involved in your child's education.

Cullman City Primary is a Title I school. Our continuing improvement plan is updated each year by a group of parents and teachers who analyze data to develop concrete goals for the students, faculty and staff at CCPS. Two of our goals are to increase the reading proficiency of students and for students to develop a strong foundation in the area of numeracy.

This handbook has been prepared to inform you of specific policies and procedures to ensure the safety and academic success of the children at the Primary School. Please keep this as a reference tool during the school year. You can also visit our website at ccps.cullmancats.net. If you have any questions or comments, please do not hesitate to call me. It is my pleasure to serve you and your child.

Tricia Culpepper

COMMUNICATION



In order to have effective communication, please notify the school of new phone numbers. Our school system utilizes automated calling for school closings, delays and lunch account information, please keep us informed of new numbers. We encourage you to refer to our website: www.ccps.cullmancats.net for information about the school, lunch menu, teachers' websites and to report an absence. You can also follow us on twitter @cullmanprimary.

ARRIVAL AND DISMISSAL

The Instructional School Day

- 7:30 am - Supervision of students begins. Students should not be dropped off prior to the 7:30 am bell. Kindergarten students are supervised in the reading room. First grade students are supervised in the multi-purpose room.
- 7:45 am - Students are dismissed to classrooms.
- 8:00 am - All students are to be in their seat when the 8:00 a.m. bell rings. The instructional school day begins for all students.
- Students not in their classroom when the 8:00 am bell rings will be considered tardy. Amnesty will be granted to all students for the first week of school. Teacher's hours are from 7:45 am until 3:15 pm.
- 1:45 pm - Please do not check out students after this time. This will alleviate dismissal congestion.
- 2:00 pm - Please call with any dismissal changes for your student before this time.
- 2:40 pm - Kindergarten dismissal
- 2:50 pm - First grade dismissal



Morning drop off and Afternoon pick-up procedures:

For your convenience, CCPS has a detailed video (<https://tinyurl.com/ccpstraffic>) explaining drop off and pick up procedures. This video link is on our website, and we encourage you to watch this video. Please share this information with family and friends who will be dropping off and picking up your child.

Morning Drop-off

The safety of the children is our primary concern during drop-off and pick-up. We ask parents to become familiar with the drop-off and pick-up procedures. For your convenience, a drop off service is provided from 7:30-7:55 a.m. During this time, faculty and staff will unload students from cars. After 7:55, it will be necessary to park your car and escort your child into the building. KINDERGARTEN parents should drop their children off in the morning under the port-co-chere, where staff will be available to unload the children and escort them inside. FIRST GRADE students and students eating breakfast should be dropped off on the east-side of the building by the awning. School personnel will be on duty to monitor children going into the building. If you are dropping off or picking up on the east-side, stay in the right traffic lane on Hoehn Drive as you approach the building. If you would like to drop off special snacks or other items, please bring them to the office. For safety reason, parents will not be able to walk their student to his/her classrooms after the first full week of school.

Afternoon pick-up

Families are expected to utilize our car line pick up service in the afternoons. Each class is escorted by their teacher to their designated place for pick-up. To help with traffic congestion, first grade parents should wait until 2:45 pm before entering in the car line traffic to pick up their first grader.

For safety reasons, parents will not be able to walk up to pick up students.

Each class has an animal decal and parents receive one for their vehicle. The designated pick-up person should display the decal on their windshield for identification. Please keep the name tag displayed until your child is loaded. Students who are picked up in the front of the school will be loaded on the passenger's side of the vehicle. Students picked up on the side of the school will be loaded on the driver's side.

All students should be picked up by 3:00 pm. Students whose parents repeatedly fail to pick them up by 3:10 will be sent to extended day and will be charged a late fee. Late Fee Charges - \$5.00 for a student picked up by 3:30, \$10.00 for a student who is picked up after 3:30.

Check-in/Check-out:

Students entering or leaving school between 8:00 am and 1:45 pm must be checked in or out, through the main office, by a parent or guardian. Please come into the office to sign your child out. **No check-outs after 1:45 pm.**

Please call by 2:00 pm for any pick-up changes.



ATTENDANCE

The responsibility for attendance for our young students rests with his/her parents. Regular attendance is essential for a student's successful progress in the instructional program.

Excused Absences

All absences shall be designated as either excused or unexcused. In accordance with Alabama law, a student shall be excused for an absence from school for any of the following reason:

1. Personal illness of the student or
2. Death in the immediate family or
3. Inclement weather which would be dangerous to the life or health of the student as determined by the principal or
4. Legal quarantine, subpoena to court or
5. Emergency conditions as determined by the principal or
6. Prior permission of the principal and consent of the parent or guardian or
7. In-school suspension

Unexcused Absences

Absence for reason other than those defined above shall be considered as unexcused.

Explanation for Absences

Written Explanation - In accordance with State Law, a parent or guardian must explain the cause of every absence of students under his or her control or charge. Every student, upon return to school, must bring a verifiable written excuse from home signed by the student's parent or guardian for each absence and present it to the principal or designee. THE WRITTEN EXCUSE SHOULD BE PRESENTED TO THE PRINCIPAL OR DESIGNEE ON THE DAY THE STUDENT RETURNS TO SCHOOL, BUT NO LATER THAN TWO (2) DAYS after his or her return or the absence(s) will be recorded as unexcused. Absences may be reported online at www.ccps.cullmancats.net. Click on the report an absence tab and complete the form.

Document Explanation - Parents may use up to 5 parent notes to document absences. After 5 parent notes where a parent or guardian uses written explanations to explain a child's absences, medical or legal documentation will be required.

Absences Defined

School Day - A school day absence is defined as non-attendance for more than fifty (50%) percent of the regularly scheduled school day. To be counted present, a student must be present more than fifty (50%) percent of the scheduled school day.

Perfect Attendance Award

A perfect attendance certificate shall be awarded to students who have attended school every day for the entire day during the school year, i.e., no tardies, no checkouts, etc.

Absences for Religious Holidays

A student will be excused for absences related to official religious holidays when the student's parent or guardian comes in person to the school and signs a request for the student to be absent for that purpose. When this procedure is followed, the student's absences will be excused and shall not be counted toward the excessive absence clause of this policy. Students shall be allowed to make up work missed during such absences.

