

2016-2017

Irondale Community School

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Dr. Chuck Yeager
Principal



Home of the Mounties

Intentional. Considerate. Successful.

This agenda belongs to:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____

TEACHER: _____

Welcome to Irondale Community School

♦*Today's Learners, Tomorrow's Leaders*♦

Welcome to Irondale Community School!

The faculty and staff of ICS are looking forward to an exciting and successful year. We have prepared this information so that we may bring about a better understanding between the school, parents and students. **Please take time to read this information completely.** It contains information that will assist students and parents during this school year. We would like to extend an invitation to all parents to visit our school at any time and to become an active member in our PTA. We are very proud of our partnerships with many parents, businesses, and community organizations.

Mission Statement

The mission of Irondale Community School is to provide meaningful educational experiences within a safe, disciplined, and caring environment.

Student Assignment Book

Each student is issued a student assignment book (agenda) at the beginning of each school year. The cost to replace the agenda is \$7.00. This book is used to record homework and other assignments, for parent/teacher communication, and to assist students in developing responsible behavior and organization skills. The use of this assignment book will encourage continued communication and cooperation between home and school.

Enrollment Requirements

Registration will be completed online. Each student enrolled in ICS must have the following items in their folder:

- Blue Immunization Form (State of Alabama)
- Child's Birth Certificate
- Child's Social Security Card
- Parents'/Guardians' Drivers Licenses
- Proof of Custody (if applicable)
- Proof of Residence (three required)
- Lease or Deed showing custodial parent or guardian address within school zone.
TWO utility bills: Alabama Power, Alagasco, or Water Bill with July 2015 due date or letter from company verifying service.
- Transfer Approval Letter stamped in red (if child lives out of zone).

Attendance at school each day is mandatory by the State of Alabama. Regular and prompt attendance is a requirement at ICS. A parent's or physician's note is required to excuse student absences and must be brought within 3 school days. Students are allowed no more than 7 unexcused absences per year. Any days after that must be documented by a verifiable physician's note. Only 12

Parent excuses (6 per semester) will be accepted as an excused absence. After six parent excuses, only a Doctor's excuse or an absence approved by the Principal will be accepted. More than 18 absences will result in the student being retained due to excessive absences. Students must arrive at school by 8:00 AM. Excessive tardiness and excessive absences will be reported to our Student Services Department.

Arrival and Dismissal

***Arrival:**

When students arrive at school, they should go directly to supervised study hall in the gym (please make sure students have a book to read during this time), or to the lunchroom, if they are to eat breakfast. **No student is to wait outside or elsewhere in the buildings. All students will enter through the gymnasium hall.** Students should not enter through any other area of the school.

- Car-riders should report to school no earlier than **7:20 AM**
- Students arriving prior to 7:45 must report to the gym or lunchroom (for breakfast). **Breakfast is served from 7:20 AM until 7:45 AM.**
- Students are dismissed from the gym or lunchroom to go to their classes at 7:45AM.
- **Classes and Instruction begin at 8:00 A.M.**
- STUDENTS ARE **TARDY** IF THEY ARE NOT **IN** THEIR CLASSROOMS AT 8:00 A.M. and must be signed it at the office by a parent/guardian.

***Dismissal:**

Bell 1 (2:50) – Walkers and First Bell Bus Riders (Orange, Red, Yellow, Purple, & Girls' Inc.)

Bell 2 (2:55) – Car Riders, Daycare, and Second Bell Bus Riders (Pink, Blue, White, Green)

Important Car Rider Information:

- All students riding in cars are to be picked up in the front of the school. Please pull all the way to the end of the building as students are dismissed from the end doors. Dr. Yeager or a teacher/staff member will begin calling names in carline at 2:55.
- Please write the name of your child on a piece of lightly colored paper/cardstock with a marker, or print it using a large easy-to-read font. When picking up your child during dismissal, place this sign on the passenger side of the front windshield. Staff members assisting with dismissal rotate duties, so it is important to keep the sign all year. This will expedite the dismissal process or car riders.
- Drivers in the car line should put their car in **park** while students are loading or unloading to prevent the car from accidentally rolling forward while students are getting in or out of cars.
- Please refrain from using cell phones while in the car lines. Adults need to be fully attentive, as children are not always as careful as they should be.
- Parents should not get out of their vehicle to get students from the sidewalk.
- Parents unable to pick up children by **3:25PM** each afternoon should make arrangements for after-school care at an area daycare or the ICS After-School care (205-306-6863). Students not picked up by 3:25 will be taken to After School Day Care at parent's expense.
- Traffic congestion will be quite heavy at first. Please be patient the first few weeks of school as the kinks are worked out and all students dismiss **safely**. We appreciate your help and support.

