

# George W. Long Elementary School

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## **Dale County Board of Education**

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**MESSAGE FROM THE PRINCIPAL**

Dear Students, Parents/Guardians:

On behalf of the faculty at G.W. Long Elementary School, I would like to welcome you to the 2018-2019 school year. I am excited and honored to be your principal and look forward to sharing this year with students and families. The students at Long Elementary are important to our faculty. Our goal is to educate each child in a safe educational environment that will enable them to achieve the skills necessary to excel as they continue on their educational journey. We want to foster a shared vision through students, parents, faculty, and community stakeholders in order to provide the very best educational experience possible. Thank you for allowing us the opportunity to be a part of your child’s life and we look forward to working with you throughout the year.

This handbook is filled with **important** information regarding school policies and procedures. I ask that you please read the handbook in its entirety. Please review the necessary information with your child then sign and return the Notice of Receipt/Code of Conduct and Parent, School, Student Compact found on the last pages. Return these pages to your child’s teacher by the specified date. Keep the remainder of the handbook for reference throughout the year. If you have questions regarding its contents, please contact me, your child’s teacher or the office staff.

We are proud of our school and community and we look forward to sharing a great year with you. There will be several activities this year and your participation is encouraged and necessary so that we can have a fun and successful year. I look forward to working with you and please do not hesitate to contact me.

John Kelly  
Principal

## **MESSAGE FROM THE SUPERINTENDENT**

Welcome to the Dale County Schools family! The seven schools that make up the Dale County School system have a rich history of academic, athletic, and extra-curricular excellence. I encourage you to support your child's school and communicate with your school on a regular basis. I encourage parents to be actively involved in the education process. Together, as partners, our students will flourish under the direction of the dedicated employees of Dale County Schools. Please feel free to contact me with any concerns you may have about your child's education.

Ben Baker – [bbaker@dalecountyboe.org](mailto:bbaker@dalecountyboe.org)

## **DALE COUNTY SCHOOLS VISION**

Destination: Excellence

## **DALE COUNTY SCHOOLS MISSION**

The mission of Dale county Schools is to develop lifelong learners who have personal, economic, technological, and social skills needed to be member of a global society.

## **DALE COUNTY SCHOOL GOALS**

1. We will provide a safe and supportive environment for learning opportunities.
2. We will develop college and/or career ready students through multiple approaches.
3. We will demonstrate and promote being responsible, respectful and resourceful citizens.
4. We will provide opportunities to build relationships with parents, students, teachers, and community stakeholders.
5. We will utilize a rigorous and relevant curriculum to meet the needs of all students.

## **LIST OF SCHOOL FACULTY AND STAFF**

Principal	John Kelly			
Secretary/ Bookkeeper	Amy Strickland			
Guidance	Brenda Steed			
Instructional Coach	Rhonda Bell			
Kindergarten	Kristi Enfinger	Terri Gullede	Kristie Phillips	Julie Whatley
1 <sup>st</sup> Grade	Laura Ashley Bynum	Julie Kelly	Randi Snell	Jennifer Johnson
2 <sup>nd</sup> Grade	Julie McDaniel	April McDaniel	Taylor Simmons	
3 <sup>rd</sup> Grade	Dana McDaniel	Rhonda Watson	Jennifer Walding	
4 <sup>th</sup> Grade	Shannon Evans	Zahnae German	Tracy Payne	Beth Long
5 <sup>th</sup> Grade	Autumn Blalock	Kim Sizemore	Stacy Hagler	
6 <sup>th</sup> Grade	Sally Brady	Carol Davis	Cindy Preston	
Special Ed.	Monica Kierbow	Meredith Waddell		
Speech	Vanessa Gill			
Gifted	Dawn Parr			
Computer/IT	Charisse Snell			
Library	Mandi Walker			
Music	Ben Watson			
Nurse	Donna Grantham			
PE	Donna Bell			
Custodians	Lesa Rogers	John Tharpe		
Cafeteria	Melita Smith, Manager Mary Nell Grubbs, Dale Phillips, Karrisa Dassinger, Alecia Williams			
Instructional Aides	Angie Ledford	Tonya Money	Mason Stevens (PE)	
Bus Drivers	Stan Adams	Tracey Coursey	Dawn Hammond	Karen Johnson
	Jana Johnson	Tammy Plante	Jeff Watson	Leticia Gomez
	Beverly Windham	Larry Key	Sharion Riley	

**GRADE REPORT DATES AND HOLIDAYS**

**SCHOOL CALENDAR**

August 10 First day of school for students  
September 3 Labor Day Holiday  
October 5 Student Holiday/Teacher Workday  
October 8 Columbus Day Holiday  
November 9 Student Holiday/Teacher Workday  
November 12 Veterans Day  
November 19-23 Thanksgiving Holidays  
December 21 - January 2 Christmas holidays  
January 7 Students return to school  
January 21 King/Lee's Birthday holiday  
February 15 Student Holiday/Teacher Workday  
February 18 Presidents' Day Holiday  
March 25-29 Spring Break  
April 19 Good Friday  
May 23 Last day for students  
May 24 Last day for teachers

Progress Reports

Report Cards

Sept. 7, 2018  
Nov. 8, 2018  
Feb. 1, 2019  
April 18, 2019

Oct. 12, 2018  
Jan. 9, 2019  
March 20, 2019  
May 24, 2019

**PARENTS AND VISITORS PROCEDURES**

We want you to feel welcome on our campus; however, for the safety and security of our students and staff, all visitors must report to the office before visiting students, teachers, or other staff members. Approved visitors will be given a pass from the office. Students are not to bring relatives, friends, etc. to school

**EPA ASBESTOS NOTICE**

All Dale County Board of Education buildings are in EPA compliance regarding asbestos codes. An EPA approved asbestos inspector inspects all Dale County Schools and we maintain a management file in the school office as required under the AHERA regulations. The file is available to any parent to view. The majority of our asbestos materials is non-friable and is in the form of floor tiles. Although we do have some friable (able to crumble with

hand pressure) asbestos in our facilities, these materials are well maintained and are not accessible to the students. The law requires that we make this notice to all employees, students, and staff annually. We are glad to provide a healthy atmosphere for students and staff.

### **TOBACCO POLICY**

All Dale County School campuses and all Dale County School sponsored events are tobacco free. This includes electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation or simulated smoking.

### **WEAPON POLICY**

No guns or weapons allowed on Dale County School properties and/or at any Dale County School sponsored events.

### **STUDENT ARRIVAL AND DEPARTURE TIMES AND PROCEDURES**

Students are not to be on campus before 7:15 a.m. Teachers are not available to supervise before this time. Students must report to assigned area for supervision before class time. Each teacher will walk his/her class to the appropriate dismissal area at the end of the school day. Students may not be dropped off or picked up by parents from the back campus. This road is for employee use only.

**Transportation changes must be handled in writing or by a phone call prior to 2:15** in order to communicate with the teacher.

**In order to avoid confusion and prevent possible safety problems, we ask parents NOT to check children out of school after 2:30 p.m.**

### **PICK UP PROCEDURES**

**Please do not arrive for the car pick up line before 2:45.**

### **SCHOOL BUS PROCEDURES**

- Students load or unload from the bus at their assigned neighborhood bus stop and their assigned school.
- Bus drivers will not stop for students to load/unload at any other locations.
- Any changes to an established/approved bus stop will require a written parental request and preapproval by school administration
- The bus schedule will be as consistent as possible. All students should be waiting at the assigned stop **prior** to the bus arrival. The bus cannot and will not wait for students that are not at the assigned stop due to time and safety factors involved. Students should stand a **minimum of 10 feet** away from the road in an orderly fashion. During rainy days, the students should be watching for the arrival of the bus and move as quickly and safely as possible to the assigned stop as the bus arrives.

### **DALE COUNTY SCHOOLS BUS RULES**

1. Always follow driver instructions.
2. Remain seated in assigned seat, face the front of the bus, and keep the aisle clear.
3. No objects thrown out of the windows and no objects thrown inside of the bus.
4. Vandalism of the bus is prohibited.

5. Maintain a low noise level, so as not to distract driver; absolute silence at all railroad crossings.
6. No food, drink, gum, profanity, or tobacco.
7. Students will maintain the school dress code.
8. All school rules apply while on school bus.

