

Union Springs Elementary School Student/Parent Handbook



**211 West Conecuh Street
Union Springs, Alabama 36089
334-651-8968 (phone)
334-557-1859 (fax)**

<http://unionsprings.bce.schoolinsites.com/>

**Derrick L. Harris, M.Ed.
Principal**

**Rebecca Ivey, Ed.S., NBCT
Assistant Principal**

**Samantha Miles
Secretary**

**Starrah Huffman, Ph.D.
Guidance Counselor**

Equal Education Opportunity

It is the policy of the Bullock County Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, race, color, creed, religion, national origin, or disability.

METTO: Where WE comes before ME

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Bullock County School District Directory

Bullock County Board of Education...	334-513-1616
Michael King/ Teaching and Learning	334-513-1416
Sean Dees/Auxiliary Service	334-513- 8441
Stacy Howard / Chief Financial Officer	334-513-1416
Evelyn Tolliver / Payroll/HR	334-513-1416
Presetta Walker / Bookkeeping	334-513-1416
Kandra McCray / Child Nutrition Program	334-513-1416
Ladonna Rudolph / Special Education Coordinator	334-625-7306
James Henderson/ Technology Coordinator	334-738-4372
Tony Cooper-Transportation	334-513-1437
Kelia Browder- South Highlands	334-651-0183
Marvin Lowe- Career Technical Center	334-625-7306
Celester Bolden- Bullock County High	334-651-8968

Union Springs Elementary School Directory

Phone: 334-651-8968

- Derrick L. Harris / PrincipalExt. 4001
- Rebecca Ivey / Assistant PrincipalExt. 4003
- Samantha Miles / Secretary / Bookkeeper.....Ext. 4002
- Starrah Huffman / Guidance CounselorExt. 4004
- Kristen Crawford / NurseExt. 4007

Faculty and Staff

Principal

Derrick L. Harris, M.Ed.

Assistant Principal

Rebecca Ivey

Secretary / Bookkeeper

Samantha Miles

Guidance Counselor

Starrah Huffman

Librarian

Derrick Hurt

Kindergarten Teachers

Mary Jackson-Johnson

Ayanna Levett

Bria Harris

Deborah Marshall

Audry Raybon

Andrea Surlles, Grade Level Leader

First Grade Teacher

Rhonda Anthony

Battista Baker Dennis, Grade Level Leader

Jalicia Maddox Jones

Adriane Ross

Crystal Frazier

Second Grade Teachers

Donyetta Blue, Grade Level Leader

Sherry Calhoun Grooms

Jasmine Whetstone

Netokie Robinson

Poshia Youngblood

Third Grade Teachers

Cornelius Andrews, MTH Dept Leader

Samantha Butler

Joslyn Cunningham

Sheila Foy, ELA Dept Leader

Flora Lopez

Barbara Sellers

Fourth Grade Teachers

Kimberly Anthony, Math Dept Leader

Latrishia Baskin

Reeser Knight

Lynneicia McMillian, ELA Dept Leader

Kimberly Crawford

Tara Marlow

Physical Education

Coach Kelvin Johnson

Coach Labarron Wright

Special Education Teachers

Elizabeth Arrington

Rahman Bell

Eunnetta Stafford, Lead

Sonya Wilson

Special Education Aides

Constance Swanson

Instructional Aid

Antonette Anderson

Betty Youngblood

Gifted Specialist

Angela Adams-King

A. R. I. Reading Coach

Theresa Mckinnes-Williams

Math Coach

Charlotte Perry

Interventionist

TBA

STEM Coach

Kristen Allen

Nurse

Kristen Crawford

Environmental Team

Tony Harris

Shameka Scott

Tadarrius Thomas

Willie Avery

Child Nutrition Program

Calvin Johnson

Jacqueline Rodgers, Manager

Jacqueline Turner

Mission

The mission of the Bullock County School System is to facilitate learning in a safe, nurturing, and developmentally appropriate environment and to produce college and career-ready students.

