

George W. Long High School

Student Handbook

2017-2018

Principal

Mr. Jason Steed

Assistant Principal

Mr. Drew Danner

Mrs. Lisa Littlefield

Guidance Counselor

Mr. Ricky Herring

Bookkeeper

Mrs. Nancy Herring

Secretary

Mrs. Donna Doss

Superintendent

Mr. Ben Baker

Dale County Board Members

Mr. Braxton Bell

Mrs. Priscilla McKnight

Mr. Larry Ezell

Mrs. Shannon Deloney

Mr. Dale Sutton

G.W. Long School Website

<http://goo.gl/HXb1XK>



George W. Long High School

Office of the Principal

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Skipperville, AL 36374

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George W. Long High School Faculty 2017-2018

Jason Steed	Principal
Drew Danner	Assistant Principal
Ricky Herring	Guidance Counselor
Krista Agerton	Science
Dana Barron	Special Education
Sue Brown	Sciences
Jonathan Chapman	Social Studies
Tracee Ellsworth	English
Paige Everett	Math
Nikki Hamm	English
Bill Enfinger	Agri-Science
Scott Horne	Physical Education/Weight Training
Amy Swain	English
Amy Ivey	Business Education
Odessa Jones	Family and Consumer Science
Jay Thompson	Driver's Education
Nikki Long	Math
Lyn McDaniel	Math
Drew Miller	Social Studies
JoAnne Hicks	Science
Tiffany Dees	Special Education Aide
Vicki Morrison	P.E.
Mitzi Payne	P. E. Aide
Brenda Steed	Librarian
Artez Jones	ISS/ACCESS facilitator
Cristal White-Smith	Special Education
Vaughn Hill	P.E./Health
Melissa Walding	English
Ben Watson	Music
Kent Robertson	Social Studies
Kirstie Johnson	Math
Lisa Littlefield	Librarian/Assist. Principal
Jonathan Valdez	Spanish

Office Staff

Donna Doss - Secretary	Nancy Herring - Bookkeeper
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Lunchroom Staff

Tonya Ross – Manager	Dale Phillips	Mary Nell Grubbs	Brandy Olson
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

Patrick Rosser	Taylor Herring
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TABLE OF CONTENTS

System Mission Statement.....	5
Message from Superintendent	
Principal's Letter.....	6
Parents/Guardians Responsibility/Legal Code	
School Calendar.....	7
Progress Report Dates.....	8
Report Card Dates	
Bad Check Notice	
Parents and Visitors	
Daily Bell Schedule	9
<u>Student Responsibilities, Information and other policies.....</u>	<u>10</u>
Morning Arrival	
Bus Policy	
Student Parking.....	11
Vehicle Search	
Personal Property	
Locker Information	
Book bags	
Electronic Devices.....	12
Telephone	
Campus Travel Patterns	
Food and Drink Policy	
Break	
School Cafeteria.....	13
Nutrition and Wellness Programs for Students	
Certificate of Immunization	
Social Security Number.....	14
Student Insurance	
Fundraising	
Field Trips	
Library	
Lost and Found	
Loitering	
Alcohol Use	
Firearms	
Tobacco Products	
Public Display of Affection.....	15
Drug Use	
Cell Phone/Digital Device in Testing Setting	
Parent/Student/Teacher Conferences	
InformationNOW HOME PORTAL	
Directory Information	
Medication Policy	
Pregnant Students.....	16
Communicable Diseases	
Head Lice	
Other Medical Issues	
Meningococcal Disease and Vaccine	
Assemblies/Pep Rallies.....	17
Searches	
Fire/Severe Weather Drills Policy	
Student Organizations.....	18
Activity and Other Fees	
Activities and Sponsors	
Behavior/Dress at School Activities.....	19
Dress Code.....	20
Student Code of Conduct/ Disciplinary Policy.....	21

TABLE OF CONTENTS, CONTINUED

Classification of Discipline Violations
 Due Process.....23
 Attendance.....24
 Attendance Policy
 Attendance Codes
 Tardy Policy.....25
 Make-up Work
 Check-Out Policy.....26
 Check-In Policy
 Students Absences from Class
 Procedure of Withdrawal
 Prevention Project
 Academics: Graduation Requirements and Procedures.....27
 Diploma Tracts
 Graduation Certificate.....28
 Valedictorian/Salutatorian
 Core Academic Classes
 Class Rank.....29
 Honor Students
 Transfer Students
 Early Completion/Graduation
 Grading Scale
 Academic Grades/Performance
 Credits
 Promotion and Retention
 Career Tech Offerings
 Eligibility for Graduation Ceremony Participation.....30
 Jr./Sr. BETA Club Admission.....31
 State and Board Policies/Programs.....32
 Nondiscrimination Policy
 Career Tech Non-Discrimination Policy
 Section 504
 Gifted Education
 Title IX
 Homeless, Migrant, English Learners
 Search for EL/504/IDEA/Gifted.33
 Identification of English Learners (EL)
 Grievance Policy.
 Sexual Harassment Policy
 Alabama Drug Free Policy
 Search and Seizure.....34
 Weapons/Firearms in School
 Pending Criminal Charges
 Zero Tolerance.....35
 Technology Use Policy.....36
 Use of Video Surveillance Equipment
 Student Harassment Prevention Dale County Policy 5.28
 EPA Notice.....38
 Annual FERPA Notice to Parents.....39
 Corporal Punishment
 Parent’s Right to Know
 School-Wide Photography.....40
 Virtual School Policy
 Data Governance Policy.....41
 Parent Signature Page (Code of Conduct).....44
 State-Owned Textbooks
 Parent/Student Contract.....45

SYSTEM MISSION STATEMENT

Vision:

Destination: Excellence

Mission:

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:

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.

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 fields 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

Message from the Principal

Welcome back to a new school year at G. W. Long High School. If this is your first time attending LHS we would like to extend a warm welcome to you. The beginning of each school year is filled with excitement and expectations of wonderful experiences. It is also a time for the renewing of friendships and making of new acquaintances. High school days are to be enjoyed and you are urged to become involved in the activities at George W. Long High School.

There will be many challenges that you will face in the upcoming year. Take responsibility and plan ahead for these challenges. Use your time wisely and work hard; as a result you will see the challenges you can overcome and goals you can reach are limitless. Show pride in your school and use what talents you have in a way that will benefit you and your fellow students. All of us have something to contribute and no effort is too small; it all counts.

The teachers and administration of Long High School are here to provide an environment that is safe and one that challenges you academically. Communicate with your teachers and administrators. We are here to help you in any way possible.

Have a great year!

Jason Steed, Principal

Letter to Parents and/or Guardians: Responsibility/Legal Code

Please be advised that the Alabama legislature has recently passed several legislative acts that may have important implications for you. The information listed below is to inform you of the requirements of those statutory provisions.

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 himself 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 exhibit proper conduct. If found guilty, the parent or guardian may be fined up to \$100.00 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 as 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. Driving-age students as well as their parents and/or guardians need to be aware of Legislative Acts 95- 766 and 93- 352. Those acts provide for the loss of the drivers license (for up to six months) of any person adjudicated a juvenile delinquent or youthful offender for violation of any of the following offenses: (1) the purchase, consumption or possession (whether that possession is constructive or actual) of alcoholic beverages; (2) obtaining or attempting to obtain alcoholic beverages by a false or forged drivers license; or (3) possession of marijuana.

