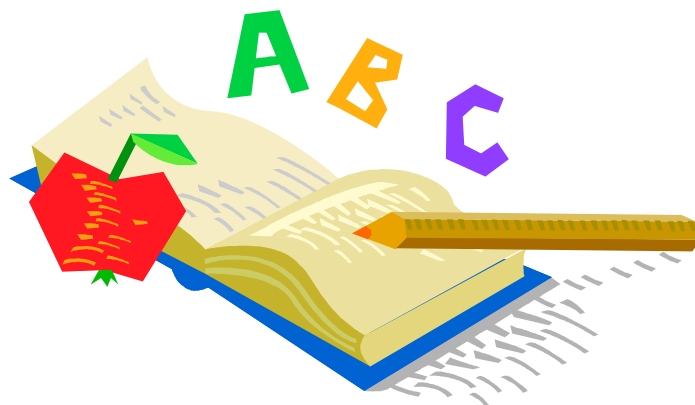


# George W. Long Elementary School



## Student/Parent Handbook 2017-2018



# George W. Long Elementary School

2017-2018

**Principal**

Mr. John Kelly

**Assistant Principal**

Lisa Littlefield

**Guidance Counselor**

Mrs. Brenda Steed

**Secretary/ Bookkeeper**

Mrs. Amy Strickland

**Superintendent**

Mr. Ben Baker

**Associate Superintendent**

Mr. Chuck Walker

**Dale County Board Members**

Mr. Braxton Bell, Jr., President

Mr. Dale Sutton, Vice-President

Mr. Larry Ezell, Board Member

Mrs. Priscilla McKnight, Board Member

Mrs. Shannon Deloney, Board Member

**George W. Long Elementary School**

**2567 County Road 60**

**Skipperville, AL 36374**

**Telephone: (334) 774-0021**

**Long Elementary School Website**

**<https://les.dalecountyboe.org>**

**School Office Hours: 7:30 – 3:30**

**Loving  
Every  
Student**

Arrival to school each morning should be **no earlier than 7:15**.  
**Tardy bell rings at 7:45, students must be in his/her classroom by this time.**  
Students should be picked up **no later than 3:20**.

*This handbook belongs to:*

Name: \_\_\_\_\_

## **Welcome to Dale County Schools!**

### Message from the Superintendent

Dear Parents and Students,

Welcome back to school! The Dale County School system is excited about the upcoming school year. We are looking forward to continued success in the classroom and on the field of play. I hope your summer vacation was a time of rest, relaxation, and enjoyment for your family.

The Dale County School System has a rich history of academic, athletic, and extra-curricular excellence. I encourage you to support your child's school and communicate with the 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 do not hesitate contacting me with any concerns you may have about our schools.

Sincerely,

Ben Baker

Superintendent

Dear Students, Parents/Guardians:

The G. W. Long Elementary Faculty and Staff join me in welcoming you the 2017-2018 school year. The students at Long Elementary are our most valuable resource and our goal is to educate each of them in the best educational environment. It takes the combined efforts of the student, school, home, and community to provide this and we look forward to working with each of you.

Please help us in your child's education by remembering some important guidelines. Please make sure your child is present and on time for school each day. If your child must be absent please make sure that you send the proper excuse with your child when he/she returns to school. Also remember that early morning tardies and/or checking out early (afternoon tardy) takes your child away from valuable instructional time.

This handbook is filled with important information regarding school policies and procedures. Please review this information carefully with your child. Then sign and return the Notice of Receipt found on the last page. Keep the remainder of the document for reference throughout the year. If you have questions regarding its contents, please contact me, the teacher or the office staff.

We are proud of our school and community and we look forward to sharing a great year. Your participation is welcomed in any of our activities and I encourage you to join our Parent-Teacher Organization. We look forward to celebrating the achievements of the upcoming school year.

Sincerely,

John Kelly  
Principal

# George W. Long Elementary School Faculty and Staff

John Kelly  
Lisa Littlefield  
Brenda Steed  
Amy Strickland  
Kristi Enfinger  
Terri Gullede  
Kristie Phillips  
Julie Whatley  
Laura Ashley Bynum  
Jennifer Johnson  
Julie Kelly  
April McDaniel  
Brooke Campbell  
Beth Long  
Laura Tew  
Dana McDaniel  
Julie McDaniel  
Jennifer Walding  
Rhonda Watson  
Shannon Evans  
Zahne German  
Tracey Payne  
Autumn Blalock  
Stacy Hagler  
Kim Sizemore  
Sally Brady  
Carol Davis  
Cindy Preston  
Meredith Waddell  
Monica Keirbow  
Rhonda Bell  
Charisse Snell  
Mandi Walker  
Donna Bell  
Ben Watson  
Vanessa Gill  
Donna Grantham  
Tonya Money  
Angie Ledford

