

**MIDLAND CITY ELEMENTARY SCHOOL
STUDENT HANDBOOK
2023-2024**

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Midland City, Alabama 36350

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Mrs. Jennifer Snellgrove – Principal
Mr. Matt Phillips- Administrative Assistant
Mrs. Jacy Pouncey – Guidance Counselor
Mrs. Kelly Shiver – Secretary/Bookkeeper

Dale County Board of Education
Mr. Ben Baker – Superintendent
Mr. Chuck Walker – Associate Superintendent
Mr. Dale Sutton - President
Mr. Jerald Cook - Vice President
Mrs. Priscilla McKnight –Board Member
Mr. Phillip Parker - Board Member
Mrs. Shannon Deloney - Board Member

DALE COUNTY SCHOOLS VISION

Destination: 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.

Dale County Schools Goals

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

Midland City Elementary School Mission Statement

MCES- A successful start to a successful future!

Midland City Elementary School Motto

Control your attitude, adjust your future.

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. I am so excited for another year at Midland City Elementary!

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 students 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 to call 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,

Jennifer Snellgrove

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 extracurricular 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

Faculty/Staff List 2023-2024

Principal	Jennifer Snellgrove
Admin. Assistant/Physical Education	Matt Phillips
Secretary/Bookkeeper	Kelly Shiver
Guidance	Jacy Pouncey
Pre-K	Suzie Hogan
	Leah Morris
Kindergarten	Telya Ashley
	Jill Breth
	Ashley Carr
	Caroline Glover
	Glenda Newton
First Grade	Laura Kennington
	Anna Marshall
	Mary Frances Phillips
	Paige Richburg
	Sarah Shaw
Second Grade	Melonie Dobbs
	Tricia Kilgore
	Cassie Lee
	Keisha Williams
Third Grade	Jessica Jackson
	Rachel Petrillo
	Katherine Richards
	Irish Walker
Fourth Grade	Joni Dykes
	Debbie Moseley
	John Shipes
	James West
Physical Education	Adam Littlefield
	Matt Phillips
Resource	Amy Hardy
Resource	Shauna Woodard
Resource	Nina Sullivan
Speech	Carla Slowley
Media	Kristi Parrish
Gifted	Candice Ward
Reading Specialist	Allison Lindsay
Music Teacher	Sherri Evans
Intervention Teacher	Vickie Cochran
Nurse	Macey Money
Instructional Aide	Mary Kelley Hall Benton
Instructional Aide	Caroline Hall
Instructional Aide	Heather Johnson
Instructional Aide	Brandy Hartzog
At-Risk Aide	Andrea Fuller
Tutorial	Amy Loftin
Custodians	Windy Ward
	Joseph Bowman
Lunchroom	Stacy MacAloney – Manager
	Kristy Langford
	Michelle Grantham
	Barbara Woodall
	Mavis Purvis

Dale County Schools
2023-2024
School Calendar

X - Work Days/Professional Development Days/No Students H - Holidays

Approved March 14, 2023

Blue Shaded - end of the 9 weeks

Month	M	T	W	T	F
June				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
July	3	H	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	X 31				
August		X 1	X 2	X 3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
September					1
	H	5	6	7	8
	11	12	13	14	15
	X 18	19	20	21	22
	25	26	27	28	29
October	2	3	4	5	H
	H	H	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
November				1	2
	6	7	8	9	H
	13	14	15	16	17
	H	H	H	H	H
	27	28	29	30	
December					1
	4	5	6	7	8
	11	12	13	14	15
	H	H	H	H	H
	H	H	H	H	H
January					1
	H	X 2	X 3	4	5
	8	9	10	11	12
	H	16	17	18	19
	22	23	24	25	26
	29	30	31		
February					1
	5	6	7	8	9
	12	13	14	15	16
	H	20	21	22	23
	26	27	28	29	
March					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	H	H	H	H	H
April					1
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			
May				1	2
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	X 24
	H	28	29	30	31

Teachers Begin - July 31, 2023
Students Begin - August 4, 2023

179 Student days
187 Teacher days

Oct 5, Dec 15, March 8, & May 23 - 1/2 day for students
Full day for Employees

Last day of school Students - May 23, 2024
Last day of school Teachers - May 24, 2024

HOLIDAYS

Independence Day----- July 4, 2023
Labor Day----- Sept 4, 2023
Fall Break/Columbus Day----- Oct 6-10, 2023
Veterans' Day----- Nov 10, 2023
Thanksgiving Break----- Nov 20-24, 2023
Christmas/New Year Break----- Dec 18, 2023-
Jan 3, 2024
MLK Day----- Jan 15, 2024
President's Day----- Feb 19, 2024
Spring Break----- Mar 25-29, 2024
Memorial Day----- May 27, 2024

Progress Report Dates

Sept 1, 2023 Nov 9, 2023
Feb 2, 2024 April 19, 2024

Report Card Dates

Oct 13, 2023 Jan 5, 2024
Mar 13, 2024 May 24, 2024

1st Semester 85 days
1st 9 weeks 43 days
ending October 5, 2023
2nd 9 weeks 42 days
ending December 15, 2023

2nd Semester 94 days
3rd 9 weeks 45 days
ending March 8, 2024
4th 9 weeks 49 days
ending May 23, 2024

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.