2017-2018 Calendar

Approved Feb 14, 2017

X - Work days **P** - Professional Development Days **H** - Holidays **W** - Weather Day
 Purple shaded - Testing dates Blue Shaded - end of the 9 weeks

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

Teachers begin - August 1, 2017
 Students begin - August 4, 2017

175 Student Days
 12 Teacher Days (Aug 1-3, Sept 1, Oct 6,
 Nov 13, 2017, Jan 4 & 5, Feb 16, Mar 9,
 April 13, May 24, 2018)
 187 Total Days

Last Day of School Students - May 23, 2018
 Teachers - May 24, 2018

1st Semester 87 Days
 1st 9 weeks 42 days
 ending October 5, 2017
 2nd 9 weeks 45 days
 ending December 19, 2017

2nd Semester 88 days
 3rd 9 weeks 41 days
 ending March 8, 2018
 4th 9 weeks 47 days
 ending May 23, 2018

HOLIDAYS

Independence Day----- July 4, 2017
 Labor Day----- Sept 4, 2017
 Columbus Day----- Oct 9, 2017
 Veteran's Day----- Nov 10, 2017
 Thanksgiving----- Nov 20-24, 2017
 Christmas----- Dec 20, 2017
 through Jan 3, 2018
 King/Lee----- Jan 15, 2018
 President's Day----- Feb 19, 2018
 Spring Break----- March 26
 through 30, 2018
 Memorial Day----- May 28, 2018

PROGRESS REPORTS

September 8, 2017 November 9, 2017
 February 2, 2018 April 12, 2018

REPORT CARDS

October 13, 2017 January 9, 2018
 March 16, 2018 May 24, 2018

GRADING PERIODS

August 4– October 5, 2017
October 10 – December 19, 2017

January 8 – March 8, 2018
March 12 – May 23, 2018

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 THESE REPORTS TO THEIR PARENTS.**

Progress Report Issued

September 8, 2017
February 2, 2018

November 9, 2017
April 12, 2018

Report Cards Issued

October 13, 2017
March 16, 2018

January 9, 2018
May 25, 2018 (electronic)

BAD CHECKS NOTICE: Your 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 or 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.

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.

Daily Schedule

2017-2018

High School: grades 9 - 12

7:30	Teachers sign in	
7:45	First bell	
7:50	Tardy Bell	
7:50-8:00	Announcements/Attendance	
8:00-9:30	1st Block	
9:30-9:45	Break	
9:50 -		
11:25	2nd Block	
11:25-		
11:30	Transition	
11:30 -		
1:28	3rd Block & Lunch	11:25-11:48 (PE Lunch) 12:23-12:45 (9-12 lunch)
1:28-1:33	Transition	
1:33-3:03	4th Block	

Jr. High: grades 7 – 8

7:30	Teachers sign in	
7:45	Bell Rings	
7:50	Tardy Bell	
7:50-9:15	1st Block- Attendance and Announcements	
9:15-9:30	7th and 8th break	
9:35 - 10:55	2nd Block	
10:55-11:00	Transition	
11:00 - 12:45	3rd Block	11:48-12:10 - 7th & 8th lunch
12:45 - 12:50	Transition	
12:50 - 2:15	4th Block	
2:15-2:19	Transition	
2:19 - 3:03	Enrichment	

STUDENT RESPONSIBILITIES AND OTHER POLICIES

Morning Arrival

Students are not to be on campus before 7:15 a.m. Teachers are not available to supervise before this time. Students who drive a vehicle to school should leave their vehicle upon arrival on campus.

SCHOOL BUS POLICY

- 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.

Actions for Violation of Rules:

Level 1 – Minor rule violations.

Verbal reminders of expected conduct, driver may reassign seat, quiet rides, 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 (short term bus suspension, 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 school year. The principal may refer the student to the Superintendent for administrative action. The Superintendent will then decide if the matter will go before The Dale County Board of Education for possible disciplinary action.

Please remember: It is a privilege to ride a bus, not a right

Student Parking

Students driving cars to school must park them in the approved student parking spaces. Parking decals will be sold for \$6.00 each. To purchase a parking decal; students must show a valid driver's license and proof of insurance. *Parking decal is to be displayed on the driver's side of the front windshield.* **Students are not to sit in parked cars after arriving on campus.** Cars are not to be moved during the day without administrative approval. All cars should be locked after arriving in the morning. Students who ride a bus to school or are brought by parents or friends are not allowed to go to the parking lot.

Parking Regulations:

1. Park correctly.
2. Do not return to the parking area until the end of the day, unless written permission has been given by an administrator or checking out.
3. Observe the speed laws at all times - 5 miles per hour maximum in the parking areas.
4. All drivers must have a valid driver's license and purchase/display a valid parking sticker.
5. Vehicles driven on campus must have liability insurance.
6. Students are to leave vehicles immediately upon arriving in the morning.
7. Parents should not drop students off in the student parking lot.
8. **THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGE TO VEHICLES WHILE ON OR OFF CAMPUS.**

* **Parking is a privilege!** Any violation of the campus parking lot policy may result in a loss of the parking privilege.

THE ADMINISTRATION RESERVES THE RIGHT TO REVOKE THE PARKING PRIVILEGES OF ANY STUDENT WHO DOES NOT OBSERVE THE PARKING REGULATIONS. GEORGE W. LONG SCHOOL IS NOT RESPONSIBLE FOR ANY DAMAGES INCURRED TO VEHICLES PARKED ON THE SCHOOL PREMISES. IF A STUDENT PARTICIPATES IN DEFACING OR VANDALIZING ANY VEHICLE, HE/SHE WILL BE SUBJECT TO DISCIPLINARY ACTION.

Vehicle Search

Any vehicle entering the property of George W. Long High School is subject to search of the entire vehicle.

Personal Property

Students should not bring valuables to school. To avoid theft, do not leave valuables unattended in classrooms, hall lockers or in the PE locker rooms. The school will not be responsible for losses.

Locker Information

Students will receive locker assignments from their homeroom teacher. Even though reports of stolen property will be investigated, the school cannot be held responsible for items lost, damaged or taken from the locker since they are not security lockers. A service charge of \$8.00 per year is required and should be paid at the time the locker is issued. Please be aware of the following:

1. Lockers are to be used by one person and that person is responsible for damages to the lock or the locker and for all books stored in them.
2. Lockers are to be kept locked at all times. The school is not responsible for stolen articles. Report problems with lockers to the assistant principal.
3. Students are encouraged to go to their lockers only before first block, at the beginning or the end of break, and at the end of the day.
4. The administrators reserve the right to enter the lockers at any time.
5. Students must leave book bags in their lockers.

Bookbags

You will be allowed to bring a book bag to school, but you may not take them to any classrooms. You can use them to bring materials to and from school, but they should be kept in your locker during the day. Time will be allotted between classes to go to lockers.

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

Violations	Consequences
1st offense	Device confiscated with office referral; Conference with student; Parental contact; Device returned to student at end of school day.
2nd offense	Device confiscated with office referral; Conference with student and parent; Device returned only to the parent
3rd offense	Device confiscated with office referral; Student placed in ISS (1 Full Day); Device 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
5th offense	Device confiscated with office referral; Loss of privileges for the remainder of school year; Administrative hearing with Superintendent

*** Refusal to turn over a device to school personnel after a violation has occurred will result in automatic suspension or punishment deemed appropriate by the school principal.**

Telephone

1. Students may not use any school telephones without the **permission of the office personnel**.
2. Students may use the office telephone for **school business** or for an **emergency**.
3. **No PERSONAL calls are to be made!** (forgotten items, travel w/other student, etc.)
4. An administrator must clear long distance calls.

Campus Travel Patterns

Students will remain inside of the building when changing classes. This includes travel to and from the gym. Students will only be allowed to travel to the lunchroom, break area and the Ag building by way of outside travel. All students must enter the school from the front entrance each morning. The front doors will be open for students at 7:45 a.m.

Food and Drink

No food or drink will be allowed by students in the building or classrooms. Adequate time is allotted at break and lunch for such items. Anything sold in a classroom must have administrator's approval.