Regular Bell Schedule

Time	
7:00 am – 7:45 am	Breakfast
7:45 am – 8:00 am	AM Announcements, Pledge and 60 Seconds of Reflection, Character Education, and Journal Writing
8:00 am – 2:30 pm	Instruction
2:30 pm	Dismissal

Absence Procedures

Alabama law requires all children between the ages of six (6) and seventeen (17) to attend school. The law further provides that a parent, guardian, or other person having control or charge of a school-age child is responsible for that child’s regular attendance and proper conduct. Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Students who are absent from school will have (3) days to bring a note from home to submit to their homeroom teacher to excuse the absence.

If any child fails to attend school without a legal excuse for more than three (3) days, that child and the person having custody of that child shall be referred to Early Warning. The child and the person having custody of that child will be referred to juvenile court if the problem is not resolved in Early Warning.

Check In and Check Out Procedures

Any student wanting to check in/out of school must be checked in/out in the office by a parent/guardian who is listed in INow as an authorized parent/guardian. Students arriving after 7:45 am must report to the main office for check-in with a parent or guardian. Parents deciding to check their child out of school will need to do so before 2:00 pm. Students are not permitted to check themselves in or out of school. Check-in and check-out will not be conducted over the phone. All parents checking in and out students will be positively identified by Driver's License or Non – Driver's License. After the 1st day of school, only pre-K parents will be allowed to walk their child to the classroom.

Parent Volunteers

All volunteers MUST get approval from administration prior to their service to Union Springs Elementary School. See Bullock County Policy Manual for more details.

Parental Conferences

Parents are urged to have conferences with the teacher whether or not problems are occurring. To arrange a conference, please send a note to your child's teacher stating that you need a conference. The teacher will reply and schedule a conference. An appointment must always be made for a conference. Parents may also see the Principal to schedule a conference with a teacher or any other personnel.

Contacting Your Child At Union Springs Elementary

If you need to contact your child during the school day, you must come to the Main Office. We will assist you in making the contact in a manner least disruptive to the classroom routine. Avoid calling by telephone and asking that a message be delivered to your child. It is difficult to prove the authenticity of the caller.

Notice for Admission To the 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/classroom program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

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.

For each student referred, information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact the principal or school counselor at your child's school.

Bullying

No student shall engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the Bullock County Board of Education in this policy. Students who violate this policy are subject to disciplinary sanctions.

Textbooks

State-owned textbooks will be provided for all students. Students are required to bring a textbook notification form signed by parents in order to receive state-owned textbooks. The textbook notification form is returned to the homeroom teacher. Once a student signs for a textbook, it becomes their responsibility to care for the book and to ensure that the number is not removed.

Students must return the textbook originally issued in good condition. They will pay for the textbook if the book is lost or damaged. Textbooks will not be accepted without a number. Records and transcripts will not be cleared until the school has been paid for all damaged textbooks. Students will only be issued textbooks after all indebtedness is cleared.

Grading System

An academic grade should reflect the teacher's most objective assignment of the student's academic achievement. Academic grades should not be used as a means of maintaining order in a classroom, nor should student behavior be included in calculating academic grades

The grading scale to be used by teachers in Bullock County Schools is as follows:

<u>Grade</u>	<u>Range</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Promotion to Next Grade

A student in grades 1-2 must pass reading and math for the year to be promoted to the next grade. A student in grades 3-4 must pass English-language Arts, reading, mathematics, science, and social studies to be promoted to the next grade level. Promotion for all students may be determined by a committee, if they don't meet the minimum requirements due to extenuating circumstances that occurred during the current school year.