STUDENT ARRIVAL AND DEPARTURE TIMES AND PROCEDURES

The opening bell rings at 7:25 a.m. each morning. Arrival after 7:50 a.m. is considered tardy. Students who ride cars will be dismissed at 2:45 p.m. Bus students will be loaded at 3:00 p.m. The end of the school day is 3:00 p.m. **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 7:25 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 7:25 a.m. **DO NOT DROP CHILDREN OFF BEFORE 7:25 A.M. AND AT NO TIME ARE YOU TO EXIT YOUR VEHICLE! 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. **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.**
4. **Message from our School Resource Officer: Help us keep our students safe. Stay off your phone while in the car line.**

AFTERNOON PICK-UP

1. Do not come up 3rd Avenue. Please use 4th, 5th, or 6th Avenue to access Wiley Drive. Follow the signs.
2. Car riders are released at 2:45.
3. 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.
4. 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).**
5. 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.
6. Once the buses are spotted, the car line will be stopped at the far left corner of the bus lane. The vehicle at the front of this line will be given the "go ahead" to go when buses have arrived at MCES.
7. No students will be allowed to exit off the bus once they are loaded in the afternoon.

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.
- Transportation changes will not be accepted via text message to the teacher.
- 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 stand a **minimum of 10 feet** away from the road in an orderly fashion. During rainy days the students should be watching for the arrival of the bus and move as quickly as is safely possible to the assigned stop as the bus arrives.
- A parent/guardian must be present at the bus stop each morning and afternoon.

SCHOOL BUS POLICIES

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

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

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

Bus drivers will not stop for students to load/unload at any other locations.

Any changes to this procedure will require a written parental request, approved by school administration, **before** the student will be allowed to ride an unassigned bus.

The bus schedule will be as consistent as possible. There should be very few times when the bus is not on time to pick up or drop off students. All students should be waiting at the assigned stop **prior** to the buses arrival. The bus cannot and will not wait for students that are not **at** the assigned stop due to the time and safety factors involved. Students should stand **a minimum of 10 feet** away from the road in an orderly fashion. During rainy days the students should be watching for the arrival of the bus and move as quickly as is safely possible to the assigned stop as the bus arrives.

RULES OF CONDUCT:

1. Always follow driver instructions.
2. Remain seated in assigned seat, face the front of the bus, and keep the aisle clear.
3. No objects thrown out of the windows and no objects thrown inside of the bus.
4. Vandalism of the bus is prohibited.
5. Maintain a low noise level, so as not to distract driver; absolute silence at all railroad crossings.
6. No food, drink, gum, profanity, or tobacco.
7. Students will maintain the school dress code.
8. All school rules apply while on school bus.

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

ACTIONS FOR VIOLATIONS OF RULES:

Level 1 – *Minor rule violations.*

Verbal reminders of expected conduct, driver may reassign seat, and parent notes/calls.

Level 2 – *Referred by driver as not responsive to Level 1 discipline and/or Serious Safety Violations.*

When normal efforts of maintaining appropriate behavior are not effective your child's principal will be involved for assistance to correct behavior (short term bus suspension, corporal punishment).

Level 3 – *Student not responsive to Level 2 discipline and/or Major Offenses.*

At the recommendation of the principal the student will have bus privileges suspended for the remainder of the school year. The principal may refer the student to the Superintendent for administrative action. The Superintendent will then decide if the matter will go before The Dale County Board of Education for possible disciplinary action.

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

SYSTEM-WIDE DISCIPLINARY POLICY

The Dale County Board of Education Student Code of Conduct represents a system-wide disciplinary policy. 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. Student discipline is the responsibility of the principal (or his/her designee). 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), in school suspension (ISS), out of school suspension, alternative school and/or expulsion. All Dale County Schools system students and parents/guardians are responsible for being thoroughly familiar with all aspects of the Student Code of Conduct included in this handbook.

DEMERIT SYSTEM

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

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

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

1. Demerits are cumulative throughout each eighteen-week term.
2. Disciplinary actions are assigned based on the total demerits accumulated during each eighteen-week term (not on the individual violation).
3. The severity of disciplinary actions increases as the student accumulates demerits.
4. Demerits are removed from consideration at the beginning of each eighteen-week term (generally in August and January); except when a student commits more than one Class IV violation as stated in #6.
5. Only those demerits accumulated during the current eighteen-week term are considered in assigning disciplinary action, except when a student commits more than one Class IV violation as stated in #6.
6. Any student who commits two Class IV violations in the same academic year may be subject to an administrative hearing for placement in an alternative setting or a recommendation of expulsion to the Dale County Board of Education.