Break

A break time will be provided each day for students. During break, students are to remain in the designated break area. **STUDENTS ARE NOT TO CARRY FOOD AND DRINK ITEMS INTO THE HALLS OR CLASSROOMS DURING OR AFTER BREAK**

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. Students are encouraged to make regular deposits into their school menu account.

MEAL PRICES: *Note: The price of ala carte is determined by the amount and type of food selected.*

	Daily		Weekly	
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

USDA Rules for Parents:

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

Nutrition and Wellness Programs for Students

A Nutrition and Wellness program for the students in the Dale County School System has been developed under the regulations set forth by the passing of Public Law 108-265 on June 30, 2004. It is the ultimate goal of Dale County Schools to help educate our students on the importance of their nutrition choices and physical activity. There are six areas that will be addressed according to Public Law 108-265:

- * Setting Nutrition Education Goals
- * Ensuring Healthy Food Choices and Environment in the cafeteria
- * Ensuring Healthy School Parties
- * Ensuring Healthy School Stores/Vending Machines
- * Ensuring Quality and Quantity of Physical Activities
- * Ensuring Healthy School Fundraising

Certificate of Immunization

To enter or remain in school all students must have in their school records a certificate showing that all required inoculations have been received.

Social Security Numbers

State regulations require that the school have on file a copy of the social security card for all students.

Student Insurance

An accident insurance is offered to each student at the beginning of the school year only. Applications are located in the office. All students who plan to participate in sports or in other extracurricular activities are encouraged to purchase this insurance. Those students participating in sports activities must show evidence of insurance coverage before participation begins.

Fundraising

All fundraising projects conducted by students shall be done only after permission has been given by the building principal and are confined to organizations at this school. These activities must not interfere with instructional time.

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.

Library

The media center is a place for research, study and reading for pleasure. Every student is expected to exemplify good conduct and respect for the study time of others. A student may check out a book for two weeks with the option of renewing it at the end of that time period. The fine for overdue books is five cents a day. References and periodicals are not to be checked out by students. Students who remove books without using proper checkout procedures will be disciplined accordingly.

Lost and Found

All items found on the school grounds or on a school bus should be turned into the school office.

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.

Alcohol Use

Possession or use of alcoholic beverages is not allowed on school premises or at any school related function. Students who violate this policy are subject to disciplinary action. The proper authorities will be notified.

Firearms

All firearms are strictly forbidden on school grounds.

Tobacco Policy

The use of tobacco products and the illegal possession, distribution, and sale of tobacco products in a school building, on school grounds, on Board property, on school buses, in Board-owned vehicles, or at school-sponsored functions is prohibited. These prohibitions also apply to 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. Students violating this policy shall be disciplined in accordance with the Code of Student Conduct.

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, or unnecessary contact.

Drug Use

No drug is permitted on school premises or at any school function. A drug is defined as any barbiturate, central nervous system stimulate, hallucinogenic and any other drug to which the narcotic laws of the United States and Alabama apply. Students who violate policy are subject to disciplinary action. Proper authorities will be notified.

Cell Phone/Digital Device in a Testing Setting By Students

The possessions 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.

Cell Phone/Digital Device in a Testing Setting by School Personnel

School personnel involved in administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation. Additional disciplinary action may be taken by the LEA.

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 to log into the portal and retrieve information regarding attendance, grades, unofficial transcripts, and other information. This information will **only be given to the parent/guardian** for their access to daily or weekly monitoring of their student's information.

Directory Information

The name, address, and phone number of George W. Long students will be released to colleges, technical schools, and the military when they request them. Any student who does not want to be included on the directory list should notify the guidance counselor **in writing**.

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.

Pregnant Students

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

Communicable Diseases

Any child with a communicable or contagious disease or infestation may be suspended from school so long as the disease/infestation exists. The school 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. A physician must clear a student diagnosed with a communicable disease (other than a mild respiratory disease), or the school nurse with a written statement of the clearance presented to the school.

Head Lice

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 returned to school, he/she will be re-checked in 7-10 days for live lice or nits 1/4" 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.

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.

MENINGOCOCCAL DISEASE AND VACCINE

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through

exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations to the Alabama Dept. of Public Health: www.adph.org/immunization

Assemblies/Pep Rallies

Students are expected to observe the following guidelines when attending assemblies and failure to do so will result in the student's removal from the assembly and restriction from all other assemblies.

1. Leave all books and belongings (other than money) in the room to which you will return after the assembly, unless otherwise instructed by administration prior to activity.
2. Enter and leave in an orderly manner. Be courteous to each other as you move in and out of your seat arrangements.
3. Be seated quickly and stay in your seat.
4. Give courteous attention at all times.

Searches

School property, including lockers and desks, are subject to search by school officials if there is reason to believe that materials or objects that are illegal, dangerous to others and/or prohibited at school are on the school premises and/or in the possession of a student. The school principal or his authorized representative should conduct searches. Whenever a student's locker or desk is searched, the student should, if possible, be present to serve witness to the search. Proper authorities will be notified if a search uncovers any materials or objects that a student may not legally possess. Essentially, procedural due process of law means fairness. Therefore, all students are entitled to be treated fairly under every circumstance.

Fire/Severe Weather Drills Policy

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.

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

Activity and Other Fees

All club and class dues and/or other charges shall be administered through the principal's office and audited annually. Courses not listed may also have material charges when taught. Some charges may have to be adjusted occasionally.

All Business courses	\$20.00
Biology lab	\$15.00
Anatomy lab	\$20.00
Chemistry lab	\$15.00
Vocational Agribusiness	\$20.00
Family and Consumer Science	\$15.00
Locker Service Charge	\$ 8.00
Driver's Education	\$30.00
Student Parking permit	\$ 6.00

Activities and Sponsors

Participation in extra-curricular activities is a privilege granted to students that meet the minimum standards of eligibility. The school reserves the right to remove any student who fails to comply with the rules and regulations of Long High School as well as the rules that are specific to each organization.

Athletics: Sponsors: See each individual coach for additional information.

George W. Long School offers organized athletics for boys and girls who are eligible to participate. Each student must meet the eligibility requirements of the Alabama High School Athletic Association and the Dale County Board of Education. Some of the activities offered to students are volleyball, football, cheerleading, baseball, basketball, and softball.

B.A.S.I.C:

Sponsor Meredith Waddell

(Brothers and Sisters in Christ)

Student Government

Sponsor: Krista Agerton

The student body in grades 7-12 elects the student council. The council promotes school pride and concern for student welfare, stresses active participation in sports and events, and seeks unity of the student body.

Senior Beta Club

Sponsors: Melissa Walding / Kirstie Ross

Membership in the Senior Beta Club signifies that the student exhibits scholastic achievement good character and leadership abilities.

Junior Beta Club

Sponsor: Tracee Ellsworth/Amy Swain

The Junior Beta Club is composed of students who exhibit scholastic achievement, good character, and leadership abilities. Its members are dedicated to honesty and service to fellow students and to the school.

Future Farmers of America

Sponsor: Bill Enfinger

The Future Farmers of America (FFA) is a national organization of students enrolled in vocational agriculture.

FCCLA

Sponsor: Odessa Jones

The Family, Career and Community Leaders of America is a national organization for students in secondary schools and is supported by membership dues. Its purpose is to help individuals to improve personal, family, and community living. Any high school student who has had or is taking a family and community science course is eligible to become a member.

FBLA

Sponsor: Amy Ivey

Future Business Leaders of America is a national organization of students enrolled in any vocational business course. Membership is open to students in grades 9-12 who is currently taking or has taken a business course. Students participate in local projects as well as participate at regional and national competitions. Dues for the year are \$10.00.

Math Club

Sponsor: Nikki Long

The primary purpose of the Math Club is to encourage student achievement in the area of mathematics. Secondary purposes are to give students the opportunity to interact with their peers in the field of mathematics and to identify those interested in competing on the math team.