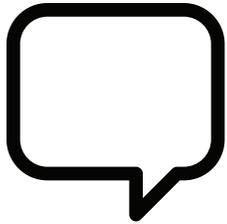
Student Tardies

School Tardy - A school tardy, for attendance marking purpose, is defined as a student's arrival after the official time set for the beginning of the respective school's regular day. On the third time a student is tardy to school in a semester period, he or she will automatically enter the Early Warning Truancy Prevention Program.

It is very important that students arrive on time for class. This avoids disruption of the instructional time. Excessive tardies will be documented and regarded as truancy. Excessive early checkouts will also be regarded as truancy and a referral will be made to the truancy officer. Parents should have a valid reason for checking their child out early. Students are to be seated in their desk at 8:00.

Early Warning Truancy Prevention Program

The early warning program requires principals to submit a weekly report to the attendance supervisor listing the names and addresses of students who are enrolled in school who have unexcused absences. These students and their parents or guardian will be referred to the early warning truancy prevention program at Cullman City after the fifth unexcused absence. At the early warning conference, the parents or guardians and students will be informed of the laws regarding the compulsory attendance and court procedures for enforcing the laws and consequences for continuous violation of the compulsory attendance law. The Alabama compulsory attendance law requires children ages 6-16 to attend school. Alabama law further requires that children who are voluntarily enrolled in school, regardless of age, are subject to Alabama and Board attendance laws, and the parents or guardians having control over a school-age children are responsible for the children's regular attendance a proper conduct. These students will also be referred to the early warning program for attendance.



CONFERENCES

A parent teacher conference is scheduled early in the year. Please refer to the yearly calendar. Parents are encouraged to meet with their child's teacher to discuss his/her progress.

At the first conference, parents and teachers will review and sign the parent/teacher Title I compact. This

compact outlines the steps teachers, students and parents can follow to insure the academic success of the student. Every effort is made to schedule the conference at a time that is convenient for the parent. If additional conferences are needed, your child's teacher will be happy to schedule one for you during her/his planning time.

DISCIPLINE

Cullman City Primary School uses the program "Positive Discipline in the Classroom" to prepare students to be responsible citizens. It is a character-building program that teaches skills such as conflict resolution and critical thinking.

Children learn best in an environment where teachers and students mutually respect each other. We have the challenge of helping students recognize the importance of self-discipline, develop a sense of responsibility toward self and others, and make decisions that have a positive impact on their lives. These challenges are best accomplished using a positive approach to discipline. As a result, we expect Cullman City Primary School students to:

1. Not prevent the teacher from teaching or other students from learning.
2. Show respect for other students and their property.
3. Listen and follow directions.

4. Keep hands, feet, and objects to themselves.
5. Use polite and acceptable language.
6. Dangerous objects such as knives, guns, matches, bullets or tobacco are NOT permitted on school property.
7. Toys and/or pets are not permitted at school without the teacher's permission.

It is important that parents read and sign the "Code of Conduct" for Cullman City Schools.

Classroom Management

Teachers have individual instructional styles and use classroom management procedures appropriate to the age and maturity of students. It will be the responsibility of the student to understand and follow the procedures. Classroom management procedures are explained to parents at open house. Your cooperation and support is encouraged in assisting students in adhering to the procedures.

DRESS

Students should be dressed appropriately for school and school activities. While dress and grooming are matters of personal taste, a reasonable dress code is necessary to ensure an appropriate learning environment exists for all students. Clothes should be comfortable, suitable for all indoor/outdoor activities and daily weather conditions. We encourage attire that promotes a healthy self-image and reflects the age of the student. Inappropriate logos, see-thru' shirts and midriff tops are not allowed.

Any clothing, appearance or personal hygiene and grooming practices that draw an inordinate amount of attention to the individual student are considered inappropriate for school. Please do not send your child with light up shoes. These shoes can be a distraction for the child and for other students. The dress and/or grooming style of any student must not interfere with the educational process of Cullman City Schools.

Caps and hats may not be worn during class time except for a medical reason or special class activity. Tennis shoes are required for P.E. class. Children will play outside except in rain or on very cold days. **Coats, jackets, and sweaters should be labeled with your child's name and grade level.** The final decision regarding dress rests with the principal.



FIELD TRIPS



Field trips are planned for the purpose of enriching a unit of study. Local and out of town trips are planned. Parents are notified in advance of all field trips and their permission is required. Minimal fees to cover the cost of the trip will be requested. Preschoolers or chaperones are not to attend field trips. Appropriate behavior is expected from CCPS students on all field trips. If children do not exhibit appropriate behavior; the student may not be able to attend other field trips during the school year.

ILLNESS, COMMUNICABLE DISEASES, MEDICATION



In an effort to protect the general health and well being of students, staff, school patrons, and the community at large, the Board, based on Alabama law, authorizes principals and school officials to deny the attendance of students with infectious and/or communicable diseases which are spread rapidly and broadly throughout the school. Early detection and treatment are essential to controlling the disease and health of the student body. Parents should consult a physician for treatment of communicable diseases.

The Board approves the use of the State Health Department's recommended procedures for treating communicable diseases and the timelines for a student's return to school. Students must be fever free (less than 100 degrees) for over 24 hours without the use of any fever reducing medicines before returning to school. The most common communicable diseases are listed below with the procedures for returning to school as recommended by the State Health Department and the Communicable Disease Center.

Chickenpox: Student must stay home seven (7) days from first appearance of eruption (pox).

Flu: Student must stay home for at least three (3) days from onset of disease and until fever free (less than 100 degrees) for 24 hours.

Impetigo: Infected area must be covered. For multiple lesions, student must have a statement from doctor or clinic to return to school.

Head lice: Treat as directed by pharmacist or physician. Must be nit (egg) free and checked by principal or designee before allowed to return to class.

Measles: MUST be reported to doctor or Health Department. Student must have statement from doctor or clinic to return to school.

Pinkeye: Student must have statement from doctor or clinic to return to school.

Rashes: All undiagnosed rashes must be checked by doctor or clinic and a statement given to return to school.

Ringworm (body): Student must have proof of treatment.

Ringworm (scalp): Student must have statement from doctor or clinic to return to school.