Assignments for Absences

It is the student's responsibility to request make-up work upon their return to school. Students who have excused absences will be allowed to make up missed assignments. Students and teachers work together to complete the work, but make-up work is primarily the student's responsibility.

Breakfast is served each morning from 7:20-7:45. See page 7 for cost and additional information.

Bus Regulations

Students riding to school on the bus should return home on the bus unless they have written permission from the parent or guardian. In the afternoons, bus students are supervised by teachers while waiting for the bus. Bus students are to be orderly and follow directions given by supervising teachers. Only students who live two (2) or more miles from the school are eligible to ride the bus. Riding the school bus is a privilege. **Improper conduct on the bus will result in disciplinary measures or that privilege being denied.** A copy of bus rules is included in the JefCoEd Code of Student Conduct book.

Calendar

The 2016-2017 Jefferson County School District calendar can be found on p. 10 of this agenda.

Checks must have a name, address and a working phone number in order to be accepted for payment.

Check-Ins/ Check Outs

A parent/ guardian must accompany students into the office to check in if they arrive after 8:00AM. If it is necessary for a student to leave school, a parent or guardian must come into the school to sign the student out. Anyone checking your child out will be asked to provide a driver's license or other photo id. The registration card will be checked before they are allowed to sign the student out. If the person is not listed as having permission to check the student out, the student will not be allowed to leave with that person. No student is to leave school grounds during the school day without permission from the principal's office. Check-outs are counted against your child's attendance. As with absences, any student who has had more than 7 check-outs will be reported to Student Services.

Code of **C**onduct is a JefCoEd School System board policy. It is a document that was designed to keep all students safe. It is important that each student reads, or has it read to him/her, and has the meaning explained to them by a parent or guardian. Each student will be held accountable for all the codes.

Conferences

Teachers are available for conferences at specified times during the school day. Parents are encouraged to set up conferences with teachers to discuss progress and/or problems. Conferences may be set up with the principal and counselor as needed. To set up a conference, please call the school office (379-4200). **Please do not enter a classroom without checking in at the office first. Unscheduled interruptions disturb the learning process.**

Daycare is offered at ICS each afternoon that school is in session. The ICS After-School care phone number is (205-306-6863).

Discipline

All students at ICS are expected to abide by the Jefferson County Code of Student Conduct during school hours or at any school sponsored event. The school provides each student with the maximum opportunity to acquire an education. **No student has the right to interfere with this opportunity by his/her actions, poor manners or lack of consideration.** All rules and regulations are developed and enforced with this in mind. Parents and students must sign a Code of Student Conduct receipt to indicate they have received and read a Code of Student Conduct Book. Included in the Code are Guidelines for Dress and Grooming and Bus/ Transportation Rules.

Dress Code

All students must wear their pants belted and at the waist. Shorts and skirts must adhere to the JefCoEd Dress Code. Hair must be kept clean and in accordance with the Dress Code. All students must adhere to the Jefferson County Dress Code found in the Code of Student Conduct. Any student who fails to dress appropriately will not be allowed to attend class until proper clothes can be secured. If necessary, parents will be called to bring proper clothes to school. Until proper clothes can be secured, the student will stay in the health room or office and will be responsible for all classwork missed.

Early Warning Court – Section 16-28-12 of the **Code of Alabama Compulsory Attendance Law** requires that any parent/guardian who enrolls a student in school be responsible for the student's regular attendance and proper conduct. Pursuant to this code, ALL students (K-12) are subject to the provisions of the Early Warning Truancy Prevention Program for excessive unexcused absences or tardies.

Emergency Procedures are practiced monthly and should be taken very seriously in the event that the practice becomes an actual event. Teachers will be talking to students about the Fire Drill, Tornado Drill, and Lock-Down Drill practices, and instructions are posted in each classroom. Students are expected to follow directions and remain quiet during these drills.