Yearbook

Sponsor: Wendi Ward

GW Long HS Book Club

Sponsors: Melissa Walding and Nicki Hamm

Information from the book club also known as Long Literati can be assessed at the club's Facebook page at <https://goo.gl/N6XVTS> or scan this QR Code



Behavior/Dress at School Activities

All rules pertaining to student behavior/dress shall apply while a student is 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.

COUNTY-WIDE DRESS CODE POLICY

Student Dress:

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/Skortts:

1. Shorts/Skirts/Skortts 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/skortts must be touching the kneecap.
 - b. No gym shorts except during PE
 - c. Rules #1-6 above will apply to shorts/skirts/skortts.
 - d. Administrative ruling will stand on any questionable shorts/skirts/skortts.
 - e. Discipline for shorts/skirts/skortts 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. Shirrtails must be tucked into pants, shorts, or skirts.

The following types of shirts or tops are NOT allowed:

1. Shirts or tops that expose the midriffs when arms are fully extended above the 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, 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. 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.
5. 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 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 Velcro-ed or tied at all times.

Discipline for Dress Code Violations

Dress Violation	Consequence
1 st Offense	Warning
2 nd Offense	Corporal punishment, detention or ISS/Parental contact
3 rd Offense	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.

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 those 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 that conduct may be corrected.

Students may be referred to the principal's office or to the assistant principal's office. Disciplinary interventions may include, but are not limited to a conference with school authorities, parental conferences, break detention, before school detention, after school detention, corporal punishment (paddling), Saturday School, in-school suspension, out of school suspension, referral to the department of youth services, or expulsion.

CLASS I VIOLATIONS

The following are Class I violations.

1. Classroom disruption – Any behavior that is disruptive to the orderly educational process.
2. Refusal to complete class assignments and/or not having assigned materials/books.
3. Quarreling – Verbal conflicts such as name calling, inflammatory language, etc.
4. Non-conformity to dress code.
5. Hallway misconduct – running, yelling, tripping others, etc.
6. Inappropriate public display of affection.
7. Eating, drinking, or gum chewing in unauthorized area.
8. Misuse, abuse, or littering of school property.
9. Possession of inappropriate or disruptive items – Cards, dice, inappropriate magazines, toys, etc.
10. Tardiness to school or class. (As defined in the systems' Early Warning Truancy Prevention Program)

11. Presence in unauthorized area – includes, but not limited to sitting in vehicles after arriving on campus.
12. Minor bus misconduct.
13. Misuse of lunch tickets.
14. Possession of electronic communication devices – Cell phones, pagers, beepers, etc.
15. Any other violation deemed as a Class I violation by the principal or designee.
16. Non-conformity to the school adopted dress code. The principal is the final authority as to what constitutes a violation of dress code.

CLASS II VIOLATIONS

The following are Class II violations.

1. Unauthorized meetings, gatherings, or organizations – Use of any part of the school day or facilities for activities that are not school sponsored or approved by the principal.
2. Gambling – Any participation in games of chance for money or things of value.
3. Possession, sale, use, or distribution of tobacco products.
4. Defiance – any verbal or non-verbal refusal to comply in a timely manner with legal directions or instructions from school personnel.
5. Vandalism – Deliberate action resulting in damages of less the \$50 to public or private property.
6. Petty theft – The deliberate taking of property valued at less than \$25 belonging to or in the lawful possession or custody of another.
7. Possession of stolen property.
8. Profane or obscene language (Not including profanity directed to or about school personnel).
9. Possession of electronic devices – Video Game players, CD players, radios, laser pointers, etc.
10. Possession of objects or substances capable of causing bodily harm or injury – matches, lighter, etc.
11. Obscene gestures or illustrations toward another person.
12. Obscene or profane materials.
13. Truancy – Unauthorized absence from school or class.
14. Intimidation.
15. Disrespectful/rude language addressed to or about school personnel (not to include profanity directed to or about school personnel).
16. Providing false information to school personnel – including, by not limited to, forging a parent's signature, giving false accounts of incidences, intentionally failing to give truthful information when requested by school personnel.
17. Leaving school grounds without permission from school officials.
18. Any other violation deemed as a Class II violation by the principal or designee.

CLASS III VIOLATIONS

The following are Class III violations.

1. Motor vehicle violation – Unsafe or unauthorized use of a motor vehicle.
2. Extortion – Any communication threatening injury to the person, property or reputation of another with the intention of extorting money or any other item.
3. Fighting – Physical altercation involving hostile or aggressive contact or attempted contact.
4. Threats - Intentional demonstration of the intent or ability to carry out a malicious act creating a well-founded fear in the person threatened.
5. Possession and/or igniting fireworks.
6. Harassment
7. Inappropriate touching in a sexual or suggestive way.
8. Vandalism – Deliberate actions resulting in more than \$50 to public or personal property.
9. Profanity or obscene language to or about school board personnel.

10. Student disorders – Inciting, participating, encouraging, or otherwise promoting unauthorized student activities, disruption to an orderly environment or impending the educational process.
11. Computer misuse – Assessing, changing, receiving, or transmitting information in the schools computers or technology systems.
12. Any other violation deemed as a Class III violation by the principal or designee.

CLASS IV VIOLATIONS

The following are Class IV violations.

1. Threatening school board personnel. (Any verbal or non-verbal communication)
2. Drug violation - Possession, transfer, use, or sale of illegal or unauthorized drugs (including “over the counter” and prescription medications).
3. Alcohol violation – Possession, transfer, use, or sale of alcoholic beverages.
4. Grand theft – The taking of property valued at \$25 or more belonging to or in the lawful possession or custody of another.
5. Assault upon school personnel – Hitting, pushing, kicking, grabbing, or any other hostile or aggressive contact or action toward school personnel.
6. Firearms violation – Any firearm (including, but not limited to, starter gun, BB gun, pellet gun, stun gun, etc).
7. Weapons Violation – Including, but not limited to, metallic knuckles, tear gas, knives, of any kind or size, box cutters, chemical weapons of any kind, or any device or substance converted or intended for use as a weapon.
8. Explosives Violation – Possession, igniting, preparing to ignite any explosive substance on school property or at a school related event.
9. Bomb Threat – Any such communication intended to imply the presence of explosives.
10. Arson – The skillful and malicious burning or attempting to burn public or private property.
11. Sexual Offense – Acts and/or contact of a sexual nature including, but not limited to, sexual battery, attempted intercourse, intercourse, rape, and attempted rape.
12. Aggravated battery – Intentionally causing great bodily harm, disability, or disfigurement, by the use of a weapon.
13. Sexual Harassment – Sexual comments, propositions, insinuations, or suggestion’s
14. Robbery – Taking of money or property from another by force, violence, threat, or intimidation.
15. Burglary – Entering or remaining in a structure or conveyance with the intent to commit an offense when premises are closed to the public.
16. Criminal mischief – Willful and malicious injury or damages of \$50 or more to public or private property.
17. Indecent Exposure – The inappropriate display or showing of the body. The principal or designee is the final authority as per what constitutes indecent exposure.
18. Any other violation deemed as a Class IV violation by the principal or designee.

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

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 14th 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

ATTENDANCE

It is the belief of the Dale County Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured in such a fashion that regular attendance is necessary in order to successfully complete course requirements. Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

ATTENDANCE POLICY

The attendance policy for the Dale County School System states that 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 on the principal will not receive credit for that class. A health care provider (physician, dentist, counselor, school nurse, etc.) or legal authority (court, sheriff, police, lawyer, etc.) MUST substantiate absences beyond five (5) days. Students who accumulate more than five (5) absences per term (August 4, 2017 – December 19, 2017) and (January 8, 2018 - May 23, 2018) from school or any given class will not receive credit for the course or courses in which they are enrolled.

