

G. W. Trenholm Primary School

Parent - Student Handbook

2022-2023

“Where the Tradition Begins”



G. W. Trenholm Primary School
601 Joe Wheeler Drive
Tuscumbia, Alabama 35674

Phone: (256) 389-2940

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Email: jgnorwood@tuscumbia.k12.al.us

Website: www.gwtrenholm.org

PrincipalMrs. Jessica Norwood
Secretary..... Mrs. Nikki Jackson
Superintendent.....Mr. Russell Tate

Dear Parents,

Welcome to the 2022-2023 school year! G. W. Trenholm has always strived to create a safe and positive learning environment for your students. It is our hope that this school year will provide many opportunities for your child to grow academically, socially, and emotionally. Our dedicated faculty and staff are committed to providing our students with a high quality education, rigorous curriculum, and enrichment/intervention supports. We want you to be a part of the journey! Together we can become a strong team that ensures success for all of our students.

This handbook provides an explanation of the rules and procedures for our school. Please read it carefully and discuss it with your child. After you have reviewed the information, please sign and return the “Acknowledgement Sheet” and “Parental Release Form” located on the very last page of the handbook.

The primary years are a critical time of development for students and families, and we look forward to working with all of you to make this year a successful and enjoyable one. If you have any questions or concerns, please feel free to call me.

Sincerely,

Jessica Norwood
Principal

MISSION STATEMENT

The faculty and staff of G. W. Trenholm Primary School are dedicated to providing a positive and challenging learning environment. The cooperation among staff, students, parents, and community will ensure that all students reach his or her potential in becoming self-reliant, self-disciplined, responsible and productive citizens.

THE SCHOOL DAY

School begins at 7:50 a.m. and dismisses at 2:50 p.m.

Arrival Schedule:

7:15 a.m. The front and back door will be opened for K-2nd grade students. All students should report to the cafeteria upon entering the building.

Pre-K students report directly to the outside Pre-K classroom door at 7:30. They will eat breakfast separately at 8:20.

7:15-7:40 Breakfast is served for K-2nd.

7:40 a.m. Students report to classes

7:50 a.m. All doors to the school will be locked for the day. Please use the front door (office) to enter the school.

Dismissal Schedule:

2:35 p.m. (First Bell) Back door: Kindergarten students will be dismissed. Students riding with a kindergarten student will be dismissed.

2:50 p.m. (Second Bell) Front Door: All first and Second Grade students will be dismissed.

All students must be picked up by 3:05 p.m.

Please notify the teacher if your child's transportation arrangements have been changed.

It is important that students be picked up on time. If an emergency arises and you are unable to pick up your child on time, please call the school at 389-2940.

SUPERVISION OF STUDENTS

Students must remain in the car with his or her parent(s) / guardian(s) until 7:15 a.m. The building will open for breakfast at 7:15 a.m. All students are subject to the authority of faculty and staff members while on school grounds or while attending a school-sponsored activity. DHR may be notified if students are left past 3:30 p.m.

ATTENDANCE

All students are expected to attend school each day. All students are expected to arrive at school on time. For a student to be recognized for PERFECT ATTENDANCE, the child must have been in school a full day for every day of the school year (no tardies, no check-ins, and no check-outs). Other attendance-based celebrations will be planned based on PBIS.

ARRIVAL

Students should report to the cafeteria upon arrival at school. Students will be sent to their classrooms when the first bell rings at 7:40 a.m.

TARDY

In order to avoid being tardy, the student should report to the classroom before 7:50 a.m. Should your child arrive late, he or she must enter the school through the office and be signed in by a parent or guardian. Excessive tardiness is disruptive to the learning environment and will result in consequences for the student. (See Code of Conduct)

ABSENCES

An absence is defined as a non-attendance in a regular scheduled class or activity. It is the responsibility of the parent / guardian to explain in writing the cause of any and every absence no later than 3 school days following the student's return to school. Failure to do so shall be evidence of the child being truant each day he or she is absent. (See Code of Conduct)

