

George W. Long Elementary School

2567 County Road 60 Skipperville, AL 36374
<https://les.dalecountyboe.org>

Phone 334-774-0021 Fax 334-774-0787



Student Handbook 2019-2020

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2567 County Road 60
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Phone 334-774-0021 Fax 334-774-0787

Principal

Ms. Celeste Johnston

Guidance Counselor

Mrs. Megan Larson

Secretary/Bookkeeper

Mrs. Amy Strickland

Superintendent

Mr. Ben Baker

Associate Superintendent

Mr. Chuck Walker

Dale County Board Members

Mrs. Priscilla McKnight- President

Mr. Dale Sutton- Vice President

Mr. Jerald Cook- Board Member

Mrs. Shannon Deloney- Board Member

Mr. Phillip Parker - Board Member

MESSAGE FROM THE PRINCIPAL

Dear Students, Parents/Guardians:

Welcome to the 2019-2020 school year at G.W. Long Elementary. I am excited to be your new principal and look forward to a very successful school year. The faculty and staff at Long Elementary are dedicated to providing each student with a quality education in a safe and nurturing environment. Thank you for allowing us the opportunity to be a part of your child's life. We look forward to working with you and your child throughout the year.

This handbook will provide you with important information regarding school policies and procedures. Open and clear communication between the school and home is important to the success of your child as well as Long Elementary. I ask that you read the handbook and review the information with your child. After reading it, please sign and return the paperwork located in the back of the handbook by the date specified by your child's teacher. Please keep your copy 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 look forward to working with our parents and other stakeholders to provide a positive educational experience for every student. We want to encourage parents to be active in their child's education and to please consider becoming a member of our Parent-Teacher Organization. Again, I look forward to working with you and please do not hesitate to contact me.

Sincerely,
Celeste Johnston, Principal
cjohnston@dalecountyboe.org

LONG ELEMENTARY STUDENT EXPECTATIONS:

1. **Make good choices.**
 - People will remember you by the way you act more than anything else.
2. **Be Respectful**
 - Be respectful to your teachers, peers, parents/family and yourself.
3. **Be here.**
 - Success doesn't happen if you aren't here, you have to show up.
4. **Think.**
 - Use your brain to solve problems. Use common sense.
5. **Get better every day.**
 - Don't settle. Always try your best.

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

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 members of a global society.

DALE COUNTY SCHOOLS GOALS

1. We will provide a safe and supportive environment for learning opportunities.
2. We will develop college and 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.

**George W. Long Elementary Faculty and Staff
2019-2020**

<u>Principal</u> Celeste Johnston	<u>Secretary/ Bookkeeper</u> Amy Strickland	<u>Counselor</u> Megan Larson	<u>Instructional Coach</u> Rhonda Bell
<u>Nurse</u> Donna Grantham	<u>Computer/IT</u> Charisse Snell	<u>Librarian</u> Mandi Walker	<u>Music</u> Ben Watson
<u>Kindergarten</u> Kristi Enfinger Terri Gullede Kristie Phillips Julie Whatley	<u>First Grade</u> Laura Ashley Bynum Jennifer Johnson Julie Kelly Autumn Blalock	<u>Second Grade</u> April McDaniel Julie McDaniel Taylor Simmons	<u>Third Grade</u> Dana McDaniel Jennifer Kirkley Rhonda Watson
<u>Fourth Grade</u> Shannon Evans Beth Long Tracey Payne	<u>Fifth Grade</u> Zahnae German Stacy Hagler Kim Sizemore	<u>Sixth Grade</u> Sally Brady Carol Davis Cindy Preston	<u>Physical Education</u> Donna Bell Jay Thompson
<u>Special Education</u> Monica Kierbow Meredith Waddell	<u>Speech</u> Vanessa Gill	<u>Gifted</u> Dawn Parr	<u>Instructional Aides</u> Angie Ledford Tonya Money
<u>Pre-K Teacher</u> Ciara Whatley	<u>Cafeteria</u> Melita Smith, Manager Mary Nell Grubbs Dale Phillips	<u>Bus Drivers</u> Stan Adams Tracey Coursey Dawn Hammond	<u>Custodians</u> Lesa Rogers Ruby Jenkins
<u>Pre-K Auxiliary</u> Raegan Laney	Michelle Sasser Karrisa Dassinger Alecia Williams Brandy Olson	Karen Johnson Jana Johnson Tammy Plante Leticia Gomez Beverly Windham Jeff Watson Sharion Riley	