Medication

We encourage all medications (including OTC drugs) to be administered at home unless the drug is necessary for the student's well-being and the ability to function in school. Medication will be given at school only upon receipt of a completed and signed medical authorization form. The medicine will be kept in the office and will be dispensed according to the doctor and parent's instructions. Medication must be in a container with the pharmacy label that has the student's name, name of medication, date prescription was filled and directions clearly marked. Teachers are not allowed to dispense medication in the classroom.

CHILD NUTRITION PROGRAM

Breakfast and Lunch

As required by Federal and State law, Cullman City Schools has approved a wellness policy that encourages students, parents and teachers to adopt practices that promote increased health and wellness. Parents are encouraged when planning for school parties that they choose foods that are nutritious.



A Federally subsidized child nutrition program is provided for all children who want to participate. A nutritious, well-balanced menu is planned monthly. Menus are posted in the school and are available on the school website. All food is prepared, stored, and served according to Federal and State guidelines.

The program offers FREE and REDUCED lunches to students who qualify. Applications are available at the school office and parents are encouraged to apply for the program at any time during the year if their income changes and places them in the eligibility category. All information is confidential.

Student breakfast is served daily from 7:30 – 7:45 am at a cost of \$1.30 per day. Students who qualify for free or reduced lunch will also qualify for free breakfast. Students eating breakfast must be dropped off on the east side of the building.

Student lunches are \$2.50 per day. Students may purchase extra milk for 50¢.

THE LAW PROHIBITS THE CHARGING OF MEALS TO STUDENTS.

Student meals must be paid for in advance. To avoid inconvenience, parents are encouraged to keep track of their child's account balance. Parents are asked to pay either on a weekly or a monthly basis. Lunch payments can be sent on Monday with your child. Checks should be payable to Cullman City Primary School. Be sure to place the payment in an envelope marked with your child's name and teacher's name. You may also check your child's lunch

account and make payments online at paypams.com. You will be notified by phone if your child's lunch account is low.

At CCPS, PTO covers the cost when a child does not have enough lunch money in his/her account. We NEVER let a child go without a lunch at school. In order to maintain this PTO account, it is imperative that PTO recovers the costs of these lunches. If you are alerted to a charge amount, you will need to send one check to cover the amount PTO paid for the lunch charges accrued and deposit funds to maintain a positive balance for lunches.

Food from Fast Food Services is Not Permitted in the Lunchroom.

Families are welcome to eat lunch with their children periodically throughout the year. Please do not bring fast food in the lunchroom. Please allow your child two weeks to adjust to school before you decide to join him/her for lunch. Adult lunches are **\$4.00**. You may pay as you go through the line. Please send a note or call the office if you plan to join your child for lunch.

Snacks

Children may bring a small nutritious snack to eat for the scheduled snack time. Juices, kool-aid, or soft drinks are not permitted on campus. These drinks attract yellow jackets, ants, and other flying insects that are unsafe and dangerous to children. Children have access to water fountains when needed or they may choose to bring their own water bottle.

CELEBRATIONS

School Celebrations

Two celebrations will be scheduled annually for the children, one at Christmas and one at the end of the year. In lieu of a Valentine's party, the class will have a special snack and students may bring in Valentine cards for their classmates.

Birthdays will be recognized in the classroom but parties are to be held at home. The parent may send a special treat in the morning to be shared at snack time to honor the child's birthday. As required by Federal and State law, Cullman City Schools has approved a wellness policy that encourages students, parents and teachers to adopt practices that promote increased health and wellness. **When sending birthday party treats or foods for classroom parties, parents are encouraged to choose a healthy snack. Please be mindful of any dietary restrictions of the students in the classroom. The classroom teacher will be able to provide you with this information.**

In an effort to be sensitive to the feelings of every child, please do not have flowers, balloons, or other items delivered to the school for birthdays or other occasions. You may distribute invitations to parties if there is **one for every child in the class.**



REGISTRATION

Kindergarten registration is held annually in the spring for the following school year. Parents are free to enroll new students any time during the school year for kindergarten or first grade. Children entering kindergarten must be five years old on or before September 2 of the year they start school.



When registering, the following official documents are necessary:

- Official birth certificate (preferred but not required)
- Social security card (preferred but not required)
- Immunization records
- Proof of residency - Any two (2) of the following documents may be presented as proof of legal residence:
 1. Home ownership title OR
 2. Rental/lease agreement
 3. Utility bill showing the student's parent(s) or guardian(s) by name and address. If a student is age nineteen (19) and above and/or a married student living independent of his/her parent(s) or guardian(s) the utility bill must show the student's name and address.

Any other document that will substantiate an "intent to remain" at a residence may be offered for consideration.

Immunization records are kept on file; other documents are copied and returned. Please notify the school of any changes in address, telephone number, or family structure that occur during the year.

REPORT CARDS AND PROGRESS REPORTS

We encourage parents to be involved in the education of their children. The principal and teachers will make every effort to keep you informed about school events and happenings through newsletters, e-mails, telephone conversations, websites, and notes.

Report Cards

Report cards will be issued three times per year. Please refer to the yearly calendar for specific dates. Report cards are the official grading document that will be placed in the child's cumulative record at the end of the year.

Progress reports

Progress reports will be sent home between report cards to keep parents abreast of their child's progress. These will not be put in the child's cumulative record. Progress reports will be issued three times per year. Please refer to the yearly calendar for specific dates.

PROMOTION AND RETENTION



The Superintendent shall maintain that adequate promotion and retention procedures are in place for students in the School System. Students in grades K-12 must meet the attendance requirements stated in policy JBDAF (Loss of credit for excessive absences), and must meet the academic standards outlined below to be promoted.

The standards are as follows:

Promotion and Retention Grades K-6: The decision to promote a student shall be determined by the student's teacher, school principal, and a committee appointed by the principal with input from the parents. The final decision will be made by school officials.

The criteria used at the primary level in the decision to promote or retain a student include: DIBELS assessment scores, textbook tests, teacher made assessments, observations, and attendance. After the teacher recommends a student for retention, the Retention Committee convenes to evaluate the accumulated data concerning the student and to make a recommendation to the principal.

VISITORS

We welcome parents and visitors to the campus. Please be cognizant of instructional time, as well as teachers and staff duties. For the safety and well being of the students, visitors **MUST** report to the school office where they will sign in and present identification and receive a visitor pass. If you are questioned about your reason for being on campus, please do not consider this as an unwelcome gesture, but rather an effort to keep our campus safe for our students.