Disciplinary Actions Based on Accumulated Demerits: when a student is determined by a school official to be guilty of a disciplinary violation, a school official assigns disciplinary action(s) based on the total demerits accumulated by the student during the school term in which the violation occurred.

The table below shows possible disciplinary action that school official may assign as a result of accumulated demerits.

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

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

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

12 or more: Parental conference (required), removal from campus by legal authorities, out-of-school-suspension for up to ten school days, Alternative School, referral to appropriate court system, and/or referral to the Dale County Board of Education for possible expulsion, placement in an Alternate Learning Environment, and/or other disciplinary action(s) deemed appropriate by the principal or designee.

15 or more: Administrative hearing with the Superintendent of Education (or his/her designee) to determine referral to the Dale County Board of Education for expulsion, placement with Juvenile Court Authorities, withdrawal, placement in an Alternate Learning Environment, and/or other disciplinary action(s) deemed appropriate by the principal or designee.

CLASS I VIOLATIONS

1 demerit per violation

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

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

CLASS II VIOLATIONS

3 demerits per violation

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

1. Unauthorized meetings, gatherings, or organizations - Use of any part of the school day or facilities for activities that are not school sponsored or approved by the principal.
2. Gambling - Any participation in games of chance for money or things of value.
3. Possession, sale, use, or distribution of tobacco products.
4. Defiance - any verbal or nonverbal 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. Truancy - Unauthorized absence from school or class.
13. Intimidation.
14. Disrespectful/rude language addressed to or about school personnel (not to include profanity directed to or about school personnel).
15. 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.
16. Leaving school grounds without permission from school officials.
17. Parking lot violations that create an unsafe parking environment. Including displaying flags from vehicles which creates distractions and line of sight issues.
18. Any other violation deemed as a Class II violation by the principal or designee.

CLASS III VIOLATIONS

6 demerits per violation

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

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

CLASS IV VIOLATIONS

12 demerits per violation

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

1. Threatening school board personnel. (Any verbal or nonverbal 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, hand gun, rifle, shotgun, etc.).
7. Weapons Violation - Including, but not limited to, metallic knuckles, tear gas, knives, of any kind or size, box cutters, chemical weapons of any kind, or any device or substance converted or intended for use as a weapon.
8. Explosives Violation - Possession, igniting, preparing to ignite any explosive substance on school property or at a school related event.
9. Bomb Threat - Any such communication intended to imply the presence of explosives.

10. Arson - The skillful and malicious burning or attempting to burn public or private property.
11. Sexual Offense - Acts and/or contact of a sexual nature including, but not limited to, sexual battery, attempted intercourse, intercourse, rape, and attempted rape.
12. Aggravated battery - Intentionally causing great bodily harm, disability, or disfigurement, by the use of a weapon.
13. Sexual Harassment - Sexual comments, propositions, insinuations, or suggestions
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. Possession, sale, use, or distribution of synthetic marijuana, CBD for vaping, and/or any form of THC.
19. 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.

*Any student who commits two Class IV violations in the same academic year may be subject to an administrative hearing for placement in an alternative setting or a recommendation of expulsion to the Dale County Board of Education.

DALE COUNTY SCHOOLS DRESS CODE POLICY

Students shall dress in a manner that is appropriate for a learning environment and a school setting. Health, safety, decency, and the prevention of distractions are the primary reasons for 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 allowed to attend class or classes. No code or policy can be all-inclusive. There may be a situation that arises, not covered in this code; in these situations, the principal or his/her designee will deal with these on an individual basis. School personnel on a case-by-case basis will address any hairstyle, hair color, article of clothing, or other student item that is a distraction to the educational process. The Student Dress Code include the following restrictions and/or requirements:

Pants: (Boys and Girls)

1. All pants (including shorts and skirts) will be worn appropriately.
2. Belts should be worn when appropriate. There will be NO sagging.
3. Pajama style pants are not allowed.
4. Pants with tears or holes above the knee that show skin are not allowed.
5. Pants with writing on the seat are not permissible.
6. Leggings/Yoga Pants can be worn if the skirt/dress hem or long top reaches mid-thigh.

Shorts/Skirts/Skortts:

1. Shorts, dresses, skorts, skirts worn at mid-thigh are permissible in grades PK-12, but there is to be no writing on the seat.

Shirts/Tops/Sweaters:

For safety reasons, pants, shorts, and skirt pockets must be visible. Shirts should be tucked in when appropriate. The following types of shirts or tops are not allowed:

1. Shirts or tops that expose the midriff 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. The top should cover the width of the shoulder

Symbols/Pictures/Wording/Tattoos:

Clothing, tattoos, jewelry, hats, medical facial coverings which contains profane, immoral, or distracting words or drawings, references to drugs, alcohol, gangs, tobacco products, or any type of distracting or disruptive comments or symbols, are not allowed. Flags worn as capes or drapes are not allowed.