*****NOTE: Dental/Orthodontic exams, Optical exams and Driver's Permit/License exams are excused for only 2 blocks unless noted on the excuse given by the physician or examiner of extenuating circumstances. See "Procedures" section for more information.**

Attendance Codes

A child's attendance from school may be excused only for the following reasons:

- XP Student too ill to attend school. Student brings a note from parent / guardian.
- XD Doctor's appointment
- 5X Inclement weather which would be dangerous to the life or health of the child if he / she attended school. **This will be determined by the Dale County School Board.**
- 7X Legal quarantine or death in the immediate family
- 8X Superintendent/Principal excuse based on extenuating circumstances**
- SB Student on an approved school related event

Any absence not covered by one of the above, i.e. work, truancy, suspension, or parental neglect will be unexcused and coded as 6X.

****Note:** Students excused by the principal or superintendent for attendance at special events, based on parental request, shall be considered an excused absence, but shall not be considered perfect in attendance. **Such approval must be based on a written request submitted and approved in advance by the principal/superintendent.**

Note: A suspension is documented as an unexcused absence. A student who is suspended will not be permitted to represent LHS or participate in any school activity during the school day or after school hours during the time of the suspension. **Work MAY be made up in Saturday School.

Procedures

A student's absence will be designated as excused or unexcused. When an absence occurs, the student will be required to bring a **written excuse within three (3) days upon returning**. If a written note is not brought to the 1st block teacher, **or office** on the day he / she returns the absence will be coded (6X). The student will have two more days to bring the written excuse; otherwise, the unexcused absence remains permanent. **It is the student's responsibility to bring the written excuse to the 1st block teacher, or office.** If the written excuse is from a parent/guardian, it must contain the date and reason for the absence, along with a parent signature. If the absence is due to a doctor's or legal appointment, the excuse should be signed by a physician or appropriate person and on official stationery. Absences due to **death/funeral** requires a copy of the obituary/funeral service program stating the date, time and place of the funeral.

Tardy Policy

Every student is expected to be in class before the tardy bell rings. Students arriving to school after the tardy bell has rung must report to the office to check-in and receive an admit slip before reporting to class. On the 1st tardy, the student will be verbally warned, and upon the 2nd tardy the student will sign a tardy acknowledgement sheet. Students will be referred to the office for violation of the tardy policy when they receive their 4th tardy and on each subsequent tardy. The tardy policy will end with the conclusion of the first semester and "start over" with the beginning of the 2nd semester.

The following tardy policy will be in effect during the 2017-2018 school year.

- 2nd tardy: Sign acknowledgement sheet
- 3rd tardy: one day of break detention, as assigned by the referring teacher
- 1st referral to the office: one day of after school detention (ASD)
- 2nd referral to the office: one day of ISS
- 3rd referral to the office: one day of Saturday school

All tardy referrals after the 4th will result in one day of Out-of-School Suspension. Students need to remember that once the referral process begins for excessive tardies, it is the **number of times referred** that determines the action **not** necessarily the number of tardies they have in each class.

Make-up Work

If a student is absent due to an excused reason, all work missed during the absence(s) can be completed and turned in for credit. If a student is absent for an unexcused reason, any work missed cannot be made up. **The student shall be responsible for arranging necessary make-up work.**

Time Limit – The student must contact his/her teacher(s) to make arrangements for make-up work within two (2) days after returning to school from an excused absence. Make-up work must be completed within five (5) school days not including the two (2) day arrangement period, however, for long-term absences, additional days to make-up the work may be approved by the teacher(s) and principal or designee.

Check Out Policy

Any student who finds it necessary to leave school must do so by checking out in the office. Checking out is approved only after a **phone call, or visit** by a person with proper authorization, such as a parent or guardian, has been made to the main office. This **call or visit** is to be made with an administrator or office secretary, and must be done on the day of or the day prior to checkout. **Parents must always call to verify a student checking themselves out.** Otherwise, students will not be released unless an administrator determines otherwise. Check outs before 11:20 a.m. will constitute an all day absence **along with** period absence. **IF A STUDENT CHECKS OUT OF SCHOOL, HE/SHE MUST BRING A WRITTEN EXCUSE THE FOLLOWING DAY TO THEIR 1st BLOCK TEACHER OR TO THE MAIN OFFICE.**

Check In Policy

Students must always check-in through the main office when arriving to school late. Late refers to anytime after the first block teacher has posted attendance. If the time missed is more than half of the allotted time for a block, it will be recorded as a **period absence**. If the time missed is less than half the time allotted, it will be recorded as a **period tardy**. These procedures will apply to all blocks that are affected by the time missed. Check in after 11:20 a.m. will constitute an all day absence along with corresponding period absence.

Student Absences from Class

- A. A student should seldom, if ever, be sent from class during the class period. If he/she is allowed to leave the room, he/she must have in their possession a “pass” issued by the classroom teacher. If it becomes necessary to remove a student from class for disciplinary reasons, the student must be sent directly to the principal’s or assistant principal’s office.
- B. Permission to be absent from class must be approved by the principal's office. A student cannot be excused from another teacher's class without prior approval. For a student to be excused from a class to assist in an activity, a request must be made in writing to the principal.
- C. Any student who is ill will report to the teacher or to the office at the beginning of the period. If he/she is absent from the class because of illness and does not report to the teacher or office, the student will be considered skipping class.
- D. No student in grades seven through twelve should enter the elementary building without prior permission from the office. The principal's approval must be obtained before students are sent from the school grounds during school hours.

Student Withdrawal

In order for records to be forwarded, a student must withdraw in good standing. All fees, books, fines, etc. must be paid. The following procedures apply to students who leave school for any reason:

1. Prior to the date of withdrawal, notify the school counselor of the intent to withdraw.
2. Notify all teachers of the intended withdrawal date.
3. Secure proper withdrawal forms from the school counselor upon arrival at school on the day of withdrawal. Take the forms to the school library and all teachers to get grades and turn in books.
4. Return the completed form to the school counselor.

Prevention Project

The Prevention Project sponsored by Dale County Juvenile Court and the Dale County Board of Education will be held every 3rd Tuesday of the month at the Dale County Courthouse to address the needs of at-risk students.

GRADUATION REQUIREMENTS 2017 - 2018

The Dale County Board of Education requires graduation requirements for the students of the school system meet or exceed the current requirements specified by the State Board of Education and/or State Department of Education. The Dale County Board of Education requires students to earn 29 credits to graduate. A breakdown of the requirements is listed below. The board further requires that the requirements for graduation be widely available to students and parents/guardians. To this end, detailed statements outlining the specific course requirements shall be published at least annually in school system publications and in the handbooks of the three high schools. The following diplomas and certificates will be available for issuance by all high schools in the Dale County School System.

ALABAMA HIGH SCHOOL DIPLOMA

AREAS OF STUDY	REQUIREMENTS	CREDITS
English	English 9, 10, 11, 12 or their equivalent	4
Mathematics	Algebra I, Geometry, Algebra II, and Algebraic Connections, or their equivalent.	4
Science	Biology, Physical Science, Earth and Space Science, and Anatomy; or equivalent courses chosen from the Alabama Course of Study	4
Social Studies	World History II, U.S. History I and II, and Government/Economics	4
Physical Education	LIFE (Personal Fitness)	1
Health Education	Health	½
Career Tech Education	Career Preparedness Course; which includes Career and Academic Planning, Computer Applications, and Financial Literacy	1
CTE and/or Foreign Language and/or Arts Education	Students are encouraged to complete two courses in sequence.	3
Electives		10.5
Total Credits Required for Graduation		29 See note below

Note: Students can earn 32 units during their high school career.

