

Headland Middle School and the Ninth Grade Academy



1 Martin Luther King Drive
Headland, AL 36345
(334)585-7083 phone
(334)585-7083 fax
www.headlandmiddle.org

Learner/Parent Handbook 2019-2020

Purpose of Handbook

This handbook is published to better acquaint learners, parents, and teachers with the school and its policies. These policies have been adopted by the entire faculty and will be enforced by all teachers, staff, and the principal. It is hoped that the written policies in this handbook will promote a better understanding between school and home.

Rules and regulations are not designed to deprive any learner of privileges, but to preserve the rights of each one. Our desire is to have a safe, effective, and well-organized school. Each learner and parent has an important part and responsibility to make our school function efficiently and successfully.

Accreditation

Headland Middle School is fully accredited by the Southern Association of Colleges and Schools (SACS).

School Colors

Navy and Gold

School Mascot

Ram

HENRY COUNTY SCHOOLS

Vision Statement:

“Empower, Engage, Educate”

Mission Statement:

“Henry County Schools: Where students are inspired to learn and teachers are empowered to teach”.

Core Values and Beliefs:

We believe:

- All students can learn.
- High expectation of all stakeholders is necessary to achieve goals and expand opportunities for all.
- A safe and physically comfortable environment promotes student learning.
- Equity, fairness, accountability, and fiscal responsibility are foundations of our decisions.
- Diversity and individual learning needs are respected, included, and valued.
- Education is a shared responsibility that positively impacts the quality of life.
- Facilitating open communication between school staff, learners, parents, and community promotes a sense of involvement and commitment to the entire educational process.
- A school community should be a safe and caring environment that promotes respect, self-worth, creativity, and academic growth.

Headland Middle School Faculty and Staff

Principal

Linda Saffold

Assistant Principal

Micah Johnson

Guidance Counselors

Susan Frank

Hope Laudicina-Nicholas

Media Specialist

Carla Tew

Sixth Grade

Trent Adkison

Carla Gamble

Tammy Knowles

Nicole McNaughton

Paige Womack

Lang Arts Department

Amber Axtell

Kirstan Davis

Caldonia Moore

Sarah Shipes

Math Department

Amber Bedford

Justin Swasey

Amy Thomas

Science Department

Tara Brackin

Amber Fleming

Tracy Shadell

Leigh Watson

History Department

Madison Rushing

Kelli Searcy

Mandy Williams

Mike Snell

Career Exploration

Devin Franks

Fine Arts

Mike Snell

Tara Brackin

Career Prep

Angerine Pope

Special Services

Jennifer Faniel

Shea Howe

Betsy Parris

Julie Sanders

Jessica Welch

Band

John Taylor

Headland Middle School Faculty and Staff (Cont.)

Physical Education

Jy'Tu Blackmon
Jennifer Johnson
Ashley Trammell

Health

Ashley Trammell

Secretary

Janet McCraney

Instructional Aides

Cindy DeShazo
Jessica White

Bookkeeper

Anamaria Culver

Custodian

Annie Brady
Tyesha McNair

Child Nutrition Workers

Elizabeth Blankenship
Diane Brown-CNP Bookkeeper
Melanie McCoy
Kim Parnell-CNP Manager

School Nurse

Charese Dixon

Henry County Schools 2019-2020 School Calendar

2019-2020

Henry County Schools

187 Teacher Days/182 Support Days/180 Student Days

August '19						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '19						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '19						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '19						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '19						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '20						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Grading Periods:





- 1: Aug 9- Oct 4 (40 days)
- 2: Oct 14- Dec 20 (46)
- 3: Jan 7- Mar 6 (43)
- 4: Mar 9- May 27 (51)

PD/Holidays:

- PD- Aug 2-8 No students
- Labor Day-September 2, 2019
- Fall Break- Oct 7-11, 2019
- PD-Oct 21 Student ½ day
- Veteran's Day- Nov 11, 2019

PD/Holidays (continued):

- Thanksgiving- Nov 27-29, 2019
- ChristmasBreak- Dec 23-Jan3
- PD- Jan 6, 2020 No students
- MLK Jr Day- Jan 20, 2020
- ConfDay/PD-Feb17 Students ½
- Spring Break- Mar 23-27
- Good Friday- Apr 10, 2020
- Memorial Day- May 25, 2020
- Students Last Day May 27, 2020
- PD- May 28, 2020 No Students

-  School Closed/ Holidays
-  Teacher in-Service Day (no school for students)
-  Students Half Day
-  Students Return

Abbeville Graduation May 22, 2020 Headland Graduation May 21, 2020 Approved 2/14/19

**Daily Schedule (6th - 8th)
2019-2020**

Homeroom 7:25-7:50 (tardy bell rings @ 7:45)

1st Period 7:50-8:50

Break 8:50-9:05

2nd Period 9:05-10:05

3rd Period 10:05-11:05

4th Period 11:05-12:35 (Lunch)

5th Period 12:35-1:35

6th Period 1:35-2:35

**2:35 -2:40 Bus Bell- Go to lockers and load buses.
All walkers and car riders will go to a
designated class.**

2:45-3:00 Dismiss Car Riders/ Walkers

This schedule is subject to change.

**Daily Schedule (9th)
2019-2020**

7:25-7:50	Homeroom (<u>Tardy bell rings at 7:45</u>)
7:50-9:15	1st Period
9:15-9:30	Break
9:30-11:00	2nd Period
11:00-1:00	3rd Period
	Lunch (During 3rd Period) 9th grade 12:35-1:00
1:00-2:35	4th Period
2:35-2:40	Bus Bell- Go to lockers and load buses. All walkers and car riders will go to a designated class.
2:45-3:00	Dismiss Car Riders/ Walkers

This schedule is subject to change.

Alabama State Law 13A-3-24

Alabama State Law 13A-3-24 refers to the use of force by persons with parental, custodial or special responsibilities. A parent, guardian or other person responsible for the care and supervision of a minor or an incompetent person, and a teacher or other person responsible for the care and supervision of a minor or incompetent person for a special purpose, may use reasonable and appropriate physical force upon any minor or incompetent person when and to promote the welfare of the minor or incompetent person.

ASBESTOS NOTIFICATION

The Henry County Board of Education has removed all friable asbestos from its facilities; however, there are areas within the school system that contain suspected non-friable asbestos materials. Such areas may include floor tile, attic/roofing material, and thermal system insulation beneath crawl spaces and in the attics. For more information contact the school office for the school's Asbestos Management Plan.

Attendance

STUDENT ATTENDANCE

5.40

- I. It is the belief of the Henry County School System that there is a direct relationship between attendance and the performance of students in the school system. All students should attend school regularly and be on time for all classes in order to receive the greatest benefit from the instructional program and to develop habits of punctuality, self-discipline, and individual responsibility. Students who have good attendance generally achieve higher grades, enjoy school more, and continue to successfully complete high school.
- II. Alabama State law requires that every child between the ages of six (6) and seventeen (17) years be in attendance at school. It shall be the policy of the Henry County Schools to enforce this law. (See also Policy 5.10 Enrollment/Admission, and Policy 5.41 Compulsory School Attendance Age.)
- II. Regular attendance is the actual attendance of a pupil during the school day as defined by law and regulations of the State Board of Education. A student who is absent or tardy without the principal's/designee's approval shall have his/her parent(s)/legal guardian report such absences or tardies to the school center in the manner prescribed by the Henry County School System *Attendance Policy*.
 - A. The *Attendance Policy* shall prescribe attendance requirements including, but not limited to, provisions for excused and unexcused absences, opportunities to make up work assignments, and reporting absences.

- B. Students shall be excused from any examination, study, or work assignments for observance of a religious holiday or because the tenets of his/her religion forbid secular activity at such time. The school principal /designee shall implement this provision on an individual basis pursuant to Alabama statutes and State Board of Education rules.
 - C. No adverse or prejudicial effects shall result to any student who avails himself/herself to the provisions of this rule.
 - D. Any absence not approved by the provision of this policy is an unexcused absence (i.e., work, truancy, or parental neglect). Students may not make up work if the absence is unexcused.
- III. Student attendance will be monitored on a daily basis and parents contacted as required by law.
- IV. A person designated by the Superintendent or his/her designee shall investigate truancy problems.
- A. 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 five (5) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual.
 - B. Seven (7) 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):
 - a. Parent/guardian shall be notified by the school principal or his/her designee that the student was truant and the date of the truancy.
 - b. At the beginning of each school year, every parent/guardian shall be provided with a copy of Alabama's compulsory school attendance laws and advised of the penalties that can be applied and the procedure that shall be followed in the event that other unexcused absences occur.
 - 2. No earlier than the third (3rd) unexcused absence:

