**MIDLAND CITY ELEMENTARY SCHOOL**

**STUDENT HANDBOOK**

**2017-2018**

48 Second Street

Midland City, Alabama 36350

Phone number – (334) 445-5573

Fax number – (334) 983-1638

E-mail – msmith@dalecountyboe.org

Mr. Michael Smith – Principal

Mrs. Tabitha Burgess – Guidance Counselor

Mrs. Kelly Shiver – Secretary/Bookkeeper

Dale County Board of Education

Mr. Ben Baker – Superintendent

Mr. Chuck Walker – Associate Superintendent

Mr. Braxton Bell – President

Mr. Dale Sutton- Vice President

Mr. Larry Ezell – Board Member

Mrs. Priscilla McKnight – Board Member

Mrs. Shannon Deloney – Board Member

SIGN AND RETURN PAGES 3-5

TO YOUR CHILD’S TEACHER

**Internet Acceptance Policy**

Midland City Elementary provides a variety of technology resources for student use. This agreement along with the student handbook outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow the guidelines stated below, as well as instructions given aloud.

In accepting this agreement, the student acknowledges the following rules and conditions:

* **I understand that my school network and any accounts are owned by the school and not private. Midland City Elementary has the right to access my information at any time.**
* **I will use computers and other resources responsibly.**
* **I understand my passwords are private. I will not give others access to my account name or password.**
* **I will use the internet responsibly and not attempt to bypass security settings or internet filters.**
* **I understand the internet is full of information, both true and false. MCES will not be held responsible for inaccurate information found on the internet.**

**Student:**

I have read the Internet Acceptable Use Policy and will abide by the listed rules. I understand that my internet use can and will be suspended if at any time my actions are questioned.

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

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**Parent or Guardian:**

As the parent or guardian, I have read and accept the Internet Acceptable Use Policy and understand the Internet/computer access is provided for educational purposes. I will not hold MCES responsible for controversial materials that may be acquired through the school network. I give permission for my child to use technology resources at MCES, including web and internet based programs.

My child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is allowed to use the technology resources at Midland City Elementary School.

Parent Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MIDLAND CITY ELEMENTARY SCHOOL**

**STUDENT-PARENT-TEACHER COMPACT**

We at MCES believe that children are our most important and valuable resource. It is our goal to provide the best education possible in a safe, risk free environment promoting academic success through quality instruction provided by highly qualified teachers. We know that learning can take place if there is a combination of effort on the part of the student, school, home, and community. Parents are given the opportunity daily to participate in school activities by obtaining approval through the administration. This compact is an agreement and a promise of commitment to help your child, in his/her progress in school, promoting his/her achievement. We believe that this can only be fulfilled through our team effort.

**Student Pledge:**

**To help myself succeed in school, I agree to carry out the following responsibilities to the best of my ability:**

* Come to school ready to learn & work hard
* Bring necessary materials, completed assignments, & homework
* Know & follow school & class rules
* Ask for help when I need it
* Communicate regularly with my parents/guardian about school experiences so that they can help me be successful in school
* Limit my TV watching time & instead read or study more, every day, after school
* Respect my school, my classmates, school staff, & other families

**Parent Pledge:**

**To help my child meet or exceed the state’s highest academic standards, I agree to carry out the following responsibilities to the best of my ability:**

* Communicate the importance of education & learning to my child
* Provide a quiet time & place for homework
* Monitor my child’s TV viewing
* Read to my child or encourage my child to read every day
* Communicate with the teacher or the school when I have a concern
* Ensure that my child attends school every day (on time), & gets adequate sleep, regular medical attention, & proper nutrition
* Regularly monitor my child’s progress in school

**Staff Pledge:**

**To help each student meet or exceed the state’s highest academic standards, I agree to carry out the following responsibilities to the best of my ability:**

* Provide high-quality curriculum & instruction
* Communicate regularly with families about student progress through conferences, parent-teacher meetings, & progress reports
* Provide reasonable opportunities for parents to volunteer & participate in their child’s class, & to

 observe classroom activities

* Endeavor to motivate my students to learn
* Maintain high expectations & help every child develop a love of learning
* Provide a safe & caring environment
* Provide meaningful, daily homework assignments to reinforce & extend learning
* Participate in professional development activities that improve teaching & learning & support
* the formation of partnerships with families & the community
* Participate actively in collaboration decision making
* Work consistently with families & my school colleagues to make the school an accessible & welcoming place for families
* Respect the school, students, staff, & families

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

**MIDLAND CITY ELEMENTARY SCHOOL**

**HANDBOOK ACKNOWLEDGEMENT SHEET**

Please sign and return this sheet by your child to their homeroom teacher. I is very important for us to know that you have received a copy of this document. This signed sheet should be returned after you, the parent or guardian, have read the following statements.

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

**\*I understand the attendance, tardy, and check out policy as outlined in the student handbook. A student who is absent from class more than 5 times per semester, except for absences documented by a health care provider or PRIOR permission of the principal, will not receive credit for that class.**

**\*I am aware that my child will be issued state owned textbooks and I fully understand that I as the parent/guardian will be responsible for these textbooks should they become damaged or lost.**

**\*I am aware that Midland City Elementary School does use corporal punishment (spanking/paddling) whenever it is deemed necessary, appropriate, and as a last resort.**

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

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

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

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MESSAGE FROM THE PRINCIPAL**

Dear Parents and Students,

Welcome back to school! I hope your summer vacation was a refreshing and enjoyable time for you and your family. We look forward to a great new school year. We ask that you read this handbook carefully and contact us with any questions or concerns you may have. We accomplished many great things last year and hope to continue to build on our success.