EXCUSED ABSENCES

All student absences and tardies shall be designated as either excused or unexcused. A student shall be excused for an absence from school for any one of the following reasons:

1. Personal illness of the student
2. Death in the immediate family
3. Inclement weather which would be dangerous to the life and health of the student as determined by the principal
4. Legal quarantine / subpoena
5. Emergency conditions as determined by the principal
6. ** Prior permission of the principal and consent of the parent or guardian. (See below)

** PERMISSION for PRE-APPROVED ABSENCES may be granted when the parent wishes to arrange for a child to be absent due to a planned event that is considered to be worthwhile. The request should be made in writing and submitted to the principal at least three days in advance. Permission cannot be granted after the absence. In the case of an emergency, the school should be notified immediately.

EXCUSES

In accordance with State Law, a parent or custodian must explain the cause of every absence and tardy. Students have three (3) days, upon returning to school, to bring a written excuse signed by a parent or guardian. After a total of five (5) days of consecutive absences, the parent or custodian will be required to provide medical or legal documentation in order for absences to be excused.

MAKE-UP WORK- EXCUSED ABSENCES

If a student is absent for any excused reason, the student shall be allowed to make-up all major assignments and other work missed during said absence or absences at a time agreeable to the teacher(s). Teachers shall not be required to re-teach lessons, but students shall be given a reasonable opportunity to learn the lessons missed due to excused absences.

MAKE-UP WORK- UNEXCUSED ABSENCES

Teachers shall not provide make-up work or examinations for students for unexcused reasons. Teachers shall not assign zeros to students for unexcused reason on an automatic basis; zeros may be assigned to such students only when other students in general receive grades for homework, examinations,.. etc.

CHECK-IN/OUT

Check-in/Check-out shall be considered unexcused absences from those class periods missed unless evidence is presented to the principal or designees by the parent or custodian that the check-in/check-out was for an excused reason. Students must check-in/check-out through the school office. Every 4th unexcused check-out during a school year will be considered an unexcused absence (see Code of Conduct).

******* ALL CHECK-INS AND CHECK-OUTS COUNT AGAINST PERFECT ATTENDANCE**

P.E. EXCUSE

All students are expected to participate in Physical Education each day. A note from the parent is required for one (1) day exemption from P.E. A doctor's note is required for an exemption from P.E. of more than one (1) day.

SCHOOL SECURITY

In an effort to provide a safe learning environment, G. W. Trenholm Primary School has implemented the following security measures:

- Student Pick-Up cards are required to pick up students after school
- Locked doors from the outside of the building
- An intercom system to identify parents and visitors before entering the building
- A two-way intercom system to each classroom
- Visitor Badges
- G. W. Trenholm Primary School Crisis Plan
- Weather-Alert Radio
- Security Cameras
- Door Alarms
- School Cast Rapid Notification System

Please be reminded that these measures are implemented to help ensure your child's safety at school. Your cooperation is appreciated.

CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are expected to eat in an orderly manner using good table manners. Carbonated beverages are not allowed at school except on field trips. Fast foods in the original wrappers/containers are not allowed in the cafeteria.

Unfortunately, at this time, we are not allowing guests to eat lunch in the cafeteria. We are hopeful that if Covid numbers remain low, parents and visitors will once again be allowed to eat with us. We encourage you to join us for other special events that will happen throughout the school year. Guest lunches are \$3.50.

Students at G. W. Trenholm Primary School may complete a Free and Reduced Meal Form . This form must be completed each year.

Prices for

Full Pay	Reduced
\$2.25 Lunch	\$.40 Lunch
\$1.00 Bfast	\$.30 Bfast
Guest lunches	\$3.50.
Teacher Lunches	\$3.00

Uncollected Charged Meals- The Board of Education strongly discourages the charging of foods and beverages to meal accounts. The Child Nutrition Program is designated to benefit students not board employees. Therefore, charged meals are only allowable for students. Adults cannot charge meals. If a school permits charged meals for students, a procedure must be in place to collect for these meals.

SNACK STORE

The parent volunteer organization at G. W. Trenholm Primary School offers nutritious snacks and drinks in the snack store. Each item costs fifty cents.