- a. The parent, guardian, or person having control of the child shall participate in the early warning program provided by the juvenile court.
 - b. Attendance at the early warning program is mandatory.
 - c. Failure to appear at the early warning court may result in the filing of a complaint/petition against the parent under Code of Alabama (1975) Section 16-28-12-C (failure to cooperate), or a truancy petition against the child, whichever is appropriate.
 3. No earlier than the seventh (7th) unexcused absence, a court complaint/petition against the child and/or the parent/guardian, if appropriate shall be filed by the attendance supervisor.
 4. For a child under probation, the following procedures shall be implemented:
 - a. When appropriate the school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute, Code of Alabama (1975) Sections 12-15-100 and 105.
 - b. Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
- C. Lack of attendance shall result in loss of credit or school failure as follows:
 1. A student must be in attendance in each class 170 days or more of the total school year.
 2. Attendance policies for grades K-8 are based on the entire school year. Students may be failed (retained) whenever absences exceed ten (10) days per school year. Students in grades K-8 who miss more than ten (10) days in one school year will be given a grade of "F" unless extenuating circumstances exist as determined by the principal.
 3. Grades 9-12 operate on a semester basis. During either the first or second semester, a student may be failed (retained) whenever the total absences exceed five (5) days or three (3) days for all 9-weeks' courses. Students in grades 9-12 who miss more than five (5) days or three (3) days for all 9-weeks' courses will be given a grade FA (Failure due to absences) unless extenuating circumstances exist as determined by the principal.
 4. A kindergarten student who accumulates more than ten (10) absences in one school year may be withdrawn from the roll for the remainder of the school year.
- V. A written excuse will be required of all students, grade K-12) after each absence to be presented upon the day of return of the student to school.

- A. The principal of the school or his/her designee will determine the excused or unexcused status of an absence. If an acceptable reason for excusing an absence is not presented with five (5) days of the return of the student to school, the absence will be coded unexcused.
 - B. Absences beyond seven (7) days per year will be excused only with the documentation of a physician, except as specified by Board policy.
 - C. The parent/legal guardian of a student in grades 9-12 may submit written documentation of absence up to three and one-half (3.5) days per semester or one (1) day for all 9-weeks' courses. Absences beyond three and one-half (3.5) days per semester or one (1) day for all 9-weeks' courses will be excused only with the documentation of a physician, except as specified by Board policy.
- VI. Student attendance for driver's license purposes shall be processed as prescribed by law. (See Policy 5.42 Revocation of Driver's License/Permit.)
- VII. Each Henry County school and the Henry County School System shall take appropriate action as required by Alabama statutes when a student has excessive absences or is truant.
- VIII. Any Henry County Student whose parents are employed by the military may be granted up to five (5) days of excused absence if either parent is experiencing a deployment of active duty. The conditions under which these absences may be excused are: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has had a prior record of good attendance; (4) missed work is completed and returned in a timely fashion; and, (5) the absence is not during standardized testing dates.
- IX. The enrollment and attendance of a child in a church or private school shall be filed with the Henry County Superintendent by the parent or legal guardian of the child on a form provided by the Superintendent. This form shall be countersigned by the administrator of the church or private school and returned to the Superintendent by the parent/legal guardian. When the child no longer attends the church or private school, the parents or legal guardian will direct the church/private school to notify the Henry County Superintendent that the child is no longer in attendance.

Absences:

Sickness or injury of the learner is considered an excused absence. Excused absences carry the privilege of making up missed work. It is the learner's responsibility to see the teacher about making up missed work. Vacations, visiting, hair/nail appointments, and such activities of a non-emergency nature will be counted as an un-excused absence. **A note with reason of excuse (Dr. should be brought to the office.** In the event of sickness/injury, there is a 5

day period in which to bring a note. **Please remember that if an absence is excused, learners must personally contact each teacher within 2 days of returning to school to make arrangements the work missed.**

Parents who call, requesting that teachers send make up work home when a student has an extended absence, may obtain the assignments from the office the following day.

Checking Out:

If it is necessary for a learner to leave during school hours, the learner's parent or legal guardian must come to the office and sign him/her out before the learner leaves the campus. **It is also necessary for him/her to bring a dated note explaining the reason for the absence for classes missed the remainder of that day.**

Early Dismissal/Late Start:

From time to time school will dismiss early and/or start late due to severe weather. The communication for such instances will come in the form of a phone call and will also be updated on our school website. **Please make sure that we have a correct working number in our computer system so that you can be reached in an emergency.**

Tardiness:

The tardy bell rings at 7:45 a.m. If a learner arrives at school after this time, they are tardy. A parent must come into the school and sign their child in after 7:45. **If you fail to come in and sign your child in then you will be called back to the school.** Excused tardies will not count against perfect attendance. We will certainly work with parents and learners on an individual basis for extended illnesses, but **we sincerely seek your help and support in insuring your child's attendance at school is consistent.**

Truancy:

Truancy is the habitual and unlawful absence from school. In accordance with Alabama Law, the parent or legal guardian is responsible for requiring any learner under his/her control or charge less than 17 years of age to attend school regularly except for legal absences as defined by the Alabama Law and Board Policy.

Backpack

Alabama Backpack Act (2017-19)

The Backpack Act provides awareness of the dangers of heavy backpacks. Go to www.bacsupport.com for more information.

Research shows that children carrying more than 10% of their body weight is damaging to their spinal and postural health. Just because you can't see the internal damage, doesn't mean it isn't happening! Have you ever wondered how this is affecting my child?

1. WHO, NIH and many other prominent health research programs across the globe recently released their findings in the Global Burden of Disease 2010 Project, which listed musculoskeletal issues (meaning back pain) as the second leading cause of disability worldwide!
2. The "Spain" study, which was released April 2012, was listed in the *Archives of Childhood Diseases*. This study showed that many teens carry school backpacks that exceed 10 percent to 15 percent of their body weight, which puts them at risk for back pain and related disorders (scoliosis).
3. The 2010 MRI study was the first of its kind and was done by an Orthopedist. It showed damage to the spine, mainly in scoliosis, herniated discs and decreased vertebral disc height, significantly advanced as backpack weight was incrementally increased.
4. Research and studies dating back to the early 1990's show significant damaging changes in posture, blood flow, head carriage and gait in addition to increased pain.
5. For every 1 inch the head is carried in front of the spine (anterior head carriage), the head weighs 10 more pounds. Studies have shown significant changes in anterior head carriage with heavy backpacks. This not only can cause stress/pain in the neck and shoulders, but because of the altered overall posture, the whole spine, joints, tendons and muscles can be affected.
6. School age children's spines are still growing and substantial changes at this point in their growth could cause irreparable damage.
7. If our children are focusing on pain, they are not able to focus on their school work and learning.
8. Any change in the environment of the nervous system, whether through tightening of the muscles, vascular changes or spinal deviations from the norm, can cause short and long term effects for the health of an individual. Most of these findings are PREVENTABLE, if caught early!! So, what can you do to help? Watch the video at www.bacsupport.com

Make sure your child's backpack is worn correctly and weighs no more than 10% of their body weight.

Bicycle Riders

Bicycles should be parked in a designated area on campus.

Bus Transportation

School bus transportation is furnished to learners living on a bus route. Learners are responsible to the school at all times while on the bus. The driver is duly authorized by the school and will report any misconduct on the part of the learners to the principal who will investigate and administer punishment accordingly. Parents, you are strongly urged to talk with your child regarding the safety rules and regulations while a passenger on the school bus.

BUS RULES

Refer to the Henry County Learner Code of Conduct

Campus and Grounds

Numerous organizations and individuals use the school campus after school and on weekends. The school is not responsible legally or morally for any accident or injury that may occur after school hours.

Cell Phone/Telephone

No child will be called to the phone. If an emergency arises, parents should inform the school of any specific directions to be given to the learner, or should come to the school and speak directly with the learner. Messages can be delivered. Children will not be allowed to use the phone unless it is an EMERGENCY!! All arrangements for the day (snack money, lunch money, transportation for getting home, etc.) should be taken care of before the learner boards the bus or is dropped off by a parent.

STUDENT CELL PHONE/ELECTRONIC DEVICE POLICY

Understanding that the use of technology, including cell phone/electronic device usage has become an integral part of today's society, possession of these devices shall be permitted at school. However, students shall be held accountable for and taught appropriate cell phone use. *Inappropriate* cell phone /device use shall include but not be limited to:

- using the device to cheat on tests,
- “sexting”,
- using the device to invoke student/parent unrest i.e. harassment/bullying/threats/intimidation),

- using the device to take or transmit pornographic or lewd photos/videos,
- using the device to take any picture without a person's permission,
- using the device for personal reasons during class,
- using the device to record a conversation without the participants' permission,
- other situations deemed reasonable by the local school principal.
- The use of cell phones to record, photograph, and/or post is prohibited outside approved education purposes.

No earbuds, Bluetooth or anything that covers the ears in the classrooms or the hallways. Students may only use phones/devices during approved times throughout the day. The use of electronic devices is prohibited in the classroom. Students shall place devices in the OFF position before entering classroom.

The possession of a digital device (including but not limited to cell phones, Smart Watches, 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.

Student Consequences for violating the policy:

1st offense –1 day Before or After School Detention.