Principal  
Assistant Principal  
Counselor  
Secretary/Bookkeeper  
Kindergarten  
Kindergarten  
Kindergarten  
Kindergarten  
First Grade  
First Grade  
First Grade  
First Grade  
Second Grade  
Second Grade  
Second Grade  
Third Grade  
Third Grade  
Third Grade  
Third Grade  
Third Grade  
Fourth Grade  
Fourth Grade  
Fourth Grade  
Fourth Grade  
Fifth Grade  
Fifth/Sixth Grade  
Fifth Grade  
Sixth Grade  
Fifth/Sixth Grade  
Sixth Grade  
Resource  
Resource  
Reading Coach  
Computer Lab  
Librarian  
Physical Education  
Music  
Speech  
Nurse  
Special Education Aide  
Special Education Aide

## **Lunchroom Staff**

Tonya Ross – Manager  
Dale Phillips

Mary Nell Grubbs  
Sarah Nell Snell

Michelle Sasser  
Alecia Williams

## **Bus Drivers**

George Sheffield  
Sharion Riley  
Dawn Hammond  
Leticia Gomez

Kathy DeJardin  
Karen Johnson  
Tracey Coursey  
Jana Johnson

Beverly Windham  
Tammy Plante  
Stan Adams

## **Custodians**

John Tharpe  
Lesia Rogers

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# George W. Long Elementary School

## Mission Statement








The mission of George W. Long Elementary School is to develop self-motivated, responsible students who have a positive self-esteem and are ready to meet the challenges of junior high school and society as lifelong learners. We will accomplish this by providing a dedicated, knowledgeable, and child-centered professional staff. Our mission will be achieved by teaching an appropriate, well-balanced curriculum in a safe environment.

### *Our Staff Believes:*

-  All children can learn.
-  All children deserve a safe learning environment.
-  All children should be treated fairly.
-  All children should perform to the best of their ability.
-  All children should have an equal opportunity to develop to his/her full potential.
-  Everyone should be treated with respect.
-  Positive self-esteem is essential.
-  Education is a shared responsibility of educators, parents, students, and community.
-  All children need opportunities for creative expression and enrichment.
-  Self-discipline is vital.
-  Regular attendance is necessary for learning.
-  Everyone should exhibit acceptable social behavior.
-  Everyone should display competency in implementing the mission of the school.

### **SCHOOL CODE**

We the students of George W. Long Elementary School, pledge to:

-  Conduct ourselves in a way to uphold the honor of the school.
-  Support and promote school activities.
-  Learn all we can from the opportunity to attend school.
-  Obey the rules of the school.
-  Respect other students from both our school and other schools.
-  Respect school property and facilities.
-  Be courteous and respectful to all visitors at G. W. Long Elementary.

## DALE COUNTY SCHOOL DISTRICT VISION

### *Destination: Excellence*

## DALE COUNTY SCHOOL DISTRICT MISSION STATEMENT

*The mission of Dale County Schools is to develop life-long learners who have personal, economic, technological and social skills needed to be members of a global society.*

### GOALS

*We will provide a safe and supportive environment for learning opportunities.*

*We will develop college and career ready students through multiple approaches.*

*We will demonstrate and promote responsible, respectful and resourceful citizens.*

### Beliefs:

- 1. Every person on each campus is a valued individual with unique physical, social, emotional, and intellectual needs worthy of respect.*
- 2. Every teacher and student has the right to a safe and enjoyable learning environment that promotes student learning, fosters self-worth, and enhances his or her potential.*
- 3. All students have the ability to learn; therefore, they should be provided with a variety of instructional approaches to support different learning styles.*
- 4. Students have a greater opportunity for success when they are actively engaged in the learning process in a well-disciplined environment.*
- 5. Students develop to their full potential when there is a harmonious relationship among the school, the home, and the community.*
- 6. Students need to demonstrate their understanding of essential knowledge and skills and need to be actively involved in higher order thinking, problem solving, and quality work production in order for them to become life-long learners.*
- 7. Students are provided opportunities to practice principles and qualities of self-discipline needed for democratic citizenship and responsible participation in a multicultural, multi-ethnic society.*
- 8. Schools need to function as a learning organization in which teachers, administrators, students, parents, and the communities share the responsibility for advancing the system's mission while demonstrating dedication, a positive attitude, and a willingness to change.*

### CORPORAL PUNISHMENT

The Dale County Board of Education permits reasonable and proper use of corporal punishment (paddling/spanking). "No student has the right to be unruly in his/her classroom to the extent that such disruption denies fellow students of their rights 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 written report will be prepared for each incident and copy will be sent to the parent/guardian.*

I am aware that George W. Long Elementary School does use corporal punishment whenever it is deemed necessary and appropriate. *If I/we desire for my/our child to NOT receive corporal punishment, I will notify, in writing, my child's homeroom teacher of my wishes.* I will include the name(s) and phone numbers both home and work, of parents and/or guardians in the event it should become necessary to reach someone.



## SCHOOL CALENDAR

August 4.....	First day of school for students
September 1.....	Teacher workday
September 4 .....	Labor Day Holiday
October 6.....	Teacher workday
October 9.....	Columbus Day Holiday
November 10.....	Veterans' Day Holiday
November 13.....	Teacher workday
November 20-24 .....	Thanksgiving Holidays
December 20 - January 5 .....	Christmas holidays
January 8.....	Students return to school
January 15 .....	King/Lee Birthday holiday
February 16.....	Teacher workday
February 19 .....	Presidents' Day Holiday
March 26-March 30 .....	Spring Break
April 14, 2017.....	Good Friday
May 23 .....	Last day for students

### PROGRESS REPORT DATES

The following dates indicate when progress reports will be issued to students. The dates represent approximately the halfway point of each grading period.

