George W. Long Elementary School

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

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

Student/Parent Handbook 2026-2027

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Student/Parent Handbook

2567 County Road 60
Skipperville, AL 36374
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Phone 334-774-0021 Fax 334-774-0787

Principal
Ms. Celeste Johnston

Assistant Principal
Mr. Matt Phillips

Guidance Counselor
Ms. Kari Whitaker

Secretary/Bookkeeper
Mrs. Margie Griffith

Superintendent
Mr. Ben Baker

Associate Superintendent
Mr. Chuck Walker

Dale County Board Members
Mr. Phillip Parker - President
Mrs. Priscilla McKnight - Vice President
Mr. Jerald Cook
Mrs. Shannon Deloney
Mr. Dale Sutton

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FOR A COMPLETE COPY OF THE DALE COUNTY BOARD OF EDUCATION POLICY MANUAL, VISIT THE DALE COUNTY BOARD OF EDUCATION WEBPAGE AT HTTPS://WWW.DALECOUNTYBOE.ORG

MESSAGE FROM THE PRINCIPAL

Dear Students, Parents/Guardians:

Welcome to the 2026-2027 school year at G.W. Long Elementary. I am looking forward to another exciting and successful school year. As always, the faculty and staff at Long Elementary are dedicated to providing each student with a quality education in a safe and nurturing environment. Thank you for allowing us the opportunity to be a part of your child's life.

This handbook will provide you with important information regarding school policies and procedures. Open and clear communication between the school and home is important to the success of your child as well as Long Elementary. **I ask that you read the handbook and review the information with your child. After reading it, please sign and return the paperwork located in the back of the handbook by the date specified by your child's teacher.** Please keep your copy of the handbook for reference throughout the year. If you have questions regarding its contents, please contact me, your child's teacher, or the office staff.

We are proud of our school and community and look forward to working with our parents and other stakeholders to provide a positive educational experience for every student. We want to encourage parents to be active in their child's education. Please consider becoming a member of our Parent-Teacher Organization (PTO).
Again, I look forward to working with you and your child to make this the best school year yet.

Sincerely,
Celeste Johnston, Principal
cjohnston@dalecountyboe.org

G.W. LONG ELEMENTARY SCHOOL'S VISION: Success starts here.

G.W. LONG ELEMENTARY SCHOOL'S MISSION: The mission of George W. Long Elementary is to develop self-motivated, responsible students who have a passion for learning and are ready to meet the challenges of a global society. We will accomplish this by providing a nurturing educational environment staffed with dedicated, knowledgeable, and child-centered professionals.

G.W. LONG ELEMENTARY STUDENT EXPECTATIONS:

1. **Make Good Choices**
    - Follow the rules.
    - Think before you act.
2. **Be Respectful**
    - Be respectful to your teachers, peers, family, and yourself.
    - Treat others how you want to be treated.
3. **Be Here**
    - Maintain good attendance.
    - Make school a priority.
4. **Think**
    - Be responsible. Use common sense.
    - Listen carefully. Follow directions. Ask questions.
5. **Get Better Every Day**
    - Always try your best.
    - Never give up.

MESSAGE FROM THE SUPERINTENDENT

Welcome to the Dale County Schools family! The seven schools that make up the Dale County School system have a rich history of academic, athletic, and extra-curricular excellence. I encourage you to support your child's school and communicate with your school on a regular basis. I encourage parents to be actively involved in the education process. Together, as partners, our students will flourish under the direction of the dedicated employees of Dale County Schools. Please feel free to contact me with any concerns you may have about your child's education.