2nd offense –3 Days ISS

3rd offense –5 Days Alternative School

4rd offense – Student referral to school disciplinary committee who will assign not less than 10 days or no more than 45 days Alternative School.

5th offense – Student referred to Superintendent and Board of Education.

*Students whose actions violate State and/or Federal laws (threats, harassments, sexting, pornography, etc.) shall be turned over to law enforcement agencies and shall be prosecuted to the fullest extent of the law in addition to school punishment.

** Students who are caught using a device to cheat will also receive a zero on the test and shall not be given an opportunity for make-up.

*** Absolutely no cell phones/electronic devices (student or teacher) will be allowed in testing rooms where state assessments are being administered. Violators will enter consequences at the 4th offense level.

*****"Sexting" - is the act of sending sexually explicit messages or photos electronically, primarily between cell phones.

Headland Middle School is not responsible for damaged, stolen, or lost cell phones!

CHILD FIND

HELP US LOCATE CHILDREN WITH DISABILITIES.....

Help the Henry County System locate, identify, and evaluate individuals from birth to age 21 who have disabilities. Children may be eligible for special education services in one or more of the following areas of disability:

Autism	Other Health Impaired
Deaf-Blind	Specific Learning Disabilities
Speech Language	Emotional Disability
Hearing Impaired	Traumatic Brain Injury
Intellectual Disability	Visually Impaired
Multiple Disabilities	Developmentally Delayed
Orthopedically Impaired	

Mr. Chris Padget, Henry County Superintendent of Education
Dr. La’Keshia Newsome, Special Education Coordinator
CALL 334-585-2206, EXT. 1230

Board of Education

Henry County Special Education Program Services

The Henry County Board of Education provides special education services to children ages 3-21 residing within Henry County. The Problem-Solving Team, outside agencies, or parents/guardians may make a referral. Anyone wishing to make a referral may contact your child’s school or Dr. La’Keisha Newsome, Special Education Coordinator at (334) 585-2206 ext. 1230. The Henry County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

Communication

Effective communication with parents is essential at the middle school level. The following are procedures used at Headland Middle to help parents/guardians maintain an active role in monitoring progress of their children.

1. Parents/Guardians will have access to INOW to view grades, discipline, and lesson plans. All teachers will update these items on a weekly basis.
2. Progress Reports will be sent home 4 1/2 weeks into each nine weeks. Report cards will be sent home every nine weeks.
3. When a child starts to fail a core subject, the teacher will notify you through a mailed letter.
4. Please do not call teachers/coaches at home unless you get their permission. We respect family time for everyone.

***Be certain that the office is aware of any phone number and address changes. We mail letters and make calls throughout the year and simply cannot maintain effective communication without the correct addresses and phone numbers of parents/guardians.**

Conduct

Learners are expected to be respectful to all teachers, staff, and fellow learners at all times. Learners will respect the property and rights of the public at large, as well as, those of individuals, and will refrain from destruction of, or damage to, such property. Learners are expected to respect the rights of other individuals, to express disagreement in a manner that does not infringe upon the rights of other individuals, and does not interfere with the orderly process of education. Learners must form and express viewpoints through speaking and writing in a manner which is not obscene, slanderous, or libelous.

All learners are expected to abide by the standards established by the Henry County School Board. **Learners must adhere to the Henry County Code of Conduct.** Learners who have attended Alternative school may not be allowed to attend any school activity that is in the semester that the punishment was assigned.

Learners who bring large amounts of money are advised to bring the money to the office to be held until the end of the day. The school will not be responsible for money lost or stolen. Lockers should be locked at all times. Wrestling or any other horseplay is forbidden. Learners are to walk and not run in the hallways.

Disciplinary Action Procedures

Refer to the Henry County Learner Code of Conduct for disciplinary procedures.

DRESS CODE

LEARNER DRESS CODE

The policy of the Henry County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning process. Therefore, it is expected that learners dress in such a manner that will ensure health and safety and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the learners or the purpose of public school education. Based on past years, learners have taken advantage of the dress code and created an unacceptable environment for learning. Learners should comply with the following guidelines.

Health and Safety

- a. **Shoes** must be worn. Tennis shoes must be worn in Physical Education classes.
- b. Shoelaces must be tied.
- c. Jewelry (including piercings) that creates a hazardous condition (studded bracelets, necklaces, oversized earrings, etc.) should not be worn to school.
- d. Learners can only have open containers in the lunchroom or break area unless directed by a physician.

Common Courtesy and Dress vs. Costume

- a. No hats, caps, do rags, bandanas, stocking caps, may be worn in the building for both males and females.
- b. No halter-tops, tank tops, togas, hospital gowns, pajamas, or boxer shorts will be allowed to be worn as outer clothing.
- c. No costumes allowed (exceptions may be made by local school principal for Homecoming Activities, etc., but specific decency guidelines should be established prior to making this exception).

Decency and Modesty

- a) **Shorts are allowed. Shorts must be worn at the waist and length must be fingertip length when standing.**
- b) No see-through clothing or holes above the knee in clothing. Sheer shirts must have solid shirts worn underneath.
- c) No decals, slogans, or sayings on clothes that contain references that are illegal/immoral or display references to sex, drugs, alcohol, or that may create student unrest.
- d) No lewd or vulgar sayings on clothing will be allowed.
- e) Dress/Skirts must be knee length or longer.
- f) Pants must be worn at the waist at all times, and must fit properly.
- g) **ABSOLUTELY NO SAGGING PANTS WILL BE TOLERATED!**
- h) Shirts should not show mid-rift when arms are raised above head.

- i) ALL shirts and dresses must have a sleeve.
- j) Tights, yoga pants, and jeggings without knee length long shirts or knee length long dresses will not be allowed.

P.E. Clothes

Shorts must be at least dress code length (fingertip).

Disruptive Dress

Any appearance that the principal or his designee considers disruptive to the educational process, and results in a loss of educational time, is not allowed.

Any learner violating the dress code will be sent home to change clothes, or be sent to the Time Out Room for the duration of the day. Any time missed from school will be counted as an unexcused tardy. The principal and his designee have the authority to determine inappropriate dress. Repeat offenders are subject to further disciplinary action as deemed appropriate by the principal/designee.

DRUG TESTING POLICY

OVERVIEW

The Henry County Board of Education promotes a safe and drug-free learning environment for its students. To realize our goal of each student fulfilling their educational needs and utilizing their talents and skills, it is important that every student understand the dangers of alcohol, tobacco and drug use. The most recent Pride Survey indicates the students in the Henry County School System unlawfully use alcohol at rates above the state norm. Recognizing that participation in extracurricular activities is a privilege and not a right, students enrolled in the Henry County School System in grades 7-12 may be required to submit to random, unannounced screenings for alcohol and drug testing. The Board reserves the right to depart from this policy where it deems it is appropriate except where prohibited by law. Students will be notified of changes.

This policy will apply to the following groups of students:

- (1) Activity students, consisting of students participating in (a) athletics or cheerleading in Board-sponsored school sports teams or cheerleading dance squads, and (b) other Board-sponsored, school-related extracurricular activities;
- (2) Volunteer students who have been added to the random pool with the consent of his or her parents.

Students in extracurricular activities represent the school in competitions, performances and other activities. Their decision to abstain from the use of alcohol or other drugs is likely to influence the choices of other students. Also, the use of alcohol/other drugs by athletes or cheerleaders is likely to increase the risk or injury to the user or others.

OBJECTIVES

1. To create and maintain a safe, drug-free environment for all students.
2. To deter the use of tobacco, alcohol and drug use among students.
3. To encourage any student to seek help in overcoming a substance problem.
4. To reduce the likelihood of incidence of accidental injury and/or damage to students, employees or property.
5. To give students a reason to say “no” to engage in substance abuse.
6. To minimize the likelihood that school property will be used for illicit drug activities.
7. To protect the reputation of the school system and its students.
8. To educate parents and students to the dangers and warning signs of alcohol and drug use.
9. To reduce behavioral problems in the classroom and promote general health and well-being of all students.

ENFORCEMENT

The testing procedures in this Policy, where practical, follow 49 CFR Part 40 and the Omnibus Transportation Employee Testing Act of 1991. Board officials will be trained in observational skills to determine ‘reasonable suspicion’. The Board will develop the drug testing process using guidelines of the federal Substance Abuse and Mental Health Services Administration. (SAMHSA). The drug testing administrator will provide periodic computerized random selection lists of students to the Drug Testing Coordinator. Students whose names appear on the list will be notified and required to report immediately to the designated collection site for substance screening. If a student checks out of school prior to being selected for testing or is absent the day of testing, he/she may be required to be tested the first day they return back to school. If a selected student seeks to check out of school once testing has begun at the school, the student must be tested prior to checking out.

In order to achieve the objectives described, the Board reserves the right to require all Activity and Volunteer students to submit to random drug testing to maintain safety and security. Students may be tested prior to beginning a seasonal activity, during the season of the activity on a random basis without

advance notice. Once a student is placed in the Random testing pool the student is subject to testing for the remainder of the year. Any student testing positive for drugs (which is confirmed by the Medical Review Officer) or alcohol will be subject to certain consequences which may include immediate suspension from student activities.