WITHDRAWAL AND TRANSFER



If a student's parent or guardian moves to another school district, the student shall be withdrawn according to the School System regulations.

1. The parent or guardian must come to the school and approve the withdrawal.
2. The School System Withdrawal Form shall be completed with a copy given to the parent or guardian.
3. Library and textbooks must be turned in prior to withdrawal.
4. All legally permissible financial obligations must be paid.

RESIDENCY CHANGE

The enrollment of students is subject to Cullman City School System Board Policy V1(v) regarding residency which provides that parents of children enrolled in the Cullman City School System have a continuing duty to inform the school system if they move out of the City of Cullman. If parents inform the school system within 15 days of moving and pay the pro-rated out of district fees for their children, they will be allowed to continue as students in the system. If the school system is not informed of the move within 15 days then the child is subject to withdrawal from the system.

WEATHER CONDITIONS

The Superintendent makes all decisions concerning school openings and closings when dangerous weather threatens. He/She will make the necessary public announcements to the news media regarding closings or delayed openings. The media will be notified immediately of the decisions. **Cullman City Schools has an automated calling system that will notify households of school closings or delays.**



Tornado Watches and Warnings

When a Tornado Watch is in effect at the end of the school day, students will be released via regular dismissal and travel plans.

In the event of a **Tornado Warning**, students shall NOT be released via regular dismissal, if tornado sirens are being sounded.

Students should not travel to school while a Tornado Warning is in effect.

SUPPORT PROGRAMS

Special Education

Special Education services are provided for those identified students. Students are referred to the program by teachers, parents, or other professionals. Mrs. Dawn NeSmith is the student services coordinator for Cullman City Schools.

Physical Education

A certified Physical Education instructor teaches PE classes. All children are required to participate in PE unless they provide a certified medical excuse. Tennis shoes are required for P.E. class.

Music

A certified music teacher instructs students in weekly lessons and assists with special programs.

Library

Our library/media center provides reading and resource materials for students and teachers. The librarian teaches weekly classes.



Title I

Title I services are available as a resource to students who need additional help with reading.

Counselor

The school counselor, Mrs. Jennifer Sparkman, is available to assist teachers and students in problem situations. Individual, small, and large group counseling services are available. Character education is taught in the classroom.

Art

Art class is provided by a certified art teacher on a bi-weekly schedule.

CULLMAN CITY SCHOOLS GIFTED PROGRAM

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.

REFERRALS/ELIGIBILITY

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

Cullman City Schools follows the Alabama State Code criteria for gifted eligibility. This includes but is not limited to data collection in the following areas:

Aptitude: Aptitude is assessed through an individual or group test of intelligence or creativity.

Characteristics: A behavior rating scale that is designed to assess gifted behavior is completed by teachers or other persons with knowledge of the student.

Performance: At least three indicators of performance are required. These may include grades, achievement test scores, work samples, etc.

Scores from the above mentioned assessment items are entered on a matrix where points are assigned according to established criteria. Total number of points earned determines if a student qualifies for gifted services as per state criteria.

CONTACT

To make a referral, contact the Guidance Counselor, Mrs. Jennifer Sparkman at your child's school or the student service coordinator of Cullman City Schools at (256) 775-2233 #9040.

Help Us Locate Children with Disabilities

Teachers, parents, physicians, therapists, etc. who have concerns with a student's developmental or academic progress can request a "Referral" to the school system to determine if the student needs specialized instruction. Please speak with your child's teacher, contact the school counselor, or call the Student Services Department @ 256-734-2233 x9041. You can also use the appropriate statewide toll free numbers listed below:

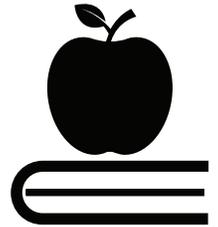
1-800-392-8020 (Ages 3-21)

1-800-543-3098 (V/TDD) Birth through 2

1-800-548-2547 (voice only) Alabama Relay Service

CCPS PTO

The CCPS PTO is a vibrant, active group of parents, grandparents and guardians who coordinate a variety of school functions that promote community, teacher, student, and parent collaboration. They provide teachers with generous financial and volunteer support. They sponsor several fundraisers annually that support the instructional program in a variety of ways. Please become an active member of the PTO.



CULLMAN CITY PRIMARY SCHOOL EARLY MORNING AND EXTENDED DAY PROGRAM

900 Hoehn Drive, Cullman, AL 35055

256-775-0234 / Fax 256-775-0238

EDP Cell Phone (256) 297-0509

Early Morning Care Program

An early morning care program begins at 7:00 for parents who need to drop off students prior to 7:30 a.m. Parents will walk the students to the Head Start doors located at the front of the building. This program includes supervision of students between 7:00 and 7:30 in the Head Start Parent Room. The weekly charge is \$8.00 for a five day period. Parents may also use this service on an as needed basis for \$5.00 per day.

After School Extended Day Program

The Extended Day Program (EDP) provides after school care for CCPS students whose parents work or have chosen to give their children the extra advantage of homework assistance and supervised after school activities. Parents pay a registration fee and a weekly charge. The EDP is self supporting. All accounts should be paid in full weekly. More detailed information will be available at the registration table at Open House. Openings in Extended Day are limited.

What is Extended Day? Full-time after-school care for children who attend a Cullman City School and who are accepted into the Cullman City Primary extended day. The program ends at 5:30 pm.

What will my child do in Extended Day? Extended Day daily activities include snack, playtime, and homework help.

How is the program supported financially? The parents pay a registration fee and a weekly fee. Extended Day services are not funded by the school system and must be self-supporting! Wages and benefits for staff/administration, snacks, supplies, and equipment are paid for from fees and donations from participants.

Cullman City Schools is happy to provide extended day services for our children and parents as long as the extended day budget is sufficiently maintained. Accounts are to be paid in full weekly on Mondays. Students will be dismissed from the program if their account is two weeks past due.

Who can participate in Extended Day? Any student attending a Cullman City School within a given school year may attend provided space is available and the student follows the rules of conduct for our extended day children. The extended day program reserves the right to terminate or exclude disruptive students who negatively affect the learning environment for all students. Students who participate full time (five days a week), are given priority.