We encourage you to help ensure your child’s success by remembering some important guidelines. Please make sure your child is present and on time for school each day. If your child must be absent please make sure that you send the proper excuse with your child when he/she returns to school. Please remember we have protected reading times so try to schedule appointments that will not interfere with protected reading. Remind your child that they are expected to conduct themselves in a way that will bring honor to our school, their family, and our community. We also ask that you encourage your child to do their very best every day.

With parents, teachers, and students working together we will continue to have a great school. I encourage you to support your child’s teacher and keep in contact with him/her on a regular basis. Please do not hesitate calling me with any concerns you may have about our school. My door is always open and you are always welcome to come by and visit with me.

Thank you for allowing me to help educate your child.

Respectfully yours,

Michael Smith

Principal

**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

***DALE COUNTY SCHOOLS VISION***

*EXCELLENCE*

***Dale County Schools Mission Statement***

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

***Midland City Elementary School Vision Statement***

*Midland City Elementary*

*Technology Engaged, Empowered,& Enlightened*

*21st Century Prepared*

# *Midland City Elementary School Mission Statement*

*Preparing students for the 21st Century. Utilizing technology to be actively engaged,*

*encouraged, and enlightened. Believing, creating and succeeding by reaching the*

*highest level possible without limits. College and career ready.*

|  |
| --- |
| **2017-2018 Calendar** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **Approved Feb 14, 2017** |
| **X** - Work days **P** - Professional Development Days **H** - Holidays **W** - Weather Day |  |  |  |
|  |  |  |  |  |  |  |
| **June** | **M** | **T** | **W** | **T** | **F** | **July** | **M** | **T** | **W** | **T** | **F** | **Aug** | **M** | **T** | **W** | **T** | **F** |
|  |   |   |   | 1 | 2 |   | 3 | **H** | 5 | 6 | 7 |   |   | **X** | **X** | **X** | 4 |
|  | 5 | 6 | 7 | 8 | 9 |   | 10 | 11 | 12 | 13 | 14 |   | 7 | 8 | 9 | 10 | 11 |
|  | 12 | 13 | 14 | 15 | 16 |   | 17 | 18 | 19 | 20 | 21 |   | 14 | 15 | 16 | 17 | 18 |
|  | 19 | 20 | 21 | 22 | 23 |   | 24 | 25 | 26 | 27 | 28 |   | 21 | 22 | 23 | 24 | 25 |
|  | 26 | 27 | 28 | 29 | 30 |   | 31 |   |   |   |   |   | 28 | 29 | 30 | 31 |   |
|  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sept** | **M** | **T** | **W** | **T** | **F** | **Oct** | **M** | **T** | **W** | **T** | **F** | **Nov** | **M** | **T** | **W** | **T** | **F** |
|  |   |   |   |   | **X** |   | 2 | 3 | 4 | 5 | **X** |   |   |   | 1 | 2 | 3 |
|  | **H** | 5 | 6 | 7 | 8 |   | **H** | 10 | 11 | 12 | 13 |   | 6 | 7 | 8 | 9 | **H** |
|  | 11 | 12 | 13 | 14 | 15 |   | 16 | 17 | 18 | 19 | 20 |   | **X** | 14 | 15 | 16 | 17 |
|  | 18 | 19 | 20 | 21 | 22 |   | 23 | 24 | 25 | 26 | 27 |   | **H** | **H** | **H** | **H** | **H** |
|  | 25 | 26 | 27 | 28 | 29 |   | 30 | 31 |   |   |   |   | 27 | 28 | 29 | 30 |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Dec** | **M** | **T** | **W** | **T** | **F** | **Jan** | **M** | **T** | **W** | **T** | **F** | **Feb** | **M** | **T** | **W** | **T** | **F** |
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|   | 11 | 12 | 13 | 14 | 15 |   | **H** | 16 | 17 | 18 | 19 |   | 12 | 13 | 14 | 15 | **X** |
|   | 18 | 19 | **H** | **H** | **H** |   | 22 | 23 | 24 | 25 | 26 |   | **H** | 20 | 21 | 22 | 23 |
|   | **H** | **H** | **H** | **H** | **H** |   | 29 | 30 | 31 |   |   |   | 26 | 27 | 28 |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **March** | **M** | **T** | **W** | **T** | **F** | **April** | **M** | **T** | **W** | **T** | **F** | **May** | **M** | **T** | **W** | **T** | **F** |
|  |   |   |   | 1 | 2 |   | 2 | 3 | 4 | 5 | 6 |   |   | 1 | 2 | 3 | 4 |
|  | 5 | 6 | 7 | 8 | **X** |   | 9 | 10 | 11 | 12 | **X** |   | 7 | 8 | 9 | 10 | 11 |
|  | 12 | 13 | 14 | 15 | 16 |   | 16 | 17 | 18 | 19 | 20 |   | 14 | 15 | 16 | 17 | 18 |
|  | 19 | 20 | 21 | 22 | 23 |   | 23 | 24 | 25 | 26 | 27 |   | 21 | 22 | 23 | **X** | 25 |
|  | **H** | **H** | **H** | **H** | **H** |   | 30 |   |   |   |   |   | **H** | 29 | 30 | 31 |   |