Ben Baker – bbaker@dalecountyboe.org

DALE COUNTY SCHOOLS VISION: Destination: Excellence

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

DALE COUNTY SCHOOLS GOALS

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

GEORGE W. LONG ELEMENTARY FACULTY AND STAFF
2026-2027

Principal
Celeste Johnston

Assistant Principal
Matt Phillips

Counselor
Kari Whitaker

Secretary/Bookkeeper
Margie Griffith

Instructional Coaches
Nina Sullivan
Rachel West

Interventionist
Jennifer Johnson

Librarian
Rhonda Watson

Nurse
Macey Money

Kindergarten
Michelle Baxter
Kristi Enfinger
MaryFrances Stevens
Lydia Walding

First Grade
Laura-Ashley Bynum
Ashley Carr
Callie Davis
April McDaniel

Second Grade
Katie Barrentine
Breanna Merritt
Elisha Weeks

Third Grade
Denise Brackin
Kelly Easter
Hayden Heath
Laura Kennington

Fourth Grade
Beth Long
Chelsie Smith
Jennifer Walding

Fifth Grade
Abbykate Chancey
Holly Gagliano
Zahnae German

Sixth Grade
Sally Brady
Shannon Evans
Stacy Hagler

Physical Education
Donna Bell
Mason Stevens

Special Education
Monica Kierbow
Shelby Senn

Speech
Baylee Murphy

Gifted
Candice Ward

Instructional Aides
Angie Ledford
Tonya Money
Kenzi Nelson

Pre-K Teacher
Ciara Whatley

Pre-K Auxiliary
Rachel Traylor

Music
Debra Hughes

Cafeteria
Melita Smith, Manager
Lisa Fisher
Dawn Hammond
Rhonda McKinney
Brandy Olson
Shannon Register
Chelsea Westerling

Bus Drivers
Rhonda Tew
Tracey Coursey
Dawn Hammond
Karen Johnson
Jana Johnson
Tammy Plante
Russell Hagler
Sherri Riley
Chuck Grantham
Dana McDaniel

Custodians
Ruby Jenkins
Russell Nance

Dale County Schools
2026-2027
School Calendar

Board Approved March 10, 2026

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

Blue Shaded - end of the 9 weeks

June	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

July	M	T	W	T	F
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

Aug	M	T	W	T	F
	X 3	X 4	X 5	X 6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

Sept	M	T	W	T	F
		1	2	3	4
	H	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		

Oct	M	T	W	T	F
				1	2
	5	6	7	8	9
	H	H	H	15	16
	19	20	21	22	23
	26	27	28	29	30

Nov	M	T	W	T	F
	2	3	4	5	6
	9	10	H	12	13
	16	17	18	19	20
	H	H	H	H	H
	30				

Dec	M	T	W	T	F
		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	H	H	H	H	H
	H	H	H	H	

Jan	M	T	W	T	F
					H
	X 4	X5	6	7	8
	11	12	13	14	15
	H	19	20	21	22
	25	26	27	28	29

Feb	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	H	16	17	18	19
	22	23	24	25	26

March	M	T	W	T	F
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	H	H	H	H	H
	29	30	31		

April	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	H
	26	27	28	29	30

May	M	T	W	T	F
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	X28
	H				

Teachers Begin - August 3, 2026
Students Begin - August 7, 2026

180 Student days
187 Teacher days

Oct 9, Dec 18 , March 12 , & May 27 - 1/2 day for students
Full day for Employees

Last day of school Students - May 27 , 2027
Last day of school Teachers - May 28 , 2027

1st Semester 86 days
1st 9 weeks 45 days
ending October 9, 2026
2nd 9 weeks 41 days
ending December 18 , 2026

2nd Semester 94 days
3rd 9 weeks 45 days
ending March 12, 2027
4th 9 weeks 49 days
ending May 27, 2027

HOLIDAYS

Independence Day---------- July 4, 2026
Labor Day---------- Sept 7, 2026
Columbus Day/Fall Break--------- Oct 12-14, 2026
Veterans' Day---------- Nov 11, 2026
Thanksgiving Break---------- Nov 23-27, 2026
Christmas/New Year Break------- Dec 21, 2026-
Jan 5, 2027
MLK Day---------- Jan 18, 2027
President's Day---------- Feb 15, 2027
Spring Break---------- Mar 22-26 , 2027
Good Friday---------- March 26, 2027
Student/Teacher Holiday---------- April 23, 2027
Memorial Day---------- May 31, 2027