**Your child's bus driver has the responsibility of maintaining bus discipline in order to provide the safest possible means of transportation.**

**Actions for Violation of Rules:**

**Level 1** – Minor rule violations; verbal reminders of expected conduct, driver may reassign seat, require quiet rides, and/or contact parent (notes/calls)

**Level 2** – Referred by driver as not responsive to Level 1 discipline and/or serious safety violations; when normal efforts of maintaining appropriate behavior are not effective your child's principal will be involved for assistance to correct behavior (this could result in short term bus suspension or corporal punishment)

**Level 3** – Student not responsive to Level 2 discipline and/or major offenses; at the recommendation of the principal, the student will have bus privileges suspended for the remainder of the semester and/or school year. The principal may refer the student to the Superintendent for administrative action. The Superintendent will then decide if the matter will go before The Dale County Board of Education for possible disciplinary action

**\*Please remember, it is a privilege to ride a bus, not a right**

**GRADING SYSTEM**

Kindergarten through twelfth grade students will receive a report card at the end of each nine weeks grading period. Report Cards should be signed by a parent or guardian for students in K-6 and returned to the teacher, except for the last reporting period. During the middle of each nine weeks a progress report will be sent home to all students and should also be signed and returned by students in K-6. The fourth nine weeks' report card must be picked up or mailed (student must provide a stamped envelope). Students are charged with the responsibility of showing their progress reports and report cards to their parents.

**GRADE POLICY**

"A" is defined as 90-100

"C" is defined as 70-79

"F" is defined as 0-59

"B" is defined as 80-89

"D" is defined as 60-69

"FA" failure due to absences

**HONOR ROLL**

The "A" Honor Roll is for those students making all "A's" on the report card for that grading period. The "A-B" Honor Roll is for those students with no grades lower than A or B on the report card for a particular grading period. The Yearly "A" Honor Roll is for those students making all "A's" in each subject for each grading period. The Yearly "A-B" Honor Roll is for those students with no grades lower than A or B in each subject for each grading period.

**STI HOME POLICY**

Parents have access through STI HOME to view grades, attendance records, and discipline records of students. Parents can receive login information from the guidance office and are encouraged to use this progress monitoring method.



## **GIFTED EDUCATION**

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 may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the Dale County Board of Education Special Education Department at 774-2355.

## **HOMEWORK**

Each student is expected to complete all homework assignments during the year. These assignments will vary throughout the year and from teacher to teacher. Parents are asked to encourage pride in having completed well-done assignments. If at any time a question arises concerning homework, parents are encouraged to contact the teacher for a conference. Homework is never used as a form of student punishment.

## **FUND RAISING**

Fundraising activities are confined to organizations of the school. Fundraising activities must have the approval of the principal in advance. Activities must not interfere with instructional time.

## **MEDICATION POLICY**

Many children with chronic disabilities or illnesses are able to attend school because of the effectiveness of their prescribed medication. Any student who is required to take prescribed or over the counter medication should do so in compliance with school regulations. These regulations include the following:

1. Pick up a MEDICATION AUTHORIZATION FORM at the school office to be completed by BOTH the child's physician and parent
2. Prescribed medicines must be in a pharmacy labeled prescription container.
3. Parents must transport all medication to the office. Do not send medications with your child.
4. Medicine prescribed 2 or 3 times during the day should be given at home and not during school hours.
5. Pick up all medication at the end of the school year any medications left at school will be disposed of.

### **Medical Screenings**

The Dale County Board of Education may periodically and sometimes randomly administer vision and hearing screenings for students attending Dale County Schools. If you are opposed to these screenings and like to exercise your option to deny this service, please do so in writing addressed to the Principal.

The Dale County Board of Education school nurse may perform scoliosis screenings for students in grades 5-9 that attend Dale County Schools. This Procedure is a State Department of Education requirement. If you are opposed to this screening and would like to exercise your option to deny this service, please do so in writing addressed to the Principal.

## **HEAD LICE POLICY**

Children found to have head lice will be sent home with instructions for treatment. Once the child is treated, he/she may return to school. It is not necessary to remove all nits. If a few live lice are still found after investigation of the hair, the following process will occur:

- The child will be asked if he/she has been treated.
- If treated, they will be asked to comb dead and remaining sluggish lice from the hair.
- If treated and no dead lice are found and lice seem as active as before, the child will be sent home and the parent will be asked to see their health care provider for a different medication. The parent will be encouraged to follow the treatment directions.

After the child is treated and has returned to school, he/she will be re-checked in 7-10 days for live lice and nits ¼ away from scalp. Fellow classmates and any siblings in school will be checked for evidence of head lice. Excessive absences due to head lice will be unexcused.

### **OTHER MEDICAL ISSUES**

- **FEVER:** Children should remain at home until he/she has been **fever free for 24 hours**.
- **VOMITING:** A child should not attend school if he/she has had excessive vomiting in the last 12 hours.
- **PINK EYE:** A child should not return to school until he/she has been treated for this inflammation
- **STREP THROAT:** A child should not return to school until he/she is fever free and on antibiotics for 24 hours. If he/she is fever free and still does not feel well, keep him/her at home.
- **UNDIAGNOSED RASH:** Children should not return to school until the rash has been diagnosed and treated. It could be measles, chicken pox, scabies, or some other contagious disease.
- **CHICKEN POX:** A child should be fever free for 24 hours and the pox must be dried up. Children who have chickenpox should stay home for seven days after the first lesion has appeared.

### **PREGNANT STUDENTS**

In order to protect pregnant students from injury, pregnant students should notify school officials of their pregnancy. A written statement from a physician denoting the physical activities in which the student may or may not engage in is required. In addition, a similar statement giving the permission of the physician for the student to return to school is required after the birth of the child.

### **CERTIFICATE OF IMMUNIZATION**

All students must have in their school records a certificate showing that all required inoculations have been received.

### **COMMUNICABLE DISEASES**

Any child with a communicable or contagious disease or infestation may be placed on homebound status for as long as the disease/infestation exists. The principal will not allow any student diagnosed as having or suspected of having a communicable disease (other than mild respiratory disease) to attend school except as provided herein. The principal will report all cases of confirmed or suspected communicable diseases to the school nurse. A student diagnosed with a communicable disease must be cleared by a physician or the school nurse, with a written statement of clearance presented to the school.

### **SOCIAL SECURITY NUMBERS**

The school maintains a copy of social security cards for all students on file.

### **STUDENT INSURANCE**

An accident insurance policy may be purchased during a specified period of time through a school vendor.

## **EMERGENCY PROCEDURES - FIRE, WEATHER, LOCKDOWN**

The fire alarm system is the signal for a fire drill or actual fire. An intercom or bullhorn warning is the signal for a severe weather drill or severe weather. Upon hearing such a signal, the following directions apply:

1. Stop all work immediately
2. Remain quiet for instructions from the classroom teacher.
3. Follow the directions given by the teacher.
4. Move quietly and promptly to the previously designated area.

Directions for lock down drills will be same as for fire/severe weather drills.

## **PERSONAL PROPERTY**

Students are NOT to bring valuables to school. To avoid theft, students should NOT leave money or valuables unattended. Do NOT leave money or valuables in locker rooms or school lockers. Do NOT leave money or valuables in unattended purses or book bags.

## **SENDING MONEY TO SCHOOL/CHECKS**

Checks are made payable to the school and **your phone number** must be on the check. Dale County Schools uses Nexcheck to collect returned checks and a charge is added. Future checks will not be accepted. Do NOT leave money or checks in unattended purses or book bags. School personnel are not responsible for lost or stolen money or valuables.

## **GRIEVANCE POLICY**

Whenever a Dale County School System student believes that he/she has a complaint, every effort will be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided as per Dale County Board of Education Policy 5.33.2. A copy of the Board Policy Manual and complaint form can be obtained through the school library, the Dale County Board of Education, or the school website.

## **USE OF STUDENT PICTURES/INFORMATION**

Student pictures and likenesses will be used by student organizations, the school, and the school system on paper and electronic publications. The name, address, transcript, and phone number of students can/will be released to colleges, technical schools, and the armed services when requested. If you do not want to have your child's picture, likeness, or information published or released please contact the school principal in writing.

## **DALE COUNTY ATTENDANCE POLICY BY SEMESTER**

- **3 unexcused absences and/or sick notes – warning notification**
- **5 unexcused absences and/or sick notes – Dale County Early Warning Court**
- **6 unexcused absences and/or sick notes – loss of credit**  
\*Each student is limited to 5 sick notes per semester, all other absences should be documented by a health care provider, after each student reaches the 5 sick note limit all other sick notes are coded unexcused

## **DALE COUNTY ATTENDANCE POLICY BY SCHOOL YEAR**

- **After 7 unexcused absences – Truancy filed in Dale County Juvenile Court on student; if the student is in Elementary School a CHINS petition will be filed against the parents with Dale County District Attorney’s office**

### **PREVENTION PROJECT**

The Prevention Project sponsored by Dale County Juvenile Court and the Dale County Board of Education will be held to address the needs of at-risk students.