What about registration? A registration form must be completed for all students. Fee payments, receipt numbers, and periods for which payments are received will be recorded on a ledger. When the registration fee is paid, a receipt will be issued. A student may register any time during the school year. Children will be accepted into the program when space becomes available.

When does Extended Day meet? Extended Day operates Monday through Friday from school dismissal time **until 5:30 p.m.** on regularly scheduled, full days of school. The program does not operate on holidays, half days, snow days, or in the event of early dismissal. It will be the responsibility of the parent/guardian to make other arrangements for the child on those days. Children must be enrolled in extended day on a full-time basis. There will be no "drop in" students.

How is arrival handled and attendance taken in Extended Day? The EDP teacher or assistant will pick up the children and escort them to the designated location prior to the dismissal bell on the days they are scheduled to attend.

How are departures and signing out children handled? You may pick up your child from Extended Day any time between 3:30 p.m. and 5:30 p.m. You should sign your child out daily with the Extended Day Teacher. A late charge of \$5.00 for each 15 minutes after 5:30 p.m. will be assessed. Children who are left for an extended period of time after 5:30 p.m. may be subject to notification to the Department of Human Resources.

What about fees? Children must be enrolled on a full time basis and the responsible parent must pay fees weekly. There is a yearly non-refundable

registration fee and a daily participation fee. Payment must be paid each week; regardless of attendance. This will ensure a place available in the program.

How are fees handled? Every effort is made to provide after-school care at the lowest possible cost. Fees are necessary to support, in whole, the after-school activities, as well as salaries and benefits of staff. Fees are to be paid in full on Monday of each week. All accounts must be kept up-to-date. Make all checks payable to: CULLMAN CITY PRIMARY SCHOOL. If a bank refuses to honor a check for fees, all future fees must be paid in cash or money order.

Quality care is offered for your child and it must be self-supporting. Please address any concerns or assistance requests that you may have to the Principal of the school where the Extended Day program is located.

Registration Fee	\$40.00 per year per child
Daily Participation	Full Time \$40.00/week
Penalty Fees	\$5.00 for every 15 minutes late \$30.00 charge for returned check

How are medical problems and illnesses handled? Students who are sick prior to entering Extended Day will not be admitted. Parents will be called and requested to make other arrangements for care. If your child becomes ill or is injured, we will notify you immediately. If you cannot be reached we will contact the person you have designated on your enrollment form in the event of an emergency. We will also seek prompt and appropriate medical treatment as needed. Medication shall not be given by any school staff member without written request from a parent, guardian or physician in accordance with Cullman City Board of Education policy.

What is the discipline policy? Disciplining of children shall be consistent and fair. All rules will be explained to the students the first week of operation. In the event of disruptive behavior, the child will be given a warning (reminder), and an appropriate interval of time for improvement. Positive reinforcement will be utilized in order to help facilitate appropriate behavior. Continued disruptions will not be tolerated and may result in termination from the program.

Parents will be informed of problems the child may have in the program, and may be asked for assistance. A conference will be held with the teacher, parent, child, and if needed, the Principal to determine the action needed. If the disruptive behavior continues, the parent will be given a written notice of pending termination one week prior to dismissal from the program. If during that week efforts by the teacher and parent have failed to change the child's behavior, a final written notice will be given to the parent. Termination will be effective as of that date. In every situation, the staff desires to provide pleasant surroundings for every child in our care.

What are the grounds for termination? Extended Day may terminate services for: nonpayment of fees, consistent failure to pick up a child on time, or continued disruptive behavior by the child. Parents will be given at least one week's notice prior to termination.

What about safety? All official Cullman City School Board procedures relating to safety and emergencies will be followed, and it will be the responsibility of the Principal to advise staff of School Board policies relating to safety and emergency procedures. This includes, but need not be limited to, instruction on handling emergencies, supervision at all times, evacuation procedures (fire drills), special procedures, severe weather procedures, and discipline procedures.

EDP is provided with a cell phone for emergency use. **The number to call is (256) 297-0509.**

EARLY WARNING TRUANCY POLICY

ALABAMA STATE BOARD OF EDUCATION
STATE DEPARTMENT OF EDUCATION
ADMINISTRATIVE CODE
CHAPTER 290-3-1

PUBLIC SCHOOL GOVERNANCE
TABLE OF CONTENTS

290-3-1-.01 Short Title, Purpose, And Name Change

290-3-1-.02 Regulations Governing Public Schools

(c) Truancy Definition. 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 is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State of Education's current School Attendance Manual.

Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as the Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

1. First truancy/unexcused absence (warning)
 - (i) Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
 - (ii) Parent/guardian shall also be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
2. No earlier than the fifth unexcused absence (conference)
 - (i) The parent, guardian, or person having control of the child shall (1) attend a conference with the attendance officer and principal or his/her designee and/or (2) participate in the early warning program provided by the juvenile court.

(ii) Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.

(iii) Failure to appear at the school conference and/or to appear at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Ala. 1975, §16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.

3. No earlier than seventh unexcused absence, but within ten (10) school days (court)

(i) File complaint/petition against the child and/or parent/guardian, if appropriate.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires for a school, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, a school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school's procedures. The primary purpose of directory information is to allow the school to include information from your child's education records in certain school publications (e.g., yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for football, showing weight and height of team members).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want the school to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school in writing by August 21, 2019. Cullman City Schools has designated the following information as directory information: name, address, telephone listing, electronic mail address, photograph, date of birth, dates of attendance, grade level, degrees, honors, awards, participation in school activities/sports, and weight/height of members of athletic teams.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an auditor, consultant, or therapist. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Cullman City Schools will forward records on request, including disclosure requests initiated by the parent or eligible student.

4. The right to file a complaint with the Family Policy Compliance Office, which is a component of the U.S. Department of Education, concerning alleged failures by Cullman City Schools to comply with the requirements of FERPA.

ALABAMA STATE DEPARTMENT OF EDUCATION POLICY

Use of Digital Device During the Administration of a Secure Test Student Policy

The possession of a digital device (including but not limited to cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a student is observed in possession of a digital device during the administration of a secure test, the device will be confiscated.

If a student is observed using a digital device during the administration of a secure test, testing for the student will cease, the device will be confiscated and is subject to search, the student will be dismissed from testing, and the student's test will be invalidated.