**IT IS THE STUDENT'S RESPONSIBILITY TO DELIVER TO HIS/HER PARENTS.**

#### Progress Report Issued

September 8, 2017  
November 9, 2017

February 2, 2018  
April 12, 2018

#### Report Cards Issued

October 13, 2017  
January 9, 2018

March 16, 2018  
May 24, 2017

### BELL SCHEDULE

<b>7:40</b>	<b>Move into classroom from hallway</b>
<b>7:45</b>	<b>Tardy Bell – students tardy to class after this time</b>
<b>3:00</b>	<b>Students dismissed</b>

## **PARENTS AND VISITORS**

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.

## **PHOTO CONSENT**

Pictures of students will be used by student organizations, the school, and the school system on paper and electronic publications. If you do not want your child's picture, likeness, or information published, please contact the school principal in writing.

## **ARRIVAL AND DEPARTURE**

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.**

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

## **PARENT/STUDENT/ TEACHER CONFERENCES**

Parents are asked to review their child's progress on work they carry home, their progress reports, and their report cards. If you would like to schedule a conference with a teacher, please call the school office, send the teacher a note, or email the teacher. Please do not ask a teacher to schedule a conference during class time or during faculty meeting days. They have certain days and certain times they can schedule conferences. When you arrive for a conference, please go to the school office to check in and get a pass to go to the meeting area. Conferences may also be requested by teachers to discuss a student's progress. Parents are urged to attend all conferences when scheduled by a teacher.

## **InformationNOW HOME PORTAL**

Dale County School System has implemented the InformationNow Home Portal. Each student has a user name and password that allows them to log into the portal and retrieve attendance, grades, unofficial transcripts, and other information. This allows the student, as well as, the parents/guardians to have daily or weekly monitoring. Should you have questions regarding this program, please contact the guidance department at the school.

## **FIRE/SEVERE WEATHER/LOCK DOWN DRILLS**

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 CHECKS**

Your personal check is welcome at all schools in the Dale County School System. The Dale County School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Dale County School System has contracted with Nexcheck, LLC, for collection of returned checks.

Each person writing a check to a school or the School System should write the check on a commercially printed check with your name, address, and one phone number. Counter or starter checks will not be accepted. When a person writes a check to a school of the School System, the person writing the check agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$30, may be debited from the same account.

If the check and fee are not collected electronically, then Nexcheck will contact you by mail and by telephone in order for you to make arrangements to pay. All payments need to be made directly through Nexcheck P. O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone using a credit card, debit card, or electronic check.

## **ACADEMIC GRADES / PERFORMANCE**

### **GRADING SCALE**

- A = 90 to 100
- B = 80 to 89
- C = 70 to 79
- D = 60 to 69
- F = 59 and below

### **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 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 B in each subject for each grading period.

### **RETENTION POLICY**

Retention of a student is considered to be a serious step to be taken only when it clearly is in the best interest of the student's future progress in school. Retention should not be considered unless parents have been informed throughout the school year of their student's failure to achieve satisfactory progress. The decision to retain an elementary student 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.

### **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 of pages.

Penalty for lost or damaged textbooks:

- Full price, if new when issued
- Seventy-five percent (76%) are one year old when issued
- Fifty percent (50%) are two years old or older when issued
- No textbook will be issued to any student while the payment for lost or damaged textbooks is outstanding.

## 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 (InformationNOW) 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 truancies shall be uniformly administered throughout Dale County Schools. Please note that absences referred for truancy will be unexcused absence and/or parental notes.**

**1. Third Truancy:**

The parent or guardian will receive a letter from the school.

**2. Fifth Truancy:**

Students and parents will be referred to the Dale County Early Warning Court..

**3. 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.”

**EXTRA-CURRICULAR PARTICIPATION**

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

**TARDY POLICY**

Every student is expected to be in class before the tardy bell rings. Students arriving after this time must report to the office for an admittance slip.

- 3<sup>rd</sup> tardy: School letter
- 4<sup>th</sup> tardy: After school detention (1 day)
- 5<sup>th</sup> tardy: After school detention (2 days)
- 6<sup>th</sup> tardy: Central office meeting with Superintendent
- 7<sup>th</sup> tardy: Early warning court assigned

All tardy referrals after the 7<sup>th</sup> will be referred to early warning court.

**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.

**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 business and approved in advance by the principal. Attendance events include **any absences, tardies, check-ins, and/or check-outs.**

**WITHDRAWAL PROCEDURE**

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.

## **TRANSPORTATION - CAR STUDENTS**

**Car students will be taken to the cafeteria for pick-up. Due to the safety of all, please do not arrive in the car pick up line before 2:45; this creates a traffic hazard in our parking lot and on the highway. Students will be released at 3:00.**

Students will be escorted to your car in the car pick-up line by authorized personnel on duty each afternoon. Please have a clearly visible sign on the dash or front side window of your vehicle stating the name of the student(s) that you are transporting. If you need to park, please use appropriate parking spaces. No student will be allowed to ride in the back of a pickup truck on campus. Once buses start to leave all traffic must stop and yield the right-of-way to buses. Students may not be dropped off or picked up by parents from the back campus. This road is for employee use only.