**PROGRESS REPORTS: HOLIDAYS:**

September 8, 2017 Labor Day -------------- Sept. 4, 2017

November 9, 2017 Columbus Day --------- Oct. 9, 2017

February 2, 2018 Veteran’s Day --------- Nov. 10, 2017

April 12, 2018 Thanksgivings --------- Nov. 20-24, 2017

 Christmas -------------- Dec. 20, 2017 – Jan. 3, 2018

 King / Lee ------------- Jan. 15, 2018

**REPORT CARDS:** President’s Day ------- Feb. 19, 2018

 Spring Break ----------- March 26 – March 30, 2018

October 13, 2017 Memorial Day --------- May 28, 2018

January 9, 2018

March 16, 2018

May 24, 2018

**Faculty/Staff List 2017-2018**

Principal Michael Smith

Admin. Assistant/Physical Education Matt Phillips

Secretary/Bookkeeper Kelly Shiver

Guidance Tabitha Burgess

Kindergarten Starla Nichols

Teresa Dean

Shelley Howell

Melissa Patterson

Callie Hollis

 First Grade

 April Reynolds

 Caroline Rockwell

 Carla Enfinger

 Selina Ott

 Wendy Brown

 Second Grade Melonie Dobbs

 Kelly Calderon

 Yolanda McFarlin

 Winnie Ward

 Third Grade Katherine Richards

 Jessica Kellum

 Roxanne Adams

 Cary Rosetta

 Fourth Grade James West

 Debbie Moseley

 John Shipes

 Stephanie Sidanycz

 Physical Education Adam Littlefield

 Matt Phillips

 Resource Amy Crosby

 Speech Elizabeth Bynum

 Media Candice Ward

 Computer/Technology Jocelyn Stokes

 Gifted Dawn Parr

 Instructional Coach Cynthia Riley

 Nurse Tina Tyler

 Instructional Aide Teresa Hendricks

 Instructional Aide Andrea Fuller

Custodians Windy Ward

 Joseph Bowman

 Lunchroom Ilene Livingston – Manager

 Linda Stevens

 Cathy Jenkins

 Michelle Grantham

# PARENTS AND VISITORS

We want you to feel welcome at Midland City Elementary; however, for the safety and security of our students and staff we ask that all visitors report to the main office before going into the buildings to see students, teachers, or other staff members. Approved visitors will be given a pass from the office. Parents are not allowed to sit in classrooms during instruction, but are welcome to come have lunch with his/her student if prior arrangements are made with the principal. Students are not to bring relatives, friends, or others to school.

**CONFERENCES**

 Parents are asked to review their child’s progress and contact the school with concerns or questions. Please take time each day to discuss your child’s school day. Teachers will have certain days and certain times when they can schedule conferences. If you would like to schedule a conference, please call the office or send the teacher a note. Please do not ask a teacher to schedule a conference first thing in the morning, because this is a very busy time at our school. Also, teachers cannot schedule conferences during class time or faculty meetings. When you arrive for a conference, please report to the office to check in and get a pass to go to the classroom. Do not go to a classroom without a pass. Conferences may also be requested by teachers to discuss student’s progress. Parents are urged to attend conferences.

**EPA ASBESTOS NOTICE**

All Dale County Board of Education buildings are in EPA compliance regarding asbestos codes. All Dale County Schools have been inspected by an EPA approved asbestos inspector and maintain a management file in the school office as required under the AHERA regulations. The file is available to any parent to view. The majority of our asbestos materials is non-friable and is in the form of floor tiles. Although we do have some friable (able to crumble with hand pressure) asbestos in our facilities, these materials are well maintained and are not accessible to the students. The law requires that we make this notice to all employees, students, and staff annually. We are glad to provide a healthy atmosphere for students and staff.

**TOBACCO POLICY**

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

**WEAPON POLICY**

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

**STUDENT Arrival AND DEPARTURE TIMES AND PROCEDURES**

The opening bell rings at 7:12 a.m. each morning. Arrival after 7:45 a.m. is considered tardy. Students who ride cars will be dismissed at 2:40 p.m. Bus students will be loaded at 2:45 p.m. The end of the school day is 3:00 p.m. The teachers will dismiss walking students to the office at 2:45 p.m. These students will be dismissed after all cars and buses have left the campus. **All students need to be picked up by 3:00 each afternoon**. If for some reason a student misses his/her bus or is not picked up, he/she should notify the school personnel on duty. Students who leave their classroom to get on a bus and realize someone is there to pick him or her up must return immediately and inform the teacher.

**\*\*Students are not to be dropped off before 7:12 AM\*\***

**Morning Drop-off:**

Cars will enter from Wiley Ave. and will turn left onto 2nd Street. There is only one lane of traffic for morning drop off. PLEASE do not speed and follow the limit set on signs for speed!