Students are given the opportunity to purchase snacks each morning from 7:40 - 8:10.

Students can opt to prepay for the entire week or pay each day.

Students can bring a snack from home. Healthy snacks are encouraged.

SPECIAL DAYS AND PARTIES

G. W. Trenholm Primary students love to have special days and parties. Special days include:

Field Day: A time of fun, food, friends and family. Field Day is held in the spring each year.

Classroom Parties and Special Events include:

Christmas: Children do not exchange gifts. Money may be collected to provide refreshments.

Valentines: Children are asked to bring valentine cards to exchange with classmates. Children will receive a special snack. This is a class activity, therefore parents are asked to refrain from coming.

Other Events: Grand Event for Grandparents, 100 Days of School, Read Across America Day, End-of-the-Year Celebration

End of Year Party: Parents are invited to attend a special end of year celebration.

Birthday Parties are not allowed. Parents may send a store-bought cupcake treat to share with the class. Please make arrangements with your child's teacher. Please do not send invitations for children to hand out at school unless it includes all students in the class.

State Department of Education Nutrition Guidelines must be followed when planning food / snacks during the school day. A copy of these guidelines will be sent home with students at the beginning of the year and are also available in the school office. +

GRADES AND REPORT CARDS

Kindergarten

1st and 2nd Grade

4 - Exceeding	A - Excellent	90-100
3 - Meeting	B - Good	80-89
2 - Approaching	C - Average	70-79
1 - Needs Improvement	D - Poor	60-69
	F - Failure	59-Below
	I - Incomplete	

G. W. Trenholm Primary School is on a nine-week grading period. You should expect Report Cards following the end of each nine-week grading period. Final Report Cards will be sent home with the student on the last day of school.

Report Card envelopes should be signed by the parent or legal custodian and returned the following school day.

There is a \$2.00 replacement fee for lost or damaged report card envelopes.

Final report cards are held in the office until all outstanding accounts are cleared.

CONFERENCES

A parent-teacher conference is a good way for us to work together. We invite your interest and assistance so that together we can do a better job of helping your child learn.

Please call the school office at 256-389-2940 to schedule a conference with your child's teacher.

RETENTION

A student may be retained if he or she is working below grade level. A student in danger of being retained must be referred to the Problem Solving Team (PST). Here a joint effort is made to determine the necessary interventions to help the student experience success. It is a required first step in identifying students for the special education process.

Parent Conference will be held to discuss the possibility of retaining a student.

STUDENT RECOGNITION CEREMONY

The Student Recognition Ceremony is held to honor our students who have excelled during the school year.

The students are recognized for their performance during the first through the third nine weeks of the school year.

Students are recognized for:

- All A's
- A-B Honor Roll
- All A's in conduct
- Top Accelerated Reader in each classroom (1st and 2nd Grade)
- Special Olympic Participants
- Perfect attendance (No absences, tardies or check-outs)

SCHOOL-WIDE DISCIPLINE POLICY

G.W. Trenholm's school-wide discipline policy supports each teacher's classroom plan and provides a safe and orderly environment within which students can study, learn, and grow. We expect proper conduct from ALL students. If your child has any problems whatsoever, you or your child should contact a school staff member so that we may help. We appreciate the cooperation and support of parents during the often-difficult process of student discipline. A positive and effective home/school partnership helps bring about the best possible outcome for everyone involved.

Every student deserves a high-quality educational experience and to feel safe at school. No student has the right to prevent a teacher from teaching or students from learning.

GENERAL SCHOOL RULES:

Students will:

1. Follow directions the first time they are given.
2. Raise their hand and wait for permission to speak.
3. Stay in their seat unless they have permission to do otherwise.
4. Keep hands, feet, and objects to themselves.
5. Use appropriate language and quiet voices.
6. Walk, do not run.
7. Be prepared for school each day with supplies that are needed.

Some areas have additional requirements.