Jewelry/Accessories:

1. Facial or tongue jewelry is not allowed.
2. Excessive/distracting/dangling ear jewelry is not to be worn by males or females.
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.

Other clothing related guidelines:

1. Bandanas or other gang related clothing, etc. are not allowed.
2. No article of clothing may be worn in a gang related manner (i.e. cocked caps, towels, rags, strings, etc.)
3. Caps, hats, sweatbands, scarves, or other similar headwear are not allowed to be worn inside the building unless prescribed by a physician.
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. Principal (or his/her designee) discretion.
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.
10. Swim suits are not allowed to be worn by males or females.

Footwear:

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

DISCIPLINE FOR DRESS CODE VIOLATIONS

1 st Offense	Warning
2 nd Offense	Detention (before, during, or after school) and parental contact
3 rd Offense	ISS
4 th Offense	OSS – 1 day
Additional Offenses	OSS – up to 3 days

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

*Students may be placed in ISS during the day until corrections can be made

STUDENT POSSESSION AND USE OF CELLULAR PHONES, PERSONAL LAPTOPS, AND OTHER ELECTRONIC COMMUNICATION DEVICES

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

(1) For the purposes of this policy a personal electronic mobile device shall include, but not be limited to the following: A privately owned laptop, tablet computer device, netbook, notebook, e-Reader, iPod touch (or similar), and/or cell/smart phone.

(2) Use of an electronic mobile device during the school day is a privilege. Therefore, all students must:

(a) Use only the DCBOE specified Wi-Fi network for all network and internet access and refrain from destroying or damaging District data, networks or other resources.

(b) Use all DCBOE internet filters and posted network security practices.

(c) Report network security risks or violations of network security to a school administrator.

(d) Refrain from creating ad hoc, peer-to-peer, or other wireless networks with DCBOE or student owned devices including the use of wireless hotspots or other similar devices.

(e) Use the DCBOE network for instructional and school related purposes only.

(f) Follow copyright laws which prohibit the reproduction of content, e-Books, music, games or movies.

(g) Refrain from accessing, transmitting, copying or creating mobile apps, websites or other materials that contain inappropriate information, content, advertisements or any material that is illegal, not age appropriate or inappropriate for a school environment.

(h) Comply with School Board Policy, Acceptable Use Policy Governing Internet and Technology Access.

(3) Failure to follow the directives outlined in # 2 above will result in appropriate disciplinary consequences as outlined in the Code of Conduct for Students.

(4) Students that bring personal mobile electronic devices to school do so at their own risk. The DCBOE accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated. The DCBOE accepts no responsibility for viruses, malware or other computer related issues associated with connecting to the DCBOE network. The DCBOE accepts no responsibility for the costs associated with or that may result from the use of data or texting services by a student when using a personal mobile electronic device.

(5) Students are responsible for charging and maintaining their personal mobile electronic device(s) and the DCBOE assumes no responsibility for same. This includes the use of anti-malware software, if applicable, on the personal mobile electronic device.

(6) The superintendent shall be authorized to make temporary changes to this policy should he/she deem any such change necessary to advance the health, welfare, and/or education of the students of DCBOE.

(7) Interpretation of this policy and disciplinary action taken in accordance with this policy shall be in the sole discretion of the school principal or his/her designee. Any disagreement by a parent or student with the implementation of this policy shall be addressed through the DCBOE grievance process.

ELECTRONIC DEVICE USAGE POLICY AND PROCEDURE

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

Violations	Penalties
1st offense	Device confiscated with office referral; Conference with student; Parental contact; Phone returned to student at end of school day.
2nd offense	Device confiscated with office referral; Conference with student and parent; Phone returned only to the parent
3rd offense	Device confiscated with office referral; Student placed in ISS (1 Full Day); Phone returned only to the parent
4th offense	Device confiscated with office referral; Mandated 1 Day of OSS; Loss of electronic privileges for remainder of semester; Phone returned at Parent Conference
5th offense	Device confiscated with office referral and turned over to Superintendent; Loss of privileges for the remainder of school year; Administrative hearing with Superintendent