### **ADMITTANCE AFTER ABSENCE (EXCUSED OR UNEXCUSED)**

1. The teacher or attendance officer will code the absence accordingly.
2. Should the student forget the excuse, the absence will be recorded as unexcused. If the student brings the verifiable excuse from the parent/guardian or doctor **within three days**, the coding will be changed accordingly. If not, the absence will remain unexcused.
3. Failure of the parent to furnish a written statement explaining a valid, verifiable reason for the student's absence will be admissible as evidence of the student being truant.

### **(K-6) ABSENCES**

A student’s absence from school may be excused only for the following reasons: (1) illness, (2) inclement weather which would be dangerous to the life or health of the child if he/she attended school, (3) a legal quarantine, (4) a death in the immediate family, (5) an emergency condition as determined by the superintendent or principal and (6) absence with prior permission of the principal and with the consent of the parent or guardian.

After five (5) absences (not including healthcare provider excuses) administrative officials shall require that all further absences be verified by a health care provider (physician, dentist, counselor, etc.) or legal authority (court, law enforcement, etc.). The principal reserves the right to determine the validity of the excuse.

Students with excessive absences may be retained.

The Alabama Compulsory Attendance Laws require children between the ages of 6-17 to attend school. The law also states that parents or guardians having control over school-age children are responsible for the children’s regular attendance and proper conduct.

### **ABSENSE/TARDY POLICY (K-6)**

#### **ALABAMA COMPULSORY ATTENDANCE LAWS**

The Alabama Compulsory Attendance Laws require children between the ages of 7 - 17 to attend school. The law also states that parents/guardians having control over school-age children are responsible for the children’s regular attendance and proper conduct (Alabama Act 93-972).

All students enrolled in the Dale County School System are required to be in continuous attendance. Each student must attend school in the zone where the student maintains a bon-a-fide residence with the custodial parent/guardian. Be advised that the Early Warning Truancy Prevention Program is in place in the Dale County School System for this school year. The program was requested by the State Department of Education and the Administrative Office of Courts and has been approved by the Dale County Board of Education.

### **Attendance Policy**

A note from the student's parent/guardian explaining the cause of each absence is required for each absence by the morning of the **third day** after the student returns to school. Failure to furnish such explanation shall result in an unexcused absence. It is the responsibility of the student to present the note to the admittance clerk located in the front office prior to homeroom.

### **Attendance Event Notification**

In the event the student is absent from school, the parent/guardian is notified through INOW (Information NOW) from the Dale County Board of Education.

### **Early Check-Outs**

If a student needs to be checked-out for any amount of time, he/she must follow the procedures listed below:

Present a note from the parent/guardian to the teacher **during homeroom**. The note must state the time, the reason for the check-out, and a telephone number at which the parent/guardian can be reached.

- (1) In the absence of a note, the parent must visit the school in order for the student to check-out.
- (2) The student must sign out in the front office.

Before a student can leave campus, the above procedures must be satisfied. Failure to comply with check-out procedures will be considered leaving school without permission and disciplinary action will be taken.

### **Late Check-Ins**

Students who check-in to school must adhere to the following procedures:

- (1) Report to the front office immediately upon arrival to school.
- (2) Obtain class admit slip from the front office.
- (3) Report to regular scheduled class.
- (4) **If a student checks out after 11:30 a.m. he/she will be counted present for the day but the attendance system will code the check-out as a tardy. Students will not receive perfect attendance if he/she has any absences or tardies. In order to avoid confusion and prevent possible safety problems, we ask parents NOT to check children out of school after 2:30 p.m**

### **Excused Absences**

Absence from school may be excused only for the following reasons:

- (1) Doctor's visit, accompanied by a note.
- (2) Parental note - after five (5) parental notes per semester to justify an absence, a student must bring written verification from a health care provider in order to have the absence excused.
- (3) Inclement weather—which would be dangerous to life or health of the child if he/she attended school.
- (4) Legal quarantine.
- (5) Death in the immediate family.
- (6) Emergency condition as determined by the principal or designee.
- (7) Absence with **prior** permission of the principal or designee and with the consent of the parent/guardian

If a student has a chronic medical problem necessitating frequent school absences, **annual** medical updates must be written by a health care provider and placed in the principal's keeping.

The following procedures for handling truanancies shall be uniformly administered throughout Dale County Schools.

#### **1. First Truancy:**

Teacher shall caution the student about truancy.

**2. Second Truancy:**

Parents/guardians shall be notified by the school attendance clerk and/or school administration about the truancy and the dates of truanancies.

**3. Third Truancy:**

The parent/guardian or person having control of said child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile Court. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists. Failure to appear at the meeting shall result in the filing of a complaint/petition for truancy against the child and/or parent/guardian if appropriate.

**4. Fourth Truancy:**

A complaint/petition will be filed against the child or parent/guardian if appropriate.

**5. Fifth Truancy:**

In keeping with section one, paragraph B of Senate Bill 94, the superintendent shall report such suspected violations to the District Attorney. Paragraph B reads as follows: "(b) Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil, shall be reported by the principal or the superintendent of education of the school system in which the suspected violation occurred. The superintendent shall report such suspected violation to the district attorney. Any principal or superintendent of education intentionally failing to report such a suspected violation shall be guilty of a Class C Misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school."

**PERFECT ATTENDANCE**

Students achieve perfect attendance if their records indicate NO attendance events in any and all of their classes except for those absences designated as school events. Attendance events include any absences, tardiness, check-ins, and/or check-outs.

**MAKE-UP WORK**

If a student is absent due to an excused reason, work missed during the absence(s) can be completed and turned in for credit. If a student is absent for an unexcused reason, work missed **cannot** be made up.

**The student shall be responsible for arranging necessary make-up work according to the following schedule:**

Absent 1 day – Make-up work no later than the day after returning to school.

Absent 1+ days – Make-up work within a period of three to five days after returning to school.

The Principal may waive these requirements in exceptional circumstances.

**CHECK-OUT PROCEDURES**

**Early Check-Outs**

If a student needs to be checked-out for any amount of time, he/she must follow the procedures listed below:

Present a note from the parent/guardian to the teacher **during homeroom**. The note must state the time, the reason for the check-out, and a telephone number at which the parent/guardian can be reached.

- (3) In the absence of a note, the parent must visit the school in order for the student to check-out.
- (4) The student must sign out in the front office.

Before a student can leave campus, the above procedures must be satisfied. Failure to comply with check-out procedures will be considered leaving school without permission and disciplinary action will be taken.

### **Late Check-Ins**

Students who check-in to school must adhere to the following procedures:

- (5) Report to the front office immediately upon arrival to school.
- (6) Obtain class admit slip from the front office.
- (7) Report to regular scheduled class.
- (8) **If a student checks out after 11:30 a.m. he/she will be counted present for the day but the attendance system will code the check-out as a tardy. Students will not receive perfect attendance if he/she has any absences or tardies. In order to avoid confusion and prevent possible safety problems, we ask parents NOT to check children out of school after 2:30 p.m**

### **PROCEDURE FOR STUDENT WITHDRAWAL**

A parent/guardian must contact the school counselor and provide notice to receive a withdrawal form and copies of student records. All fees, books, fines, etc. must be paid.

### **FIELD TRIPS PROCEDURES**

Field trips must be for educational purposes only and have the advanced approval of the principal and superintendent. Field trip forms must be completed and turned in to the teacher by the specified deadline. All students must ride the bus to and from each field trip. Parents are not allowed to ride school buses to or from field trips. The Dale County Schools and local school Code of Conduct applies while a student is attending a school-related or school-sponsored activity on or off campus.

### **STUDENT RETENTION**

#### **Elementary**

The decision to retain an elementary student (K-6) shall be the decision of the principal and teacher(s) and shall not be made without a request for a conference with the student's parents. If a student receives a failing grade in Math and/or Reading the teacher/principal may request retention. The level of maturity and other factors will be considered in retention.

For a student to be promoted from any grade level to the next grade level, the student must satisfy attendance requirements, as established by school guidelines.