1. Children are to be dropped off at the walkway (on 2nd Street) beginning at 7:12 a.m. **DO NOT DROP CHILDREN OFF BEFORE 7:12 A.M. AND AT NO TIME ARE YOU TO EXIT YOUR VEHICHLE! Do not park along 2nd Street, especially in the car lane or beside the fence!**
2. If you have an appointment or need to go into the school for any reason, drop your child off first in the car lane and then **drive around** (by the Baptist Church) and park in the front parking lot. **DO NOT GO DOWN THE BUS LANE!**
3. **After all buses have arrived on campus, the bus lane will open for student drop off. If you don’t see cones in the road on 2nd Street, this means the bus lane is available for drop off.**
4. **As noted above,** drop your child off first in the car lane and then park to come inside. Also, you may park in the back of the school and walk with your child to the office. ***NO STUDENTS ARE ALLOWED TO WALK FROM FRONT PARKING LOT ACROSS THE BUS/CAR LINE***. **Make sure you park your car in a designated parking spot if you plan on coming inside for school related business. Thank you for understanding our concern for student safety.**

**Afternoon Pick-up:**

1. Do not come up 3rd Avenue. Please use 4th, 5th, or 6th Avenue to access Wiley Drive.
2. Your child will be called to the office if he /she isn’t at the pickup location. You will be asked to park your car in the front parking lot and walk inside to sign your child out.
3. Kindergarten car riders are released at 2:40 with grades 1-4 releasing at 2:45.
4. Every vehicle should have a MCES car tag displayed in the window. These were given out at Open House and extras may be purchased in the office for $1.00.
5. Teachers will walk students to their **vehicle**. **PLEASE DO NOT WALK UP TO THE CAR LINE TO PICK UP YOUR CHILD. (THIS CREATES SAFETY ISSUES FOR EVERYONE).**
6. If your child is going home with someone else, a note must be sent to the office beforehand. No changes will be taken over the phone.

**School bus procedures**

* Students will be permitted to load or unload from the bus at their assigned neighborhood bus stop and their assigned school.
	+ Bus drivers will not stop for students to load/unload at any other locations.
* Any changes to 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. 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 standa **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.
* A parent/guardian must be present at the bus stop each morning and afternoon.

**DALE COUNTY SCHOOLS BUS Rules**

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

 Your child’s bus 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, and/or contact parent (notes/calls)

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

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

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

**Grading System**

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

**Grade Policy**

“A” is defined as 90-100 “B” is defined as 80-89

“C” is defined as 70-79 “D” is defined as 60-69

“F” is defined as 0-59 “FA” failure due to absences

**Honor Roll**

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

**STI HOME POLICY**

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

**GIFTED EDUCATION**

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the students 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 Special Education Department at 774-2355

**Homework**

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

**FUND RAISING**

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

**Medication Policy**

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

1. Pick up a MEDICATION AUTHORIZATION FORM at the school office to be completed by BOTH the child’s physician and parent.

2. Prescribed medicines must be in a pharmacy labeled prescription container.

3. Parents must transport all medication to the office. Do not send medications with your child.

4. Medicine prescribed 2 or 3 times during the day should be given at home and not during school hours.

5. Pick up all medication at the end of the school year any medications left at school will be discarded.

**MEDICAL SCREENINGS**

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

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

**HEAD LICE POLICY**

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

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

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

**OTHER MEDICAL ISSUES**

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

**Certificate Of Immunization**

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

**Communicable Diseases**

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

**Social Security Numbers**

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

**Student Insurance**

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

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

**FIRE**

**Series of Short Bells**

Teachers and staff will be notified that evacuation from the school is necessary with a series of short rings and strobe lights.  There may also be a school-wide announcement.

**Each classroom will have an evacuation plan posted by each door.**

**Procedure for General Evacuation**

1. Quickly and quietly line up students.  Students will leave belongings in the room.
2. Teacher will:
	1. Tell students to proceed to the designated area.
	2. Leave the lights on.
	3. Carry class roll/plan book.
	4. After students are out of the room, make a final check for students.
	5. Close the door.
3. Walk with students to designated area.
4. Have students form a straight line facing away from the building.
5. Call roll.

 If a student is missing, contact principal.

1. Watch/Listen for directions:

 All clear (two long bells) – return to school.

 No all clear – follow directions of administration or law enforcement.

**Incidents Requiring Evacuation**

1. Bomb Threat – normal evacuation.
2. Chemical Spill – evacuation may be necessary.  Avoid spill area during evacuation.  Follow directions from administration, maintenance, emergency services, or law enforcement.
3. Explosion – do not wait for bell; begin evacuation.
4. Fallen Aircraft – evacuation may be necessary.  Follow directions from administration, emergency services, or law enforcement.
5. Fire – normal evacuation.

**Severe Weather**

**One Long Bell**

The signal for severe weather will be one long bell.

**Each classroom will have a severe weather plan posted by each door.**

**Procedure for Severe Weather (Hurricane, Ice Storm, Tornado, Etc.)**

1. Quickly and quietly line up students.  Students may bring coats and jackets. Other items must remain in the room.
2. Teacher will:

 Tell students to proceed to the designated area.

 Leave the lights on.