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

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

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

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

SEARCH AND SEIZURE

Board Property – All school system property, facilities, and grounds may be entered, inspected, and searched for any lawful purpose by Board officials or their designees at any time, without prior notice and to the fullest extent permitted by law. The right to enter, inspect, and search includes and extends to (but is not limited to) Board owned or controlled offices, desks, file cabinets, lockers, computers, files, documents, data, and devices however and wherever kept, stored, or maintained. b. Personal Property – Personal property, including but not limited to vehicles, purses, wallets, gym bags, book bags, cell phones, computers, and personal electronic devices may be searched by authorized school officials, including school principals or their designees, when reasonable suspicion exists that the property contains evidence of a violation of board policy, prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety or welfare of the school community, provided that the nature and extent of the search shall be reasonably related and limited to the suspected violation. c. Personal Searches – Students may be searched whenever reasonable suspicion exists that the student possesses evidence of a violation of board policy, including, prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk or threat to the safety and welfare of the school community. Student searches must be conducted by a school administrator in the presence of another certified school employee and may include a pat down of the student, a search of personal items and clothing, or a more thorough search upon specific approval of the Superintendent. Personal searches will be Dale County Board of Education Students Policy Manual

conducted with due regard for the age and gender of the student. Searches that require physical contact between the school official and the student, removal of clothing, or examination of the student in a way that would implicate privacy concerns must be conducted and witnessed by officials of the same gender as the student and in a way that preserves the dignity of the student to the extent practicable under the circumstances. Refusal to submit to a search or to cooperate in a search as provided in this policy may be grounds for disciplinary action. d. Use of Recovered Items – Property, material, substances, information, or records that are obtained, discovered, or recovered as a result of a search may be retained and used for any lawful purpose.

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.. 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.

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.

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 SCALE

"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.

POWERSCHOOL HOME ACCESS

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

GIFTED EDUCATION

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

Teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities may refer a student. Additionally, all second-grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. To make a referral, contact the Special Education Coordinator at 334-774-2355.

NON-DISCRIMINATION ON THE BASIS OF HANDICAP

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified person shall, solely by reason of handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity. For purpose of this policy, a qualified handicapped person shall be one who satisfied the definition set forth in Section 504 of the Rehabilitation act of 1973 and its implementation regulations. A student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such impairment; or (3) be regarded as having such and impairment. The Dale County School Board of Education will identify, evaluate and provide a free and appropriate public education to qualified handicapped students within its district boundaries. A referral meeting will be scheduled to review your child's eligibility for 504 services. To determine eligibility, your child must be evaluated by a team of individuals who are familiar with your child. The results will then be shared at a team meeting, in which you are involved. Questions concerning 504 eligibility or services should be directed to the 504 Coordinator, Dale County School System, 202 S Hwy 123, Suite E, Ozark, Alabama 36360. The coordinator may be reached by telephone, Monday through Friday, 8:00 a.m. – 4:00 p.m. at 334-774-2355.

IDEA CHILD FIND INFORMATION

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

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

IDENTIFICATION OF ENGLISH LEARNERS (EL) IN DALE COUNTY

Dale County Schools are committed to the identification and proper servicing of all students with English language challenges. Upon determination of enrollment in the EL Program, an EL Committee will convene to facilitate placement, services and assessment of the English Learner student. Upon scoring 4.8 (composite score) on ACCESS, English Learners will be exited from EL services and placed on monitoring status for two (2) academic years. If you know of any disabled child or youth that is not being served in an EL school program, please contact the EL Coordinator at Dale County Board of Education, 202 S Hwy 123, Suite E, Ozark, AL 36360, 334-774-2355.

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.

STUDENT RECORDS

Educational records as defined by law or Board policy will be available for examination and review by authorized persons in the manner prescribed and to the extent required by law. Except where the context requires otherwise, the term "educational records" has the meaning given in 20 U.S.C. §1232g(a)(4). Copies of such records may likewise be provided to the extent required and under circumstances specified by applicable law or regulation. The Superintendent is authorized to establish administrative standards and for the reproduction thereof. Parents will be provided required annual notification regarding educational records through the student handbook or by other appropriate means.

SOCIAL SECURITY NUMBERS

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

CERTIFICATE OF IMMUNIZATION

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

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; 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 $\frac{1}{4}$ away from scalp. Fellow classmates and any siblings in school will be checked for evidence of head lice. Excessive absences due to head lice will be unexcused.

OTHER MEDICAL ISSUES

- **FEVER:** Children should remain at home until he/she has been **fever free for 24 hours**.
- **VOMITING/DIARRHEA:** A child should not attend school if he/she has had excessive vomiting/diarrhea in the last 24 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.

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.

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 will seek legal measures to collect on returned checks.

FUND RAISING

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

GRIEVANCE POLICY

Complaints and Grievances

General Complaint (Grievances Procedure) – Subject to the limitations set forth below and elsewhere in this policy manual, any student, employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations in accordance with the following procedures.

a. Complaint Procedure

1. Informal Discussion – Prior to filing a formal grievance, the complainant is expected to have made reasonable efforts to resolve the complaint or problem underlying the grievance informally through discussions or other communication with the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action. Informal complaint resolution will not be required if such efforts would not be practical or reasonable under the circumstances.