Field Trips are arranged to supplement the regular program. Parents will be informed of the time, place, cost, etc. of any trip well in advance of the trip. Students must have written permission from parents for field trips. All school behavior rules apply. Only students, teachers, and approved chaperones may go on trips. Siblings are not allowed to attend field trips.

Grades are given in the form of A,B,C,D, and F. Student report cards are sent home to parents every 9 weeks for students in grades 3-5. Report cards will be sent home following the close of each nine-week grading period. Progress Reports will be sent home in the middle of each grading period. The purpose of progress reports and report cards is to advise the parents of the student's progress.

Health Room facilities at ICS are provided for students who have accidents while at school or become ill and need to lie down until parents can be notified. The Health Room should never be used as an excuse to get out of the classroom. Please be sure to update your phone number when it changes. We need to be able to reach parents in case of an emergency.

Homework assignments are a very important part of the total school program. Homework is given as practice to strengthen skills, to complete unfinished daily work, and for project completion. Unfinished homework assignments are the student's responsibility.

Ideas to help our students be successful:

1. Make sure to do your best every day!
2. Ask your parents for a regular place to do your homework.
3. Set a specific time for doing your homework.
4. Go to bed at a regular time each night.
5. Always read before going to sleep. Remember practice makes you a better reader!

Illness

Any child who becomes ill or injured at school should report to the nurse/office. All efforts are made to contact parents. A child who has had a fever of 100 or above should be **FEVER-FREE** without medication for **24 HOURS** before returning to school. A child who has been vomiting or had diarrhea should be **SYMPTOM-FREE FOR 12 HOURS**. Children who have a fever, are vomiting, and/or have diarrhea will be sent home so that they may recover and in order to prevent infection of other students.

Immunizations must be kept current. The nurse or office staff will notify parents when the student's blue form needs to be updated. These forms are a requirement by the State of Alabama.

Just try your best in all that you do.

Knowledge is Powerful.

Library

Our school library contributes to our overall instructional program with reference materials, computers, and audio-visual equipment. Students are expected to conduct themselves in a proper manner in the library. Should a student lose or damage a book, he/she may not check any more books out until restitution has been made. The librarian will give the replacement cost of the lost book and checks will need to be made out to Irondale Community School. Also, students responsible for damaged bar codes will be charged \$1.00 per bar code.

Lost and Found is located in the hallway outside the gym. Students should always check there first when they lose something. All coats, jackets, backpacks, lunchboxes etc. **should be labeled with the student's name, so lost things can be returned to the owner.** Unclaimed property will be donated to a local charity at the end of each semester.

Lunchroom

Breakfast and lunch are served daily at ICS. Breakfast begins at 7:20 AM (for early bus students) and ends at 7:45 AM, and lunch is served between 11:00 AM and 12:30 PM daily. Lunches may be bought or brought from home. ICS participates in the Federal Lunch and Breakfast Program, which provides free and reduced priced meals for students from qualifying families. New forms will be sent home in August. Failure to accurately provide requested information will delay the process. Breakfast and lunch prices are as follows—

Breakfast:

Paid Student Meals (Elem/Middle/High)- \$1.50
Paid Adult Employee- \$1.75
Paid Visitor- \$2.25

Lunch:

Paid Student (Elementary) \$2.05
Paid Adult Employee-\$3.00
Paid Visitor- \$4.25
Milk Price- \$.30/Ice Cream - \$.75

Lunches may be paid for on a daily, weekly, or monthly basis. Checks must be made payable to *Iroindale Community School Lunchroom*. Remember, if your child buys more than the regular lunch (ice cream, extra fries, etc.) he/she will need to bring extra money. **Any student forgetting his/her lunch money will not be allowed to charge.** The student may call his/her parent to bring lunch money to school. If a parent cannot be reached, the child will be served a sandwich and milk at a prorated cost. *Parents are invited to eat lunch at school any day but must check in the office before going to the lunchroom. "Fast food" should not be brought into the cafeteria as this jeopardizes our school in receiving federal dollars for our lunch program.*

Medication

If your child has prescription medication to be taken at school, your physician must complete a **MEDICAL AUTHORIZATION FORM** before this medication can be given to your child. Parent/Guardian *and* physician must sign this form. Prescription medication will not be given without this form completed with all signatures. Inhalers need to have a prescription label **ON THE INHALER AND BE IN THE ORIGINAL BOX**. Any medication that is administered at school **MUST** be in the **ORIGINAL CONTAINER**. Please do not bring medication in Ziploc bags, envelopes, saran wrap, etc; it cannot be identified and cannot be given. Students **are not** allowed to transport medicine(s) to/from school. Parent/Guardian is responsible for bringing medications to school.