 Carry class roll/plan book.

 Make a final check for students.

 Close the door.

 Guide students to assigned area.

1. Students will sit with their backs to the wall and knees drawn up.

 Students may not sit in doorways.

 A center aisle must be kept open, even if there are multiple rows.

1. Remain calm and stay with students.
2. Call roll.

 If a student is missing, contact principal or crisis team member.

1. In case of emergency/tornado/damage to the building.

 Tell students to put their heads down.

 Jackets and coats should be used to protect students from debris.

 Listen/Watch for directions from administration and emergency services.

 If the school is damaged, do not move students through damaged areas until

 debris is sufficiently clear to allow safe movement and there is no danger from

 falling electrical lines.

 Lead the students back to the classroom after the “all clear” bell rings or an

 announcement is made.

**Procedure for Earthquakes**

1. Instruct students to drop to the floor and secure a position beneath a desk or table.
2. After the tremor subsides, follow evacuation route or closest available route.
3. Call roll.

 If a student is missing, contact principal or crisis team member.

1. Keep students together and away from the building and power lines.

**If You Are Not in Your Classroom**

1. Take students to nearest safe location away from doors or windows.  There will probably be areas available when teachers have planning periods.
2. Write down names of students.
3. Notify office of your location if possible (phone or intercom – do not send student).

**Lockdown**

**“Please Initiate a Lockdown”**

**Procedure Lockdown**

1. Check hall and bring any students in the hall into a classroom.
2. Close and lock doors.
3. Cover glass on doors.
4. Turn lights out.
5. Move students to the furthermost corner along the wall from where the room door is located.
6. Teachers will place a green or red card under the door. A green card will signify that all persons within your room are uninjured and safe. A red card will identify a room where assistance is needed.
7. If the means are available, the office will contact all classrooms to identify students who are not in their assigned classes.
8. The lockdown will remain in effect until it is determined that the school is safe and a return to normal operating procedures is available.
9. The office will announce the end of the lockdown.

**If You Are Not in Your Classroom**

1. Notify the office if possible (phone or intercom – do not send student).
2. Take students to nearest safe location with a door you can lock.  You may have to enter an occupied classroom.
3. Write down names of students.
4. Notify office of your location if possible (phone or intercom – do not send student).

**Incidents Requiring Lockdown**

1. Animals in the building.

 If the animal is in your classroom, remove the students to a safe location and close the animal in

 the room, if possible.  Report the animal to the front office.

1. Chemical spill outside the building.
2. Intruder.
3. Missing student (hostage/kidnap/lost/runaway).
4. Riot/Fighting.
5. Shooting.
6. Suspicious person on campus.
7. Terrorist.

**PERSONAL PROPERTY**

Students are NOT to bring valuables to school. To avoid theft, it is the responsibility of each student NOT to leave money or valuables unattended. Do NOT leave money or valuables in locker rooms or school lockers. Do NOT leave money or valuables in unattended purses or book bags.

**Sending Money to School/Checks**

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

**GRIEVANCE POLICY**

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

**DALE COUNTY SCHOOLS ATTENDANCE POLICY (PER SEMESTER)**

* 3 unexcused absences and/or parent notes – letter from school
* 5 unexcused absences and/or parent notes – Early Warning Court (will be held every 3rd Tuesday at the Dale County Courthouse at 4pm)
* After 7 unexcused absences and/or parent notes – Truancy Filed in Dale County Juvenile Court on student; if the student is in Elementary School a CHINS petition will be filed against the parents with Dale County District Attorney’s office

**K-6 Unexcused Tardy Policy:**

 3 U tardy - Warning letter will be sent home

 5 U tardy - Conference with administration or his designee

 7 U tardy - 1 day Saturday School

 8 U tardy - Prevention Project Referral / Possible Retention

**K-6 Unexcused Check Out Policy:**

 3 U checkouts - Warning letter will be sent home

 5 U checkouts - Conference with administration or his designee

 7 U checkouts - 1 day Saturday School

 8 U checkouts - Prevention Project / Possible Retention

**PERFECT ATTENDANCE**

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

**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.

**Admittance after absence (EXCUSED or unexcused)**

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

**EXCUSED ABSENCES**

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

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

Students with excessive absences may be retained.

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

**MAKE-UP WORK**

If a student is absent one day, the make-up work must be completed on the day of returning to school.  If a student is absent for more than one day, the work must be made up within a period of three to five days after returning to school. The principal may waive these requirements under extenuating circumstances.

**CHECK-OUT PROCEDURES**

If a student needs to be checked-out for any amount of time, the following procedures below must be followed:

1. The parent must visit the school in order for the student to be checked-out.
2. The parent must sign out the student in the front office.

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

**STUDENT WITHDRAWAL**

 If a student is to be withdrawn from school, parents should notify the office two days before the student’s

last day of attendance. All textbooks, library books, and bills must be cleared before a student’s withdrawal papers can be completed. It takes time for teachers to average grades and to complete the withdrawal papers.

**FIELD TRIPS PROCEDURES**

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

**STUDENT RETENTION**

Elementary

The decision to retain an elementary student (K-6) shall be the decision of the principal and teacher(s) and shall not be made without a request for a conference with the student’s parents. If a student receives a failing grade in Math and/or Reading the teacher/principal may request retention. The level of maturity and other factors will be considered in retention. For a student to be promoted from any grade level to the next grade level, the student must satisfy attendance requirements, as established by school guidelines.