If a student needs to be retained based on the teacher's professional judgment of the student's academic performance and/or other factors, the parent(s) or guardian(s) of that student would be informed as early in the school year as possible. In all cases, the decision of whether a student should be promoted or retained shall be made on the basis of which grade placement provides the student a better chance of progressing in his/her educational development. (Bullock County Policy)

- K-8 grading should include a minimum of 9 grades and a maximum of 9 grades.
- **2 major** grades: Summative Tests and projects
- **7 minor** grades: classwork, quizzes
- **See Grading, Retention, and Promotion Manual for more details.**
- Teachers should give informal formative assessments daily.

The 4th nine weeks scores will be averaged and must equal to 60 or greater.

Honor Roll Policy

The following are the criteria that will be used to determine eligibility of Honor Roll in the school of the school district.

- The student must have **A's** in every subject to be eligible for “**A**” Honor Roll.
- The student must have **A's** or **B's** in every subject to be eligible for “**A/B**” Honor Roll.

Cafeteria Procedures

All students are expected to participate in the breakfast and lunch programs. As students arrive on the campus in the mornings, personnel on AM duty are expected to direct students to the cafeteria for breakfast. After eating breakfast all students will report to their assigned hall and sit quietly until they are dismissed at 7:30 a.m. to go to class.

Student Dress and Appearance

Students are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption. Dresscode: Black or Khaki bottoms, white, gold, or black tops.

The administration reserves the right to have students change clothing if articles of clothing draw undue attention, disrupt classes, or are revealing to the point of indecency.

Transportation

The campus will be open for students at 7:00 am. As students arrive on the campus in the mornings, personnel on AM duty are expected to direct students to the cafeteria for breakfast or to their assigned hall.

Children who are brought to school in private automobiles **MUST** be dropped off on the front of campus, on the car rider lane. No other location can be used for dropping off a child. Children who do not ride the bus should **NOT** arrive on campus before 7:00 am and should **NOT** remain on campus past 3:00 pm.

Parents are to pick up children on the front of campus no later than 3:15 pm. Any child not picked up by 3:15 pm will be sent to the office.

Field Trips

Before any Field Trip is taken, a written parental permission form shall be secured for each student planning to take the trip. Students who have not submitted signed parental permission forms shall not be allowed to participate in the trip. It is the students' responsibility to complete any make-up work resulting from attending the field trip. School rules and regulations

as stated in the Student Code of Conduct will prevail at all times. See Bullock County Policy Manual for more details.

Mr. and Miss Union Springs Elementary School Clubs/Organizations

- The top male seller for the fundraiser will be Mr. USES
- The top female seller for the fundraiser will be Miss. USES
- Mr. and Miss USES will be responsible for their own acceptance speech for Coronation
 - Speeches MUST be delivered from memory
- The next two (2) top male and female sellers for the fundraiser will be Attendants to Mr. and Miss USES
- The next seven (7) highest male sellers for the fundraiser will be a part of the Royal Court
- The next seven (7) highest female sellers for the fundraiser will be a part of the Royal Court
- Winning participants must submit a participant permission form after the Court has been announced
- Mr. and Miss Union Springs Elementary and Royal Court must be able to attend scheduled practices from 3:00 pm to 5:00 pm on announced afternoons
- Mr. and Miss Union Springs Elementary and Attendants must be able to ride the float in the Homecoming Parade

Internet

Students are responsible for appropriate behavior while using the Internet. Additionally, students are responsible for their actions while using computer equipment and other resources on campus. Use of the Internet is a privilege, not a right, and may be revoked if abused. Any illegal and inappropriate activity shall be reported to the appropriate school authority. See Bullock County Policy Manual for more details.

Library Regulations

The school library media center has been designed with the student in mind. The resources of the library media center are for the students. Feel free to make any suggestions for the improvement of the library. The following reminders have been re-stated for your benefit:

1. Books may be checked out for a two-week period but may be renewed for another two-week period.
2. Return books on or before the date due.