CAFETERIA RULES

Students will:

1. Speak in soft voices at all times.
2. Use good table manners.
3. Not touch or take another child's food.

RESTROOM RULES

Students will:

1. Not play in restroom.
2. Flush
3. Not play with toilet tissue, soap, and paper towels.
4. Keep floors clean.

PLAYGROUND RULES

Students will:

1. Play safely.
2. Be fair.
3. Stay off the large rocks.

LIBRARY RULES

Students will:

1. Treat books with care.
2. Always use a quiet voice.

PHYSICAL EDUCATION RULES

Students will:

1. Wear tennis shoes
2. Play fair
3. Take care of equipment

CONSEQUENCES

First offense : student is given a warning.

Second offense: student loses 5 minutes of recess. - 1 point deducted

Third offense: student loses 10 minutes of recess. - 1 point deducted

Fourth offense: student loses all of recess and parent is called. - 1 point deducted

Fifth offense: student is sent to the office. - 5 points deducted - total

- Students must follow the GWT behavior plan in order to participate in class field trips or other special activities. A behavior contract will be sent home prior to each trip.
- Students sent to the office will automatically have 5 points deducted from their conduct grade.

At G.W. Trenholm, we enjoy rewarding positive behavior.

PBIS (Positive Behavior Interventions & Support) will be implemented to recognize and celebrate good behavior for Pre K - 2nd grade students.

CONDUCT

Letter grades A-F will be given each nine weeks to summarize your child's overall conduct grade. Also, the report card has a designated place for the teacher to indicate the specific area where improvement is needed.

CHEATING

All students are expected to do their own classwork and homework. Any student caught cheating will be given a zero on the assignment.

STUDENT APPEARANCE

Students are expected to come to school well groomed and neatly dressed. Dress or personal appearance should not disrupt, interfere with, disturb, or distract from school activities and should not create health or safety hazards.

PLEASE NOTE.....

Tennis, athletic, or similar rubber soled shoes are preferred for the school day. Sandals, flip-flops and/or other shoes may be prohibited due to the safety of the student. Please do not send shoes for your child to change into.

TEXTBOOKS

Textbooks are the property of the school system. They are loaned to the student for the use during the school year. We expect our students to take good care of the textbooks. Parents will be required to pay for lost or damaged books.

LIBRARY

We have a wonderful library at G.W. Trenholm Primary School! It is very important to take care of our books and return them to the library on time so that other students can enjoy them.

LOST AND FOUND

Our students occasionally lose an item of clothing or a book bag at school. We encourage you to write your child's name on coats, jackets, and other items so that they can be returned to the owner.

TELEPHONE

The telephone in the school office is to be used by students for emergencies such as an illness or injury. Students are not to use the phone to call for snack money, lunch money, or forgotten assignments or supplies.

PLEASE, PLEASE, PLEASE, PLEASE

Please inform the school office of any changes in your current address and/or phone number. Up-to-date phone numbers and addresses will enable the school to contact you in an emergency or to mail you school-related information.

TRAFFIC

Traffic in the driveway in the front of the school and in the parking lot in the back of the school is **ONE WAY!** To pick up children or let children out, please use the lane closest to the school building. The other lane is used as an exit lane.

Please do not leave your car in the drop-off/pick-up lane and come into the building. If you need to come inside, please park in the gravel areas across from the school or on the gravel lot in the back of the school.

Please remind your children to look carefully before crossing at the designated crosswalks and to cross the street or parking lot **ONLY** at the designated crosswalks.

Please be mindful that not all drivers are as cautious as they should be in an area where there are small children! Also, please remember that our children are not always as careful as they should be and many do not practice the safety rules they have learned.

PARENT VOLUNTEER ORGANIZATION

G. W. Trenholm Primary School is a great school because of a commitment: A commitment made by parents, students, school staff, and community members, that by working together an excellent educational opportunity will be provided for our students. We at G.W. Trenholm Primary School are proud of our PVO.

Our PVO is composed of parents, grandparents, and other special people who can give of their time and talents to make our school a better place.

We encourage you to become a part of the wonderful organization.