### **EXTRA-CURRICULAR PARTICIPATION**

1. Students who are absent from school due to an unexcused absence or out-of-school suspension (OSS) will not be allowed to participate or attend extra-curricular activities (athletics, cheerleading, school trips, banquets, dances, etc.) on the day of the absence.
2. If a student has an excused absence he/she must have prior approval of the administration to be absent and participate in extracurricular activities.

## SCHOOL CAFETERIA

We have a Self-Service/Offer vs. Serve Lunch Program. Students serve themselves. Students are offered selections from the following five categories: milk, bread, meats, vegetables, and fruits. We encourage prepayments for meals by the week, month, or even year. Students are issued a 4-digit PIN number that will go with them through all school years at Dale County schools. When students enter the PIN number, their account is reduced by meals purchased and any *ala carte* purchased. Account information is available from the lunchroom manager to parents at any time. Any balance remaining at the end of the year will transfer with the student to the next grade level or school within the Dale County School System. It is the intent of Dale County Schools to provide an opportunity for each student to eat a nutritious breakfast and lunch during the school day. It is necessary for all meals to be paid for before or at the time of service. Students are encouraged to make regular deposits into their school meal account.

## MEAL PRICES

	<u>Daily</u>		<u>Weekly</u>	
Lunch	Full Price	\$2.25	Full Price	\$11.25
	Reduced	.40	Reduced	\$2.00
	Staff	\$3.00	Staff	\$15.00
	Visitor	\$4.00		
Breakfast	Full Price	\$ 1.50	Full Price	\$7.50
	Reduced	.30	Reduced	\$1.50
	Staff	\$2.00	Staff	\$10.00
	Visitor	\$2.50		
Breakfast & Lunch	Full Price	\$3.75	Full Price	\$18.75
	Reduced	.70	Reduced	\$3.50

The price of *ala carte* is determined by the amount and type of food selected. Online Payment System: An option of online lunchroom payment through My School Bucks System is available at LES. Parents can set up an account at [www.MySchoolBucks.com](http://www.MySchoolBucks.com), or access this website through a link on our district website, [www.dalecountyboe.org](http://www.dalecountyboe.org). Free/Reduced Meal Application Online: Parents can complete and submit a free and reduced meal application online through a link on our website, [www.dalecountyboe.org](http://www.dalecountyboe.org).

### Cafeteria Rules:

1. Sit at your assigned table/seat
2. Place all trash in the proper containers; leave your table/seat area clean
3. Line-breaking or the saving of places in line or at the table is not permitted
4. Students are not to leave the cafeteria for any reason without permission from your teacher
5. Keep noise at an appropriate level
6. **Absolutely no charging of items from the lunchroom will be allowed.**

## ACTIVITY COSTS

All club, extra-curricular, and/or class money shall be administered through the principal's office and will be subject to annual audit.

## STUDENT ORGANIZATIONS AND SOCIAL EVENTS

The principal shall assign faculty advisors for student organizations. No club or organization function may be conducted without the presence of a faculty member. No new club or organization may be formed without the knowledge and permission of the principal. All revenues and expenditures associated with club activities will be administered through the principal's office. No separate accounts or holding of funds is permitted. Any activity or social event in which the name of the school is used must have the approval of the principal and be properly



chaperoned by school personnel. The school name, school time, on duty personnel, or school material may not be used for non-school functions.

### **STUDENT ORGANIZATIONS AND SPONSORS**

The principal shall assign faculty advisors for student organizations. No club or organization function may be conducted without the presence of a faculty member. No new club or organization may be formed without the knowledge and permission of the principal. All revenues and expenditures associated with the club activities will be administered through the principal's office. No separate accounts or holding of funds is permitted.

### **FERPA**

All policies and practices governing the collection, maintenance, review, and release of student education records are based on the principles of confidentiality and the student's right to privacy, consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA is a federal law designed to protect the privacy of education records and to establish the right of students to inspect, review, amend and restrict access to their education records. Schools may disclose, without consent, directory information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, parents and eligible students may request the school not disclose directory information about them.

### **USE OF VIDEO SURVEILLANCE EQUIPMENT**

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the Dale County Board of Education uses surveillance equipment on properties owned and/or maintained by the school system. Properties included building and grounds, as well as, vehicles owned and/or operated by the Dale County School System. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

### **STATE TEXTBOOK POLICY**

Textbooks must not be damaged. Some of the damages are as follows:

- One or more pages of content missing
- Water-soaked, causing backs and pages to be swollen or molded
- Physically marked with any kind of pencil, pen, crayon, etc. On outside of backs, inside of backs, on ends, or any of the pages
- Defaced or marred, such as broken, cut, or smeared backs or pages

Penalty for the lost or damaged textbooks:

- Full price, if new when issued
- Seventy-five percent if one-year-old when issued
- Fifty percent if book is two years old or older when issued.
- No textbooks will be issued to any students while the payment for lost or damaged textbooks is outstanding.

The student when withdrawn, promoted, or transferred must return all textbooks to the teacher.

## **PARENTS RIGHT TO KNOW**

Students enrolled in Title I participating schools CAN request information regarding the professional qualifications of their child's teacher. The Dale County Board of Education strives to provide a certified teacher in every teaching position in the school system.

## **DALE COUNTY SCHOOL BOARD DISCIPLINE POLICY**

It is fundamental that orderly schools have clearly defined behaviors to which students must conform. Non-conformity to these behaviors results in violations of the Code of Students Conduct. Violations are grouped into three classes that range from least to most serious. Appropriate school personnel shall investigate, verify, and take necessary action to resolve student misconduct. After determining a violation and the classification of violation, the teacher, principal or designee shall implement the appropriate sanction. Violations apply to student conduct on a school campus, at school related events, and while being transported to or from school or school related events. The principal or his/her designee, in accordance with the classifications in the Code of Conduct, will handle bus referrals. **The Dale County School Code of Conduct applies while a student is attending a school related or school-sponsored activity on or off campus.**

## **PARENTAL RESPONSIBILITIES**

Section 16-28-12, Code of Alabama, which is known as the Parental Responsibility Act provides that parents and/or guardians have a legal duty to compel their child to properly conduct him or herself in school in accordance with the school's written Code of Conduct. That statutory provision authorizes the District Attorney to file an action against the parent or guardian of a disobedient student for failing to require his or her child to properly conduct themselves. If found guilty, the parent or guardian may be fined up to \$100 and sentenced up to 90 days in the Dale County Jail. It is also important to remind all parents and/or guardians about the truancy laws of this state. Section 16-28-3, Code of Alabama requires that all children enrolled in school must attend on a regular and consistent basis. If the student fails to regularly attend school the child may be adjudicated a "Child in Need of Supervision" and appropriate sanctions can be imposed on the child. The law of this state further allows the parent or guardian to be fined and/or sentenced to a period of incarceration for failing to require their child to attend school.

## **CORPORAL PUNISHMENT**

The Dale County Board of Education permits reasonable and proper use of corporal punishment (paddling/spanking). "No student has a right to be unruly in his or her classroom to the extent that such disruption denies fellow students of their right to learn. The teacher in each classroom is expected to maintain order and discipline. Teachers are hereby given the authority and responsibility to use appropriate means of discipline up to and including corporal punishment as may be prescribed by the local board of education." (AL Law 16-28a-1) Corporal punishment will be administered under the following guidelines:

1. The student will be given the reason for the punishment and the opportunity to explain his/her actions.
2. Corporal punishment will be administered by the principal or his designee in the presence of a school board employee.
3. A report will be prepared for each incident.

## **SUSPENSION/EXPULSION**

Suspension is the temporary removal of a student from school due to a violation of school rules or regulations. All suspensions shall be for a specified period of time.

Expulsion is the removal of a student from school for violation of school rules or regulations. When in the judgment of the principal, the expulsion of a student from school is warranted, the principal shall make a written recommendation to the superintendent stating in detail the reasons for the recommendation upon approval of the superintendent. The Board of Education shall be informed and appropriate steps taken and set a hearing for the

student with the board. The authority to permanently expel a student is retained by the Dale County Board of Education.