Local education agency (LEA) personnel will make all students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and other regularly used modes of communication.

Section 504 of the Rehabilitation Act of 1973, Notice of Non-Discrimination

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a civil rights statute that prohibits discrimination/harassment on the basis of a disability in any program or activity receiving federal financial assistance. In particular, Section 504 provides that:

No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance....

29 U.S.C. § 794(a) (1973).

An individual (parent/guardian/school staff member) may make a Section 504 referral for a student by contacting the student service coordinator of Cullman City Schools at (256) 775-2233 #9040.

CULLMAN CITY SCHOOLS CODE OF CONDUCT

The entire Cullman City Schools Code of Conduct can be found on our website at: www.cullmancats.net.

The Student Discipline Policy and Due Process information is listed below:

1. Student Discipline Policy

The Student Discipline Policy is a significant step in implementing a positive school environment in all schools. This Student Discipline Policy encourages a positive school environment for our staff, students, and parents/guardians. CCS expects all enrolled students to conduct themselves in a manner that facilitates the educational process. To ensure the educational process in the schools is not disrupted, the Board has established specific classifications of misbehaviors and appropriate disciplinary responses to address these behaviors. Violations are grouped into three classifications: Class I Minor Offenses, Class II Intermediate Offenses, and Class III Major Offenses. CCS may discipline a student where behavior imposes a serious identifiable threat of physical harm to CCS schools, CCS student(s), or CCS employee(s).

Alabama Code Section 16-1-14 advises that any local school board may remove, isolate, or separate students who create disciplinary problems in any classroom or other school activities and whose presence in the class may be detrimental to the best interest and welfare of the class. In keeping with this statute, the described disciplinary actions are the normally expected consequences. In an extreme case, the administration is permitted to impose a more severe consequence as dictated by circumstances, except that no Class I offense will ever result in an out of school suspension or expulsion. Additionally, no student shall be punished for any suspected violation without being given an opportunity to admit or deny the charge(s) and to tell his or her side of the events in question.

CCS Board Policy 6.18 authorizes the appropriate use of physical restraint for all students in those situations in which a student is an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions. Schools and programs that use physical restraints must ensure that staff and faculty are trained in the appropriate use of physical restraint. Written parental notification will be provided within a reasonable time not to exceed one school day from the use of the restraint. The use of seclusion and the use of restraints that restrict breathing are prohibited by this policy.

2. Due Process

Students shall be treated with fairness in all discipline matters and shall be accorded procedural due process when the discipline measures of corporal punishment, short and long-term suspension, or expulsion are applied.

2.1. Informal Process

Before being punished for violation of a Board procedure or a local school rule and regulation, the local school principal or designee shall ensure that students are accorded the following minimal due process:

1. The student shall be given oral or written notice of the charge(s) against him/her.
2. The evidence supporting the charge(s) shall be explained to the student.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charge(s).

The disciplining authority (principal, teacher, etc.) may impose appropriate discipline measures immediately following the informal due process procedures stated above.

2.2. Formal Process

When a student is facing possible long-term suspension (more than ten school days) or expulsion, the Board shall ensure that students are accorded the following formal due process:

1. The right to a hearing.
2. The right to be represented by counsel.
3. The right to cross-examine witnesses.
4. The right to a written record of the hearing.
5. The right to a written record of the Board's decision.
6. If the Board does not render a decision within ten days, the student shall be returned to his/her regular school assignment.

The Board may place the student in the school system's alternative school based upon their discretion.

3. Classification of Violations and Sanctions

Violations of the Code of Conduct are grouped into three classifications: Class I Minor Offenses, Class II Intermediate Offenses, and Class III Major Offenses. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events is subject to sanctions. The following information details each class of violations and related possible sanctions. As the class violations increase in seriousness, the severity of the possible consequences increases.

Class I Minor Offenses - Violations

Number	Name	Description
1.00	Disrespect	Lack of respect or courtesy to another
1.01	Disruption, including on a bus or at a school event	Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction
1.02	Non-Direct Profanity	Use of profane or obscene language (verbal, written, or any gesture) not directed at an individual
1.03	Inappropriate Display of Affection	Including, but not limited to, embracing and kissing
1.04	Minor Intimidation/Threat	A non-specific threat made in the heat of the moment (verbal, written, or any gesture)
1.05	Trespassing without Intent	Being on school property without permission and without intent to incite or participate in a disturbance, including while suspended or expelled
1.06	Gambling	Any participation in games of chance for money and/or other things of value less than \$100.00
1.07	Refusal to Complete Work	Repeated refusal to complete class assignments
1.08	Technology Infraction	Unauthorized use of mobile computer, unauthorized downloads without damage, unauthorized transmission of personal info, use of computer to disrupt class, unauthorized recordings
1.09	Parking Permit Violation	Failure to properly display current student parking decal on vehicle, failure to park in designated school parking locations
1.10	Engaging in Short, Spontaneous Altercation and/or Brief Shoving Match	Brief, not pre-planned altercation and/or shoving match between students

Number	Name	Description
1.11	Non-Approved Organization	Any on-campus activities of fraternities, sororities, secret societies, non-affiliated school clubs, or gangs
1.12	Tardiness	Incidents of excessive reporting late to school or class
1.13	Non-Conformity to Dress Code	See individual school handbooks
1.14	Unauthorized Class Absence	Cutting class within the school building or on campus
1.15	Providing False Information	Providing false information to an employee of CCS including, but not limited to, giving false student information data, forgery of school notes, grades, signatures (teachers' or parents') and concealment of information directly relating to school business
1.16	Failure to Follow Instructions	Failure to comply with instructions from any CCS employee
1.17	Unauthorized Use of Property	Use of school property without permission
1.18	Littering	Leaving trash on school grounds instead of in a trash can
1.19	Use or Display of Cell Phone/ Electronic Devices	Using or displaying personal electronic devices, like a cell phone, after being warned by an CCS employee to put away the item (See individual school handbooks for additional details)
1.20	Medication Policy Violation (Over-the-Counter)	Failure to comply with the Medication Policy and Procedure, student use and/or possession of an over-the-counter medicine without notifying the school nurse as required by the Medication Policy and Procedure
1.21	Cheating/Academic Dishonesty	Including plagiarism, cheating, and forgery