Dale County Schools
2019-2020
School Calendar

Approved March 12, 2019

X - Work Days/Professional Development Days H - Holidays

Blue Shaded - end of the 9 weeks

Month	M	T	W	T	F	Month	M	T	W	T	F	Month	M	T	W	T	F	
June		3	4	5	6	7	July	1	2	3	H	5	Aug				1	X
	10	11	12	13	14			8	9	10	11	12		X	X	X	8	9
	17	18	19	20	21			15	16	17	18	19		12	13	14	15	16
	24	25	26	27	28			22	23	24	25	26		19	20	21	22	23
								29	30	31				26	27	28	29	30
Sept	H	3	4	5	6	Oct		1	2	3	4	Nov						1
	9	10	11	12	13		7	8	9	10	11		4	5	6	7	8	
	16	17	18	19	20		H	15	16	17	18		H	12	13	14	15	
	23	24	25	26	27		21	22	23	24	25		18	19	20	21	22	
	30						28	29	30	31			H	H	H	H	H	
Dec		2	3	4	5	6	Jan			H	H	X	Feb					
	9	10	11	12	13		6	7	8	9	10		3	4	5	6	7	
	16	17	18	19	20		13	14	15	16	17		10	11	12	13	14	
	H	H	H	H	H		H	21	22	23	24		H	18	19	20	21	
	H	H					27	28	29	30	31		24	25	26	27	28	
March		2	3	4	5	6	April			1	2	3	May					1
	9	10	11	12	13		6	7	8	9	H		4	5	6	7	8	
	16	17	18	19	20		13	14	15	16	17		11	12	13	14	15	
	H	H	H	H	H		20	21	22	23	24		18	19	20	21	X	
	30	31					27	28	29	30			H	26	27	28	29	

Teachers Begin - August 2, 2019
Students Begin - August 8, 2019

180 Student days
7 Teacher days (Aug 2, 5, 6, 7,
Jan 3, May 22, **1 Flex Day**)
187 Total days

**Flex Days - Must work one of these days
or meet Professional Development Criteria**
July 15, 2019 July 25, 2019
August 1, 2019

1st Semester 89 days
1st 9 weeks 46 days
ending October 11, 2019
2nd 9 weeks 43 days
ending December 20, 2019

2nd Semester 91 days
3rd 9 weeks 43 days
ending March 6, 2020
4th 9 weeks 48 days
ending May 21, 2020

HOLIDAYS

Independence Day----- July 4, 2019
Labor Day----- Sept 2, 2019
Columbus Day----- Oct 14, 2019
Veterans' Day----- Nov 11, 2019
Thanksgiving----- Nov 25-29, 2019
Christmas----- Dec 23, 2019-
Jan 2, 2020
King/Lee----- Jan 20, 2020
President's Day----- Feb 17, 2020
Spring Break----- Mar 23-27, 2020
Good Friday----- April 10, 2020
Memorial Day----- May 25, 2020

Progress Report Dates

Sept 11, 2019 Nov. 8, 2019
Feb 5, 2020 April 15, 2020

Report Card Dates

Oct 18, 2019 Jan 8, 2020
Mar 11, 2020 May 22, 2020

Last day of school Students - May 21, 2020
Teachers - May 22, 2020

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 directly to the office, sign in, and be given a visitors pass (which is to be worn while on campus) before visiting students, teachers, or other staff members.** Only approved visitors will be given a pass from the office. Parents are not allowed to sit in classrooms during instruction, but are welcome to come have lunch with his/her child if prior arrangements are made with the office. Students are not to bring relatives, friends, etc. to school. No loitering or soliciting is allowed on campus.