## **LOITERING**

Students are expected to leave the campus immediately after school. Students being delayed from leaving must report the reason to the office or be in the supervision of a school employee.

## **SCHOOL BUS POLICY AND PROCEDURES**

- Students will be permitted to load or unload from the bus at their assigned neighborhood bus stop and their assigned schools.
- 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 and 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 bus 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.

“It is unlawful to enter a public school bus while the door is open to load or unload students without a lawful purpose, while at a railroad grade crossing, or after being forbidden from doing so by the authorized school bus driver in charge of the bus, or upon the demand of a principal of a school to which the bus is assigned or other duly authorized system official.” Alabama House Bill 105

## **SCHOOL BUS RULES**

- Always follow bus driver instructions.
- Remain seated in assigned seat, face the front of the bus, and keep the aisle clear.
- Nothing should be thrown out of the windows; no objects should be thrown inside the bus; vandalism of the bus is prohibited.
- Maintain a low noise level, so as not to distract the driver. There should be absolute silence at all railroad crossings.
- No food, drink, gum, profanity, tobacco, or electronic devices (including cell phones) should be on the bus.
- Students will adhere to the school dress code while riding on a school bus.
- All school rules apply while on a school bus.

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

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

## **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 may use surveillance equipment on properties owned and/or maintained by the school system. Properties include 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 matter, law enforcement, or other lawful purposes.

## **STUDENT INSURANCE**

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

## **FIELD TRIPS**

Field trips must be for educational purposes only and have the advanced approval of the principal and superintendent. Field trip forms must be fully completed and turned in to the teacher by the specified deadline. (All spaces on the field trip form must include required information or be labeled N/A). No spaces are to be left blank. All students must ride the bus to and from each field trip. All school policies and rules apply while attending a school related or school sponsored activity on or off campus. Misbehavior while in attendance at or in transportation to or from such activities shall be dealt with as an in-school problem.

## **STUDENT ORGANIZATIONS**

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 the club activities will be administered through the principal's office. No separate accounts or holding of funds is permitted.

## **FUND RAISING**

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

## **PERSONAL PROPERTY AND SENDING MONEY TO SCHOOL**

Students should not bring valuables to school. Any money sent to school should be sent in an envelope with the child's name, grade, teacher, and what the money is for. Lunch money should be sent in a separate envelope. School personnel are not responsible for lost or stolen valuables. Students are not to bring valuables to school. To avoid theft, it is the responsibility of each student not to leave money or valuables unattended.

## **LOST AND FOUND**

All items found on the school grounds or on a school bus should be turned into the school office. Any unclaimed items will be disposed of at the end of each semester.

## **CELL PHONE/COMMUNICATION DEVICES POLICY**

Dale County Schools will adhere to the following procedures set forth from the Dale County Board of Education Board Policy 5.83.

Students may not have in their possession pagers, cell phones, or any other electronic communication devices while on school property during school hours. Violation of the policy will include:

- 1<sup>st</sup> Offense – Device will be confiscated and will be returned only to the parent.
- 2<sup>nd</sup> Offense – Device will be confiscated and the student will be placed in ISS or detention.
- 3<sup>rd</sup> Offense – Mandated 3 days of OSS and device will be confiscated for the remainder of the school year.
- 4<sup>th</sup> Offense – Student will be referred to the Superintendent for an Administrative Hearing.

## **SECURE TESTING**

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 device 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.

## **PUBLIC DISPLAY OF AFFECTION**

Acceptable social conduct demands that certain expressions of affection be reserved for places other than school. The following is unacceptable student conduct on campus or at any school sponsored or school-related activity: hugging, kissing, hand holding, or unnecessary contact.

## **EPA ASBESTOS NOTICE**

All Dale County Board of Education buildings are in Environmental Protection Agency (EPA) compliance regarding asbestos codes. All Dale County Schools have been inspected by an EPA approved asbestos inspector and 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.

### **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:

- Pick up a *Medication Authorization Form* at the school office to be completed by BOTH the child's physician and parent,
- Prescribed medicines must be in a pharmacy labeled prescription container,
- Parents must transport all medication to the school office. Do not send medication with your child,
- Medicine prescribed two (2) or three (3) times during the day should be given at home and not during school hours,
- Pick up all medication at the end of the school year. Any medication left at the school will be disposed of by school authorities.

### **COMMUNICABLE DISEASES**

Any child with a communicable disease or contagious disease or infestations may be suspended from school for as long as the disease /infestation exist. The principal will not allow any student diagnosed as having or suspected of having a communicable disease (other than a 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.

### **OTHER MEDICAL ISSUES**

**FEVER:** Children should remain at home until he/she has been fever free for twenty-four (24) hours

**VOMITING:** A child should not attend school if he/she has had excessive vomiting in the last twelve (12) hours.

**PINK EYE:** A child should not return to school until he/she has have treated for this inflammation

**STREP THROAT:** A child should not return to school until he/she is fever free and on antibiotics for twenty-four (24) hours.