## **POSITIVE BEHAVIORAL SUPPORTS AND ASSERTIVE DISCIPLINE**

### **SYSTEM-WIDE DISCIPLINARY POLICY**

The Dale County Board of Education Student Code of Conduct represents system-wide disciplinary policy as required by Alabama law and Federal Court Decree. The maintenance of order in the school is a necessity. Therefore, it is the responsibility of all school employees to assist in the maintaining of discipline, so students may be educated in an orderly manner. Students are expected to conduct themselves properly at all times. The school has the prerogative to determine if conduct interferes with the educational process and the means by which the conduct may be corrected. Students may be referred to the principal's office or the assistant principal's office. Disciplinary interventions may include, but are not limited to, conference with school authorities, referral to the Department of Youth Services, parental conferences, break detention, after school detention, before school detention, corporal punishment (paddling), out of school suspension, alternative school and/or expulsion. All students and parents/guardians are responsible for being thoroughly familiar with all aspects of the Student Code of Conduct included in this handbook. Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local Board of Education and documented by the appropriate school official which action may result in a suspension of the pupil, shall be reported by the principals to the Superintendent of Education of the school system in which the suspected violation occurred. The Superintendent of Education or designee shall report suspected violations to the district attorney within ten days. (Alabama Code 16-28-12)

### **DEMERIT SYSTEM**

Disciplinary violations are grouped into four categories. Demerits are assigned to each category as shown below:

Class I:	1 demerit per referral
Class II:	3 demerits per referral
Class III:	6 demerits per referral
Class IV:	12 demerits per referral

Accumulation of Demerits: When a student receives a disciplinary referral, the school administrator or designee reviews the student's disciplinary record. The school official then calculates the total demerits accumulated by the student during the current eighteen-week term. Disciplinary action is then determined by the total demerits received by the student during the current eighteen-week term. There are several concepts to keep in mind concerning the demerit system and disciplinary action assigned.

1. Demerits are cumulative throughout each eighteen-week term.
2. Disciplinary actions are assigned based on the total demerits accumulated during each eighteen-week term (not on the individual violation).
3. The severity of disciplinary action increases as the student accumulates demerits.
4. Demerits are removed from consideration at the beginning of each eighteen-week term (generally in August and January).
5. Only those demerits accumulated during the current eighteen-week term are considered in assigning disciplinary action.

Disciplinary Actions Based on Accumulated Demerits: When a student is determined by a school official to be guilty of a disciplinary violation, a school official assigns disciplinary action(s) based on the total demerits accumulated by the student during the school term in which the violation occurred. The table below shows possible disciplinary action that school official may assign as a result of accumulated demerits.

1-4 demerits: Conference with the student, parental contact, parental conference, before school detention, break detention, after school detention written assignments, apology to appropriate persons, corporal punishment, in-school-suspension, and/or other disciplinary action(s) as deemed appropriate by the principal or designee.

5-8 demerits: Parental contact, parental conference, in-school suspension for up to three days, out-of-school-suspension of up to five days, corporal punishment, complaint filed with the Department of Youth Services, referral to the school counselor, Saturday school, Alternative School, and/or other disciplinary action(s) as deemed appropriate by the principal or designee

9-11 demerits: Parental conference, in-school suspension for up to five school days, out-of-school-suspension for up to ten school days, corporal punishment, Saturday school for up to three days, Alternative School, complaint filed with the Department of Youth Services (required), and/or other disciplinary action(s) deemed appropriate by the principal or designee, and/or other legal action as deemed appropriate by the principal with possible consultation with legal and/or court officials.

12 or more: Removal from campus by legal authorities, out-of-school-suspension for up to ten school days, Alternative School, referral to appropriate court system, long term suspension, and/or referral to the Dale County Board of Education for possible expulsion, and/or other disciplinary action(s) deemed appropriate by the principal or designee.

### **CLASS I VIOLATIONS**

### **1 demerit per violation**

The following are Class I violations. Each Class I violation results in one demerit. Disciplinary action is assigned based on the student's total demerits, not solely on the individual violation.

1. Classroom disruption - Any behavior that is disruptive to the orderly educational process.
2. Refusal to complete class assignments and/or not having assigned materials/books.
3. Quarreling - Verbal conflicts such as name calling, inflammatory language, etc.
4. Hallway misconduct - running, yelling, tripping others, etc.
5. Inappropriate public display of affection.
6. Eating, drinking, or gum chewing in unauthorized area.
7. Misuse, abuse, or littering of school property.
8. Possession of inappropriate or disruptive items - Cards, dice, inappropriate magazines, toys, etc.
9. Presence in unauthorized area - includes, but not limited to sitting in vehicles after arriving on campus.
10. Minor bus misconduct.
11. Any other violation deemed as a Class I violation by the principal or designee.

### **CLASS II VIOLATIONS**

### **3 demerits per violation**

The following are Class II violations. Each Class II violations results in three demerits. Disciplinary action is assigned based on the student's total demerits, not solely on the individual violation.

1. Unauthorized meetings, gatherings, or organizations - Use of any part of the school day or facilities for activities that are not school sponsored or approved by the principal.
2. Gambling - Any participation in games of chance for money or things of value.
3. Possession, sale, use, or distribution of tobacco products.
4. Defiance - any verbal or non-verbal refusal to comply in a timely manner with legal directions or instructions from school personnel.
5. Vandalism - Deliberate action resulting in damages of less than \$50 to public or private property.
6. Petty theft - The deliberate taking of property valued at less than \$25 belonging to or in the lawful possession or custody of another.
7. Possession of stolen property.

8. Profane or obscene language (Not including profanity directed to or about school personnel).
9. Possession of electronic devices - Gameboys, CD players, radios, laser pointers, etc.
10. Possession of objects or substances capable of causing bodily harm or injury (matches, lighters, etc.)
11. Obscene gestures or illustrations toward another person.
12. Obscene or profane materials.
13. Truancy - Unauthorized absence from school or class.
14. Intimidation.
15. Disrespectful/rude language addressed to or about school personnel (not to include profanity directed to or about school personnel).
16. Providing false information to school personnel - including, by not limited to, forging a parent's signature, giving false accounts of incidences, intentionally failing to give truthful information when requested by school personnel.
17. Leaving school grounds without permission from school officials.
18. Any other violation deemed as a Class II violation by the principal or designee.

### **CLASS III VIOLATIONS**

**6 demerits per violation**

The following are Class III violations. Each violation results in six demerits. Disciplinary action is assigned based on the student's total demerits, not solely on the individual violation.

1. Motor vehicle violation - Unsafe or unauthorized use of a motor vehicle.
2. Extortion - Any communication threatening injury to the person, property or reputation of another with the intention of extorting money or any other item.
3. Fighting - Physical altercation involving hostile or aggressive contact or attempted contact.
4. Threats - Intentional demonstration of the intent or ability to carry out a malicious act creating a well-founded fear in the person threatened.
5. Possession and/or igniting fireworks.
6. Harassment
7. Inappropriate touching in a sexual or suggestive way.
8. Vandalism - Deliberate actions resulting in more than \$50 to public or personal property.
9. Profanity or obscene language to or about school board personnel.
10. Student disorders - Inciting, participating, encouraging, or otherwise promoting unauthorized student activities, disruption to an orderly environment or impeding the educational process.
11. Possession, viewing, or distribution of pornographic material
12. Computer misuse - Assessing, changing, receiving, or transmitting information in the schools computers or technology systems.
13. Any other violation deemed as a Class III violation by the principal or designee.

### **CLASS IV VIOLATIONS**

**12 demerits per violation**

The following are Class IV violations. Each Class IV violation results in twelve demerits. Disciplinary action is assigned based on the student's total demerits, not solely on the individual violation.

1. Threatening school board personnel. (Any verbal or non-verbal Communication)
2. Drug violation - Possession, transfer, use, or sale of illegal or unauthorized drugs (including "over the counter" and prescription medications).
3. Alcohol violation - Possession, transfer, use, or sale of alcoholic beverages.
4. Grand theft - The taking of property valued at \$25 or more belonging to or in the lawful possession or custody of another.
5. Assault upon school personnel- Hitting, pushing, kicking, grabbing, or any other hostile or aggressive contact or action toward school personnel.
6. Firearms violation - Any firearm (including, but not limited to, starter gun, BB gun, pellet gun, stun gun, etc.).

7. Weapons Violation - Including, but not limited to, metallic knuckles, tear gas, knives, of any kind or size, box cutters, chemical weapons of any kind, or any device or substance converted or intended for use as a weapon.
8. Explosives Violation - Possession, igniting, preparing to ignite any explosive substance on school property or at a school related event.
9. Bomb Threat - Any such communication intended to imply the presence of explosives.
10. Arson - The skillful and malicious burning or attempting to burn public or private property.
11. Sexual Offense - Acts and/or contact of a sexual nature including, but not limited to, sexual battery, attempted intercourse, intercourse, rape, and attempted rape.
12. Aggravated battery - Intentionally causing great bodily harm, disability, or disfigurement, by the use of a weapon.
13. Sexual Harassment - Sexual comments, propositions, insinuations, or suggestion's
14. Robbery - Taking of money or property from another by force, violence, threat, or intimidation.
15. Burglary - Entering or remaining in a structure or conveyance with the intent to commit an offense when premises are closed to the public.
16. Criminal mischief - Willful and malicious injury or damages of \$50 or more to public or private property.
17. Indecent Exposure - The inappropriate display or showing of the body. The principal or designee is the final authority as per what constitutes indecent exposure.
18. Any other violation deemed as a Class IV violation by the principal or designee.