DELIVERIES TO STUDENTS

The school **will not accept or allow** flowers, balloons, candy, stuffed animals, etc. to be delivered to the students.

CONFERENCE PROCEDURES

Parents are encouraged to be an active part of their child's educational experience. Parents are asked to review their child's progress and contact the school with concerns or questions. Teachers will have certain days and times when they can meet for conferences. If you would like to schedule a conference, please call the office or send the teacher a note. When you arrive for a conference, please report to the office to check in and get a pass to go to the classroom. Do not go to a classroom without a pass. Conferences may also be requested by teachers to discuss the student's progress. Parents are urged to attend these conferences.

STUDENT ARRIVAL AND DEPARTURE TIMES AND PROCEDURES

*****Students may not be dropped off or picked up from the back of campus*****

Arrival:

Students are not to be on campus before 7:15 a.m. Teachers are not available to supervise before this time. Students who are eating breakfast need to go directly to the lunchroom upon arrival. All other students must report to their assigned area for supervision before class time.

****Tardy Bell Rings at 7:45.** All students must be in their classroom by this time.

Please follow established traffic patterns for car riders.

Dismissal:

Dismissal time is 3:00 for Kindergarten through 6th grade. A teacher will walk the students to their appropriate dismissal area. **Our Pre-K students will be released and picked up each day at 2:00.** If you are picking up a K-6th grade student(s) please be mindful of this. If you arrive early and are in the Pre-K car line, you will be asked to go to the end of the regular car

line to pick up your K-6th grade student(s). This should not be a problem if you follow procedures and do not arrive before 2:45.

Car Riders will be dismissed from the lunchroom at the end of each day. We ask the parents to do the following:

1. **Please do not arrive for the car pick up line before 2:45.**
2. Place a name card in the window displaying the student(s) name that you are picking up.
3. Parents are to remain in their vehicle at all times.
4. During the afternoon loading time, parents should not park their vehicle and come to the building to pick up their child.

Transportation changes need to be handled in writing or in last minute situations, a phone call must be made prior to 2:15 in order to inform the student and teacher. If a parent is making a change in the normal way a student gets home in the afternoon, i.e., (ride home in a car rather than a bus), a note should be sent by the student that morning. Students will not be allowed to call home to find out if they can ride with someone else or ride a different bus. **If a student does not have a note from a parent to give to the teacher in the morning that states he/she will go home in a different way, we will send them home by the normal way indicated on their registration and emergency cards.** On notes, please include name of student, homeroom teacher, date, and who will pick them up or what bus they will ride.

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.

SCHOOL BUS POLICIES

Objective: To maintain a uniform set of rules so as to insure a safe environment for the daily transportation of all Dale County Schools bus passengers.

Students will be permitted to load or unload from the bus at only two locations:

1. **Their assigned neighborhood bus stop.**
2. **Their assigned school.**

Bus drivers will not stop for students to load/unload at any other locations. Any changes to this procedure will require a written parental request approved by school administration before the student will be allowed to ride an unassigned bus.

The bus schedule will be as consistent as possible. There should be very few times when the bus is not on time to pick up or drop off students. All students should be waiting at the assigned stop **prior to the buses arrival**. The **bus cannot and will not wait for students** that are not at the assigned stop due to the 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 as is safely possible to the assigned stop as the bus arrives.

Rules of Conduct:

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 the 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.

- Parents are not to stop the bus to complain to the bus driver. If a parent has a complaint, call the school to arrange a conference with the bus driver.
- If a parent boards a bus, the police will be called and a trespassing warrant will be signed.