2. Grievance Filing Requirements – If the complainant is not satisfied with the informal resolution, he/she may initiate the grievance process by filing grievance with the Superintendent within thirty (30) calendar days of the act or decision that is the basis of the grievance. The Superintendent may, but is not required to, accept late-filed grievances in order to avoid hardship or injustice, or for other good cause. The grievant may also agree at any time to extend any otherwise applicable timeline

The grievance must be signed and include the following information:

a) A complete description of the grievance, including the policy, procedure, or work rule assertedly violated or misapplied, and all facts supporting the complaint. b) The date(s) of the act, omission, or decision on which the grievance is based; c) The names of the supervisor(s), administrator(s), or other decisionmaker(s) who are responsible for the act, omission, or decision on which the grievance is based; d) The specific corrective action sought by the grievant; e) A statement describing the grievant's efforts to resolve the complaint informally or a statement explaining the reason(s) such efforts were not initiated or pursued; and f) Copies of any relevant documentary or evidentiary material in the possession of the grievant

3. Administrative Investigation and Determination — The Superintendent may assume direct responsibility for reviewing and responding to the grievance or may assign that responsibility to a designated administrator. In either case, the Superintendent's response to the grievance may include informal complaint resolution, formal investigation, or both.

If the Superintendent or Superintendent's designee determine that further efforts at informal resolution should be attempted, the formal grievance process may be suspended for that purpose for up to thirty (30) calendar days.

4. Formal Investigation –Should the Superintendent or Superintendent's designee conclude that reasonable efforts at informal complaint resolution have not succeeded or would not be appropriate under the circumstances, the Superintendent or Superintendent's designee shall initiate a formal investigation of the grievance. The investigation may include interviews of witnesses, written statements, depositions, administrative conferences or hearings, or any lawful action that is deemed necessary to reach a just disposition of the grievance.

Upon completion of the investigation, the Superintendent or Superintendent's designee shall prepare a written decision on the grievance. If a recommended decision is made by the Superintendent's designee, the Superintendent may adopt, reject, or modify the decision based on his or her review of the evidence.

5. Notification of Superintendent's Decision –The written decision of the Superintendent shall be made and mailed or transmitted to the grievant within sixty (60) calendar days of the date on which the grievance is filed.

6. Appeal of Superintendent's Decision -

a. *Initiating the Appeal* – A grievant who is dissatisfied with the decision of the Superintendent may appeal the decision to the Board of Education by filing a written notice of appeal with the Superintendent within 10 (ten) calendar days of receipt of the Superintendent's written decision. b. *Transmittal of Grievance Record* – Upon receipt of the notice of appeal, the Superintendent shall transmit to Board Members for their review a copy of the written grievance, the Superintendent's decision letter, the notice of appeal, and all statements, recommendations, documents, recordings, transcripts, or other written or tangible evidence filed, submitted, or considered at any stage of the grievance process. c. *Board Consideration of Appeal* – Not later than sixty (60) days following receipt of the notice of appeal by the Superintendent, the grievance appeal shall be placed on the Board meeting agenda for consideration. Upon consideration of the grievance appeal and record, the Board may, by majority vote:

- 1) Affirm the decision of the Superintendent;
- 2) Modify the decision of the Superintendent;
- 3) Defer final action until an evidentiary hearing is held on the grievance.
- 4) The decision of the Superintendent shall be final unless an action reversing or modifying the Superintendent's decision is approved by majority vote of the Board.

d. *Hearing Process* – If a hearing is approved by the Board, the hearing shall be set within thirty (30) calendar days. Written notice of the hearing date shall be provided to the grievant. A final Board decision on the grievance shall be due within ten (10) calendar days after the hearing is closed. The Board shall give the grievant written notice of its final decision

Limitations Regarding Availability and Application of General Complaint/Grievance Policy – The general complaint/grievance policy and any procedures adopted thereunder do not apply to specific complaint or grievance policies and procedures that are established by Board policy or law for application to special factual or legal circumstances (e.g., sexual harassment grievance procedures; review of personnel matters under the Students First Act; “due process” hearings provided under the Individuals with Disabilities Education Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board's exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).

Student Complaints and Grievances – Complaints, grievances, and requests for corrective action may be brought to the attention of the Board by or on behalf of students with respect to academic, athletic, extracurricular, or other non disciplinary matters, issues, and concerns only after reasonable efforts to resolve the matter at the school and administrative levels have been exhausted. Administrative judgments concerning academic or curricular matters or participation in extracurricular activities may be set aside by the Board only upon a showing that the action or decision in question is arbitrary and capricious, fundamentally unfair, or that it violates Board policy or the student's legal rights.

Student Disciplinary Matters – The Board may consider appeals of student disciplinary decisions or actions in accordance with standards and procedures specified in the Code of Student Conduct.

DALE COUNTY SCHOOLS ATTENDANCE POLICY (PER SEMESTER)

- 3 unexcused absences and/or parent notes –Letter from school
- 5 unexcused absences and/or parent notes – Dale County Early Warning Court
- 6 Unexcused and/or Sick Note Absences –Loss of Credit in each class where the sixth unexcused/parent absence is received
- 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

**** Each student is limited to 5 sick notes per semester. All other absences should be documented by a healthcare provider. After each student reaches the 5 sick note limit, all other sick notes are coded unexcused.**

K-4 Unexcused Tardy/Check Out Policy:

- 3 U tardy - Warning letter will be sent home
- 5 U tardy - Conference with administration or his designee

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.