ALABAMA HIGH SCHOOL DIPLOMA with HONORS ENDORSEMENT

AREAS OF STUDY	REQUIREMENTS	CREDITS
English	English 9, 10, 11, 12 Honors Must be the highest level English course offered at the grade level.	4
Mathematics	Algebra I, Geometry, Algebra II w/Trig and Pre-Calculus. Must be the highest level math course offered at the grade level.	4
Science	Biology, Chemistry, Physics, and Anatomy and Physiology or equivalent Honors Science courses chosen from the Alabama Course of Study. Must be the highest level science course offered at the grade level.	4
Social Studies	World History II, U.S. History I and II, and Government/Economics	4

	Must be the highest level social studies course offered at the grade level.	
Physical Education	LIFE (Personal Fitness)	1
Health Education	Health	½
Career Tech Education	Career Preparedness Course; which includes Career and Academic Planning, Computer Applications, and Financial Literacy	1
CTE and/or Foreign Language and/or Arts Education	Chosen from the Alabama Course of Study	1
Foreign Language	Chosen from the Alabama Course of Study	2
Electives		10.50
Total Credits Required for Graduation		29 See note below

Note: Students can earn 32 units during their high school career.

Alabama High School Diploma with Alternate Achievement Standards Pathway

A graduation certificate may be awarded to special education students, with the exception of the gifted and the speech-impaired, who have pursued the objectives established for them by the IEP committee. The decision for a student to pursue this pathway should be made only after examining all other options. Students on this pathway will have the same opportunities to participate in all activities associated with graduation from high school.

Valedictorian, Salutatorian and Other End of Year Honors

The grades earned in the core academic courses from the ninth grade through the first semester of the twelfth grade are used for determining valedictorian, salutatorian, and class rank in the Dale County School System. *Grades posted for these courses on the high school transcript through first semester of the twelfth grade shall be used to determine class ranking.* (A numerical average will be determined by adding all of the grades for the core academic courses through the 1st semester of the senior year and dividing by the number of core academic courses taken. For each honors core course passed, one point will be added to the numerical average. (This is referred to as a weighted numerical average.) The weighted numerical average will be used to determine the Valedictorian, salutatorian, and Class Rank. **Example:** If a student's weighted overall numerical average is 98, the student had taken 18 courses defined as honors, the student's weighted overall numerical average would be 116. The student with the highest overall numerical average shall be valedictorian and the student with the second highest overall numerical average shall be salutatorian. In the case of a tie, there will be co-valedictorians, or co-salutatorians. In the case of co-valedictorians, a salutatorian will be named. The transcripts of transfer-in students will be evaluated on the same criteria as Dale County School System students.

Valedictorian and Salutatorian

The valedictorian will be the student who has the highest weighted numerical grade average, and has attended his or her entire senior year at the school from which he or she is to be graduated. The salutatorian will be the student who has the second highest weighted numerical grade average, and has attended the entire senior year at the school from which he or she is to be graduated. The candidates for the other end-of-year honors must have been enrolled prior to the beginning of the second term of their senior year.

Core Academic Classes

The core academic courses are English, Math, Science, History, and Foreign Language. If a student fails a core honors academic class and then retakes the same honors class and passes, both grades will be used to determine the end of year honors.

Criteria for Determine Rank in Class

Grades used to determine class rank shall be computed at face value to the third (3rd) decimal.

$$98+97+90+96+95+97 = 573.000 / 6 = 95.500$$

We will not round off. This is only an example.

Honor Students

Schools will recognize a top 10 from the graduating class. Schools may elect to recognize other groups.

Home Schooling

Courses taken through home schooling cannot be designated as honors courses.

Transfer Students

If letter grades are presented, the student must have the respective school(s) attended submit the grade in numerical form. If numerical grades are not available, said student's letter grades will be converted to numerical grades at the mid-point of the grading scale.

Early Graduation

Students who are interested in early graduation should contact their principal before the end of their sixth semester (end of junior year).

Grade Scale

Letter Grade	Grade Scale	Regular/Advanced
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

CAREER TECH OFFERINGS

The Dale County School System offers career and technical education programs at the high schools. These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers. The Dale County School System offers these career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9 – 12.

The following is a list of programs being offered this year. Please contact your guidance counselor for criteria for admission.

Parenting

Food & Nutrition

Event Planning

Forestry/Horticulture

Construction Framing

Business Tech Applications/Accounting

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Mrs. Lisa Welch

Career Technical Administrator

202 S. Highway 123, Suite E.

Ozark, AL 36360

334.774.2355

Eligibility for Participating in Graduation Ceremony Exercises

The Board authorizes local high School principals and appropriate staff members to conduct graduation ceremony exercises for their respective schools. In all cases, eligibility criteria for participation in graduation exercise shall include the following provisions:

1. Students who have passed all required Carnegie requirements established by the Board will be awarded a diploma and are eligible to participate (march) in the graduation ceremony/exercise.
2. Students who have not met the Carnegie Unit requirement established by the Board will not be eligible to participate in the graduation ceremony (march). Credits and/or units needed to fulfill graduation requirements must be earned in grades 9 - 12.
3. Special Education students who have not met the minimum requirements for a diploma, but have met all requirements set out for them in their individual education programs and established pathway shall participate in the graduation ceremony.
4. Foreign exchange students classified as seniors (classification can be based only on official transcripts in the English language) who have met the Carnegie Unit requirement established by the Board for senior students will be eligible to participate in the graduation ceremony (march).
5. Foreign exchange students classified as seniors who have not met the Carnegie Unit requirement established by the Board will not be allowed to participate in graduation ceremonies.

ACADEMIC GRADES/PERFORMANCE

The academic year for high school students (7 – 12) will be in the form of two (2) terms, each consisting of two (2) nine-week periods. The grades earned for grading periods 1 and 2 will be added together and divided by two (2) to determine the first term grade. The same formula will be used for grading periods 3 and 4 to determine the second term grade. (Exceptions: Health, Government, and Economics which are courses completed in 9 week's period and earning 1/2 credit. Should a student fail either of these courses, he or she must retake the course in summer school or register for the course again the following year.)

FINAL EXAM POLICY

All students in grades 7 – 12 will be required to take a comprehensive final exam in all classes, except enrichment. This final exam will be given at the end of each semester and will be weighted as fifteen percent (15%) of the overall course average.

Promotion and Retention

A seventh or eighth grade student must pass a minimum of four (4) academic units of which three (3) must be math, science, social studies and language in order to be promoted to the next grade. Principals may consider special circumstances when final promotion decisions are made.

High School (9-12)

In high school, students will be classified according to the following:

- 10th grader – having six Carnegie units (credits) from appropriate diploma course schedule.
- 11th grader – having thirteen Carnegie units (credits) from appropriate diploma course schedule.
- 12th grader – having twenty-one Carnegie units (credits) from appropriate diploma course schedule.

For a student to be promoted from any grade level to the next grade level, the student must also satisfy attendance requirements, as established by the Dale County Board of Education.

FINAL or END OF YEAR REPORT CARDS

Final or end-of-year report cards will be made available **ONLINE** through the INow Parent Portal. A printed copy can be requested by a Parent/Guardian **IN WRITING** and they should provide a SELF ADDRESSED, STAMPED ENVELOPE to the school **prior** to the last day of school for it to be mailed **OR** the printed copy can be picked up at the office during regular summer office hours.

JR/SR BETA CLUB ADMISSION REQUIREMENTS

The academic requirements for admission into the BETA Clubs at Long High School will be as follows:

Jr. BETA (grades 7 – 8) *Refer to club sponsor and by-laws.*

Sr. BETA (grades 9 – 12) will be determined by a student’s diploma tract and **computer generated GPA.**

Honors Diploma	3.0
Regular Diploma	4.0

EARLY COMPLETION/GRADUATION

A student who is interested in early completion/graduation should contact their principal. The principal, along with the school counselor, will develop a plan, if possible, that will allow a student to complete all requirements as mandated by the state and local education agencies. In developing a plan, consideration will be given to, but not limited to, school schedule, course availability, timely request notification, Carnegie units, end of the year honors, extracurricular activities, participation in honors programs, graduation, etc. The plan must be approved by the Principal and Superintendent or their designee prior to the implementation of this plan.