**SCHOOL CAFETERIA**

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

**Meal Prices**

 **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 & Full Price $3.75 Full Price $18.75

Lunch Reduced .70 Reduced $3.50

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

Cafeteria Rules:

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

**ACTIVITY COSTS**

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

**STUDENT ORGANIZATIONS AND SOCIAL EVENTS**

The principal shall assign faculty advisors for student organizations. No club or organization function may be conducted without the presence of a faculty member. No new club or organization may be formed without the knowledge and permission of the principal. All revenues and expenditures associated with club activities will be administered through the principal's office. No separate accounts or holding of funds is permitted. Any activity or social event in which the name of the school is used must have the approval of the principal and be properly chaperoned by school personnel. The school name, school time, on duty personnel, or school material may not be used for non-school functions.

**FERPA**

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

**USE OF VIDEO SURVEILLANCE EQUIPMENT**

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

**STATE TEXTBOOK POLICY**

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

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

Penalty for the lost or damages textbooks:

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

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

**PARENTS RIGHT TO KNOW**

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

**DALE COUNTY SCHOOL BOARD DISCIPLINE POLICY**

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

**PARENTAL RESPONSIBILITIES**

Section 16-28-12, Code of Alabama, which is known as the Parental Responsibility Act provides that parents and/or guardians have a legal duty to compel their child to properly conduct him or herself in school in accordance with the school’s written Code of Conduct. That statutory provision authorizes the District Attorney to file an action against the parent or guardian of a disobedient student for failing to require his or her child to properly conduct themselves. If found guilty, the parent or guardian may be fined up to $100 and sentenced up to 90 days in the Dale County Jail.

It is also important to remind all parents and/or guardians about the truancy laws of this state. Section 16-28-3, Code of Alabama requires that all children enrolled in school must attend on a regular and consistent basis. If the student fails to regularly attend school the child may be adjudicated a “Child in Need of Supervision” and appropriate sanctions can be imposed on the child. The law of this state further allows the parent or guardian to be fined and/or sentenced to a period of incarceration for failing to require their child to attend school.

**CORPORAL PUNISHMENT**

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

1. The student will be given the reason for the punishment and the opportunity to explain his/her actions.

2. Corporal punishment will be administered by the principal or his designee in the presence of a school board employee.

3. A report will be prepared for each incident.

**SUSPENSION/EXPULSION**

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

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

**SYSTEM-WIDE DISCIPLINARY POLICY**

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

**ASSERTIVE DISCIPLINE**

 1. Parents will be given rules and consequences of the assertive discipline plan that their child’s teacher will use.

 2. Every teacher must choose, post, and enforce rules in the classroom. Consequences of breaking the rules must be posted and enforced. These should include parental contact. The last step should be a discipline referral to the principal.

It is fundamental that orderly schools have clearly defined behaviors to which students must conform.

 Non-conformity to these behaviors results in violations of the Code of Students Conduct. Violations are grouped into three classes (Class I, Class II, and Class III) that range from least to most serious. Appropriate school personnel shall investigate, verify, and take necessary action to resolve student misconduct. After determining a violation and the classification of violation, the teacher, principal or designee shall implement the appropriate sanction. Violations apply to student conduct on a school campus, at school related events, and while being transported to or from school or school related events. The principal, or his/her designee, in accordance with the Code of Conduct and School Bus Policies, will handle bus referrals.

**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. Hallway misconduct - running, yelling, tripping others, etc.
5. Inappropriate public display of affection.
6. Eating, drinking, or gum chewing in unauthorized area.
7. Misuse, abuse, or littering of school property.
8. Possession of inappropriate or disruptive items - Cards, dice, inappropriate magazines, toys, etc.
9. Presence in unauthorized area - includes, but not limited to sitting in vehicles after arriving on campus.
10. Minor bus misconduct.
11. Any other violation deemed as a Class I violation by the principal or designee.

**CLASS II VIOLATIONS**

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 than $50 to public or private property.
6. Petty theft - The deliberate taking of property valued at less than $25 belonging to or in the lawful possession or custody of another.
7. Possession of stolen property.
8. Profane or obscene language (Not including profanity directed to or about school personnel).
9. Possession of electronic devices - Gameboys, CD players, radios, laser pointers, etc.
10. Possession of objects or substances capable of causing bodily harm or injury ­ (matches, lighters, etc.)
11. Obscene gestures or illustrations toward another person.
12. Obscene or profane materials.
13. Truancy - Unauthorized absence from school or class.
14. Intimidation.
15. Disrespectful/rude language addressed to or about school personnel (not to include profanity directed to or about school personnel).
16. Providing false information to school personnel - including, by not limited to, forging a parent's signature, giving false accounts of incidences, intentionally failing to give truthful information when requested by school personnel.
17. Leaving school grounds without permission from school officials.
18. Any other violation deemed as a Class II violation by the principal or designee.