OVER-THE-COUNTER MEDICATIONS including cough drops, Tylenol, eye drops, etc., **MUST** also have a **MEDICAL AUTHORIZATION FORM** filled out and signed by parent/guardian. These are good for two weeks only, unless signed by the physician to be in effect for the entire school year.

If your child requires a restricted/special diet (due to allergies), a physician must fill out a diet prescription **EACH SCHOOL YEAR**.

Notification of School Closing due to Inclement Weather

When it is doubtful that school will be opened or that students will be dismissed early because of bad weather, families should stay informed by listening to the radio or watching TV news announcements. You will also be called through the SchoolCast System. **Please** ensure that you keep your contact information up-to-date.

Nurse – see information on previous page

Obey the rules and do the right thing!

PTA (Parent-Teacher Organization):

The school's PTA is engaged in activities which are beneficial to our school and offers an excellent opportunity for teachers and parents to work together for the improvement and accomplishment of many of the school's needs for our students. Parents and other interested individuals are cordially invited to join this organization and to take an active part in helping the school reach its educational goals. Membership dues are \$5.00 per person.

Parties at school are limited to twice per year: Christmas and End of the Year. Parties may be held in the afternoons. Birthday parties are not allowed at school. Parents may send small cupcakes or cookies for the class to enjoy after 2PM. Please contact your child's teacher **BEFORE** sending any snacks to the classroom. There might be a student with a food allergy you should be aware of before sending the class treats.

Physical Education classes are held daily. If a student is unable to participate in P.E. for any reason, he/she must have a written note from a parent giving the reasons he/she cannot participate. If students are unable to participate for more than 1 day, a physician's excuse must be presented to the Physical Education instructor. Please make sure students have proper shoes for physical education and recess.

Promotion to the next grade requires students to adhere to the JefCoEd attendance policy and pass reading, language, math, science and social studies.

Proof of Residence is required to be updated each year.

Quiet in the halls, please. ICS students are expected to pass quietly to keep from disturbing other classes.

Read, Read, Read Everyday. If you can read, you can learn to do anything!

School Day

8:00AM-2:50PM is a regular school day. (Please see arrival/dismissal information on p. 3 of this agenda)

Supplies

Supply lists are available in the office and on our school website.

Telephone

The telephone in the office is for school business and may be used by students **ONLY IN CASE OF EMERGENCY.** Any message for students outside of an emergency will be delivered at the end of the school day. Students need to know in advance what they should do in case of rain, unexpected early dismissal of school, or any time a parent's routine changes. **Students having cell phones must keep them turned off and in their backpack while on the bus and/or on school property. Violation of this policy may result in disciplinary action.**

Textbooks are the property of Jefferson County School District and are loaned to the student for his/her use during the school year. Students are responsible for the care of the books while in their possession. Textbooks are to be kept clean and handled carefully. Damaged and/or lost books must be paid for by the parent/guardian.

Use of the Agenda Book

This assignment book is considered as a textbook. It should be presented to teacher and parents daily. Students are responsible for its care and the information in it. Parents are expected to read and sign it daily. This agenda book is a great communication tool.

Visitors are welcomed and encouraged, but we do request that parents / guardians make an appointment with your child's teachers before coming to school. You may do this by sending a note, email, or calling the teacher, so she / he can set up a time to meet with you. Visitors must stop by the office to sign in and get a visitor's badge to wear while visiting in the building. **For the safety of our students, visitors will not be allowed to go to the classroom while students are in the room, unless you have notified the teacher and received her / his permission.** Please do not attempt to hold a conference with the teacher when she is engaged with, or in charge of her / his students. Your conference should take place in a private setting, during the teacher's planning time, or before / after school.

Write, **W**rite, **W**rite! Everyday.

eXcellence is expected and encouraged at ICS!

You are an important person and can make a difference in the lives of the people all around you.

Zone in for learning and make this a **great** school year!

Good, Better, Best –

Never let it rest, until your good is better and your better is BEST.