**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 twenty-four (24) hours and the pox must be dried up.

Children who have chicken pox should stay home for sever (7) days after the first lesion has appeared.

### **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 the scalp.

Classroom students and any siblings in school will be checked for evidence of head lice.

Excessive absences due to head lice will be *unexcused*.



## **STUDENT DRESS: DALE COUNTY BOARD OF EDUCATION 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.**

Students **will not** be allowed to wear the following clothing articles or styled 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/Skort:**

1. Shorts/Skirts/Skort will be allowed in grades K-12 under the following guidelines:
  - a. While standing in a relaxed position with waistline in proper position, shorts/skirts/skort must be touching the kneecap.
  - b. No gym shorts except during PE
  - c. Rules #1-6 above will apply to shorts/skirts/skort.
  - d. Administrative ruling will stand on any questionable shorts/skirts/skort.
  - e. Discipline for shorts/skirts/skort violation will be addressed in the same manner as any other dress code violation.

**Shirts/Tops/Sweaters:** For safety reasons, pants, shorts, and skirt pockets must be visible. Shiretails 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 students' 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. Earring 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.
2. Excessive ear jewelry is not to be worn by females.

### **Other clothing related guidelines:**

1. Bandannas or gang related clothing, etc, are not allowed.
2. No articles 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 distraction 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 Velcro-ed or tied at all times.

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

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified person shall, solely by reason of handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in 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. A student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such impairment; or (3) be regarded as having such and impairment. The Dale County School Board of Education will identify, evaluate and provide a free and appropriate public education to qualified handicapped students within its district boundaries. 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, 504 Coordinator, Dale County School System, 202 S Hwy 123, Suite E, Ozark, Alabama 36360. The coordinator may be reached by telephone, Monday through Friday, 8:00 a.m. – 4:00 p.m. at (334)774-2355, Ext 23229.

## **IDEA CHILD FIND INFORMATION**

The Special Education Coordinator of the Dale County Board of Education is in the process of identifying all children with disabilities from birth to 21 years of age, who are not presently receiving special education services.

If you know of any disabled child or youth that is not being served in a school program, please contact Beverly Lampkin, Special Education Coordinator at 202 S Hwy 123, Suite E, Ozark, AL 36360, 334-774-2355, Ext 23229.

## **IDENTIFICATION OF ENGLISH LEARNERS (EL) IN DALE COUNTY**

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, an 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 EL school program, please contact the EL Coordinator at Dale County Board of Education, 202 S Hwy 123, Suite E, Ozark, AL 36360, 334-774-2355, Ext 23229.

## **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 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 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 Beverly Lampkin at 774-2355, Ext 23229.

## **HOMELESS, MIGRANT, AND ENGLISH LEARNERS (EL)**

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 requirement of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 and the Stewart B. McKinney Homeless Assistant 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 EL children and youth shall not be denied, prohibited, or delayed from school attendance due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of Social Security card
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody verification

School administrator(s), with the assistance of local government agencies, shall take necessary steps to assist families obtain documentation necessary for school admission. No students will be excluded from any federal assisted education program on the basis of a surname or language-minority status [No Child Left Behind Act of 2011, Title III-Language Instruction for Limited English Proficient and Immigrant Students, Part C, Section 3302(f)].

### **DISCRIMINATION POLICY**

The Dale County School system 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:

Name: Beverly Lampkin  
Title: Special Education Coordinator  
Address: 202 S Hwy 123, Suite E, Ozark, AL 36360  
Telephone Number: 334 – 774 – 2355  
Email Address: [blampkin@dalecountyboe.org](mailto:blampkin@dalecountyboe.org)

### **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, 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:

- The student shall be given oral or written notice of the charges against him/her.
- The evidence against the student shall be explained to him/her.
- The student shall be given the 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:

- The right to counsel,
- The opportunity for cross examination of witnesses,
- A written record of the hearing,
- A written record of the decision.

### **Procedural Due Process**

Procedural due process as mandated by the 14<sup>th</sup> Amendment, federal law, and state law includes the following:

- Notice of charges
- Prompt, fair hearing
- Impartial tribunal,
- Right to present defense, evidence, and rebuttal
- Right to counsel
- Right to records of the proceeding
- Right to appeal

### **SEXUAL HARASSMENT**

Sexual harassment is illegal and will not be tolerated. The board shall investigate all allegations of sexual harassment and take appropriate actions against anyone who engages in sexual harassment. Anyone who believes he or she has been or is being subjected to any form of sexual harassment should report the matter to his/her immediate supervisor, principal or superintendent.

## **GRIEVANCE POLICY**

Whenever a Dale County School System student believe 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 or the Dale County Board of Education.

## **PARENTS RIGHT TO KNOW**

Guidelines under the No Child Left Behind Act of 2001 entitle parents of all students enrolled in Title I participating schools to request information regarding the professional qualifications of their child's teacher. These guidelines may be found under the "Parents Right To Know," Title I, Part A, Section 111 (h) (6) of the Act. The Dale County Board of Education strives to provide a certified teacher in every teaching position in the school system.