A refusal to submit to testing or to cooperate with the Board in any test investigated will result in immediate suspension in extracurricular activities for 365 calendar days. A student's privilege will be reinstated pursuant to the Consequences section of this policy. No Activity or Volunteer student testing positive, refusing to test, or refusing to cooperate with testing or being in violation of this policy will be penalized academically or for nonparticipation in afterschool extracurricular activities.

CONFIDENTIALITY

All reports and test results and other information will be kept confidential by the Board and may not be used as evidence or disclosed in public or private proceedings except in the following:

- (a) Written consent of student authorizing release of the information to an identified person.
- (b) To a student having decisions made in a lawsuit, grievance or other proceedings initiated by or on behalf of the student.
- (c) When compelled to do so by federal or state law or order from a court of competent jurisdiction.

All questions should be directed to the Board's Drug Testing Coordinator. Any employee responsible for a breach of the confidentiality provisions of this policy shall be subject to appropriate disciplinary action, including termination if warranted.

CLARIFICATION

This policy does not circumvent or replace the Board's Code of Conduct pertaining to the use, possession, distribution, manufacturing of drugs or alcohol or other drugs at/or away from school, Board property, or school sponsored events. Violations of policies and rules will follow normal Board policy consequences. The consequences under the Drug Testing policy will become secondary.

ALCOHOL AND DRUG TESTING

Drug and alcohol testing have been demonstrated to be accurate methods of determining the presence or absence of alcohol or drugs in a person's body. Breath, oral fluid, hair or urine can be used for testing.

PROCEDURES

I. General Policy

Research has proven that illegal drugs, abused prescriptions drugs and alcohol can impair judgment and reflexes which can create unsafe conditions for students. The use of illegal drugs and alcohol can result in serious injuries to students. For these reasons, the Henry County Board of Education has adopted a policy that all Activity Students and Volunteer Students be subjected to random drug testing to ensure they are free from the effects of alcohol and/or drugs, unless prescribed by a physician.

II. Drug Use/Distribution/Impairment/Possession

All Activity Students and Volunteer Students are prohibited from using, possessing, distributing, manufacturing, or having controlled substances present in their system while at School or participating in extracurricular activities.

II. Alcohol Use/Possession/Impairment

All Activity Students are prohibited from possessing, drinking or being impaired or intoxicated by alcohol while at School or participating in Extracurricular activities.

IV. After-School Hours Conduct

After school hours use of drugs, alcohol or any prohibited substances is unlawful and may result in a positive test, in violation of this policy.

V. Prescription Drugs

The proper use of medication prescribed by a physician is not prohibited; however, the Henry County Board of Education prohibits the misuse of prescribed or Over The Counter medications and requires all Activity Students using drugs at the direction of a physician to notify the school nurse/sponsor where these drugs may affect their performance, such as drowsiness.

VI. Procedure for Current Extracurricular Students, Parking and Volunteer Students

- a. Applicants are required to sign a Student Consent and Release Form before submitting to screening

b. Random Testing

The Board will conduct random unannounced screening of Activity and Volunteer Students. A randomizer computer program will be utilized to provide computerized random sample lists to the Drug Testing Coordinator. The Activity and Volunteer Students selected randomly will be required to report to the Board-designated collection site for testing.

c. Return to Participation Testing

All Activity and Parking Students referred through the proper channels to undergo a counseling or rehabilitation program or who is suspended from participation in an extracurricular activity or parking for abuse of substances covered under this policy will be subject to monthly testing following return to extracurricular activities or unannounced parking for no less than 12 months.

VII. Testing Procedures

A. General Guidelines

The School Board will use the guidelines of the Federal Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, 49 C.F.R. Part 40, when practical, if a specific topic is not covered by the procedures or policy adopted by the Board.

B. Substances Tested

Activity and Volunteer Students may regularly be tested for: Alcohol, amphetamines, methamphetamines, cannabinoids, cocaine, opiates, barbiturates, methadone, PCP, propoxyphene, and benzodiazepines.

Students may be tested for other substances without advance notice as part of a test performed by the Board for safety purposes.

VIII. Collection Sites

The primary designated site for collection of specimens will be on the campus at the site where the student is located. Students may occasionally be tested at an off-campus testing facility if circumstances warrant.

IX. Collection Procedures

The Henry County Board of Education and the laboratory will maintain a documented procedure for collecting, shipping and accessing specimens.

The process will be conducted to protect the privacy of the student. The laboratory will follow a chain-of-custody testing protocol and

utilize immunoassay testing in combination with gas chromatography/mass spectrometry (GC/MS) or equivalent procedure for confirmation testing. All students selected for testing will be required to execute a Student Consent and Release Form.

X. Evaluations and Return of Results to the Board

The laboratory will transmit directly (fax, mail, or computer) the results of all tests to the Board's MRO. The MRO will review and confirm the individuals testing positive have used drugs or adulterated the specimen in violation of School Policy. The MRO will give the student or his/her parents the opportunity to discuss the results in person or over the phone and provide evidence the student was taking medication that could have produced a positive result, or if for some reason in accordance with Part 40 procedures allow the MRO to determine that the test is not as the result of violation of this policy. This procedure is completed before the Board is notified of the results. Any delay of 5 days by the parents/guardians could be viewed as a waiver.

The MRO will promptly notify the Drug Test Coordinator which students tested positive that had no legitimate medical explanation. The Henry County Board of Education will then schedule a conference between the students and the parents or legal guardians to discuss the positive test results and the consequences and appropriate interventions.

XI. Release of Test Results

All information, interviews, reports, statements, memoranda and test results, written or otherwise, received by the Board through the drug and alcohol testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings except in accordance with this Policy and the Student Consent and Release Form. Students must consent to release test results to school officials who have a need to know. Parents or guardians will be informed of confirmed positive test results by the School Principal, Assistant Principal, or Board Designee.

XII. Request for Retest

The parent/guardian or the student may request a retest of a split specimen within 72 hours of the notification of the test result. Any request for a retest must be submitted in writing to the MRO and such test must take place as soon as possible at the expense of the parent/guardian. The retest must meet the criteria outlined in the

policy. If a separate Split Specimen B is requested, the Drug Testing Agency will arrange transportation of the specimen.

XIII. Notice Requirements

This policy must be made available to students by school officials in a timely manner. Certified employees must, at the beginning of the activity (i.e. football practice, marching band practice, etc.) discuss the provisions of this policy with students and parents. The discussion will include the following topics: purpose, random sampling procedures, sample collection procedures, reporting procedures and confidentiality requirements. A public forum is recommended.

XIV. REASONABLE SUSPICION

When a trained school official has reasonable suspicion that a student has violated the substance abuse policy, the trained observer may reasonably inspect lockers, vehicles, purses, clothing, book bags or other belongings of the student without prior notice of the student. If a student refuses to remove a personal lock, a school official or outside agency will be permitted to do so for the student. Any costs involved will be paid for by the parents/legal guardians. The Drug Testing Coordinator will be notified immediately.

When there are observable circumstances which provide reasonable suspicion to believe a Volunteer or an Extracurricular Student has abused tobacco, alcohol, and other drugs, that student may be required to submit to drug testing at an approved testing facility. Determination that reasonable suspicion exists must be based on specific, contemporaneous, articulable observations which may concern the appearance, behavior, speech or body odor of the student.

The school official requiring testing shall complete and sign written documents explaining the circumstances and evidence he/she relied within 24 hours of the testing or before the results of the test are released, whichever is earlier.

The school official must have completed 60 minutes of training on alcohol abuse and an additional 60 minutes on controlled substance misuse. It is encouraged to obtain a second trained official's documented opinion.

CONSEQUENCES

For any violation of the policy, including testing positive in a confirmation test, testing positive for adulteration, refusing to submit to screening, refusing to execute a release, or refusing to cooperate with an investigation by the administration, the consequences for said violations are as follows (these consequences are applicable to all students who volunteer to be drug tested).

First Violation:

- Activity Student suspended from extracurricular activity for 14 school days.
- Student may not participate in extracurricular activities during the suspension.
- Reinstatement requires a negative test.
- Reinstatement requires a completion of Level I interventions.

Level I Interventions:

- Parent and student must attend conference with a school drug coordinator.
- Student and parent must attend prevention counseling session with a prevention counselor.
- Student and parent must attend one AA/NA meeting.
- Student must report to a designated school counselor each week for four weeks.

Second Violation:

- Activity student suspended from extracurricular activity for 30 school days.
- Student may not participate in extracurricular activity during the suspension.
- Reinstatement requires a negative test.
- Reinstatement requires a completion of Level II interventions.

Level II Interventions:

- Parent and student must attend conference with a school drug coordinator.
- Student must attend one of the prevention programs indicated on the list of approved programs. Parents are responsible for tuition for programs that require tuition.
- Students must report to a designated school counselor each week for six weeks.