Class IV violations represent severe violations of the student's legal obligation to conduct himself/herself properly as a student. As a result of a student being found to have committed or participated in a Class IV violation, the school principal or the designee may contact the appropriate legal authorities. The principals may sign appropriate complaints, petitions or warrants in the appropriate legal and/or judicial systems. The student may be immediately suspended from regular classes and an administrative hearing may be conducted at the earliest possible date. The student may be referred to the Board of Education for expulsion from the Dale County Schools.

\* Any student determined to have brought to school or have in their possession, a firearm in a school building, on school grounds, on a school bus, or at a school function, shall be expelled from the Dale County Schools for a period of no less than one year.

\* Any student found to have violated school or state policy concerning drugs and/or alcohol shall be immediately suspended from attending regular classes, legal authorities will be contacted, the appropriate warrant or petition will be signed, and the students is subject to expulsion from the Dale County Schools for a period of one year.

### **DALE COUNTY SCHOOLS DRESS CODE POLICY**

Students are expected to dress in a manner that is appropriate for a learning environment and a school setting. Health, safety, decency, and the prevention of distractions were the primary concerns in the development of the dress code for the Dale County Schools.

Failure to comply with the guidelines will result in penalties ranging from warning to suspension. In addition, the student will be required to come into compliance before being allowed to attend class or classes. No code or policy can be all-inclusive. There may be a situation that arises, which is not covered in this code. In these situations, the principal or his/her designee will deal with these on an individual basis. Any hairstyle, hair color, article of clothing, or other student item that is a distraction to the educational process will be handled by the administration on a case by case basis. Students will not be allowed to wear the following clothing articles or styles to school or engage in certain dress practices:

#### **Pants: (Boys and Girls)**

1. All pants (including shorts and skirts) will be worn appropriately.
2. If pants have belt loops, belts will be worn. There will be NO sagging.
3. No sweat pants; wind suits are permissible.
4. Pajama style pants are not allowed.
5. Pants with tears or holes are not allowed.
6. Pants with writing on the seat are not permissible.

**Shorts/Skirts/Skortts:**

- 1. Shorts worn at mid-thigh are permissible in grades K-6, but there is to be no writing on the seat.
- 2. Knee length skirts, dresses, skortts, and shorts that the bottom hem touch the knee will be allowed in grades 7-12. (Boys and Girls)

**Shirts/Tops/Sweaters:**

For safety reasons, pants, shorts, and skirt pockets must be visible. Shirrtails must be tucked into pants, shorts, or skirts. The following types of shirts or tops are **not** allowed:

- 1. Shirts or tops that expose the midriffs when arms are fully extended above the student’s head.
- 2. Sleeveless shirts or tops for male students.
- 3. Shirts, tops, or sweaters worn by female students that expose undergarment or are immodest.
- 4. Strapless tops, mesh tops, spaghetti strap tops, tank tops, immodestly tight or revealing tops.

**Symbols/Pictures/Wording/Tattoos:**

Clothing, tattoos, or jewelry, which contains profane or immoral words or drawings, references to drugs, alcohol, gangs, tobacco products, or any type of distracting or disruptive comments or symbols, are not allowed.

**Jewelry/Accessories:**

- 1. Facial or tongue jewelry is not allowed.
- 2. Earrings or studs are not allowed to be worn by male students.
- 3. Dog collars, chains, bracelets with studs or spikes, long and /or heavy necklaces are not allowed.
- 4. Jewelry in the mouth or on the teeth, unless prescribed by a physician or dentist, is not allowed.
- 5. Excessive ear jewelry is not to be worn by females.

**Other clothing related guidelines:**

- 1. Bandanas or other gang related clothing, etc. are not allowed.
- 2. No article of clothing may be worn in a gang related manner (i.e. cocked caps, towels, rags, strings, etc.)
- 3. Caps, hats, sweatbands, scarves, or other similar headwear are not allowed to be worn inside the building unless prescribed by a physician. (Caps may be worn outside with bill forward.)
- 4. Sunglasses are not allowed to be worn inside the building unless prescribed by a physician.
- 5. Combs, hair picks, hair socks, or curlers are not allowed to be worn.
- 6. Hairstyles or hair color that cause distractions to the learning environment are not allowed.
- 7. Suspender straps must be worn on the shoulder as designed.
- 8. Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down.
- 9. Trench coats/Long coats are not allowed.

**Footwear:**

- 1. Shoes must be worn at all times.
- 2. Bedroom shoes/house slippers or flip-flops are not allowed.
- 3. Shoes must be Velcroed or tied at all times.

**DISCIPLINE FOR DRESS CODE VIOLATIONS**

1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Corporal Punishment, detention or parental contact
3 <sup>rd</sup> Offense	ISS or Saturday School
4 <sup>th</sup> Offense	OSS – 1 day
Additional Offenses	OSS – up to 3 days

\*Students will be sent home when corrections cannot be made at school

**STUDENT POSSESSION AND USE OF CELLULAR PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES**

It is the intent of the Dale County Board of Education (DCBOE) to permit the use of personal electronic devices during specified times. Students will be allowed to bring their own device to school. It is voluntary for students to bring their own personal electronic mobile devices to school. Students may utilize personal electronic mobile devices in designated areas for educational purposes when deemed appropriate by appropriate school personnel.

- (1) For the purposes of this policy a personal electronic mobile device shall include, but not be limited to the following: A privately owned laptop, tablet computing device, netbook, notebook, e-Reader, iPod touch (or similar), and/or cell/smart phone.
- (2) Use of an electronic mobile device during the school day is a privilege. Therefore, all students must:
- (a) Use only the DCBOE specified Wi-Fi network for all network and internet access and refrain from destroying or damaging District data, networks or other resources.
  - (b) Use all DCBOE internet filters and posted network security practices.
  - (c) Report network security risks or violations of network security to a school administrator.
  - (d) Refrain from creating ad hoc, peer-to-peer, or other wireless networks with DCBOE or student owned devices including the use of wireless hotspots or other similar devices.
  - (e) Use the DCBOE network for instructional and school related purposes only.
  - (f) Follow copyright laws which prohibit the reproduction of content, e-Books, music, games or movies.
  - (g) Refrain from accessing, transmitting, copying or creating mobile apps, websites or other materials that contain inappropriate information, content, advertisements or any material that is illegal, not age appropriate or inappropriate for a school environment.
  - (h) Comply with School Board Policy, Acceptable Use Policy Governing Internet and Technology Access.
- (3) Failure to follow the directives outlined in # 2 above will result in appropriate disciplinary consequences as outlined in the Code of Conduct for Students.
- (4) Students that bring personal mobile electronic devices to school do so at their own risk. The DCBOE accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated. The DCBOE accepts no responsibility for viruses, malware or other computer related issues associated with connecting to the DCBOE network. The DCBOE accepts no responsibility for the costs associated with or that may result from the use of data or texting services by a student when using a personal mobile electronic device.
- (5) Students are responsible for charging and maintaining their personal mobile electronic device(s) and the DCBOE assumes no responsibility for same. This includes the use of anti-malware software, if applicable, on the personal mobile electronic device.
- (6) The superintendent shall be authorized to make temporary changes to this policy should he/she deem any such change necessary to advance the health, welfare, and/or education of the students of DCBOE.
- (7) Interpretation of this policy and disciplinary action taken in accordance with this policy shall be in the sole discretion of the school principal or his/her designee. Any disagreement by a parent or student with the implementation of this policy shall be addressed through the DCBOE grievance process.

### **Electronic Device Usage Policy and Procedures**

The Dale County Board of Education has adopted a policy that allows the use of personal electronic devices for Educational Purposes only. Unauthorized use of cellular phones and all other electronic devices is not allowed (see board policy 5.83). Violations are as follows with additional penalties to be imposed based on the severity\*\* of the violations.