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

GRADING SYSTEM

Kindergarten through sixth 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 the student. 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

“B” is defined as 80-89

“C” is defined as 70-79

“D” is defined as 60-69

“F” is defined as 0-59

“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.

STUDENT RETENTION

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 also 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.

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

Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points earned determines if the student qualifies for gifted services.

To make a referral, contact Beverly Lampkin at 774-2355, ext. 23229

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 would 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 $\frac{1}{4}$ inch 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/DIARRHEA:** A child should not attend school if he/she has had excessive vomiting/diarrhea 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, 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 by a physician giving permission 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.

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. Quickly and quietly line up at the classroom door.
2. Remain quiet for instructions from the teacher.
3. The teacher will direct students to proceed to the previously designated area.
4. Stay in the designated area and/or position until an all clear is given.

Each classroom will have a fire evacuation and severe weather plan posted by their door.

Our School Emergency Operations Plan allows a school employee to initiate a four-tier alert system anytime they feel there may be a potential threat to a student(s) or the school. The four-tier alert system includes: 1) Heightened awareness, 2) Secure your area of responsibility, 3) Secure perimeter, and 4) Lockdown. The alert system and eventual lockdown is rehearsed the same as a fire or severe weather event.

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 desks or school lockers. Do NOT leave money or valuables in unattended purses or book bags.

SENDING MONEY TO SCHOOL / CHECK POLICY

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/checks.

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 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, school office, 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. If you do not want to have your child's picture, likeness, or information published or released please contact the school principal in writing.

ATTENDANCE

According to the Alabama Department of Education, "starting as early as preschool and kindergarten, chronic absence erodes a student's ability to learn and achieve in school. It increases the likelihood that children will be unable to read by the third grade, fail classes in middle school, and not graduate on time or drop out of high school".

**Please make every effort to have your child at school and on time everyday.*

Alabama Compulsory Attendance Law

The Alabama Compulsory Attendance Law requires all children between the ages of 6 - 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.

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. 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 BY SEMESTER:

K-6 Unexcused Absence Policy:

- **3U** absences and/or sick notes - **Letter from school / Warning**
- **5U** absences and/or sick notes - **Referral to Early Warning Truancy Court**
- **7U** absences - **Truancy Petition filed in Dale County Juvenile Court on student; if the student is 12 years or under, a CHINS petition will be filed against the parents with Dale County District Attorney's office.**
- Each student is limited to 5 sick notes per semester. All other absences should be documented by a healthcare provider. After each student reaches the 5 sick note limit, all other sick notes are coded unexcused.
- Students with excessive absences may be retained.

K-6 Unexcused Tardy Policy (Check-In/Check-Out):

- 5U tardy - Warning letter sent home
- 6U tardy - Conference with administration or his/her designee
- 7U tardy - Break detention
- 8U tardy - Parent conference / Prevention Project Referral

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.

MAKE-UP WORK

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 2 days 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 certain extenuating circumstances.

EXCUSED 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 (as determined by the Superintendent), **(3)** a legal quarantine or death in the immediate family, **(4)** written excuse from a doctor or other medical professional, **(5)** an emergency situation as determined by the superintendent or principal, or **(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 healthcare provider (physician, dentist, counselor, etc.) or legal authority (court, law enforcement, etc.). The principal reserves the right to determine the validity of the excuse.

ADMITTANCE AFTER ABSENCE (EXCUSED OR UNEXCUSED)

1. The teacher or attendance officer will code the absence accordingly.
2. Should the student not bring an excuse, the absence will be recorded as unexcused. If the student brings the verifiable excuse from the parent/guardian or doctor **within three days** of returning to school, the coding will be changed accordingly. If not, the absence will remain unexcused. **Excuses must be in a written or typed format. No electronic communication will be accepted as an excuse (text, email, Dojo, etc.).**
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.

CHECK-IN PROCEDURES

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.