**CLASS III VIOLATIONS**

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. Possession, viewing, or distribution of pornographic material
12. Computer misuse - Assessing, changing, receiving, or transmitting information in the schools computers or technology systems.
13. Any other violation deemed as a Class III violation by the principal or designee.

**CLASS IV VIOLATIONS**

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 bum 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 principals 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.

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

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

**DALE COUNTY SCHOOLS DRESS CODE POLICY**

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

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

**Pants:** (Boys and Girls)

 1. All pants (including shorts and skirts) will be worn appropriately.

 2. If pants have belt loops, belts will be worn. There will be NO sagging.

 3. No sweat pants; wind suits are permissible.

 4. Pajama style pants are not allowed.

 5. Pants with tears or holes are not allowed.

 6. Pants with writing on the seat are not permissible.

**Shorts/Skirts/Skorts:**

 1. Shorts worn at mid- thigh are permissible in grades K-6, but there is to be no writing on the seat.

 2. Knee length skirts, dresses, skorts, and shorts that the bottom hem touch the knee will be allowed in grades 7-12. (Boys and Girls)

**Shirts/Tops/Sweaters:**

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

1. Shirts or tops that expose the midriffs when arms are fully extended above the student’s head.

 2. Sleeveless shirts or tops for male students.

 3. Shirts, tops, or sweaters worn by female students that expose undergarment or are immodest.

 4. Strapless tops, mesh tops, spaghetti strap tops, tank tops, immodestly tight or revealing tops.

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

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

**Jewelry/Accessories:**

 1. Facial or tongue jewelry is not allowed.

 2. Earrings or studs are not allowed to be worn by male students.

3. Dog collars, chains, bracelets with studs or spikes, long and /or heavy necklaces are not allowed.

 4. Jewelry in the mouth or on the teeth, unless prescribed by a physician or dentist, is not allowed.

 5. Excessive ear jewelry is not to be worn by females.

**Other clothing related guidelines:**

 1. Bandannas or other gang related clothing, etc. are not allowed.

2. No article of clothing may be worn in a gang related manner (i.e. cocked caps, towels, rags, strings, etc.)

3. Caps, hats, sweatbands, scarves, or other similar headwear are not allowed to be worn inside the building unless prescribed by a physician. (Caps may be worn outside with bill forward.)

4. Sunglasses are not allowed to be worn inside the building unless prescribed by a physician.

5. Combs, hair picks, hair socks, or curlers are not allowed to be worn.

6. Hairstyles or hair color that cause distractions to the learning environment are not allowed.

7. Suspender straps must be worn on the shoulder as designed.

8. Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down.

9. Trench coats/Long coats are not allowed.

**Footwear:**

 1. Shoes must be worn at all times.

 2. Bedroom shoes/house slippers or flip-flops are not allowed.

 3. Shoes must be Velcro-ed or tied at all times.

**Discipline for Dress Code Violations**

1st Offense Warning

2nd Offense Corporal Punishment, detention or Parental contact

3rd Offense Saturday School

4th Offense OSS – 1 day

Additional Offenses OSS – up to 3 days

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

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

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

**DUE PROCESS**

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

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

1. The student shall be given oral or written notice of the charges against him/her.

2. The evidence against the student shall be explained to him/her.

3. The student shall be given an opportunity to present his/her own version of the facts concerning the charges.

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

1. The right to counsel,

2. The opportunity for cross examination of witnesses,

3. A written record of the hearing,

4. A written record of the decision.

**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.

**Weapons in School (Act 94-817)**

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

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

**SEARCH AND SEIZURE**

In conformance with State Board of Education Resolution 1-2-g of Alabama State Board of Education Administrative Regulation 290-010-020-01, and the Code of Alabama 16-4­24.1 (1975), law enforcement agencies shall be allowed to make periodic unannounced visits to any local public school for the purpose of detecting the presence of drugs. Such visits may include the use of drug-sniffing dogs. Searches may be conducted in the school facilities, classrooms, or parking lots. School officials may conduct searches or use other detection devices within the facilities, on the school grounds, or at any school function any time that it is believed that alcohol or other drugs, weapons, or any other object or substance considered harmful to the school environment may be present. Students are subject to search by school officials with reasonable cause.

**Non-Discrimination on the Basis of Handicap** S**ection 504 of the Rehabilitation Act of 1973**

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

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

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

**HOMELESS, MIGRANT, AND ENGLISH LEARNERS**

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

1. Lack of birth certificate 5. Lack of proof of residency

2. Lack of school records or transcripts 6. Lack of transportation

3. Lack of immunization or health records 7. Guardianship or custody

4. Lack of Social Security Card

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

**Alabama SAFE SCHOOL AND Drug Free Policy**

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

1. Criminal charges or offenses arising from the conduct have been disposed of by appropriate authorities,

2. The student has satisfied all other requirements imposed by the local board of education for readmission.

CODE of ALABAMA 16-1-24.1 (1994)

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

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

**Title IX Policy**

It is the policy of the dale county board of education not to discriminate on the basis of gender in its educational programs, activities or employment practices. Inquiries or complaints regarding compliances with applicable laws or the policy may be directed to the title ix coordinator, dale county schools 113 West Reynolds Street, Ozark, Alabama 36360. The coordinator may be reached by telephone Monday – Friday, 8:00 a.m. – 4:00 p.m. at 334 774-2355.