EXTENDED DAY PROGRAM

G.W. Trenholm offers an Extended Day Program from 3:05-5:30 each school day. It will consist of learning activities, homework help, and free time. The program is available for students at G.W. Trenholm. The program will follow the school rules AND calendar of G.W. Trenholm.

MEDICATION RULES FOR STUDENTS

The medication administration procedures for the Tuscumbia City Schools have been written to comply with the State Department of Education medication curriculum and state law regarding medications in the school setting. If your student will be taking medication during school hours or school sponsored activities, you may pick up the necessary paperwork (***School Medication Prescriber/Parent Authorization Form***) in the school nurse's office, main office, or on the school website at www.tuscumbia.k12.al.us.

1. **All Prescription** medications require a medication authorization form completed and signed by your student's physician and signed by the parent/legal guardian. NO MEDICATION will be given without the required paperwork.
2. **All Prescription** medication must be in the original pharmacy-labeled container which includes the student's name, prescriber's name, name of medication, strength, dosage, time interval, route, date of order, and discontinuation date when applicable.
3. For students taking daily medication, the most up-to-date medication container should be brought in each month containing the medication. Parent/Guardian must count and sign-in / sign-out the medication with the school nurse or trained medication assistant each time the medication is brought in or checked out.
4. **Any Over-The-Counter medication** must be brought to the nurse's office or school office in a brand new sealed container with the package insert. Your student's name should be written on the container. The medication authorization MUST be completed

and signed by the parent/guardian for over-the-counter medication. A reason for giving the medication must be specified on the form.

5. **Over-the-counter medication must be age appropriate and follow the dosage instructions on the box, if not, a physician's authorization will be required.**
6. ALL MEDICATIONS (prescription and non-prescription) MUST BE BROUGHT INTO THE NURSE'S OFFICE OR MAIN OFFICE BY AN ADULT. No medication should be sent in with your student. Your student may possess certain approved medications **ONLY** if certain conditions are met. You will need to talk with your student's school nurse and/or principal for instructions on this option.
7. Any approved medication that is to be kept on a student's person must contain a pharmacy label. (Ex: inhaler canister, Epipen container, glucagon kit, insulin, etc). In most cases, your pharmacy will provide an extra label upon request.
8. If your student's medication changes (dosage, time, etc) during the school year, it is the parent/legal guardian's responsibility to let the school know. With each medication change, a new medication authorization form must be completed by your student's physician and signed by the physician and parent/legal guardian. If your student's medication is stopped, you must bring in a discontinuation order from his or her physician.
9. No first dose of any medication can be given at school. If your student has a change in a medication dosage, the first dose of the change should be given at home.
10. The school cannot stock over-the-counter medications (ex: Tylenol, antibiotic ointment, Benadryl, cough drops, etc.) *Refer to #5*
11. Medication must be picked up on or before the last day of school or it will be discarded. Anytime a medication expires during the school year, it will be discarded (this includes emergency medications, such as inhalers, Epipens, glucagon, etc.)
12. All medication rules apply to students on field trips, extended day, and all other school sponsored events.
13. Only the school personnel who have completed the school medication curriculum training and have been authorized will be allowed to give medication(s) in the school setting.
14. A student should NEVER have controlled substance medication on his or her person during school hours or school sponsored events for any reason.

This list is not all inclusive. These rules are in place for the protection and safety of your child. If you have any questions please call the school based nurse, principal, or the system-wide nurse, Lori Blackburn, RN, at 256-389-2900 ext. 9120

IMPACTS OF HEAVY BACKPACKS (Act 2017-19)

Overloaded school backpacks are causing an increasing problem of back pain and spinal strain for students across the nation. Please review the following website www.bacsupport.com to provide information regarding this concern.

HEALTH

If your child is injured or becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information provided on registration information. Please remember that we cannot keep a child at school if he or she has a fever, is vomiting, or has a contagious disease.

Fever--A child with a temperature of 100 or above should remain at home until he/she is fever free for a **full 24 hours** and does not require medication to keep the child fever-free.