If a student checks in after 11:30 a.m. he/she will be considered tardy but the attendance system will code the student as all day absent. Students will not receive perfect attendance if he/she has any absences or tardies.

CHECK-OUT PROCEDURES

If a student is to be checked out of school by their parents or someone designated by their parents, the following procedures must be followed:

- 1. Present a note** from the parent/guardian to the teacher **during homeroom**. The note must include the **1) date, 2) person picking up the student, and 3) a telephone number at which the parent/guardian can be reached.**
- 2. In the absence of a note**, the parent must visit the school in order for the student to check-out or the person checking out the student must be listed on the student's emergency card. (A picture ID may be required)
- 3.** The student must be **signed out in the front office** and that person must wait in the office until the student arrives.
- 4.** Do not call the school and ask for your child to be waiting in the office. **The student will be called to the office when you arrive to check them out.**

***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. Please understand that we take these precautions because of our concern for your child's safety.

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

ATTENDANCE NOTIFICATION

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

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.

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.

PROCEDURE FOR STUDENT WITHDRAWAL

If a student is to be withdrawn from school, parents should notify the office prior to the student's last day of attendance. All textbooks, library books, fees, and debts must be cleared before a student's withdrawal papers can be completed.

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, meat, 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.

We encourage all parents to prepay for student meals. Charging of any meal is discouraged. The maximum allowed charge is \$5.00 per student.

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, or access this website through a link on our district website, 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.

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

FIELD TRIP 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, signed by a parent/guardian, 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.

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.

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 students 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 to 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.

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.

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.

*When a student is withdrawn, promoted, or transferred they must return all textbooks and library books 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. If you wish to know the qualifications of your child's teacher, please contact the school office.

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 Student 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.**

ASSERTIVE DISCIPLINE

1. Parents will be given rules and consequences of the assertive discipline plan that their child's teacher will use.
2. Every teacher must choose, post, and enforce rules in the classroom. Consequences of breaking the rules must also be posted and enforced and should include parental contact. The last step should be a discipline referral to the office.
***Major offenses will result in automatic referral to the office
3. It is fundamental that orderly schools have clearly defined behaviors to which students must conform.

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/her 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 to 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.

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)

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.

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 a 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 are expected to adhere to the following dress code policy:

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/Skorts:

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, skorts, 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. Shirttails 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 undergarments or are immodest.
4. Strapless tops, mesh tops, spaghetti strap tops, tank tops, razor-back 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.
4. Appropriate shoes are required for P.E. (tennis shoes)

Discipline for Dress Code Violations:

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

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

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 1 721 (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 the 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.

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.

Violations	Penalties
1st offense	Device confiscated with office referral; Conference with student; Parental contact; Phone returned to student at the end of the 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.

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.

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)

504 ELIGIBILITY

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 Beverly Lampkin, 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)]

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 purposes 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, ext. 23229.

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, at 334- 774-2355, ext. 23234.

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 engage in or be subjected to harassment, violence, threats of violence, or intimidation by any other student that is based on any of the specific characteristics that have been identified by the 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.

NOTICE OF NON-DISCRIMINATION

The Dale County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Beverly Lampkin, 504 Coordinator, 202 S. Hwy 123, Suite E, Ozark, AL 36360, 334-774-2355, blampkin@dalecountyboe.org; Chuck Walker, Title IX Coordinator, 202 S. Hwy 123, Suite E, Ozark, AL 36360, 334-774-2355, cwalker@dalecountyboe.org

PLEASE RETURN THIS FORM TO THE TEACHER
SCHOOL-PARENT COMPACT

Long Elementary School, 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

Long Elementary School 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 “Pastries with Parents”, Homecoming and PTO activities.

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 needed.
- 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 other students, school personnel, school property and self.

School Representative	Parent Signature	Student Signature
Date	Date	Date

PLEASE RETURN THIS FORM TO THE TEACHER

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 be referred to Early Warning Truancy Court.**

***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