Third Violation:

- Activity student suspended from extracurricular activities for 365 calendar days.
- Student may not participate in extracurricular activities during the suspension.
- Reinstatement requires a negative test.
- Reinstatement requires a completion of Level III interventions.

Level III Interventions

- Parent and student must attend a conference with a school drug coordinator.
- Student will be required to attend a prevention program indicated or a program approved by the school system.

Extracurricular activities are defined as any school sanctioned or sponsored activity outside of the regular classroom.

E-cigarettes

Possession/use of vapor, ecig, tobacco products, etc - learners will not be allowed to use any vapor, ecig, tobacco products, etc while under school jurisdiction.

English Language Learners (ELL)

The Henry County School system is committed to providing high quality education for all learners. Because of this commitment, the policy is developed for learners who use **English as a second language, who are immigrants, who migrates, and/or is homeless.**

Each learner who enrolls in our schools must complete a Home Language Survey. The parent or learner may fill out this survey. If it is determined that the learner's language is not English, the **English Language Learner's (ELL)** Coordinator is contacted. The learner will be given a Language Assessment to determine his/her understanding/ability to perform in a regular classroom situation. A team made up of regular classroom teachers, principal, or designee and the ELL coordinator will discuss assessment results and decide the best plan for the learner. All learners will be in regular Physical Education classes. At other times learners could be given instruction in a resource room or be helped in the regular classroom by another person. All learners are monitored and mainstreamed as progress is made. Learners will be evaluated on their class work. A Language Assessment will be administered to determine the learner's ability to work in the regular classroom. All learners will have the same services and opportunities to participate in activities in the school.

A learner shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname of language minority status (No Child Left Behind Act of 2001. Title III Language Instruction for Limited English Proficient and Immigrant Student, Part C, Section 3302(f))

Enrollment

Any learner wishing to enroll at Headland Middle School must submit a Certificate of Immunization; proof of age, and a Verification of Residence form proving legal residence with parent or legal guardian in the Headland school zone. In cases where the learner does not have all items needed to enroll, the learner will be allowed to enroll and given a grace period of five working days to obtain the items needed to complete the enrollment process. Any transferring learner to Headland Middle School must furnish satisfactory records of grade placement. The school faculty reserves the right to place a child in any grade where it is deemed that he/she will gain the most academically.

Equal Opportunities Statement

The Henry County 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 person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Dennis Brand, Title IX and Non-Discrimination Coordinator
300 North Trawick Street
Abbeville, AL 36310

Every Assignment Every Time (EAET)

Headland Middle School Every Assignment Every Time (EAET) Philosophy: Headland Middle School expects and encourages nothing but the best in each child. Teachers hold high expectations and provide students with the tools needed to become self-directed learners. Students are actively engaged in meaningful learning experiences which will prepare them to be productive citizens in our global society. The home and community are vital components of the school support team. Policy: Assignments are a vital component of a child's learning experience. Work is expected to be completed on time. Incomplete and/or poorly attempted assignments are not acceptable. Procedure: If an assignment is incomplete, poorly attempted, or not submitted on time, the student will receive a notice requiring a parent signature and an opportunity to complete the assignment. Students who turn in the parent-signed notice and completed assignment on time the following school day will

receive 70% of the earned grade. Failure to do so results in an assignment to after school detention, and the assignment will be completed for 60% of the earned grade. Failure to report to after school detention or upon the fourth and subsequent time (per subject, per grading period), the student will be assigned to TOR (time out room) and the assignment may be completed for 50% of the earned grade.

Exempting Semester Test

Students can exempt a semester test if they average an A in the

Fees

All school fees must be paid before a learner can receive a report card, transfer papers, etc. Textbooks are the property of the State of Alabama. These textbooks should be taken care of. If a book is damaged beyond a reasonable degree, the learner will be required to pay a fee. For lost or completely destroyed books, full price will be charged. Textbooks and materials lost or damaged must be paid for before additional books will be issued or checked out. **If paying by check, *it must* have your driver's license number and date of birth. In order to participate in extracurricular activities, you must have all fees paid in full. If you have fees left over from the previous year (lost textbook, lost library book, etc.), then you will not be allowed to participate in extracurricular activities until this matter is cleared.**

FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the learner's educational records within 45 days of the day the District receives a request for access.
2. The rights to request the amendments of the learner's educational records that the parent or eligible learner believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the learner's educational records, except to the extent that FERPA authorizes disclosure without consent.

Final/Semester Exams

Nine weeks tests shall be administered at the end of the 1st and 3rd nine weeks. Semester exams shall be administered at the end of the 2nd and 4th nine weeks. Final yearly grades shall be determined by averaging the two semester final averages.

Students who have an “A” average may exempt the semester test in which he or she holds an “A” average. Students may exempt one additional semester exam if they have a minimum of a “C” average in all individual classes and have perfect attendance in every class during the semester.

Fire and Tornado Drills

The signal for a fire drill is three (3) short rings of the bell. Learners should walk with their teacher to the designated or assigned area for that teacher. The signal for a tornado is two (2) long rings of the bell. In the case of a tornado, learners will go to an assigned area in the hallway or inside the classroom. Teachers will explain in more detail the proper procedures during the first week of school.

Gmail Account

Students at Headland Middle School will get a Gmail account for Google Classroom and other Google products for school use. Students will have a Gmail Email account in Google Classroom to communicate homework assignments. Parents will have the option to opt out in the back of this handbook to keep their child from participating.

Gifted

Henry County Gifted Program Services

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.

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 gathered in the 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.

The gifted acceleration process is in place in Henry County to address gifted acceleration.

To make a referral for gifted, contact the Principal, Counselor, or Gifted Specialist at your child's school.

Grading Scale

A	Excellent (90 – 100)
B	Above Average (80 – 89)
C	Average (70 – 79)
D	Below Average (60- 69)
F	Failure (Below 60)

A nine weeks grade in each content area will be determined in the following manner:

Homework and Daily participation (minimum of 9)	25%
Weekly Tests (minimum of 6)	50%
Nine Week Final Test	25%

*A learner may pass coursework with a D average.
Promotion or retention of a learner will be determined by Henry County Board of Education policy.

Health

Immunization

**ALABAMA STATE BOARD OF HEALTH
ALABAMA DEPARTMENT OF PUBLIC HEALTH
ADMINISTRATIVE CODE**

DIVISION OF DISEASE CONTROL

**CHAPTER 420-6-1
IMMUNIZATION OF SCHOOL CHILDREN**

420-6-1-.01 Authority. This regulation is promulgated by the State Health Officer and approved by the State Board of Health pursuant to Code of Ala. 1975, §16-30-5 and is made applicable to children in child care centers/homes under the authority of Code of Ala. 1975, §38-7-1, et seq. and Alabama Administrative Code, Chapters 660-5-25 and 660-5-26 and 660-5-27.

Author: Donald E. Williamson, M.D.

Statutory Authority: Code of Ala. 1975, §§16-30-5, et seq.

History: Filed September 1, 1982. **Amended:** Filed

September 17, 2009; effective October 22, 2009.

420-6-1-.02 General Provisions.

(1) The board of education and the governing authority of each private school shall require each pupil, prior to entering kindergarten or first grade or prior to re-entering the higher grades of the schools of Alabama, to present a Certificate of Immunization for the prevention of diseases listed in 420-6-1-.03 (Code of Ala. 1975, §16-30-4.). The Certificate of Immunization will be on a form approved by the Alabama Department of Public Health.

(2) The Department of Human Resources has required each child two months of age or older attending any child care center/home to present a Certificate of Immunization for the prevention of diseases listed in 420-6-1-.03.

(3) Such certificate shall be on the form approved by the Alabama Department of Public Health and shall be made a part of the pupil's school/child's child care center/home record. When a student/child leaves a school/child care center/home upon graduation, transfer, relocation or otherwise; the school or child care center/home may return the original certificate to the student's/child's parents/guardians and retain a legible copy in the institution's record.

(4) A written objection from the parent or guardian of a student or child based on religious tenets and practices shall be submitted in person by the parent or guardian to the County Health Department for issuance of a Certificate of Religious Exemption from the required immunizations or testing. A licensed physician can provide individual exemption from the required immunizations or testing on a Certificate of Medical Exemption. The Certificate of Religious Exemption and the Certificate of Medical Exemption will be on forms approved by the Alabama Department of Public Health and will be accepted in lieu of the Certificate of Immunization.

420-6-1-.03 Immunization Schedule.

(1) Unless otherwise noted in paragraphs (2) and (3) below, vaccine doses should be administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years, as published by the Advisory Committee on Immunization Practices. Vaccine doses administered <4 days before the minimum interval or age should be counted as valid. Doses administered >5

days earlier than the minimum interval or age should not be counted as valid doses and should be repeated as age-appropriate.