Vomiting and/or diarrhea-- child should not attend school if he/she has had vomiting and/or diarrhea for 12 hours prior to the start of school.

Rashes-- unknown/undiagnosed rashes should be reviewed by a medical provider. Proof of non-contagious status may be required for school attendance.

****If your child has a medical condition that requires special supplies or equipment and the supplies/equipment are not brought to school, he or she may be sent home until the needed supplies are brought into school. This is for the overall well being of your child.**

Head Lice

If a case of head lice is discovered or if there is a reasonable cause to suspect a student has head lice, the student will be inspected. If head lice contamination is confirmed, the following procedure will be followed.

1. Any infested child will be removed from class and the parent/guardian will be called to take the child home for treatment. Care will be taken not to embarrass the child.
2. After the infested child has been treated, the parent/guardian should bring the child by the school and wait for the completion of an examination by a school official. The school official will determine whether the student is clear to remain at school.
3. Identification information such as the name of the school, children, parents, and employees will be considered confidential.
4. The process of removing lice does not require a lengthy absence. The school will excuse 1-2 days per occurrence.

Printed material relative to the treatment of head lice is available from the school nurse.

INFLUENZA DISEASE

What is influenza disease?

- Influenza (flu) is a contagious respiratory illness caused by a virus.
- The virus infects the nose, throat, and lungs.
- It can cause mild to severe illness, hospitalization, and even death.

What are the symptoms?

- Anyone can get the flu and it strikes suddenly and can last several days.
- Symptoms of flu disease may include:
 - Fever or feeling feverish / chills
 - Cough
 - Sore throat
 - Runny or stuffy nose
 - Muscle or body aches
 - Headaches
 - Fatigue (very tired)
 - Vomiting and diarrhea

How does influenza disease spread?

- Flu is spread by:
 - An infected person's droplets from cough, sneeze or talk enter the mouth, eye or nose.
 - Touching a surface or object with flu virus on it and then touching mouth, eyes or nose.
- An infected person can infect other 1 day before symptoms start and up to 5 to 7 days after symptoms start.
- Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

How do I prevent flu?

- Get a yearly flu vaccine.
- Wash your hands properly and often.
- Cover your cough and sneeze with arm.
- Clean and sterilize surfaces.
- Stay home if you are sick.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type influenza in the SEARCH box.

INFLUENZA VACCINE

Who should get the influenza (flu) vaccine?

- The flu vaccine is recommended every year for everyone age 6 months or older.

Who should be vaccinated against influenza because they are at increased risk?

- Children 6 months of age through 5 years. Adults 65 years of age or older.
- Pregnant women
- Residents of nursing homes and other long-term care facilities
- People who have the following medical conditions:
 - Asthma
 - Chronic lung disease
 - Heart disease
 - Blood disorders (such as sickle cell disease)
 - Kidney disorders
 - Liver disorders
 - Weakened immune systems due to disease or medication (such as HIV / AIDS or cancer)
- People younger than 19 years of age who are receiving long-term aspirin therapy
- People with extreme obesity

What are the common vaccine side effects and risks?

- Flu vaccines are safe, but some side effects can occur.
- Minor problems following the flu vaccine include soreness, redness, and/or swelling from the shot, hoarseness, sore, red or itchy eyes, cough, fever. Aches, headache, itching, and fatigue.
- More serious problems may include Guillain-Barre syndrome (GBS) in fewer than 1 or 2 cases per one million people vaccinated, children receiving multiple vaccines slightly increase in fever with seizure.
- People who should not get the flu vaccine include anyone with severe, life threatening allergies, had GBS before, or not feeling well the day of the vaccination.

Where can I find more information?

- Ask your doctor.
- Ask your school nurse.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type influenza in the SEARCH box.

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that causes meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshmen living in dormitories also have increased risk of getting the disease. The disease is spread through the exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the bloodstream and cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information of this and other vaccine recommendations go to:

www.adph.org/immunization

Covid

Due to the ever changing regulations regarding Covid, we are not including standard procedures. TCS has put in place sanitizing procedures to reduce the risk of all illnesses. Parents and guardians will be advised and updated as the situation arises.