STATE AND DALE COUNTY BOARD POLICIES/PROGRAMS

Non-Discrimination Policy

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, activities, or employment practices. Inquiries or complaints regarding compliance with applicable laws or this policy may be directed to the Superintendent, Dale County Schools, 202 S Hwy 123, Suite E, Ozark, Alabama 36360 The Superintendent may be reached by telephone, Monday through Friday, 8:00 a.m. – 4:00 p.m. at (334)774-2355, Ext 221.

Career Tech 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

Non-Discrimination on the Basis of Handicap Policy

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 an 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.

Gifted Education Policy

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.

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 laws or this policy may be directed to the Title IX Coordinator, Dale County School System, 202 s. Hwy 123, Suite E, Ozark, Alabama 36360. The Coordinator may be reached by phone, Monday through Friday, 8:00 a.m.-4:00 p.m. at (334)774-2355, ext. 23229.

Homeless, Migrant, 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-Language Instruction for Limited English Proficient and Immigrant Students, Part C, Section 3302(f)] **A Home Language Survey** is completed by a parent/guardian on each student enrolled in a Dale County School, and is included as part of their permanent school records.

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

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.

Sexual Harassment Policy

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.

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).

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 firearms, weapons, 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.

ACCEPTABLE USE OF TECHNOLOGY POLICY -- Children's 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 Super Computer Authority. Content filtering is designed to restrict minors' access to materials "harmful to minors," as that term is defined in Section 1721 (c) of the Children's Internet Protection Act of 2000.

Dale County Schools' 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 Dale County Schools "Acceptable Use of Technology Policy"

Technology users will not:

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

Violation of Acceptable Use Policy:

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

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 HARASSMENT PREVENTION

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

disciplinary sanctions.

Definitions

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.

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.

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

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 in a 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. 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.

E. The **Student Harassment Complaint Form** can be obtained as Exhibit A from the Dale County School Board.

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 are non-friable and are 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.

Annual FERPA Notice to Parents

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.

Parents Right to Know

Title I, Part A, Section 1111(h)(6),
No Child Left Behind Act of 2001, Public Law 107-110

In accordance with the No Child Left Behind Act of 2001, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualifications and licensing criteria for the grad levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please contact the Dale County Board of Education at 334-774-2355.

CORPORAL PUNISHMENT

The Dale County Board of Education permits reasonable and proper use of corporal punishment (padding/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 High 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 administration, *in writing*, 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. This notification is to be done **EACH YEAR**.

SCHOOL-WIDE PHOTOGRAPHY

Throughout the year, photos are taken of students for *school, local newspaper, yearbook and website* use to promote the accomplishments and activities of LHS students. If you **DO NOT** want your student's photo to be published in the above named venues, please contact the school, **in writing**, stating the child's name, the current school year, and your request that they **not be photographed** for public use.

VIRTUAL SCHOOL POLICY

Alabama Act No. 2015-89 requires "at a minimum, each local board of education to adopt a policy for providing a virtual school option for eligible students in grades 9-12. The policy shall offer students an online pathway for earning a high school diploma." The Dale County School District shall provide a virtual option for 9- 12 grade students with course opportunities consistent with District instructional goals and aligned with Alabama's academic standards, curriculum frameworks, and assessments.

The Dale County School District will provide a virtual pathway or virtual education option for students in 9-12. Students enrolled will complete coursework virtually from their computers. The coursework allows student scheduling flexibility to complete the course requirements.

Students must meet the following eligibility criteria to participate in the virtual pathway:

- Have access to the internet and to a computer outside of school
- Must meet all enrollment guidelines for attending the Dale County School District
- Maintain minimum overall GPA of 2.0 in core courses taken during the academic year prior to making application to attend the Virtual School. (English, Math, Science, Social Studies)
- Maintain appropriate course progression as measured by the completion of weekly assignments, quizzes, and/or tests
- Daily access of virtual course content
- Be on track for graduation having earned necessary credit in each core area of study – English, Math Science, and Social Science – and other requisite courses needed for a particular diploma type
- Remain a student in good standing of the Dale County School District
- Have an adult (legal parent or guardian) willing to serve as the learning coach

Students must meet the established attendance and academic progress criteria which will be monitored by Dale County School District staff. All full-time virtual students will be enrolled as a student in the high school zone in which they reside. These students will be counted in the average daily membership. All full-time virtual students **will** participate in all state testing and accountability requirements, which may require reporting to the school campus. Upon satisfying all graduation requirements, students enrolled in the virtual pathway will receive an Alabama High School Diploma.

Students enrolled in a virtual pathway are eligible to participate in extracurricular activities in the school in which they are enrolled, according to attendance zone. They are subject to the same requirements as listed above, also including Alabama High School Athletic Association rules.

Students enrolled in a virtual pathway shall be exempt from any provision of general law, local law, or administrative rules that apply to the traditional delivery of instruction, including but not limited to, requirements to the physical presence of a student, student monitoring and security, staffing requirements, transportation obligations, facility requirements, space and location requirements, physical education requirements and time requirements, to the extent any of the forgoing conflict with the delivery of the virtual program.

Any online course delivery that is not provided by the Alabama State Department of Education shall be accredited by an institution recognized pursuant to administrative rule adopted by the ALSDE. Course

work offered through the virtual program shall contain the required content as identified in the applicable Alabama Course of Study.

DATA GOVERNANCE POLICY

General Roles and Responsibilities

Each Program Manager is responsible for implementing data governance policies and standards to maintain data accuracy and security. The technology coordinator supervises policies and procedures to ensure that state and federal guidelines are being met. Permission levels are determined by the Program Managers to ensure that the levels of access to data is within the person’s assigned responsibilities. Program Managers have the authority to correct data inaccuracies that ensure that access to personally identifiable information is minimized in order to protect privacy and confidentiality.

The following chart indicates the Program Managers who are assigned to each domain of activity and their general roles and responsibilities as it relates to accountability, management, and security. They are responsible for actively monitoring data-related activities for compliance with the established standards and policies and procedures.

DOMAINS-All are highly sensitive

<u>Activity Domain</u>	<u>Program Manager</u>	<u>Roles and Responsibilities</u>
INOW(Chalkable) – student management system of grades, schedules, demographics, special services, child nutrition, transportation, discipline, attendance, contacts, guardians, etc.	IT Coordinator	Oversee INOW, serve as liaison between SDE and schools regarding reporting requirements, provide training for INOW issues, ensures data security by providing clearance for personnel to access confidential data
SETSWEB	Special Education Coordinator/Secretary IT Coordinator	Manage Special Education Records
ILIVE – Distance Learning	High School Counselors	Distance Learning
C2C Alabama Athletic Eligibility System	High School and Middle School Administrators, Athletic Directors	Data Input Determining Athletic Eligibility of athletes
All State Mandated Student Assessment Portals	Testing Coordinator	Overseeing Administration of Statewide Assessments, Build Test Rosters, Disseminate Data to Parents, Students, Teachers as deemed appropriate
Education Directory/AIMS	IT Coordinator, Superintendent/Administrative Assistant	Assigns permissions to users to access state assessment reports
Accountability Web Portal	Associate Superintendent, Testing Coordinator	Maintains Permissions to Access State Accountability Reports, Cohorts, etc.
Dibels	Curriculum/Instruction Coordinator	Overseeing K-2 Early Literacy Reading Skills
AR Reading Programs	IT Coordinator, Principals, Media Specialists, Testing Coordinator	Overseeing Formative Assessment Program for grades K – 8.
Alabama Career Planning – KUDER	Career Tech Coordinator	Career Assessment, Planning and Development