## **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 compliances with applicable law or this policy may be directed to the Title IX Coordinator, Dale County Schools, 202 S Hwy 123, Suite E, Ozark, Alabama 36360. The coordinator may be reached by phone Monday through Friday, 8:00 am – 4:00 pm at 334-774-2355, Ext 23229.

## **FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (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 disclose this information about them.

## **ACCEPTABLE USE OF INTERNET POLICY**

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 requirement of the Children's Internet Protection Act by filtering all internet access the Alabama Super Computer Authority. Content filter 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 Protections Act of 2000.

Dale County School's technology is intended for use by staff and students. Dale County Schools encourage and promote the education 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 state goals of the school district. There are no inherent warranties for technological resources that Dale County Schools are 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 Internet 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 set-up.

- 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 regulation governing use of the district's 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.*

### **ALABAMA DRUG FREE POLICY**

It is the intent of the legislature that our schools remain safe and drug-free for all students. The principal shall notify appropriate law enforcement officials when any person(s) violates state policies concerning drugs. If a student violates the drug-free policy, that student shall be immediately suspended from attending regular classes. The student may not be readmitted to the public school of this state until:

- Criminal charges or offenses arising from the conduct have been disposed of by appropriate authorities, and
- The student has satisfied all other requirements imposed by the local board of education for readmission (Code of Alabama 16-1-24.1).

### **TOBACCO POLICY**

The Dale County Board of Education prohibits the use of tobacco in any form in any school system building, on any school system property, in any school system vehicle or at any school or school system function. The prohibition of the use of tobacco in any form applies to students, employees, or patrons in attendance on school system property or at any school system function. Any student using or possessing any tobacco product on their person or property will be disciplined according to the school systems' Code of Conduct.

### **SEARCH AND SEIZURE**

In conformance with State Board of Education Resolution 1-2g 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 functions any time that 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.

### **Physical Restraint**

The principal or designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself or herself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be necessary to stop the behavior and to ensure to the extent possible the care, welfare, safety, and security of students and staff members. This must be done in a reasonable manner to protect all parties involved. Law enforcement may assist in this action.

### **Law Enforcement**

Law enforcement officers have the right to come on campus to interview students as suspects or witnesses. The Board of Education authorizes building administrators to release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest. The student may be removed from school premises if the officer or school administrator has reason to believe that the student has violated the law. The police department, juvenile services, or other law enforcement agencies may be informed regarding the misconduct of a student. Such notification may result in an arrest, a petition, a complaint, a warrant, a conference with law enforcement officials and/or other actions deemed appropriate by the agencies involved.

## **WEAPONS/FIREARMS IN SCHOOLS (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 Federal Gun Free School 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 be expelled from the regular school setting. 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 or student 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.

## **PENDING CRIMINAL CHARGES**

Any student charged with violating a local, state, and/or federal law which constitutes a felony offense, or which involves any violent crime, uses of any type of weapon or illegal drug shall not be allowed to return to a regular classroom setting until all legal proceedings are completely resolved and no such charges are pending. In the event that such criminal charges are dismissed, *nol prossed*, or the student is found "not guilty" by a court of law, the charged student will be allowed to re-enter a regular classroom setting and allowed to make up work missed according to school policy. Any other disposition of such criminal charges will be considered on a case by case basis to determine whether and on what conditions the student will be allowed to return to the regular class setting. In all cases, the student or parent shall present the Superintendent with all court orders and other documentation showing that the criminal charges have been completely resolved before being allowed to return to the regular classroom.

IDEA students who violate this policy shall be dealt with in accordance to the discipline methods outlined in the IDEA and Alabama Administrative Code.

## **ZERO TOLERANCE**

Students found to have committed the following offenses on school property, school-sponsored transportation or during a school-sponsored activity shall be brought before the Board for expulsion or alternative placement:

- homicide (murder, manslaughter);
- sexual battery;
- armed robbery;
- aggravated battery;
- battery, aggravated battery or threats to a teacher or other school personnel;
- kidnapping or abduction;
- arson;
- possession, use or sale of any firearm or weapon;
- possession, use or sale of any explosive device;
- possession, use or sale of controlled substances;
- threat or false report to do harm related to bombs or explosive devices.

The expulsion limit is a minimum mandatory one (1) full year. (See subsection 2 in reference to procedures for Students with Disabilities.)

Prior to taking such action against any student, the School Board shall ensure that appropriate due process procedures are followed. If a student committing one of the offenses outlined in subsection (1) of this rule is identified as disabled and participating in a program for exceptional students, then the system shall follow procedures as outlined in the Code of Student Conduct pursuant to applicable law and Board policy. This provision shall not be construed to remove a School Board's discretion in cases where mitigating circumstances may affect decisions on disciplinary action.

Local law enforcement authorities shall be notified immediately when one of the offenses listed above is committed on school property, on school-sponsored transportation, or during a school-sponsored activity. Additionally, if the offense involves a victim, school officials shall notify the victim and the victim's parents/legal guardian if the victim is a minor, of the offense and of the victim's rights to press charges against the offender. School personnel shall cooperate in any investigation or other proceedings leading to the victim's exercise of rights as provided by law.