Progress Report Dates

Sept 11, 2026 Nov 13, 2026
Feb 5, 2027 April 22, 2027

Report Card Dates

Oct 16, 2026 Jan 8 , 2027
Mar 17, 2027 May 27 , 2027

GENERAL INFORMATION

VISITORS ON CAMPUS

We want everyone to feel welcome on our campus; however, for the safety and security of our students and staff, **all visitors must report directly to the office prior to visiting students, teachers, or other staff members. Visitors must sign in and receive a visitor's pass to be worn while on campus.** Only approved visitors will be given a pass from the office. Parents are not allowed to sit in classrooms during instruction, but are welcome to come have lunch with their child if prior arrangements are made with the office. Students are not to bring relatives, friends, etc. to school. No loitering or soliciting is allowed on campus.

COMMUNICATION (PARENT/SCHOOL)

It is very important for all parents/guardians to join the **ParentSquare** platform to engage with our school community. With ParentSquare, you will be able to receive all district, school, and classroom communication via email, text, or app. You should receive an invitation by email or text to join ParentSquare (If not, please contact the school). Click the link provided in the invitation to activate your account.

DELIVERIES TO STUDENTS

The school **will not accept or allow** flowers, balloons, candy, stuffed animals, etc. to be delivered to students on Valentine's Day, birthdays, etc. **If something is delivered to the school for a student, it will be sent back with the deliverer, or the parent will be called to pick it up**.

CONFERENCE PROCEDURES

Parents are encouraged to be an active part of their child's educational experience and to contact the school with any concerns or questions. If you would like to schedule a conference, please contact your child's teacher. Keep in mind that they only have certain days and times they are available. When you arrive for a conference, please report to the office to sign in and to receive a visitor's pass. Do not go to a classroom without a pass. Teachers may also contact parents to schedule conferences to discuss the student's progress or behavior.

HOMEWORK

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

FUND RAISING

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

FIELD TRIP POLICIES

Field trips must be for educational purposes only and have the advanced approval of the principal and superintendent. Field trip forms must be completed, signed by a parent or guardian, and turned in to the teacher by the specified deadline. **All students must ride the bus to and from the field trip.** Parents are not allowed to ride school buses to or from field trips. The Dale County Schools and local school Code of Conduct applies while a student is attending a school-related or school-sponsored activity on or off campus.

ACTIVITY COSTS

All club, extra-curricular, and/or class money shall be administered through the school 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 school 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, and school material may not be used for non-school functions.

PERSONAL PROPERTY

Students are NOT to bring valuables to school. The school is not responsible for personal items that are lost or stolen. To avoid theft, students should NOT leave money or valuables unattended. Do NOT leave money or valuables in desks, school lockers, unattended purses, or bookbags.

SENDING MONEY TO SCHOOL / CHECK POLICY

Checks should be 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 and future checks will not be accepted. Do NOT leave money or checks unattended. School personnel are not responsible for lost or stolen money/checks.

GRIEVANCE POLICY

Whenever a Dale County School System student believes that he/she has a complaint, every effort will be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided per Dale County Board of Education Policy 4.07. A copy of the Board Policy Manual and complaint form can be obtained through the school library, school office, the Dale County Board of Education, or the school district website.

USE OF STUDENT PICTURES/INFORMATION

Student pictures and likenesses will be used by student organizations, the school, and the school system on paper and electronic publications. If you do not want to have your child's picture, likeness, or information published or released, please contact the school principal in writing.

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.