(2) Except as provided in Chapter 420-6-1-.02 and in the Code of Ala. 1975, §16-30-4, each pupil, prior to entering Alabama school grade kindergarten through twelfth grade shall receive age-appropriate immunizations as below:

(a) 5 doses of diphtheria and tetanus toxoids and acellular pertussis vaccine (DTaP). Only 4 doses are needed if the fourth dose was administered on or after the fourth birthday. Booster doses of tetanus and diphtheria toxoids vaccine (Td) must be given 5-10 years after the preschool booster. However, effective for students entering sixth grade beginning fall of 2010, a booster dose of tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap) must be given at 11 or 12 years of age. This requirement will escalate by one successive grade each year for the following 6 years to include sixth through twelfth grades, beginning fall of 2016.

(b) 4 doses of inactivated polio vaccine. Only 3 doses are needed if the third dose was administered on or after the fourth birthday.

(c) immunization against mumps and rubella.

(d) 2 doses of measles-containing vaccine.

(e) varicella vaccine subject to the following schedule unless there is documentation of a positive varicella titer or a date of varicella disease. This requirement is effective for students entering kindergarten beginning fall of 2001 and will escalate by one successive grade each year for the following 12 years to include all grades, kindergarten through twelfth, beginning fall of 2013:

(i) 1 dose of varicella vaccine at 12 months of age or older for persons less than 13 years of age;

(ii) 2 doses of varicella vaccine separated by at least 28 days for persons 13 years of age or older beginning the vaccination series.

(3) Children entering any child care center/home shall, in addition to the vaccines listed above, also receive age-appropriate immunizations for:

(a) *Haemophilus influenzae* type b; and

(b) Pneumococcal disease using pneumococcal conjugate vaccine.

420-6-1-.04 Vaccine Shortages. When the State Health Officer determines that there is a vaccine shortage of one or more vaccines whether statewide or localized, affecting the ability of the health care system to assure that all children have access to age-appropriate immunizations required for school entrance by Alabama Administrative Code, Chapter 420-6-1-.03, the State Health Officer may notify affected health care providers about the supply shortage(s) and authorize such providers to validate a certificate of immunization despite one or more indicated, age-appropriate vaccinations not being administered because of vaccine shortage. Such validation will be accomplished by the provider affixing a department-supplied sticker to the individual child's certificate to indicate a new expiration date, not to exceed one year from the current date or the end of the school term for which the certificate is due, whichever shall be later.

Meningococcal Disease

What is meningococcal disease?

- Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*.
- It is the leading cause of bacterial meningitis in children 2-18 years of age in U.S.
- Meningococcal disease can be very serious, even life-threatening in 48 hours or less.
- The two most severe and common illnesses caused by meningococcal bacteria include; o Meningitis - an infection of the fluid and lining around the brain and spinal cord o Septicemia - a bloodstream infection

What are the symptoms?

- Symptoms of meningococcal disease are similar to influenza (flu) and may include: sudden high fever, headache, stiff neck, nausea, vomiting, increased sensitivity to light, rash, confusion, severe aches and pain in the muscles, joints, chest or belly.

How does meningococcal disease spread?

- Meningococcal disease is spread person to

person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household.

- Anyone can get meningococcal disease, but teens and college freshmen who live in residence halls are at increased risk.
- Some people can “carry” meningococcal bacteria in their nose and throat without getting meningococcal disease, but can still infect other people.
- Most cases of meningococcal disease are spread by people who “carry” the bacteria with no symptoms, appear to be random, and not linked to other cases.
- Meningococcal outbreaks can occur in communities, schools, colleges, prisons, and in other high risk populations.

Who should get meningococcal vaccine?

- Meningococcal vaccine(s) is recommended for all preteens and teens.
- All 11 and 12 year olds should be vaccinated with serogroups A, C, W, and Y meningococcal conjugate vaccine (MCV4). A booster dose is recommended at age 16.
- Teens and young adults, 16 through 23 year olds, may also be vaccinated with a serogroup B meningococcal vaccine (SBMV), preferably at 16 through 18 years old.
- Both MCV4 and SBMV can be given at the same time, talk to your provider.
- Teens with HIV should get three doses of MCV4.
- People 55 years of age and older should get Meningococcal polysaccharide vaccine (MPSV4).

Who should be vaccinated because they are at increased risk?

- College freshmen living in dormitories.
- Laboratory personnel exposed to meningococcal bacteria.
- U.S. military recruits.

- Anyone traveling or living where meningococcal disease is common, like Africa.
- Anyone with a damaged spleen or who had the spleen removed.
- Anyone with an immune system disorder.
- Anyone exposed during a meningococcal meningitis outbreak.

What are the vaccine side effects and risks?

- MCV4 and SBMV are safe, but side effects can occur.
- Most side effects are mild or moderate and do not affect daily activities.
- The most common side effects in preteens and teens occur where the injection is given and may include pain, tenderness, swelling, and hardness of the skin.
- Other common side effects may include nausea, feeling a little run down, and headache.
- Some preteens and teens may also faint after getting a vaccine.
- Reactions usually last a short time and get better within a few days.

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 meningococcal disease in SEARCH box.

Influenza Information ACT (2014-274)

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

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 others 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 the 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.

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 medical conditions including the following:

- *Asthma
- *Weakened immune systems
- *Blood disorders
- *Chronic lung disease due to disease or medication
- *Kidney disorders
- *Heart disease
- *People younger than 19 years
- *Liver disorders
- *Extremely obese
- *People receiving long-term aspirin therapy

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 vaccination.

Where can I find more information?

Ask your doctor. Ask you school nurse. Call the Alabama Department of Public Health, Immunization Division, at 1800-469-4599. Go to cdc.gov

Influenza Information ACT (2014-274)

Influenza Disease and Vaccine ADPH information sheet

Scoliosis Screening

The Alabama State Department of Education and Alabama Department of Public Health requires that school districts in Alabama offer and provide scoliosis screening for male and female students in grades 5 through 9 if the child's parent request it to be done.

Screening is performed by observing the uncovered spine, viewing the student from the back, side, and front and also from all sides with the student bending forward. If a spinal problem is suspected, the child will be rechecked at a second screening. Parents of students found to have signs of a possible spinal abnormality will be asked to see their own physicians for further evaluation.

If you do not wish for your child to be screened for scoliosis, disregard the scoliosis consent form. If you would like your child to be screened for scoliosis, complete the scoliosis consent form in the back of this handbook and return it to the school nurse.

Hall Passes

When it is necessary for a learner to leave the classroom, a hall pass shall be issued. In all cases a learner must have a hall pass.

Honor Roll

Students must have all A's for **each** 9-weeks grading period to have A honor Roll and all A's and B's to have A/B honor roll.

Lunchroom Procedures

The school cafeteria is maintained as a vital part of the health program at Headland Middle School. The following rules relate to the orderly operation of the cafeteria. Learners are to enter the cafeteria only during the assigned period, and shall remain in their designated location the entire assigned time. Trays are to be taken to the designated area containers, and all students should leave the table and floor around them clean

CHARGED MEALS

It is the intent of the Henry County Board of Education to provide an opportunity for each child to eat a nutritious breakfast and/or lunch during the school day. It is also the policy of the Henry County Board of Education to comply with all federal program regulations pertaining to the National School Breakfast and Lunch Programs. The National School Breakfast and Lunch Program regulations do not allow for meal charges. Students and staff are encouraged to deposit money into their meal accounts regularly, whereby a draft of the account may be made on a daily basis as the meal is purchased. Students will receive a verbal reminder that their balance is approaching zero.

If funds are not available in the student's account at the time a meal is received, an elementary or middle school student will not be allowed to exceed the amount equal to 3 days in meal charges for breakfast and/or lunch. **This service does not provide a line of credit for continuous meal charges.** If an elementary or middle school student has reached the maximum 3 day limit, the student will be referred to the office. Meal charges will not be allowed at the high school level, and no adult meal charges are allowed. No extra purchases are allowed if there are outstanding meal charges. A la carte items may not be charged.

The Cafeteria Bookkeeper will send home charge notices at least twice per week. The cafeteria bookkeeper will make every attempt to collect unpaid meal charges. The school principal will be notified in writing of outstanding charges on a weekly basis. At the end of the month the school principal is responsible for collecting any unpaid charges to the Child Nutrition Program. If the

principal is unable to collect the outstanding charges from the student's parent/guardian, funds will be recovered from a nonpublic local fund. Checks returned to the school CNP for insufficient funds shall be processed according to Policy 7.42 Insufficient Funds and Worthless Checks.

Parents may use the Online Payment System to view the student's balance and to make a payment.

Snack & Meal Prices/Policies:

Snack prices will be \$1.00 (\$2.00 for certain ice cream).

Headland School's Meal Prices for SY 19-20 (Universal Breakfast Participant)

Breakfast:

Student meals – No charge
Adult Employee.....\$1.75
Adult/Child Visitor.....\$2.25

Lunch:

Student Full Paying\$2.25
Student Reduced.....40¢
Adult Employee.....\$2.90
Adult/Child Visitor.....\$3.50

The Board of Education Policy states there will be NO CHARGING FOR MEALS and all checks must have a driver's license number and date of birth.

Medication Policy

Administration of Medication

The goal of the school system regarding the administration of medication is to assist student in maintaining an optimal state of wellness, thus enhancing the educational experience.