Upon notification by juvenile authorities that a *no contact order* has been issued by the court for the purpose of a juvenile offender not attending the same school or riding the same bus as the victim of a crime committed or as the siblings of the victim, the Superintendent or his/her designee will determine the appropriate setting for delivery of educational services to the offender. If the delivery of educational services requires transportation which is beyond the existing transportation and which would incur additional costs to

the school system, then the offender or the parents/legal guardians of the juvenile offender shall be responsible for arranging and paying for transportation.

If it is determined that it is not possible to deliver educational services to the offender at a different school site from the victim or the siblings of the victim, then the school system and the principal will take steps such as the use of in-school suspension of the offender and the scheduling of classes, lunch, or other school activities of the victim and the offender to keep the offender separated from the victim.

The school principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to race, color, religion, gender, sexual orientation, age, ethnicity, linguistic preference, marital status, disability, political or religious beliefs, national or ethnic origin, or social and family background. Annually, the principal shall review school discipline data with the school advisory council in developing school improvement plans to maintain a safe and healthy school environment that protects the civil rights of all students.

## **STUDENT HARASSMENT**

I. 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.

### II. Definitions

A. 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.

B. 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.

C. 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.

D. 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.

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

### III. Description of Behavior Expected of Students

A. 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.

- B. 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.
- IV. 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.
- V. Reporting, Investigation, and Complaint Resolution Procedures
- A. 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.
- B. 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. The reasonably prompt time period taking into account the circumstances of the complaint. 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.
- C. 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.
- D. 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.
- VI. 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.
- VII. The Student Harassment Complaint Form can be obtained from the school office.

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## SCHOOL CAFETERIA

We have Offer vs. Serve Lunch Program. Students serve themselves. Students are offered a selection from the following five categories: milk, bread, meats, vegetables, and fruits. Every child participating in the program must select from at least three categories. A variety of selections are available each day.

We encourage prepayments for meals by the week, month, or even year. Students are issued a 4-digit Personal identification Number (PIN) that will go with them through all school years at Dale County Schools. When students enter the PIN, their account is reduced by meals purchased and any *ala carte* purchased. Account information is available to parents at any time. Contact the lunchroom manager for balance information. Any balance remaining at the end of the year will transfer with the students to the next grade level or school within 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. All parents should prepay for student meals. Charging of any meal is discouraged. The maximum allowed charge is \$5.00 per student.**

### LUNCH

Grade	Daily	Weekly
K-12	2.25	11.25
Staff	3.00	15.00
Visitor	4.00	-
Reduced Student	.40	2.00

### BREAKFAST

Grade	Daily	Weekly
K-12	1.50	7.50
Staff	2.00	10.00
Visitor	2.50	-
Reduced Student	.30	1.50

### BREAKFAST & LUNCH

Grade	Daily	Weekly
K-12	3.75	18.75
Reduced Student	.70	3.50

The price of *ala carte* is determined by the amount and type of food selected. Kindergarten and first grade students are not allowed to purchase *ala carte* items at Long Elementary. Other grades are allowed to purchase extra food, when available, from the regular serving line. Each grade (2-5) has one day per week that purchasing extra treats (fruit slush, etc.) is allowed. Discuss with your child if you will allow them to make these extra purchases and send extra money to cover expenses.

#### Cafeteria Rules:

1. Sit at your assigned table/seat.
2. Place all trash in the proper containers
3. Leave your table/seat area clean.
4. Line breaking or saving of places in line or at the table is not permitted.
5. Students are not to leave the cafeteria for any reason without permission from your teacher.
6. Keep noise at an appropriate level.
7. **The maximum allowed charge is \$5.00.**

# Accelerated Reader Procedures and Guidelines

The **Accelerated Reader program** is a computerized program that tests reading comprehension. Students select books on their reading level, read independently, and take an independent comprehension test on the computer. Each book is worth a certain number of points based on its length and reading level. Each student is given a diagnostic reading test (STAR) to find out their reading level. This is a positive incentive program intended to spark a child's interest in reading. Accelerated Reader is individualized for each student with obtainable goals to meet each nine weeks.

## Student Expectations and Guidelines for grades 3-6:

- Students may read and take tests on any book in their reading level given to them by their teacher (based on the STAR test). Students are not allowed to test on a book below their ZPD range unless it is part of the classroom curriculum and required by the teacher.
- Students must read the book during the current nine weeks and read the book completely before taking the test. Students are encouraged to read shorter books more than once in order to retain facts.
- Teachers may require students to read a chapter book.
- All students must log in using their own username and password and key in their own answers.
- AR tests are only taken at school, during school hours with permission by the teacher.
- Books CAN NOT be used when taking a test. This is considered cheating!
- ANY FORM OF CHEATING, including giving other students answers, pulling up other student's records, taking tests for other students, etc., will result in the student's AR privileges being suspended until further notice. Other disciplinary actions can be referred to the office.
- Students may take each test only once. The program keeps cumulative records from year to year.
- No more than two AR tests should be taken in one day. Teachers may limit the amount of tests allowed per week or nine weeks.
- Tests will only be deleted if the student accidentally puts in the wrong title. We have some books with the same titles, but with different authors. Students need to be careful when selecting a title.
- After all 3 AR goals are met during the current nine weeks, students may check out any age appropriate book from the library. Students will not be required to test on these books unless assigned by the teacher.