NOTICE OF NON-DISCRIMINATION

The Tuscumbia City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Vickey Moon, Federal Programs Coordinator, Title VI or Title IX
303 North Commons Street East, Tuscumbia, AL 35674
(256) 389-2900 ext. 9160

Mrs. Kim Motton, Special Education and 504 Coordinator
303 North Commons Street East, Tuscumbia, AL 35674
(256) 389-2900 ext. 9170

GRIEVANCE PROCEDURE

The Tuscumbia City Board of Education recognizes that harmonious relations with students, parents, and employees can be maintained and improved through open, honest, and effective communication. The interest of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. Therefore, the Tuscumbia City Board of Education has adopted grievance procedures for students, parents, legal custodians, and employees to follow as a means of examining, and hopefully, resolving problems that may occur between or among parties from time to time. A copy of our grievance procedures can be obtained from the central office. All grievances are handled through:

Mrs. Vickey Moon, Federal Programs Coordinator, Title VI or Title IX
303 North Commons Street East, Tuscumbia, AL 35674
(256) 389-2900 ext. 9160

If you have a complaint:

First talk to your child's teacher

If the problem is not resolved - talk with the school principal

Problem continues - talk with: Russell Tate, Superintendent, 256-389-2900 ext. 9101

PUBLIC SCHOOL PRAYER

The Tuscumbia City School System has no policy or procedures that prevent, or that otherwise deny, participation in constitutionally protected prayer in public schools.

MILITARY AND FAMILY RIGHTS

The Tuscumbia City School System will provide to military recruiters the same access to secondary student information as it provides to secondary institutions or to prospective employers. Further, the Tuscumbia City School System will provide to military recruiters the student information stipulated under NCLB, Section 9528, in accordance with the Family Educational Rights and Privacy Act.

GIFTED EDUCATION

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's ability 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 gathered in areas of Aptitude, Characteristics, and Performance. The 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 Gifted Specialist, Monica Quillen, or the principal at your child's school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Tuscumbia City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Tuscumbia City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Tuscumbia City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook (must sign below for your child to be included);
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling 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 (ESEA) to provide military recruiters, upon request, with three directory information categories – 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.¹

If you do not want Tuscumbia City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the last school day of August. Tuscumbia City School has designated the following information as directory information:

- Student's Name
- Photograph (website or local publications)
- Grade level
- Participation in officially recognized activities and sports
- Honors, and awards received

These laws are: Section 9528 of ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), The education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (PL. 107-107), the legislation that provides funding for the Nation's armed forces.

Student's Name _____

Grade _____ Teacher's Name _____

ACKNOWLEDGEMENT SHEET

This sheet of acknowledgement should be completed and signed by the parent / custodian. Detached from the booklet, and returned to the school. This sheet will become a part of the student's permanent folder.

PARENT / LEGAL GUARDIAN

I, _____ serving as the parent / legal custodian of _____, do acknowledge by my signature the receipt of a copy of the 2022-2023 G. W. Trenholm Primary School Handbook

Parent / Legal Custodian

PARENTAL RELEASE FORM

Newsletters and Websites

Dear Parent or Custodian:

The Tuscumbia City School System requests permission to use photographs taken of your child in its system newspaper and website. Please sign and return the following release form.

The Tuscumbia City School System has my permission to use photographs taken of my child, _____ for the system newspaper.

The Tuscumbia City School System has my permission to use photographs taken of my child, _____ for the system's website.

_____ No, I do not want my child photographed.

Parent / Legal Custodian

Date

FERPA Guidelines

The Tuscumbia City School System requests permission to disclose information to appropriate agencies. Please sign and return the following release form.

The Tuscumbia City Schools has my permission to disclose designated information (**listed under the FERPA guidelines**) about my child _____ to appropriate agencies.

Parent / Legal Custodian

Date

_____ No, I do not give my permission for Tuscumbia City Schools to disclose designated information (**listed under the FERPA guidelines**) to appropriate agencies.

Parent / Legal Custodian

Date