Class II Intermediate Offenses - Violations

Number	Name	Description
2.00	Disrespect	Any refusal to comply with a reasonable direction or order of a school board employee or showing a lack of respect for a person or their authority through word or action
2.01a	Disruption that Threatens Safety, including on a bus or at a school event	Engaging in serious behavior that distracts from teaching and creates a threat to the safety of others
2.01b	Habitual Disruption	Engaging in repeated minor behavior that distracts from the learning environment
2.02	Direct Use of Profanity	Direct or repeated non-direct use of profane language or obscene manifestations (including verbal, written, or gestures)
2.03a	Sexual Touching	Touching of another person in a sexual manner
2.03b	Sexual Harassment/ Sexual Proposition	Unwelcome sexual advances or propositions, requests for sexual favors or sexually degrading words toward a person, graphic comments or materials about a person's body, other unwelcome verbal, written, or physical conduct of a sexual nature directed to another student or staff member
2.04	Repeated Threats	Continuous, habitual threats made to individuals (verbal, written, or any gesture)
2.05	Trespassing with Intent	Being on school property without permission and with intent to incite or participate in a disturbance and/or vandalism, including while suspended or expelled
2.06	Gambling	Any participation in games of chance for money and/or other things of value of \$100.00 or more

Number	Name	Description
2.07	Defiance of Authority/ Insubordination	Direct defiance of a school official's directive or instructions
2.08	Technology Infraction	Damage to computer, changing configurations, unauthorized downloads with damage, use of false or anonymous communications, inappropriate material without intent, unauthorized changes to settings, bypass of CCS web filter, use of computer to cause large disruption
2.09	Unsafe Driving or Parking	Unsafe/unlicensed driving on school property or other violations of the school parking and driving rules
2.10	Fighting	Large or preplanned physical confrontation between individuals in which physical contact is made with harmful intent or injuries. Pre-planned fights originating on campus are subject to disciplinary action.
2.11a	Appearance of a Weapon	Having any instrument that gives the appearance of a gun or knife.
2.11b	Inadvertent Possession of Pocket Knife or Similar Instrument	Inadvertent possession of a simple pocket knife or similar instrument that is not used in a threatening manner
2.12	Theft	Taking or obtaining property belonging to another without permission and/or knowledge of the owner
2.13	Harassment (Local Code)	Harassment means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, physical acts or hazing. Hazing is defined as "the forcing of humiliating or ridiculous tasks for initiation or membership." (See Appendix A)
2.14	Vandalism/Destruction of Property	Intentional action resulting in injury or damages to property
2.15	Persistent Intentional Offenses	Multiple Class I and/or Class II violations
2.16	Bullying and Cyberbullying	Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior has the potential to be repeated, over time. Bullying includes actions, whether in person or using electronic technologies, such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (See Appendix A)
2.17	Possession/Use of Tobacco	Possession or use of tobacco products, including paraphernalia and electronic cigarettes, at school or during a school-sponsored event
2.18	Possession of Matches/Lighter	Possession of matches, lighters, or any other item used to light a tobacco product
2.19	Leaving Campus without Permission	Leaving school campus during scheduled class without permission

Class III Major Offenses - Violations

Number	Name	Description
3.00	Destruction of Property	Repeated intentional action resulting in injury or damages to property of another; also applies to destruction of property in concert with others or violent destruction of property (such as using a weapon to destroy property)
3.01	Breaking and Entering	Trespassing on school board property outside of operating hours and entering into a school board building

Number	Name	Description
3.02	Arson	Setting, attempting to set, or helping another set a fire
3.03a	Indecent Sexual Acts	Acts of sexual nature including but not limited to intercourse, oral sex, or other indecent acts
3.03b	Indecent Exposure of Body Parts	Indecent display of private body parts, bodily functions, or sexual acts
3.03c	Sexual Harassment/Sexual Aggression	Engaging in physically, sexually aggressive behavior towards another person
3.03d	Possession of Pornographic Material	Possession of pornographic material in print, digital, or any other media
3.04	Under the Influence of Drugs/Alcohol	Being under the influence of alcohol, drugs, inhalants, or any other controlled substance
3.05	Possession/Use/Sale of Drugs	Possession or use of illegal drugs on campus or at a school event, the sale of any drugs, whether legal or illegal, including prescription drugs, on a school campus or at a school event
3.06	Possession of Drug Paraphernalia	Possession of drug paraphernalia including, for example, pipes or bongs
3.07	Possession/Use/Sale of Alcohol	Using or selling any alcohol products on a school campus or at a school event
3.08	Technology Infractions	Voiding the service agreement or software, hacking, damage to computer, inappropriate material with intent, use of school property for gain, use of computer to cause large and/or violent disruption, violation of local, state and/or federal law, unauthorized changes with network damage
3.09	Unlawful Act/Crime	Crimes as defined under the laws of the city, state of Alabama, or the United States
3.10	Persistent Intentional Offenses	Multiple Class II and/or Class III violations
3.11a	Possession of Weapons	Knowingly possessing a weapon or anything designed, made or adapted or used for the purpose of inflicting death or serious physical injury. Such weapons include but are not limited to BB gun, pellet gun, air rifle, starter gun, switchblade knife, box cutter, sword, dagger, or stiletto, any club, baton, blackjack, or metal knuckles
3.11b	Bomb Threat	Communicating a threat against school board property made to interrupt the educational environment
3.12	Theft	Repeated taking or obtaining property belonging to another without permission and/or knowledge of the owner; also applies to instances of theft that are committed in concert with others
3.13	Persistent Harassment	Repetitive negative actions that may be based on race, ethnicity, disability, religion, or other identifying characteristics. Harassment means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, physical acts or hazing. Hazing is defined as "the forcing of humiliating or ridiculous tasks for initiation or membership." (See Appendix A)

Class I Minor Offenses – Consequences

- Classroom warning
- Conference with the student
- Verbal reprimand
- Withdrawal of privilege(s)
- Parent conference(s)
- Temporary removal from class
- Corporal punishment
- Detention
- Saturday School
- Extended Saturday School
- In-school suspension
- Restitution of property and damages where appropriate
- Temporary loss of device access
- Referral to administrator
- Other sanction(s) as approved by the local principal