CUPS/DRINK CONTAINERS

Students are **not allowed to bring Stanley cups, Yeti cups, etc. to school**. They are only allowed to bring a **clear, plastic water bottle** to use in the classroom at the teacher's discretion. The bottle must be clear, have a screw-on lid (no straws), and **only contain clear, unflavored water**. Students are allowed to bring a juice box, gatorade, flavored water, etc. **to be consumed only in the lunchroom or outside during their snack.**

TRANSPORTATION PROCEDURES

STUDENT ARRIVAL/DEPARTURE TIMES AND PROCEDURES

Students may not be dropped off or picked up behind the school.

- **Arrival:**
  - **Students are not to be on campus before 7:30 a.m. due to safety concerns.** All exterior doors to the school will remain locked until 7:30 at which time teachers will be on duty to supervise students.
  - Students will go directly to their homeroom upon entering the school building.
  - **Tardy Bell Rings at 7:45.** All students must be in their classroom by this time.
  - If a student arrives **after 7:45, a parent must come in the office to sign the student in.**
  - Follow established traffic patterns for car riders. **Please pull your car as far around the drop-off area as possible (until the car in front of you stops) before letting a student out**. This allows us to unload more students at one time which speeds up our morning car line.
  - Once you are stopped by the sidewalk in our drop-off area, if your child is able to get out of the car by themselves, please have them do so. **They do not have to wait for someone to open the door to get out of the car.**
- **Dismissal:**
  - **Dismissal time is 3:00** for Kindergarten through 6th grade. A teacher will walk the students to their appropriate dismissal area.
  - **Our Pre-K students will be released and picked up each day at 2:00.** If you are picking up a K-6th grade student(s) please be mindful of this. If you arrive early and are in the Pre-K car line, you will be asked to go to the end of the regular car line to pick up your K-6th grade student(s).
  - In order to avoid confusion and prevent possible safety issues, **we ask parents NOT to check children out of school after 2:30 p.m.**
  - **Elementary students are not allowed to stay on campus unsupervised after school to wait for athletic games or practices to begin.** All students must go home as normal, unless they bring a note signed by their parents with the name of the adult who will pick them up from the lunchroom/car rider area and assume responsibility for the child.

    If a sixth grade student is trying out, or is already a member of a high school program/sport that has practice or an event immediately after school, please send a note to your child's teacher. Those students will be sent with car riders to the lunchroom and wait for the team's coach/sponsor to come get them.

AFTERNOON PICKUP (CAR RIDERS)

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

- **Please START the car pick up line in the turning lane on Hwy 105. The school resource officer (deputy) will direct you into the school parking lot at the appropriate time.**
- Do not arrive for the car pick up line before 2:45.
- **Place the school-provided name card in your car window displaying the name of the student(s) you are picking up**. **Keep the name card displayed until the student(s) is inside your car.**
- Parents are to remain in their vehicle at all times. **Parents should not park their vehicle and walk up to the building to get their child.**
- Students should **enter the backseat of the car from the passenger side**. Entering from the driver's side is a safety issue.

TRANSPORTATION CHANGES (CAR AND BUS)

***All transportation changes must be handled in WRITING - No Phone Calls**

- If a student is to go home a different way than usual, the **parent/guardian MUST write a note** to the homeroom teacher. All car and bus notes should **include the date, students first and last name, and must be signed by the parent.**
  - If the student will be a CAR rider, the note should also include the first and last name of the adult who will pick them up, or the name of the student they are riding home with.
  - If the student will be riding a BUS, the note should also include the **ADDRESS** they are going to, who they are getting off with, and the **bus number/driver's name**.
- If a student **does not bring a note** from a parent that states he/she will go home a different way than usual**, we will send them home by the method indicated on their registration card.**
- **No transportation changes will be accepted over the phone, this includes texting or calling a teacher.** All written transportation notes must be received in the office by 2:00.
- Students will not be allowed to call home to find out if they can ride with someone else or ride a different bus.

SCHOOL BUS POLICIES

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

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

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

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

The bus schedule will be as consistent as possible. There should be very few times when the bus is not on time to pick up or drop off students. All students should be waiting at the assigned stop **prior to the bus's 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 and safely as possible to the assigned stop as the bus arrives.