3. Overdue books will be attended at once. An overdue notice will first be sent to your teacher. If necessary your parents will be notified.
4. If a library book is not returned, students will be placed on the lost textbook list.
5. Students must pay for lost library books
6. Books that are damaged can be costly.
7. Under no circumstances are books to be taken from the library without being scanned or checked-out.
8. If a page is torn, please do not mend it yourself. Please show it to the School Librarian.
9. Please do not reshelve books or materials.
10. In order to be recognized, please raise your hand.
11. Hands are expected to be clean when handling books.
12. No chewing gum, candy, food, or drinks are allowed in the library media center.
13. Walk in the library and sit down immediately without taking things off of the tables or shelves
14. The library media center is a place of quiet. When a class is in session in the library and reference people are working, this is the time that talking and whispering are not allowed.
15. Always leave the tables and chairs as they were found.
16. Keep the library neat and clean
17. No teasing, cursing, or horse playing in the library. Keep your hands to yourself.
18. Please treat books with care. Respect each one as if it were yours to keep for a lifetime.
19. Students should be on their best behavior in the library.
 - 1st Offense- Admonishment
 - 2nd Offense- Relocation
 - 3rd Offense- Disciplinary Action

Academic Network

Union Springs Elementary School

Academic Net, the network of computers at Union Springs Elementary School, puts enormous power at the fingertips of all members of the Union Springs Elementary School community, students, faculty, and staff. As such, it also places a responsibility on all users of the network. The purpose of this document is to spell out some of the ethical issues, and describe how Union Springs Elementary School rules and standards apply to Academic Net users. Since we live in a community of computer users, we have simple rules by which we make it easier for all of us to get along with each other in sharing our computers. Students must agree to abide by these rules, or they may not use the Academic Network.

1. All files and programs on the computer belong to someone. Students may not erase, rename, or make unusable anyone's files or programs.
2. Students may not authorize anyone else to use their name or files for any reason. Students are responsible for all uses of their account.
3. Students may not use the Academic Network system or any Union Springs Elementary School computer or account for any purposes other than legitimate learning purposes. Students must also not

- use their computer or account for unlawful purposes, such as the illegal copying or installation of software.
4. Students may not attempt to discover another user's password, either at USES locally or at a remote location.
 5. Students may not copy, change, or transfer any software provided by Union Springs Elementary School without authorized permission from the Academic Network Administrator.
 6. Students may not illegally copy the copyrighted software provided by Union Springs Elementary School. The use of illegally copied software is considered a criminal offense and subject to criminal prosecution by the Software Publishers of America or law enforcement authorities.
 7. Students may not intentionally, write, produce, generate, copy, propagate, or attempt to introduce any computer code or program designed to self replicate, damage, or otherwise hinder the performance of any computer, file system, or software. Such software or programs are commonly called computer viruses, bugs, worms, or similar names.
 8. Students may not deliberately use the Academic Network or its computers to annoy others. For example, sending or making accessible any obscene, abusive, or threatening messages is not permitted.
 9. Students may not intentionally damage the Academic Network system; intentionally damage information not belonging to them, intentionally misuse resources; or allow others to misuse system resources.
 10. Students may not tamper with computer systems, printers, or other hardware or other associated equipment except as directed by a teacher or faculty member.

We expect students to have consideration for the personal and material rights of others. In other words, bullying others, destroying property, and stealing from others are totally unacceptable behaviors. In order to apply this to the Academic Network, we need to remember that information is a form of property, and electronic mail (e-mail) is a form of speech. In this light, it should be clear that electronic mail could not be used to harass others. It should also be obvious that obtaining a password or rights of another's directory or e-mail on the network is a form of theft just as real as using a stolen key to enter someone's room. Taking advantage of a student who inadvertently leaves a computer without logging out is no different from entering an unlocked room and stealing, reading a personal letter, or destroying their property.