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.

ABSENCES AND EXCUSES

Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

- Personal illness
- Hospitalization
- Emergency
- Death in immediate family
- Court subpoena
- Religious holidays
- Absences approved by the principal

Documentation supporting an excused absence must be submitted in a timely manner or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

TRUANCY

Parents or guardians are required to ensure that students under their care, custody or control attend school regularly. Habitual or excessive absence from school may require Board officials to refer the matter to juvenile authorities or to initiate truancy proceedings.

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.

Transfers and Withdrawals

Transfers – The Board may permit transfers between schools within the school system for good cause. Transfer requests must be submitted in writing and must include detailed reasons for the request. The Superintendent may approve or deny a transfer request in light of the stated reasons for the request, the capacity and resources of the schools, the student's record (including behavior, grades, attendance, and other factors), and the best interests of the student and of the school system. The existence or availability of a transfer process does not create or give rise to any right to attend a particular school, and school assignment remains wholly with the discretion of the Board.

Withdrawals – No student of compulsory attendance age will be permitted to withdraw from school except in accordance with state law and any withdrawal procedures that may be developed by the Superintendent.

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.

SCHOOL CAFETERIA

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.

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 the 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

Sexual harassment in any form that is directed toward students is prohibited. Persons who violate the policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations. If appropriate, the circumstances constituting the violation may be reported to law enforcement agencies or child welfare agencies for further investigation and action. The DCBOE strictly prohibits discrimination on the basis of sex or gender in its programs or activities, including sexual harassment, as defined by law and board policy. Inquiries regarding the application of Title IX regulations may be referred to the Boards' Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Internet Safety and Use of Technology

Internet Safety and Use of Technology 4.10.1 Access to Technology Resources – The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the “Internet,” network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in bona fide educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an “Acceptable Use Agreement,” agree to abide by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent for approval by the Board. 4.10.2 Restriction or Loss of Technology Privileges – Persons who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board’s technology resources and may be subject to additional disciplinary action. 4.10.3 Ownership of Technology Resources and Data – All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board’s technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board’s policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such resources. 4.10.4 Adoption of Rules and Regulations – The Superintendent is authorized to develop for Board approval additional or more specific rules and regulations regarding Dale County Board of Education General Administration Policy Manual MARCH 2022 DRAFT access to and use of its technology resources and to require adherence to such rules and regulations through such means as the “Acceptable Use Agreement” and application of appropriate disciplinary policies and procedures. Such rules and regulations will address or provide: a. Measures to block or filter Internet access to pictures that are obscene, that constitute child pornography, or that are harmful to minors; b. Restriction of access by minors to inappropriate material on the Internet; c. The safety and security of minors when they are using electronic mail, chat rooms, and other forms of direct electronic communications; d. Prevention of “hacking” and other forms of unauthorized use of or access to computer or Internet files, sites, databases or equipment; and e. Unauthorized disclosure, use, and dissemination of personal information regarding minors; f. Restriction of minors’ access to harmful material; and g. Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. 4.10.5 Limitation on Liability – The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Board’s technology resources will be error-free or without defect. The Board will not be responsible for any damage

users may suffer, including but not limited to loss of data or iInternet Safety and Use of Technology

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.

PARENTS

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.

PUBLICATION PERMISSION STATEMENT

Midland City Elementary School has a school webpage along with other multimedia devices. At times we video and/or take photos to use during the PTO programs, play on the television monitors, and post on the webpage. There is a possibility that your child's picture will appear either on a video, television monitor, and/or the webpage. We are asking permission to use your child's picture, no names will be posted. Please indicate below your wishes and return this form to your child's teacher.

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.

SUN SAFE POLICY

All students are encouraged and allowed to wear sunscreen. All students are encouraged to wear sun safe clothing and sun protection accessories when outdoors during the school day. Outdoor Physical Education classes and outdoor recess may be relocated if the temperature is above 95 degrees Fahrenheit and/or the heat index is above 100 degrees Fahrenheit. Sun safety lessons will be included in physical education classes as appropriate during the school year.

PARENTS RIGHT TO KNOW

Parents and/or guardians have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

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

If you would like to receive this information please complete the "Right to Know" form, provided by the main office of the school. Should you have any questions, feel free to contact Mr. Chuck Walker at (334-774-2355).