Class II Intermediate Offenses – Consequences

- Parent contact
- Temporary removal from class
- Corporal punishment
- Detention
- Saturday School
- Extended Saturday School
- In-school suspension
- Out-of-school suspension (not to exceed five consecutive days)
- Referral to outside agency
- Restitution of property and damages where appropriate
- Temporary or permanent loss of device access
- Referral to administrator
- Restitution in vandalism instances for actual loss, damage, or repair
- Any sanction(s) included in Class I and other sanction(s) as approved by the local principal

Class III Major Offenses – Consequences

- Parent contact
- Removal from class
- Loss of device access
- Out-of-school suspension (not to exceed ten consecutive days)
- Recommendation for the Turning Point Program
- Referral to outside agency, including the criminal justice system
- Expulsion (See Appendix C)
- Restitution of property and damages where appropriate
- Any sanction(s) included in Classes I and II and other sanction(s) as approved by the local principal

TECHNOLOGY USAGE POLICY/ACCEPTABLE USAGE AGREEMENT

The Cullman City School District is a high-use technology institution which provides students the opportunity to gain the computer skills necessary for educational enrichment and advanced learning. In order to protect students, measures such as Internet filtering are in place to protect student exposure to inappropriate material.

The current Technology Usage Policy/Acceptable Usage Agreement is designed to protect students and establish guidelines for a safe and rewarding high-tech experience. The Technology Usage Policy/Acceptable Usage Agreement is located in the Parent/Student Handbook and online at <https://www.cullmancats.net> (reference: Board Policy 4.9). It is the responsibility of the student and parent/guardian to read and understand the current policy.

By signing this document, I acknowledge that I have read, understand and agree to all terms as outlined in the current Technology Usage Policy/ Acceptable Usage Agreement. This document also gives permission for my son/daughter to use school computers and the internet according to the terms of the aforementioned document. I understand that violation of the provisions stated in the policy may constitute suspension, revocation of privileges and/or disciplinary action.

I further understand that this permission will be kept on file at this school and shall remain in effect while my child attends this school. If my child moves or transfers schools, I will be required to sign a new form.

PERMISSION TO USE GOOGLE APPS FOR EDUCATION WITH STUDENTS

Cullman City Schools implemented a pilot program using Google Apps for Education during the 2013-2014 school year. This pilot program proved very successful. It provided our students in the pilot group with specific tools to enhance their educational experience. We are delighted to be able to offer Google Apps for Education again for the 2017-2018 school year.

Students will have access to Google Mail, Google Calendar, Google Docs and Google Sites that will be used for school related projects. Google Apps provides a place for students to safely keep online communication and collaborative documents as they relate to school. It is not intended for personal use. All stored work will be accessible from any place with an Internet connection.

Students will be assigned a Google email address and a password that will be used as their login. Students will receive instruction regarding the login process from their teacher and/or a technology integration specialist with Cullman City Schools.

Responsible Use

Teachers will make every reasonable effort to monitor student use of Google Apps to ensure its use promotes student learning/understanding. Students should support this effort. Parents will need to monitor usage while the student is not on campus.

Students will adhere to the Cullman City Schools Technology Usage Policy. All participants will be respectful in their postings and comments. No cyber-bullying, inappropriate language, personal insults, profanity or spam will be tolerated. No racist, sexist or discriminatory remarks, or threatening comments will be tolerated.

All participants must protect their login and password information.

Use of copyrighted material not cited in student work will be deemed plagiarism and disciplined accordingly.

Access to and use of student Google accounts is considered a privilege. Cullman City Schools reserves the right to access any information stored on a Google Apps for Education tool licensed by Cullman City Schools. Cullman City Schools maintains the right to terminate the access to and use of a student's Google account when there is reason to believe violations of law or district policies have occurred. Any alleged violation will be directed to the building principal and addressed according to the procedures outlined in the student handbook.

Cullman City Schools cannot and does not guarantee the security of electronic files used/stored in Google Apps for Education.



School Year: _____ - _____

To Parent or Guardian:

The purpose of this form is to provide the school nurse with additional information regarding your child's health needs. The school nurse may contact you for further information. The information requested is essential for the school nurse to meet the health needs of your child.

This information will be kept confidential.

PLEASE complete both sides of this form (Return to the School Nurse)

Name of Student (Last, First, Middle)	Birth Date	Sex	School
---------------------------------------	------------	-----	--------

Address (Street)

Home Telephone Number:	Cell Phone Number:	Additional Phone Number:	Grade	Teacher/Homeroom
------------------------	--------------------	--------------------------	-------	------------------

Name of Parent/Guardian (Last, First Middle)	Work Phone Number:
--	--------------------

Transportation

Bus Rider Bus Number: Car Rider Special Needs Bus After School

Part I – Health Information

Place your child receives health care:

Physician's Name: _____

Address: _____

Phone: _____

Community Health Center

Health Department

Hospital Clinic

No Regular Place

Private Doctor /HMO

Your child's Insurance Information:

ALL KIDS

Medicaid

No Insurance

Other _____

Private Insurance

Place your child receives dental care:

Dentist's Name: _____

Address: _____

Phone: _____

Community Health Center

Health Department

Hospital Clinic

No Regular Place

Private Dentist /HMO

Preferred Hospital: _____

Part II – Medical History Medical Equipment /Procedures Required at School

Catheter Gastric Tube Nebulizer Treatments Oxygen Supplement Tracheostomy

Vagal Nerve Stimulator (VNS) Ventilator Wheelchair Walker

Other *Please explain:*

Medications and Procedures at School require a Prescriber/Parent Authorization Form (one for each medication or procedure) Please see your school nurse.

Please Complete Back of Form (Signature Required)





CULLMAN PRIMARY SCHOOL
Parental Acknowledgement of School Information

I have received the Cullman City Primary School handbook which contains the Code of Conduct for Cullman City Schools, google apps for educators policy and the technology usage policy.

Student Name (Please PRINT) _____

Parent/Guardian Signature_____

Date _____

- My child's name (first name, last initial only), picture, or class work MAY be published on the Internet for awards, sporting events, clubs, etc.
- My child's name (first name, last initial only), picture, or class work MAY NOT be published on the Internet for sporting events, awards, clubs, etc.

Permission: I grant permission for the student named below to be issued a Cullman City Schools Google Apps for Education student account.

Student Name: _____ Grade _____

Parent Name: _____

Parent Signature: _____

Date _____

Comments: _____