The rules of conduct concerning the use of electronic mail require some special attention. Union Springs Elementary School treats electronic mail similar to ordinary paper mail. We expect the entire Union Springs Elementary School community to respect the privacy of e-mail messages – both for students and faculty. No one will read personal mail unless the recipient gives permission. On the other hand, the recipient of an e-mail message may choose to share it with others. As a matter of manners, one should not, however, share an e-mail message with a wider audience unless the author has agreed. Similarly, the contents of one's files on the network will be considered private. Union Springs Elementary School reserves the right to inspect user directories and/or e-mail. "Junk mail" or other nuisance electronic mail should be deleted and not re-sent to other members of the Union Springs Elementary School community.

The violation of these rules concerning the use of Academic Network will result in the same disciplinary actions that would result from similar violations at Union Springs Elementary School. In addition, misuse of the Academic Net network may also result in a loss of network and/or computer privileges.

While we believe that this document and the above sections contain all the principles necessary to determine what appropriate and permissible use of the network is, it may be helpful to identify some specific rules to avoid any misunderstanding.

1. **Users must log in using their given login name.** They may not use the name of another user unless specifically granted to do so by a faculty member. In general, **any attempt to circumvent security provisions** (rights, login identification, hardware identification, disk usage, etc.) **is considered improper and will be treated as a disciplinary matter.** This is true even if there is no malicious intent.
2. **Users may not try to obtain additional rights beyond those granted by default.** This includes access to subdirectories, etc.
3. For various reasons, it may be necessary to grant users write access to various locations on the server. **These are to be used for the intended purpose only.** Users may not place data or programs in that directory, even temporarily. The personal or “home” directory for each student and faculty member has been established so that each user of the Academic Net may have an appropriate place to store his or her data and files.
4. **No hardware is to be connected to the network** unless it is obtained through the school or cleared with the Academic Net administrator. **No software is to be installed** on the Academic Net system without authorization by the Academic Net administrator.

These rules are intended to make the network more reliable and consistent for the 1,800+ users who depend upon it daily. They are also intended to minimize the burden of administering the network, so that more time can be spent enhancing the services. *If there are genuine needs that cannot be met by following these rules, please let the office personnel know.* We pledge to make every effort to accommodate legitimate needs (including experimentation). We look forward to enhancing the learning environment at Union Springs Elementary School by the effective and appropriate use of these technologies.

Union Springs Elementary School students and faculty will be granted full or supervised access to the Internet, including e-mail and the ability to access computers at other locations. As a new right, this brings new responsibilities and risks. When using the Internet through the Academic Net connection, you are a representative of Union Springs Elementary School. In that role, you must conduct yourself in a way that is not hurtful to others or their property. In short, all of the restrictions described above and the Academic Net Network also apply to the use of computers and e-mail across the Internet. Violations of these rules may result in suspension of network privileges or other disciplinary actions.

There are risks involved in on-line access to the Internet as well. Among the millions of Internet users, just as among the millions who live in a city, there are people who are dangerous. We strongly suggest that all Internet users not give out personal information to other users on bulletin boards, chat boards, or other systems, just as you would not give your address to a stranger. See Bullock County Policy Manual for more details.

Fire and Bomb Drill Emergency Procedures

Signal – Fire Alarm Pull Station Siren (Short Intermittent Rings)

Procedures

- Instruct the students to follow the exit map to the designated area.
- Close the windows, the door, and cut off the lights when leaving the room.
- Teachers must carry their Gradebook and attendance register.

- At the designated area, take attendance and report any missing students to the Principal or his representative.
- Signal - Fire Alarm Pull Station Siren — all clear (short bell ring) — drill ends

Severe Weather Drills

Severe Weather Drills will be held periodically during the school year. A long continuous bell will be the signal for this drill.