CNP Software Programs	CNP Director, IT Coordinator	Determines Child Nutrition Eligibility and Data Accuracy
Student Cumulative Files	Assoc. Superintendent, Principals, Guidance Counselors	Overseeing Storing Student Educational Records
Attendance and Discipline Records	Assoc. Superintendent, Principals, Guidance Counselors	Overseeing Storing Student Attendance and Discipline Records
Phone messaging system	IT Coordinator, Superintendent, Principals	Overseeing Phone Messaging System for Attendance, School Events, Safety Alerts
Global Scholar	Testing Coordinator	Overseeing Local Formative and Summative Assessments to Screen and Track Student Progress
AdvancEd (ASSIST)	Testing Coordinator	Overseeing Web-based program to broaden and sharpen thinking about Continuous Improvement, Performance, and Accreditation
LEADAlabama / Val Ed	Assoc. Superintendent, Superintendent	Overseeing formative online evaluation system for Educational Leaders, collaborative dialog, professional Learning Plan, Evidence Collection/360 Assessment, the Vanderbilt Assessment of Leadership in Education (VAL-ED). LEADAlabama is used to evaluate Certificated Central office Administrators, Principals, Assistant Principals, and other Specialty Area Administrators.
EDUCATEAlabama	Assoc. Superintendent,, Superintendent, Principals	Overseeing Local Formative Evaluation Online Processes for teachers, Educators, and Instructional Leaders serving Alabama Public Schools.
STIPD Teacher Administration	Curriculum/Instruction Coordinator	Administration of Teacher Access to professional Development
Atriumm Library Management System	School Media Specialists, IT Coordinator	Overseeing Library Management System
Virtual Alabama	Safe Schools Coordinator	School Safety Plans and Online Administration
OdyessyWare/ ClassWorks/ Algebra Nation	Assoc. Superintendent, IT Coordinator	Credit Recovery Software
Google for Education	IT Coordinator	Cloud base storage
Clever	IT Coordinator	API integration
Certiport	IT Coordinator	Microsoft Academy
GMetrix	IT Coordinator	Assessment Tool for Microsoft Academy
Stride Academy	Curriculum/Instruction Coordinator	Formative assessment
ESS, NextGen	CFSO	Employee Records

Standard Policies and Procedures

With consideration given to and input accepted from all data stakeholders, along with the support from the local superintendent and board of education, the data governance committee has composed policies and standards to include the following components:

Mission and Vision

The Mission of the Dale County Board of Education's Data Use and Governance Policy is to maintain compliance with the Family Educational Rights and Privacy Act (FERPA). This policy is based on the knowledge that the appropriate use of data is essential to accelerating student learning, program and financial effectiveness and efficiency, and policy development. Our Vision is to create and maintain a comprehensive, accurate, secure, and efficient system of data governance whereby all K-12 student data remains confidential throughout the life span of the data and is only accessed and shared upon necessity or when written consent from students and/or parents is obtained.

Goals, Governance, Success Measures, Funding Strategies

Our main priority is to ensure that all data collected, managed, stored, transmitted, used, reported, and destroyed by the district is done so in a way to preserve and protect individual and collective privacy rights and ensure confidentiality and security of collected data.

Goals and Success Measures include the following:

1. Improved data accuracy by consciously reviewing our student data management system.
2. Improved data usability, resulting from monitoring data content for consistency with the organizational vision and stakeholders' needs;
3. Improved data timeliness, accomplished by avoiding unnecessary duplication of data collection efforts;
4. Increased data security, gained by designing a Data Governance Plan and applying the appropriate levels of protection to the data based on the level of sensitivity.
5. Funding for the data governance program will be secured by the school superintendent, by the request of the technology coordinator and/or the data governance committee.

Data Rules and Definitions

Data governance can be defined as an organizational approach to data and information management that is formalized as a set of policies and procedures that encompass the full life cycle of data, from acquisition to use to disposal. Proactive data governance is necessary to ensure confidentiality, integrity, accessibility, availability, and quality of student data from grades K-12. Our data governance program helps to ensure that information is collected, maintained, used, and disseminated in a way that protects the individuals' rights to privacy, confidentiality, and security, while producing timely and accurate statistical data.

Decision Rights and Compliance Mechanisms

The Alabama State Department of Education with directives from the federal department of education ultimately makes the final decisions about what student data we can collect, store, and use. Compliance with federal and state mandates is of utmost importance. The Superintendent and technology coordinator are privy to information that is shared with the Data Governance Committee, who assigns rights to certain employees concerning data management. Local school personnel are then assigned by the technology coordinator, superintendent, or system coordinators to the roles of collecting, inputting, and maintaining accurate data. The superintendent will ensure that the Dale County School System abides by all laws and contractual obligations affecting its information systems including but not limited to the information herein stated.

GEORGE W. LONG HIGH SCHOOL HANDBOOK AND 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 contents**. The student is asked to return this page with the required signatures to his/her homeroom teacher no later than the date set by administration. If you have questions concerning any of the material in this book, please contact an administrator at George W. Long High School.

I, _____, enrolled in George W. Long High School, along with my parent/guardian, do hereby acknowledge by our signatures that **we have received and read**, or had read to us the forgoing student handbook, *Acceptable Use of Technology Policy*, and *the Code of Student Conduct*.

(Signed) _____
Student

(Signed) _____
Parent/Guardian

Date: _____

STATE-OWNED TEXTBOOKS

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 (75%) if one year old when issued
 - Fifty percent (50%) if 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. Your signature below acknowledges your willingness to pay for textbooks that become lost or damaged while issued to your child.

Parent/Guardian's Signature _____

Date: _____

****NOTE: see previous page concerning information on Publication of Student Photographs and No Corporal Punishment procedures.**

PLEASE DO NOT WRITE YOUR WISHES ON THIS PAGE. IT MUST BE SUBMITTED IN A SEPARATE WRITTEN FORM TO THE MAIN OFFICE EACH YEAR.

(Continued On Back)

G W Long Parent/Student Contract

****THIS FORM MUST BE SIGNED AND RETURNED IN ORDER FOR THE STUDENT TO BRING THEIR OWN DEVICE AND ACCESS SCHOOL TECHNOLOGY.**

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. **The entire DCBOE policy (5.83) can be reviewed at the DCBOE website.**

My parents and I have read and discussed the DCBOE Policy and Procedure Concerning Electronic Devices and I, [print student's name] _____ agree that when using my personal device or the school's technology:

- I will only use the technology for educational purposes and/or at the direction of school administration.
- I know that misuse of the technology could lead to disciplinary action.
- I will not share any personal information over the Internet.
- I am responsible for my own device.
- School staff is not responsible for any device lost, stolen, or damaged.
- I will adhere to the policies and procedures stated in the Dale County Schools Code of Conduct and any local school policies and procedures.
- Students are required to connect to the DCBOE WiFi (Free). The DCBOE along with G.W. Long High School will not be responsible for any data overages occurred by students.

I, [print parent's name] _____

The parent/guardian of the above student, agree to accept all legal and financial obligations which may result from my son/daughter's use of DCBOE technology and Internet. I understand that school and district personnel are not responsible for personal devices that are lost, stolen, or damaged. I will not hold the school system responsible for inappropriate materials acquired through the Internet. Further, I accept responsibility for the actions of my child. By signing below, we understand that the use of personal devices to support educational experiences is not a necessity but a privilege. With respect of the rules, this privilege will benefit the learning environment as a whole. When rules are abused, privileges will be taken away.

Student's signature Date

Parent's signature Date