Rules of Bus Conduct:

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

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

<u>Student Transportation Disciplinary Plan</u>
Students who fail to abide by the rules and safety guidelines on the bus will be subject to the following **preliminary actions** to be taken by the bus driver:

- Driver will warn the student
- Driver will reseat the student
- Driver will contact the parent

If the above preliminary actions by the driver do not resolve the student behavior or issue, the driver will refer the student to the building level principal or his/her designee.

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student for an offense committed on the school bus, will be for a reasonable and specified period of time. The parent/guardian will be notified prior to the suspension.

All discipline referrals that result from incidents occurring on a school bus are submitted to the building level principal or his/her designee. The disciplinary action taken by school administration is as follows:

- **First Offense-** warning/administrative conference with the parent/guardian via phone or in person.
- **Second Offense-** three-day suspension off the bus or corporal punishment; parent notified by phone or in person
- **Third Offense-** five-day suspension off the bus; parent notified by phone or in person
- **Fourth Offense-** ten-day suspension off the bus; parent notified by phone or in person
- **Fifth Offense-** twenty-day suspension off the bus; parent notified by phone or in person
- **Subsequent Offenses-** suspension off the bus for the remainder of the semester or the remainder of the school year; parent notified during a face-to-face conference with the principal or his/her designee; notification of a long-term suspension may be conducted via phone conference if necessary.

**Fighting and/or physical contact with another student may result in further disciplinary action based on the Student Code of Conduct, which is located in the student/parent handbook. The Dale County Schools Code of Conduct applies to students in transport for any school related function.

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

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

ATTENDANCE

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

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

CHRONIC ABSENTEEISM

Chronic Absenteeism is defined by a student missing 18 or more days of school during the school year. This includes all types of absences. Dale County Schools are graded on student attendance on the State and Federal Report Cards. We strongly encourage families to make all appointments (doctor, dentist, etc.) during times that do not conflict with the school day. Student achievement is directly related to attendance.

DALE COUNTY SCHOOLS ATTENDANCE POLICY BY SCHOOL YEAR (*TRUANCY*)

- **After 3 unexcused absences** students will receive a warning letter
- **After 5 unexcused absences** students will be assigned to Dale County Early Warning Court
- **After 7 unexcused absences** truancy charges will be filed with the Dale County Juvenile Court; if the student is in Elementary School a petition will be filed against the parents with the Dale County District Attorney's office

****Elementary students are allowed 5 parent notes per school year**; after the 5 parent notes have been exhausted all further absences will be coded unexcused, unless the absence is a documented healthcare provider visit, court/legal related absence, or preapproved by the principal

ABSENCES (*K-6 POLICY*)

Students are not permitted to be absent from school without a valid excuse. A student's absence from school may be excused only for the following reasons:
(1)personal illness, (2)hospitalization, (3)court subpoena, (4)a death in the immediate family, (5)an emergency condition as determined by superintendent or principal, (6)absence with prior permission of the principal and with the consent of the parent or guardian, and (7)religious holidays

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

Excuses must be in a written or typed format. No electronic communication will be accepted as an excuse (text, phone call, email, ParentSquare App, etc.)

Students are given 3 days after returning to school to submit excuses to the proper school authority. After 3 days have exhausted the school may code the absence as unexcused.

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

MAKE-UP WORK

Students will have 3 days after returning to school to complete and submit all missed assignments. If a student is absent from school 5 or more consecutive days, the teacher will extend the number of days allowed to complete and submit make-up work.
The Principal may waive these requirements in certain extenuating circumstances.

K-6 TARDY POLICY (CHECK-IN/CHECK-OUT):

- After the fifth unexcused tardy, a warning letter will be sent home
- After the sixth unexcused tardy, a conference with administration or his/her designee will be held.
- After the seventh unexcused tardy, the student will serve break detention.
- After the eighth unexcused tardy, a parent conference will be held

CHECK-IN PROCEDURES

Students who check-in to school must be accompanied by an adult and must adhere to the following procedures:

1. Report to the front office immediately upon arrival at school.
2. Obtain class admit slip from the front office.
3. Report to regular scheduled class.