Please be reminded that the authority to administer medications to your child must come from you as the parent/guardian and the prescriber when medication is prescribed. Please contact your child's school nurse regarding administration of medications.

1. Medications Forms: Prescribed medication including over the counter medication is administered only upon receipt of a correct, current completed School Medication Prescriber/Parent Authorization Form (PPA). Over the counter medications also require a prescriber's authorization. This form is available from your child's school nurse. Please ensure the PPA matches the pharmacy label. These forms have to

be renewed yearly. Also, an updated form is needed when a medication dosage is changed or time to be administered is changed. A discontinue order from the medication prescriber is required to discontinue medications. The school nurse cannot implement changes in a medical order from the parent or guardian. A prescriber order is required.

2. Delivery of Medication: All prescription medication must be in a current, pharmacy-labeled prescription container. All over the counter medication must be in a sealed-unopened, manufacturer-labeled container. The parent/guardian (not the student) should deliver the medication and the PPA to the school nurse.
3. Acceptance of Medication: Both the parent/guardian and the licensed nurse or medication assistant will sign the back of the Medication Administration Record (MAR) to verify the amount received or retrieved. Students must not deliver or carry any type of medication to and from school except those that have been authorized for self-administration/self-carry by the school nurse.
4. Storage of Medication: All medication must be stored in the school health office according to ALSDE/ABN guidelines. Exceptions to this rule are medications prescribed to prevent or treat medical emergencies that have been authorized by the school nurse.
5. Emergency Medication: A student may carry his/her emergency medication on his/her person for self-administration with proper authorization on the School Medication Prescriber/Parent Authorization Form (PPA) and after demonstration of proper administration to the school nurse.
6. Expired Medication or Needed Inventory of Medication: The parent/guardian will be notified when medications expire and when medication inventory is needed. Expired medication must be picked up within two weeks of notification. If not picked up within this time frame, the medication will be destroyed in accordance with guidelines. It is the parent/guardian's responsibility to bring additional medication to school. If medication is not brought in timely manner, the prescriber will be notified.
7. First Dose of Medication: The first dose of any new medication or change in dosage (increase or decrease) of a current medication should be given at home with the exception of emergency medications (ex. EpiPen).
8. Suggested Recommended Medication Administration of Early Morning AM Medications and Antibiotic Medications: It is recommended that AM medications be administered at home before school. Also, when a medication is prescribed for three times a day it should be given at home; just before

leaving for school, upon returning home in the afternoon, and at bedtime (ex. antibiotics).

9. If a medication is administered to a student other than the school nurse or medication assistant, it must be administered by the parent/guardian.
10. End of Each School Year: The parent/guardian must pick up all medications on or before the last day of classes or the medication will be destroyed.

Each school year, the school nurse or health/physical education will screen to check for spinal deformities (scoliosis, kyphosis, lordosis, a side-to-side curve in the spine). The purpose is to recognize, at the earliest stage, any deviation from normal so that the need for treatment can be determined. Spinal screening is required annually by law for schoolchildren in the state of Alabama in Grades 5-9. The procedure is a very simple one. The trained screener observes the child's posture while standing and bending forward. If scoliosis is suspected, your child will either be rescreened or referred. You will be notified so that you may get further evaluation from your own physician. If your child is receiving medical care for a spinal deformity from a physician, please contact this school to request a form for your child's physician to complete in order for your child to be exempted.

Migrant And Homeless

Migrant and homeless students who come into the system will be provided the same quality educational opportunities as all other students. A student shall not be admitted to, or excluded from, and federally education program on the basis of a surname of language-minority status.

PARENT'S RIGHT-TO-KNOW – REQUEST TEACHER QUALIFICATIONS

We are pleased to notify you that in accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please send a note to Mrs. Saffold to request the Parents Right-To-Know Request Teacher Qualifications form to be completed by you. Should you have any questions, feel free to contact Mrs. Saffold at 334-585-7083.

Physical Education

Beginning with 7th grade, learners are expected to dress out for class. A changing of clothes (plain gray t-shirt and navy shorts/pants bearing no logos or writing, **dress code appropriate**), along with tennis shoes, will be required for P.E. Learners will start out with a 100 and points will be deducted from that according to how many times they do not dress out or participate. Two points per day will be subtracted from the learner's grade if they do not have their clothes and dress out. Learners who do not dress out will be assigned written work to make up for classroom participation. **Learners should be prepared to participate everyday in class. If, for some medical reason, this will not be possible, a note from the doctor will be necessary for as long as the doctor recommends. If learners do not bring a doctor's excuse, two points per day will be subtracted from their grade.** We will verify notes with a phone call to the parent.

Progress Reports

A progress report will be sent home to parents 4 ½ weeks into each grading period. These reports allow parents to learn the progress of their children throughout each 9 weeks.

Response to Instruction (RTI)

Response to Instruction is a process of core classroom tiered support for all students in Henry County Schools. The Response to Instruction process at each school is designed around the Henry County RTI Framework which consists of Universal Screening, Tiered Instruction, Intervention, Expectations, and Professional Development. The goal is success for ALL students through tiered support!

School Hours

All learners arriving to school between the hours of 7:00-7:25 am. will attend to a designated area. Sixth through Eighth Graders eating breakfast will go to the lunchroom and eat in their designated area. Ninth graders will go to the Ninth Grade Academy, get breakfast (if they choose) in the foyer and go to their designated area. Students in grade sixth and eighth who are not eating breakfast will go to the gym. Students in the seventh grade who are not eating breakfast will go to the lunchroom and sit in their designated area. Learners will proceed to homeroom during the 1st bell ring at 7:25 a.m. **The tardy bell rings at 7:45 a.m.** Learners arriving after the tardy bell must report to the office for a tardy slip to enter class. A parent/guardian must sign the learner in at the office. Classes begin at 7:50 a.m. School will dismiss when buses arrive in the afternoon at 2:35 p.m. Car riders and walkers will be dismissed immediately after the buses depart.

Search and Seizure

If the administration has reasonable suspicion to believe the learner has possession of any prohibited items specified in the Henry County Learner Code of Conduct or prohibited by law, they may search personal items.

Sexual Harassment

Employees and learners shall not engage in conduct constituting sexual harassment. Sexual Harassment is illegal and will not be tolerated. The Henry County School Board shall investigate all allegations of sexual harassment and take appropriate action against employees and learners who engage in sexual harassment. Sanctions against employees for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment. Sanctions against students for violation of this policy may include verbal or written warning, in-school suspension, alternative school, suspension, or expulsion as provided in the Code of Conduct.

Special Education Services

The Henry County Board of Education provides special education services to children ages 3-21 residing within Henry County. The Problem Solving Team, outside agencies, or parents/guardians may make a referral. Anyone wishing to make a referral may contact your child's school or Dr. La'Keisha Newsome in the office of Special Education Services at (334)585-2206 ext: 1230. The Henry County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

Section 504 Program

Section 504 of the Rehabilitation Act of 1973 was written to protect qualified individuals from discrimination based on their disability. Individuals with disabilities are persons with a physical or mental impairment which substantially limits one or more major life activities. This law covers persons who are perceived or have ever been perceived to have a major physical or mental impairment. Anyone wishing to make a referral may contact your child's school or Dr. L. Newsome at (334) 585-2206 ext. 1230. The Henry County Board of Education prohibits discrimination against any student on the basis of race, ethnic group, gender, economic class, or nationality.

Sunscreen ACT (2017-278)

Allows students in public and nonpublic schools to possess and use FDA regulated over-the-counter sunscreen at school and school-based events. Section 1.(a) Any student in a public school under the jurisdiction of a local board of education or in a nonpublic school may possess and apply Federal Food and Drug administration regulated over-the-counter sunscreen at school and at school-based events notwithstanding any other provision of law, including any role of the State Board of Education or the State Board of Nursing. Section 1.(c) Any student, parent, or guardian requesting a school board employee to apply sunscreen to a student shall present to the nurse a Parent Prescriber Authorization Form (PPA) containing a parent or guardian signature. A physician signature or physician order shall not be required.

Backpacks SJR 8 ACT (2017-17)

The Backpack Act provides awareness of the dangers of heavy backpacks. Go to www.Bacsupport.com for more information.

Title I

Headland Middle School is a Title I Schoolwide School that receives federal program funds that are used to improve the academic achievement of all students. The Henry County School System is committed to providing technical assistance and support for all schoolwide programs.

The Henry County School System implements the NCLB Parents Right-to-Know provision by providing parents with copies of all required notifications/forms. These include both English and Spanish (and other languages as needed) versions of the required documents. TransACT is used as a resource for the documents.

The Henry County School System is committed to enrolling without barriers and providing fair and equitable services to students with limited English proficiency, children with disabilities, migratory children, neglected or delinquent youth,

homeless children and youth, and immigrant children. For further information see the LEA Title I Plan, EL Plan, and/or Homeless Children and Youth Plan available in the school principal's office or the superintendent's office, or on the <http://www.henrycountyboe.org> (Departments + Federal Programs + Documents + Federal Programs Documents).