USE OF STUDENT PICTURES/INFORMATION

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

ANNUAL NOTIFICATION REGARDING SCHOOL PROVIDED OR SPONSORED MENTAL HEALTH SERVICES

The school system may provide or sponsor the following mental health services:

1. **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
2. **Small group guidance** - includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.
3. **Mentoring** - Peer Helpers, Community Helpers, and/or Professional Interns work with students in school on topics such as friendships, healthy relationships, anger management, anxiety, etc.
4. **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc.
5. **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
6. **School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting. Parent or legal guardian's permission may be obtained during an intake meeting before services are provided.

Review of Materials - You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's local school guidance counselor or the district Mental Health Coordinator

Information Regarding How to Allow, Limit, or Prevent Your Child's Participation in Mental Health Services - Under Alabama law, no student under the age of **fourteen** may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others. Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for services listed for them to participate in that service.** Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances. **To opt in to Mental Health services provided or sponsored by the school please contact your child's teacher, guidance counselor, or principal and complete the OPT IN FORM.**

FELONY CHARGES OR CHARGES INVOLVING A FIREARM

If a student is charged with a felony, has been convicted of a felony, has committed a delinquent act based upon an offense that would be a felony if committed by an adult, or is charged with an offense involving a firearm, the student's parent/custodian should contact the Principal of Guidance Counselor to determine appropriate school placement while the charge is pending or court-ordered placement is served. If a student is placed on court-ordered probation with terms that prevent in-person attendance at the student's school, the Superintendent or his/her designee will determine the student's placement during the probationary period.

VIRTUAL SCHOOL POLICY

The Dale County School District provides a virtual option for 9 - 12 grade students with course opportunities consistent with District instructional goals and aligned with Alabama's academic standards, curriculum frameworks, and assessments. Students enrolled will complete coursework virtually from their computers. The coursework allows student scheduling flexibility to complete the course requirements.

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

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

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

Students enrolled in a virtual pathway are eligible to participate in extracurricular activities in the school in which they are enrolled, according to attendance zone. They are subject to the same requirements as

listed above, also including Alabama High School Athletic Association rules.

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

Any online course delivery that is not provided by the Alabama State Department of Education shall be accredited by an institution recognized pursuant to administrative rule adopted by the ALSDE. Course work offered through the virtual program shall contain the required content as identified in the applicable Alabama Course of Study.

Midland City Elementary School STUDENT-PARENT-TEACHER
Title I COMPACT

Midland City Elementary School , and the parents of the students participating in activities, services, and programs funded by Title I of the Every Students Succeeds Act (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during the school year 2023-2024.

School Responsibilities

Midland City Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Highly qualified teachers will use explicit teaching strategies aligned with the Alabama State Course of Study and College and Career Readiness Standards
 - Provide Tier 1, Tier 2, and Tier 3 instruction to enable students to meet state academic standards.
 - Students will receive whole and small group instruction.
 - Faculty and staff will work as a team to provide a supportive and effective learning environment.
 - Use RTI for students needing core support.
 - Provide in-school and after school tutoring as well as summer remediation as funds are available.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact can be discussed as it relates to the individual child's achievement. Specifically these conferences will be held:
 - A meeting will be held annually for the purpose of informing parents of their school's participation in Title 1, the requirements of the law and Title 1 parents' right to be involved.
3. Provide parents with frequent reports on their children's progress.
 - Teachers send home graded papers weekly or biweekly to be signed and returned to the teacher.
 - Progress reports are sent out at the middle of each 9 weeks.
 - Report cards are sent at the end of each 9 week grading period.
 - AIMSWEB/STAR reports are sent home after each of the three testing periods.
 - Parents may access grades by going to PowerSchool.
 - Parent conferences are scheduled as needed.
 - If parents can't come to school, a telephone conference is held.
4. Provide parents with reasonable access to staff.
 - Parents have access to staff in person, by phone, or e-mail before and after school, or at the teacher's planning time.
 - PTO meetings also provide access to teachers.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:
 - Responding to the Volunteers form sent at the beginning of the school year.
 - Parents may visit classrooms and observe during American Education Week.
 - Parents are invited to visit and eat lunch with their child during the school year..
 - Participate in our Doughnuts with Dads and/or Muffins with Mom assemblies.
6. Ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in language that family members can understand.
 - Parents and staff members utilize various communication apps to communicate with each other
 - Title I information assemblies, and state assessment workshops are planned throughout the year to interact with and inform parentS.

- Teacher emails are posted publicly to the Midland City Elementary School website allowing parents to freely communicate with parents
- District and school websites can be converted to other languages to ensure clear communication

Parent Responsibilities

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

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring the amount of television my child watches.
- Volunteering in my child’s classroom.
- Participating, as appropriate, in decisions relating to my child’s education.
- Promoting positive use of my child’s extracurricular time.
- Staying informed about my child’s education and communication with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on advisory groups, such as Title 1 advisory committees and parental involvement committees.

Students Responsibilities

As a student, I will share the responsibility to improve my academic achievement and achieve the State’s high standards. Specifically, I will:

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

School Representative	Parent Signature(s)	Student Signature
Date	Date	Date