<b>Violations</b>	<b>Penalties</b>
1st offense	Device confiscated with office referral; Conference with student; Parental contact; Phone returned to student at end of school day.
2nd offense	Device confiscated with office referral; Conference with student and parent; Phone returned only to the parent
3rd offense	Device confiscated with office referral; Student placed in



	ISS (1 Full Day); Phone returned only to the parent
4th offense	Device confiscated with office referral; Mandated 1 Day of OSS; Loss of electronic privileges for remainder of semester; Phone returned at Parent Conference
5th offense	Device confiscated with office referral and turned over to Superintendent; Loss of privileges for the remainder of school year; Administrative hearing with Superintendent

**\* Refusal to turn over a device to school personnel will result in automatic OSS and the number of days will be at administrator's discretion.**

**\*\* Severity of violations will be at the sole discretion of the school principal or his/her designee.**

**CELL PHONE/DIGITAL DEVICE IN A SECURE TESTING SETTING BY STUDENTS**

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room. If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

**DUE PROCESS**

A student must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the Board of Education governing student conduct shall be distributed to the students and parents. Essentially, procedural due process of law means fairness. Therefore, all students are entitled to be treated fairly under every circumstance.

Before being punished for violation of Board policies or school regulations, a student shall have the right of the following minimum due process procedures:

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

When a student is facing possible expulsion, the Board shall afford the student the following:

1. The right to counsel,
2. The opportunity for cross examination of witnesses,
3. A written record of the hearing,
4. A written record of the decision.

## **Grade Scale**

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

## **WEAPONS IN SCHOOL (ACT 94-817)**

No persons shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with intent to do bodily harm on the premises of a public school or school bus is a Class C felony.

In compliance with the Federal Gun Free Schools Act of 1994 and with Alabama law, it is the policy of the Dale County Board of Education that any student determined to have brought a weapon/firearm to school shall be expelled from the regular school program. Expulsion is defined, at a minimum as the removal from the student's regular program. However, the expulsion requirement may be modified for a student on a case-by-case basis by the Board. Also, discipline of students with disabilities who violate this policy shall be determined by the Board on a case-by-case basis in accordance with the requirements of Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

## **SEARCH AND SEIZURE**

In conformance with State Board of Education Resolution 1-2-g of Alabama State Board of Education Administrative Regulation 290-010-020-01, and the Code of Alabama 16-424.1 (1975), law enforcement agencies shall be allowed to make periodic unannounced visits to any local public school for the purpose of detecting the presence of drugs. Such visits may include the use of drug-sniffing dogs. Searches may be conducted in the school facilities, classrooms, or parking lots. School officials may conduct searches or use other detection devices within the facilities, on the school grounds, or at any school function any time that it is believed that alcohol or other drugs, weapons, or any other object or substance considered harmful to the school environment may be present. Students are subject to search by school officials with reasonable cause.

## **NON-DISCRIMINATION ON THE BASIS OF HANDICAP SECTION 504 OF THE REHABILITATION ACT OF 1973**

Referrals for 504 Eligibility must be submitted to the school 504 Coordinator at your child's school. A referral meeting will be scheduled to review your child's eligibility for 504 services. To determine eligibility, your child must be evaluated by a team of individuals who are familiar with your child. The results will then be shared at a team meeting in which you are involved. Questions concerning 504 Eligibility or services should be directed to the 504 Coordinator at 774-2355, ext. 23229.

## **SEARCH FOR ESL/504/IDEA CHILDREN AND YOUTH IN DALE COUNTY**

The Special Education Coordinator of Dale County Schools is in the process of identifying all children with disabilities from birth to 21 years of age that are not presently receiving special education services. Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age, experience or environment. These students may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individual with knowledge of the student's abilities. Dale County Schools are committed to the identification and proper servicing of all students with English language challenges. Upon determination of enrollment in the EL Program, and EL Committee will convene to facilitate placement, services and assessment of the English Learner student. Upon scoring 4.8 (composite score) on ACCESS, English Learners will be exited from EL services and placed on monitoring status for two (2) academic years. If you know of any disabled child or youth that is not being served in an ESL/504/IDEA school program, please contact the Special Education Coordinator at Dale County Board of Education at 334-774-2355, Ext 23229. To make a referral, contact your child's school.

## **HOMELESS, MIGRANT, AND ENGLISH LEARNERS**

Any student deemed to be homeless will be afforded a free and appropriate public education. There are no policies, practices, or regulations that act as a barrier to the enrollment, attendance, and success of homeless children. Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 and the Stewart B. McKinney Homeless Assistance Act, all homeless, migrant and EL children must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. The enrollment of homeless, migrant, and English Learner children and youth shall not be denied, prohibited, or delayed from school attendance due to any of the following barriers:

1. Lack of birth certificate
2. Lack of school records or transcripts
3. Lack of immunization or health records
4. Lack of Social Security Card
5. Lack of proof of residency
6. Lack of transportation
7. Guardianship or custody

School administrators, with the assistance of local government agencies, shall take necessary steps to assist families obtain documentation necessary for school admission. No student will be excluded from, any federally assisted education program on the basis of a surname or language-minority status. [No Child Left Behind Act of 2001, Title III, Part C, Section 3302(f)]

## **ALABAMA SAFE SCHOOL AND DRUG FREE POLICY**

The principal shall notify appropriate law enforcement officials when any person violates state or federal policies concerning drugs or other criminal acts. The student may not be readmitted to the public schools of this state until:

1. Criminal charges or offenses arising from the conduct have been disposed of by appropriate authorities,
2. The student has satisfied all other requirements imposed by the local board of education for readmission.

CODE of ALABAMA 16-1-24.1 (1994)

## **NON-DISCRIMINATION ON THE BASIS OF HANDICAP**

No otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity. For purpose of this policy, a qualified handicapped person shall be one who satisfied the definition set forth in Section 504 of the Rehabilitation Act of 1973 and its implementation regulations. The Dale County Board of Education will identify, evaluate and provide a free and appropriate public education to qualified handicapped students within its district boundaries. Questions concerning 504 Eligibility or services should be directed to the 504 Coordinator, at 334-774-2355, ext23229.

## **TITLE IX POLICY**

It is the policy of the Dale County Board of Education not to discriminate on the basis of gender in its educational programs, activities or employment practices. Inquiries or complaints regarding compliance with applicable laws or the policy may be directed to the Title IX Coordinator, Dale County Schools 113 West Reynolds Street, Ozark, Alabama 36360. The coordinator may be reached by telephone Monday – Friday, 8:00 a.m. – 4:00 p.m. at 334 774-2355.

## **ACCEPTABLE USE OF TECHNOLOGY POLICY; INTERNET PROTECTION ACT**

Dale County School System recognizes the need to protect its student's privacy and Internet Safety. The federal government also has acts in place for this purpose. As such, the District forces all Internet traffic to pass through filters. Dale County Schools meet the requirements of the Children's Internet Protection Act by filtering all Internet access through the Alabama Supercomputer Authority. Content filtering is designed to restrict minors' access to materials "harmful to minors," as that term is defined in Section 1721 (c) of the Children's Internet Protection Act of 2000. Dale County School's technology is intended for use by staff and students. Dale County Schools encourage and promote the educational use of technology in our schools. To ensure students and staff take full advantage of the technologies available: all uses of technology in the school district must have proper authorization and adhere to district policies. All use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the school district. There are no inherent warranties for technological resources that Dale County Schools is providing. Dale County Schools reserve the right to monitor network activity.

### Guidelines:

- Students will use technology as authorized by appropriate school personnel.
- Only software legally owned and/or authorized by the District may be put on district computers.
- All network activities will be legal and appropriate use will be enforced.

### Technology users will:

- Comply with district policies, rules and regulations
- Use networks and technology in support of Dale County Schools' educational goals
- Obey all district, state and national copyright laws
- Use district equipment responsibly; respect individual work, files, programs and security.
- Sign the handbook acknowledgement form that confirms the parent and student understand the "Acceptable Use of Technology Policy"

### Technology users will not:

- Access inappropriate matter on the Internet or communicate with individuals for non instructional purposes. This includes e-mail, chat, messenger services, or similar resources.
- Access, vandalize, or modify data or computer setup.
- Use the network or Internet for personal or commercial purposes.
- Disclose or post personal or confidential information of self or others over the Internet.

Violation of Acceptable Use Policy: Failure to abide by Board policy and administrative regulations governing use of the district's technology resources may result in the suspension and/or revocation of system access. Additionally, student violations may result in discipline or legal actions as stated in the Dale County Schools Code of Conduct. Fees or other charges may be imposed.

Parents that choose for their student to abstain from computers, Internet use, and other technology must notify the school in writing.