VALEDICTORIAN, SALUTATORIAN, HONOR GRADUATES

5.23

The grades earned in all core courses from the ninth (9th) grade through 1st semester of the (12th) twelfth grade are used for determining valedictorian, salutatorian, and honor students. GPA calculations of senior candidates for valedictorian, salutatorian, and honor graduates shall be calculated to the second decimals place. (See Policy 5.22 Class Rankings and Weighted Credit.) The following criteria shall be used in determining valedictorian, salutatorian, and honor graduates at each Henry County high school (Students entering the 9th grade during the 2018-2019 school year and after):

1. Valedictorian, salutatorian, and honor graduates shall be selected from students pursuing the highest available diploma endorsement (See Courses Attached on Page 3).
2. Students will be ranked by the Core GPA. The student with the highest Core GPA will be the valedictorian. The student with the second highest Core GPA will be the salutatorian. In case of a tie in the Core GPA, numerical grade average will be used.
3. The student with the highest numerical grade average will be valedictorian. The student with the second highest numerical grade average will be salutatorian. In case of a tie, there will be a co-valedictorians or co-salutatorians. Numerical grade averages which have a differential of .25 or less will be considered a tie.
4. Honor graduates are those students who maintain an overall Core GPA is 4.0 or above in grades 9-12 in all core courses and who are graduating with an Advanced Diploma.
5. Core course credits/grades in the following subjects shall be used when calculating GPA and numerical grade averages for the selection of valedictorian and salutatorian:
 - 4 English credits
 - 4 Social Studies credits
 - 3 math credits including Algebra II with Trigonometry
 - 3 science credits

Core course credits/grades in the following subjects shall be used when calculating grade point averages (GPA) for the selection of honor graduates:

- 4 English credits
- 4 Social Studies credits
- 3 math credits including Algebra II with Trigonometry
- 3 science credits

6. A transfer student must have transferred in by his/her junior year to be considered for valedictorian or salutatorian unless the transfer was a result of a move into the school's attendance zone by the parent(s)/guardian(s) of the student. When the student transfers due to a bona fide move of the parent/guardian, the transfer student could share the honor with the non-transfer valedictorian or salutatorian. Honor graduates may be students who transfer in at any time.
7. Grade point averages shall be computed at the end of the 1st semester of the senior year. Calculations shall be done immediately after grades are posted to the grade sheets. Grade point average (GPA) and numerical averages shall be expressed in numbers calculated to the second decimal place.

Visitors

All visitors must first report to the office. Any parent picking up a child before the end of the school day should come to the office, sign the learner out, and then the office will notify the learner. The classrooms should not be interrupted before checking in at the office. If a conference is necessary, it should be scheduled with the teacher or counselor in advance. Communication between parents and teachers just prior to the opening of school day must be brief. Teachers are preparing for the school day and attending to assigned morning duties.

Withdrawals/Admittance

The counselor must be notified at least one day in advance of a withdrawal in order to prepare the necessary paperwork. No withdrawal paperwork will be issued until all fees and charges are paid in the office and books returned.



If you do not want your child screened for scoliosis, disregard this consent form. If you would like for your child to be screened for scoliosis, complete this consent form and return it to the school nurse.

Dear Parent:

The Alabama State Department of Education and Alabama Department of Public Health requires that school districts in Alabama offer and provide scoliosis screening for male and female students in grades 5 through 9.

Screening is performed by observing the uncovered spine, viewing the student from the back, side, and front and also from all sides with the student bending forward. If a spinal problem is suspected, the child will be rechecked at a second screening. Parents of students found to have signs of a possible spinal abnormality will be asked to see their own physicians for further evaluation.

Girls and boys will be screened separately to ensure privacy. They can wear gym clothes, bathing suits, or other clothing that may be removed easily. Screening for your child will take place within the next two weeks. If your child is currently under treatment for a spinal deformity, please let us know and your child will be exempt from the screening process. Please complete the consent form below; indicating your wishes for screening.

Please note: forms not returned will result in student not being screened.

I do wish for my son/daughter to be included in the scoliosis screening.

Student Name

Parent/Guardian Signature

I do not wish for my son/daughter to be included in the scoliosis screening.

Student Name

Parent/Guardian Signature

Henry County Board of Education Drug Free School Policy

Student Consent and Release Form

I, _____ have read the above statement of policy and agree to abide by the Board's drug and alcohol rules. I understand that no Activity or Volunteer Student testing positive, refusing to test, refusing to cooperate with testing or being in violation of this policy will be penalized academically.

_____ I agree to submit to drug and/or alcohol tests in accordance with the policy as a condition of my initial or continued participation in extracurricular activity.

_____ I agree to voluntarily submit to drug and/or alcohol tests at any time.

I do hereby give my consent to the School Board to collect a specimen from me, and I further give my consent to the Board to forward the sample(s) to the testing laboratory for its performance of appropriate tests thereon to identify the presence of drugs and/or alcohol and then to transmit the results to the Board's Medical Review Officer(MRO).

I authorize any laboratory or MRO to release test results to the Henry County School System. I authorize the MRO to release final test results to the Board.

I also expressly authorize the Board or its MRO to release any test-related information including positive results:

- (a) As directed by my specific, written consent authorizing release of the information to an identified person.
- (b) To my decision maker in a lawsuit, grievance, or other proceeding initiated by me or on my behalf.

I understand that the refusal to submit to testing or a positive or adulterated test result will affect my initial or continued participation in extracurricular programs and result in consequences as described in the Henry County Board of Education Drug Free School Policy.

Student

Date

Parent or Guardian

Date

Witness

Date

**HENRY COUNTY BOARD OF EDUCATION
INTERNET ACCEPTABLE USE POLICY PERMISSION FORM**

Student Name: _____

Homeroom: _____

The Henry County School System's Internet Acceptable Use Policy is designed to provide guidelines for using Internet in the classrooms, school media center, and computer labs of your school this year. Please take the time to read this policy located in the Henry County Board of Education Policy Manual, Policy 5.90. If you have any questions about it, please be sure to contact principal or the office of the superintendent.

This policy must be read and signed both by the student and a parent/guardian, and then returned to your child's homeroom teacher. Please return the signed form as soon as possible, since you will not be given access to the Internet until you have agreed to this policy.

Please note that if you violate the terms of this policy, you may lose privileges or receive punishment as defined in the Henry County Board of Education Code of Conduct. It is your responsibility to read and ask questions about this policy.

Your teacher is planning an in-class discussion of this policy after you have had a chance to become familiar with it.

PLEASE RETURN THIS FORM TO YOUR TEACHER AS SOON AS POSSIBLE

I acknowledge that I have read, understand and agree to all terms as outlined in the Internet Acceptable Use Policy. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed. (Please check one.)

_____ My child may use the Internet while at school according to the rules outlined.

_____ I would prefer that my child not use the Internet while at school.

Student's Name (printed)

Parent/Guardian's Name (printed)

Student's Signature

Parent/Guardian's Signature

Date

Gmail Account/G-Suite Permission Form

Parents,

Please check the following if you GIVE permission for Henry County Board of Education to create/maintain a Gmail/GSuite for Education account for your Student to participate in Google Classroom activities (including homework).

Yes_____ No_____

Student's Name (printed)

Parent/Guardian's Name (printed)

Student's Signature Date

Parent/Guardian's Signature Date

Headland Middle School Media Release Form

Student Name _____

Homeroom _____

Throughout the school year students attend programs, activities, field trips, and events along with normal classroom routines that support their education, promote community service or encourage positive behavior.

With the Principal's approval, occasionally, staff, parents, and local media cover these events by taking photographs or video. This may include newspaper, television, websites or other media production. This also includes our school's website and classroom and club pages.

By signing below, you agree that you have been notified of the possibility of your son/daughter may be included in photographs or video and authorized the use for public print, display or broadcast. (Failure to return the form means that you give permission).

_____ I give permission for my child's name or photograph to be used for school-related public media and school's website.

_____ I **do not** give permission for my child's name or photograph to be used for school-related public media or the school's website. (Student **will be** allowed to attend the activity or program.)

Parent Signature

Date

Parent Printed Name

This form will stay in effect for the current school year. If at any time you wish to make a change this form, please contact your child's homeroom teacher. ~~Thank You

Learner's Name _____

Parent-School Acknowledgment Form

Dear Parents:

We, the school personnel, would like to know that you received, read, and discussed with your child the Learner Handbook and the Henry County Code of Learner Conduct. Please read the following statement, sign, and return this page only with your child to give to his/her homeroom teacher tomorrow.

Thank you for your Support.

This is to acknowledge that I have received the Headland Middle School Policy Handbook and the Henry County Code of Conduct for the 2018-2019 school year. My child and I have both read and discussed these rules and regulations together and we both understand that all learners in the school are to obey and abide by these rules.

Learner's Signature

Parent's Signature

Parent's Printed Name

Date

Please sign and return to school.