## Accelerated Reader Goals and Incentives:

- Students will have 3 goals to meet each nine weeks.
- 1. Book Level Goal- (Read books on or above their book level goal.) This goal is usually the lowest number in their ZPD range and therefore easily met by not testing on books below their level.
- 2. Point Goal- (Accumulate on or above the number of points.) Each student's' point goal is individualized and set by the program based on the STAR test. Teachers may adjust these goals using their discretion based on the reading habits and interests of the student.
- 3. Percent Correct Goal- Students must meet the average percent correct goal for each nine weeks. The goals will begin at 85% accuracy and increase each nine weeks.
  - 1st Nine Weeks- 85%
  - 2nd Nine Weeks-86%
  - 3rd Nine Weeks-88%
  - 4th Nine Weeks-90%

\*\*\*This is the most important goal to meet. In order for students to grow in their reading skills, they must be able to understand what they are reading. This program is used to help build comprehension in order to help them succeed with all subjects and standards.

- Teachers may choose to recognize students in their classrooms in whatever way they choose.
- Students will have the opportunity to participate in a SCHOOL WIDE celebration activity if they meet all 3 goals.
  - 1st Nine Weeks- TBA
  - 2nd Nine Weeks- TBA
  - 3rd Nine Weeks- TBA
  - 4th Nine Weeks- TBA
- Students will not be allowed to participate in the school wide celebration activity if they have received more than 2 bus and/or office referrals. This is per semester.
  - 1st semester= August-December
  - 2nd semester= January-May
- Students will be given a minimum of 5 days to get the permission form and money back required for the current event. All money must be turned in before the deadline date. NO MONEY will be accepted after the deadline passes (no EXCEPTIONS)
- Any behavioral referral that occurs during an AR trip can or will result in the student not being allowed to participate in the next scheduled event.

AS A STUDENT, I AGREE TO:

1. Obey class/school rules for good conduct.
2. Do my best in all that I do and ask for help when I need it.
3. Avoid behavior that would keep myself and others from learning and respect the privacy and property of others.
4. Complete all assignments on time: class work, as well as, homework.
5. Listen in class.
6. Respect differences and avoid bullying of any kind including emotional, mental, physical, and verbal.
7. Go to bed early.
8. Read at least 30 minutes every day outside of school time.
9. Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

**Student Name/Signature:**

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AS A PARENT, I AGREE TO:

1. Expect my child to obey class/school rules.
2. Encourage good study habits and review daily work by providing a time and place for homework.
3. Have my child attend school on time, unless he/she is sick.
4. Keep the lines of communication open with my child, teacher, and school.
5. Help my child respect individual differences and resolve conflicts in a positive way.
6. Teach my child the harmful effects of bullying.
7. Limit and monitor my child's TV viewing, providing alternative experiences.
8. Send my child to school ready to learn: rested, clean and happy.
9. Serve on advisory groups, to the extent possible
10. Volunteer in my child's classroom
11. Participate in decisions relation to my children's education.

**Parent Signature:**

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AS A TEACHER, I AGREE TO:

1. Display and discuss class and school rules.
2. Provided an environment conducive to learning and working together.
3. Use methods and techniques that work best for my class.
4. Encourage all students.
5. Communicate effectively with my students and their parents.
6. Respect student differences.
7. Provide information to the parent and the student on the student's progress.
8. Help each student to grow to his/her fullest potential.

**Teacher Signature:**

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AS A SCHOOL, WE AGREE TO:

1. Provide instruction by highly qualified teachers in a supportive and effective learning environment that enables students to meet academic standards.
  2. Hold parent-teacher conferences in the first 9 weeks, during which this compact will be discussed as it relates to the individual child's achievement.
  3. Provide the parents with printed progress reports every 9 weeks and online access at any time.
  4. Provide parents reasonable access to staff.
  5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
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## NOTICE OF RECEIPT – CODE OF CONDUCT

It is a requirement of the State Board of Education that each student and parent sign this form indicating they have received a copy of the student handbook and had an opportunity to review the content.

The student is asked to return with the required signatures to his/her homeroom teacher no later than Monday, August 25, 2014. If you have questions concerning any of the material in this book, please contact an administrator at George W. Long Elementary School.

We hereby acknowledge by our signatures that we have received and read, or had read to us the contents of this student handbook.

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

\_\_\_\_\_  
Print Student Name

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

Date: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Dear Parents/Guardian:

We are excited that your child is a part of Long Elementary School. Below are the three rules we will follow school wide. Please discuss them with your child, sign, and return this form to confirm your support of the rules.

### Be Respectful

- Speak Kind Words
- Use inside voice
- Share

### Be Responsible

- Be on Time
- Be ready to learn
- Do your best work

### Be Resourceful

- Ask for help
- Be Safe



Again, we are excited to have this opportunity to teach your child. If you have any questions, please feel free to contact the school.

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

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