When tornadoes are a possibility, school officials should constantly monitor the National Weather Service Radio/Updates

Procedure

- Direct the students to the interior halls designated for tornado drill as quickly as possible
- Teachers must take their Gradebook and attendance register
- At the designated area, take attendance and report any missing students to the Principal or his representative
- Do not block doors or sit in front of windows
- **All students must sit with their back to the wall with legs crossed or folded.**

Signal - 1 Long bell — all clear — drill ends

**Please sign and
detach the next 5
pages and return
them by your
child to his/her
homeroom
teacher.**

Notice of Receipt

I, _____, (please print name of student) a student enrolled at Union Springs Elementary School, and my parent/guardian hereby acknowledge by our signatures that we have received a copy of the Union Springs Elementary School Student/Parent Handbook which include the Union Springs Elementary School Attendance Policy and Discipline Plan. We understand that these policies, procedures, and consequences apply to all pupils and parents while at Union Springs Elementary School and at school-sponsored activities and events.

Helping your children to exercise self-discipline, exhibit good behavior, and attend school regularly, will allow us to provide more educational opportunities than ever before.

I agree to encourage my child to follow these rules and policies and intend to become personally involved in my child's education.

Student Signature Date

Parent/Guardian Signature Date

Parent/Guardian email address-if available Parent/Guardian cell phone

Technology Agreement

Instructions: You must complete and sign all areas of this form to receive a computer account. Please complete this form and return it to your homeroom teacher.

Please print

Name: _____

Grade: _____ Homeroom Teacher: _____

Date: _____

In order to make sure that all members of the Union Springs Elementary School Community understand and agree to these rules of conduct, all students are required to sign an agreement each academic school year. No computer use is allowed to any member of the Bullock County School Community without agreeing to these basic standards of acceptable computer use.

I, _____, (**print name of student**), have read and understand the school rules as they apply to the Academic Network. I will abide by them in letter and spirit and understand that violating them will result in disciplinary action by the school, up to and including payment for any and all damages incurred through any irresponsible or prohibited use of the Union Springs Elementary School computer systems.

Student Signature Date

Parent/Guardian Signature Date

Parent/Guardian email address-if available

Parent/Guardian cell phone

Textbook Notification

Dear Parents:

Your child will be issued textbooks for the _____ school year. Before issuing books to your child, we ask that you read the information below. If you agree to the information as printed, please sign and return this slip by your child on tomorrow at which time books will be issued.

Parents, guardians or other persons having custody of a child to whom books are issued are held responsible for any loss, abuse or damaged textbook. If you fail to sign and return this form, books will not be issued to your child. If your child loses, abuses, or damages the books issued, you will be contacted regarding the cost. If this price is not paid, all books will be taken from your child and he/she **WILL NOT** receive additional books until monies have been paid.

Books issued are the property of the state and the local school system, and the information concerning liabilities has been handed down by the state.

In some cases, your child will not be issued a book to bring home because of shortages due to a readopting year or inadequate textbook funds. Where this problem exists your child will be provided a book for classroom use. Assignments given by the teacher will not require the use of unavailable textbooks unless the teacher makes provisions.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian email address-if available _____

Parent/Guardian cell phone _____

Bullock County Schools

Student Agreement and Parent Permission Form For Use of Network Information Resources and Website Photos/Classroom Projects

As a user of a computer network and networked information resources in the Bullock County School System, I hereby agree to comply with the School System’s guidelines for communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student signature: _____

- *I grant parental permission for Internet and Network Resources
- I do not give parental permission for Internet and Network Resources

As a parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violation. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance or network use-setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Due to the increased popularity of the Internet and the need to provide electronic information to the community, the Bullock County School System has implemented websites for our schools. These websites provide a wealth of information about our schools, students, and faculty. At some point, the school may elect to publish digital photographs and/or class projects of students engaging in school activities. For security reasons, the student's last name will not be used in conjunction with any photograph of the student. Students’ first name may be used when showing projects, awards, or achievements. As a parent or legal guardian of the minor students signing above, I grant permission for my son or daughter to have their: (Please check all that apply), published on the school or the district's website.

Photograph Writing Art Work Class Projects

- I do not give permission for any of the above to be used on the school or district website.

Student Signature Date

Parent/Guardian Signature Date

Parent/Guardian email address-if available Parent/Guardian cell phone