**Acceptable Use of Technology Policy; Internet Protection Act**

Dale County School System recognizes the need to protect its student's privacy and Internet Safety. The federal government also has acts in place for this purpose. As such, the District forces all Internet traffic to pass thought 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 1 721 (c) of the Children's Internet Protection Act of 2000. Dale County School's technology is intended for use by staff and students. Dale County Schools encourage and promote the educational use of technology in our schools. To ensure students and staff take full advantage of the technologies available: all uses of technology in the school district must have proper authorization and adhere to district policies. All use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the school district. There are no inherent warranties for technological resources that Dale County Schools is providing. Dale County Schools reserve the right to monitor network activity.

Guidelines:

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

Technology users will:

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

"Acceptable Use of Technology Policy"

Technology users will not:

* Access inappropriate matter on the Internet or communicate with individuals for non­

instructional purposes. This includes e-mail, chat, messenger services, or similar resources.

* Access, vandalize, or modify data or computer setup.
* Use the network or Internet for personal or commercial purposes.
* Disclose or post personal or confidential information of self or others over the internet.

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

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

**SEXUAL HARASSMENT**

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

**STUDENT HARASSMENT**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ACCELERATED READER PROCEDURES**

Accelerated Reader’s mission statement is to get students excited about reading and to increase reading comprehension. The Accelerated Reader (AR) Program is an outside reading program used at Midland City Elementary School. It is designed to help better your reading ability and develop an appreciation and love for reading. Each student is given a diagnostic reading test (STAR) to find out their reading level. This year, students will continue taking AR tests online using the program. The advantage of using the online program is the students will have access to any AR test. The Accelerated Reader program is a positive incentive program intended to spark a child's interest in reading. Children are encouraged to achieve reading goals and monitor their progress each time they complete a test.

**Student Expectations and Guidelines**

* Read your book completely before taking a test.
* Read your book more than once to retain facts and get a better score.
* Be able to discuss your book (Book Talks) with the teacher at any time while you are reading the book.
* Take tests on books that you have read in the current academic year only.
* **Kindergarten and First grade**

When your child’s teacher recommends and feels they are ready to begin the Accelerated Reader program, they will be given the Star Test to determine an individual reading level calculated by the program.

**Second, Third, and Fourth grade**

* Every child in grades 2-4 will take the Star Test. Students will be allowed to test on any book in their reading range. Teachers may recommend the students start out the year at the lower end of their given ZPD range, but as they become more comfortable, they need to be able to test on any book in their range.
* Children will begin at 85% accuracy and increase each nine weeks. Students in grades K-4 must maintain the average listed below for each nine weeks:
* Students must have 60% accuracy or higher on AR tests for points to count and must take a test within their ZPD. Students in grades K-4 must maintain the average listed below for each nine weeks:
	+ 1st nine weeks-85%
	+ 2nd nine weeks-86%
	+ 3rd nine weeks-88%
	+ 4th nine weeks-90%

**AR Cutoff Dates for 2017-2018**

1st 9 weeks - Thursday, October 5, 2017

2nd 9 weeks - Thursday, December 14, 2017

3rd 9 weeks - Thursday, March 8, 2018

4th 9 weeks – Friday, May 4, 2018

**AR Test Guidelines**

* All students must log in using their own password and key in their own answers.
* Each student should be reading within their ZPD, or reading level, as determined by the STAR Reading test.
* AR tests are only taken at school, during school hours.
* Books CAN NOT be used when taking a test. This is considered cheating!
* ANY FORM of CHEATING, including giving other students answers and pulling up other students' records, will result in the student’s AR privileges being suspended until further notice.
* Students may take each test only once.
* Tests will not be deleted unless a student accidentally puts in the wrong title. **We have some books with the same titles, but with different authors. Students need to be careful when selecting a title.** Students earn no points for a grade below 60%. Students will not be able to take tests for books they have tested on in previous years because the program keeps cumulative records.
* Reports will be printed at the end of each testing period and a report sent to the classroom teacher with a list of students who have met their goal.
* Students are encouraged to read books they love, regardless of reading level; **but only after they have met their AR goal!**

**General Information about AR**

* Students will not be allowed to read below their ZPD reading range.
* Teachers may choose to recognize students in their classrooms in whatever way they choose.
* Students will not be allowed to participate in the celebration activity if they have received **more than** 2 BUS and/or OFFICE referrals. This is per semester.
	+ 1st semester – August - December
	+ 2nd semester – January – May
* Students who reach their goals each nine weeks will be eligible to participate in the AR celebration. The following scheduled field trips are planned for this year (specific dates will be given at a later date):
	+ 1st- In-school incentive
	+ 2nd- In-school incentive
	+ 3rd- In-school incentive
	+ 4th- Field Trip TBA
* Students will be given a minimum of 5 days to get the permission form and money back required for the current event.
* ALL money must be turned in before deadline date. **NO money** will be accepted after the deadline passes. **(No** **exceptions)**
* Once their goal is reached, they may check out any book from the library.
* Second, third, and fourth grade classroom teachers may require their students to read a chapter book.
* **Any behavioral referral** that occurs during an AR trip can or will result in the student not being allowed to participate in future AR celebrations.