## **SEXUAL HARASSMENT**

Sexual Harassment- (Employee to Employee; Student to Employee; Employee to Student; Student to Student) The law and policy of Long Elementary School forbids discrimination against any student, employee, or applicant on the basis of sex. Among other forms of sex discrimination, which the administration will not tolerate, is sexual harassment activity by any of its employees or students. This policy similarly applies to non-employee volunteers who work subject to the control of the school authorities.

## **STUDENT HARASSMENT**

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

**Definitions:** The term “harassment” as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the characteristics set forth in Section III B below. To constitute harassment, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

The term “intimidation” as used in this policy means a threat or other action that is intended to cause fear or apprehension in a student, especially for the purpose of coercing or deterring the student from participating in or taking advantage of any school program, benefit, activity or opportunity for which the student is or would be eligible.

The term “student” as used in this policy means a student who is enrolled in the Dale County School System.

**Description of Behavior Expected of Students:** Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting harassment, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

Violence, threats of violence, harassment, and intimidation are prohibited and will be subject to disciplinary consequences and sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the victim of such conduct:

- The student’s race;
- The student’s sex;
- The student’s religion;
- The student’s national origin; or
- The student’s disability.

A series of graduated consequences for any violation of this policy will be those outlined in the Code of Student Conduct or any rule or standard adopted under authority of this policy.

Reporting, Investigation, and Complaint Resolution Procedures: Complaints alleging violations of this policy must be made on Board-approved complaint forms available at the principal's and or counselor's office. The complaint must be signed by the student alleging the violation or by the student's parent or legal guardian and delivered to the principal or the principal's designee either by mail or personal delivery. At the request of the complaining student or the student's parent or legal guardian, incidental or minor violations of the policy may be presented and resolved informally.

Upon receipt of the complaint, the principal or the principal's designee will, in his/her sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the designee will undertake an investigation of the complaint. A reasonably prompt time period, taking into account the circumstances of the complaint, will be allowed. If the investigation establishes a violation, appropriate disciplinary sanctions will be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violation(s) may also be imposed by the principal or the school system. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy is subject to disciplinary sanctions as outlined in the Code of Student Conduct.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee will inform the student's parent or guardian of the report.

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the Dale County School System web site.

The Student Harassment Complaint Form can be found in the Elementary and High School Counselors offices.

**PLEASE RETURN THIS FORM TO THE TEACHER**

**HOME LANGUAGE SURVEY**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

(TO BE FILLED IN BY PARENT OR GUARDIAN)

What language did your child learn to speak first?

English\_\_\_\_\_ Spanish\_\_\_\_\_ Other\_\_\_\_\_

What language is spoken in your home most of the time?

English\_\_\_\_\_ Spanish\_\_\_\_\_ Other\_\_\_\_\_

What language does your child speak outside of the home?

English\_\_\_\_\_ Spanish\_\_\_\_\_ Other\_\_\_\_\_

In what language do you read?

English\_\_\_\_\_ Spanish\_\_\_\_\_ Other\_\_\_\_\_

In what language does your child read?

English\_\_\_\_\_ Spanish\_\_\_\_\_ Other\_\_\_\_\_

## EMPLOYMENT SURVEY

Please complete the following survey. Schools with students that qualify may receive extra funds from the Migrant Education Program.

NAME OF SCHOOL: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

PARENT OR GUARDIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

1. Have you moved in the last three years, even for a short period of time? Y \_\_\_ N \_\_\_
2. What town, city, county, or country did you leave from? \_\_\_\_\_
3. What type of work did you and/or your spouse do before coming here?  
\_\_\_\_\_
4. Have you and/or your spouse ever worked, or are you or your spouse now working in:

*(Please circle all that apply)*

Agriculture: Planting, Cultivating, Pruning, Harvesting, Poultry Farms, Poultry Plants, Processing, Packaging, Nurseries, Sod Farms, Timber, Fish Farms?

Seafood: Fishing, Crabbing, Oystering, Shrimping, Processing, Packaging, Hauling?

5. How many children ages 0 to 22 are living with you? \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**PLEASE RETURN THIS FORM TO THE TEACHER**  
**SCHOOL-PARENT COMPACT**

Dale County Schools, and the parents of the students participating in activities, services, and programs funded by Title I, Part A (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

**REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

**School Responsibilities**

Dale County Schools will:

1. **Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:**
  - Highly qualified teachers will use explicit teaching strategies aligned with the Alabama State Course of Study.
  - Provide Tier I, Tier II, and Tier III instruction to enable students to meet state academic standards.
  - Students will receive whole and small group instruction.
  - Faculty and staff will work as a team to provide a supportive and effective learning environment.
  - Use RTI for students needing core support.
  - Provide in-school or after school or summer tutoring as funds are available.
2. **Hold parent-teacher meetings (at least annually) during which this compact can be discussed as it relates to the individual child's achievement. Specifically stated:**

*"A meeting will be held annually for the purpose of informing parents of their school's participation in Title I, the requirements of the law and Title I parents' rights to be involved."*

3. **Provide parents with frequent reports on their children's progress.**
  - Teachers send home graded papers weekly or biweekly to parents for review.
  - Progress reports are sent out at the middle of each 9 weeks.
  - Report cards are sent at the end of each 9 weeks grading period.
  - DIBELS, ACT Aspire, ACT, and other assessment reports are sent home for parent review.
  - Parents may access grades by going on the STI website.
  - Parent conferences are scheduled as needed.
  - If parents can't come to school, a telephone conference is held.
4. **Provide parents with reasonable access to staff.**
  - Parents have access to staff in person, by phone, or e-mail before and after school, or at the teachers' planning time. School functions throughout the year provide access to teachers.
5. **Provide parents opportunities to volunteer and participate in their child's school and to observe school activities, as follows:**
  - Volunteer forms will be sent home to give parents the opportunity to help in school activities and functions during the school year.

- Parents may visit school during school functions throughout the year.
- Parents are invited to visit and eat lunch with their child on Grandparents Day, or other special occasions with prior notice to the CNP staff.
- Participate in our “Doughnuts with Dad” and “Muffins with Mom”, Homecoming and PTO activities.

6. **Promote communication between family, stakeholders, and school staff:**

- Parents and staff members utilize the Remind app to communicate with each other.
- Pastries with Parents, Title I information assemblies, and PTO events planned throughout the year to interact with and inform parents.
- Teacher emails are posted publicly to the school website allowing parents to freely communicate with parents.
- District and school websites can be converted to other languages to ensure clear communication.

**Parent Responsibilities**

**We, as parents, will support our children’s learning in the following ways:**

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering at my child’s school activities.
- Participating, as appropriate, in decisions relating to my children’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communication with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding as appropriate.
- Serving, to the extent possible, on advisory groups, such as the Title I advisory committees and parental involvement committees.

**Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the state’s high standards. Specifically we will:**

- Do homework every day and ask for help when I need to.
- Read every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notice and information received by me from my school every day.
- Read and understand the school rules.
- Come to school regularly and on time.
- Demonstrate a positive attitude toward learning and school.
- Return completed homework that reflects accuracy.
- Demonstrate respect of self, others students, school personnel, and school property.

\_\_\_\_\_

School Representative

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**PLEASE RETURN THIS FORM TO THE SCHOOL**

**HANDBOOK ACKNOWLEDGEMENT SHEET**

Please sign and return this form to school. It is very important for us to know that you have received a copy of this school document. This signed sheet should be returned after you, the parent or guardian, have read the following statements:

**\*Alabama State Law requires parents to be liable for their children’s behavior and attendance at school. The attendance laws apply to all students, regardless of age enrolled in school.**

**\*I understand the attendance and tardy policy as outlined in the student handbook. A student who is absent from any class more than five times per semester, except for absences documented by a health care provider or PRIOR permission of the principal, will not receive credit for that class.**

**\*I am aware that Dale County Schools does use corporal punishment (spanking/paddling) whenever it is deemed necessary and appropriate.**

I further understand that signing this form does not indicate agreement with the rules, regulations, or procedures set forth in the Student Handbook. Signing this form simply confirms that I have read and understand the above statements and the contents of the Student Handbook.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**It is the policy of the Dale County School System not to discriminate on the basis of sex, race, religion, color, creed, national origin, handicap, age, veteran status, or any other prescribed category, in its Educational Programs, or activities, or employment policies as required by local, state, and federal policies and laws. The school system also provides equal access to the Boy Scouts and other designated youth groups. Inquiries or complaints regarding compliance with applicable laws of this policy may be directed to the Special Education Coordinator at The Dale County Board of Education 334-774-2355 ext. 23229.**