★ **If a student checks in before 11:30 a.m. they are considered tardy.**
★ **If a student checks in after 11:30 a.m. they are considered absent.**
★ **Students will not receive perfect attendance if he/she has any absences or tardies**.

CHECK-OUT PROCEDURES

If a student is to be checked out of school, the following procedures must be followed:

1. **A note, signed by the parent/guardian,** is given to the teacher **during homeroom**. The note must include:
    a. Date of check-out
    b. Time of check-out (if known)
    c. Person picking up the student (a picture ID may be required)
    d. Telephone number at which the parent/guardian can be reached
2. **In the absence of a note,** only the parent or someone listed as a student's emergency contact can check-out a student (a picture ID may be required).

3. With or without a note, the student must be **signed out in the front office** and that person must wait in the office until the student arrives.
4. **Do not call the school and ask for your child to be waiting in the office**. The student will be called to the office when you arrive to check them out.

★ **Before a student can leave campus, the above procedures must be satisfied.** Failure to comply with check-out procedures will be considered leaving school without permission and disciplinary action will be taken. Please understand that we take these precautions because of our concern for your child's safety.

★ If a student **checks out before 11:30 a.m**. they will be counted absent for the day.

★ If a student **checks out after 11:30 a.m. they will be counted present for the day but the check-out will be counted as a tardy**.

★ In order to avoid confusion and prevent possible safety problems, **we ask parents NOT to check children out of school after 2:30 p.m**

PERFECT ATTENDANCE

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

PROCEDURE FOR STUDENT WITHDRAWAL

In order for records to be forwarded, a student must withdraw in good standing. Good standing requires that all fees are paid, all textbooks returned, library books returned, technology returned, cafeteria debt paid, all assignments the student wants graded complete, and any other requirements of the school administration. The following procedure applies to students who withdraw from school:

1. Prior to the date of withdrawal notify teachers, the school counselor, administrator (or designee), and the attendance office (school secretary) of the intent to withdraw.
2. Complete proper withdrawal forms with the school counselor (or designee). They will ensure that the student is in good standing to withdraw. Make sure the forms are accurate for proper withdrawal and transfer.
3. Make sure the completed forms are turned in to the proper school official before leaving campus.
4. When a student has withdrawn, they must leave campus; withdrawn students are not allowed to be on campus during the school day.

Students who withdraw must have their grades averaged through the last day of attendance. This must be the policy no matter how many days remain in the term. Early tests cannot be given unless very unusual circumstances exist.

****Students enrolled by a Non-Residency Enrollment Application Form (Waiver) can be withdrawn at any time by the superintendent or his/her designee.**

GRADING INFORMATION

Kindergarten through sixth grade students will receive a report card at the end of each nine weeks grading period. **Report Cards should be signed by a parent or guardian for students in K-6 and returned to the teacher, except for the last reporting period.** During the middle of each nine weeks a progress report will be sent home. **The progress report should also be signed by a parent or guardian and returned to the teacher.** The fourth nine weeks report card will be given to students on the last day of school. If a student is absent, the report card may be picked up any time after the last day of school or the student may provide a self-addressed stamped envelope for it to be mailed. 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 making all A's and B's on the report card for that grading period. The Yearly "A" Honor Roll is for those students making all "A's" in each subject on all four report cards. The Yearly "A-B" Honor Roll is for those students making all A's and B's in each subject on all four report cards.

STUDENT RETENTION

The final 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. Students with excessive absences may be retained.

***Grade 3 students** - Students may also be retained based on the conditions of the Alabama Literacy Act. According to the Alabama Literacy Act, "Commencing with the 2023-2024 school year, third grade students shall demonstrate sufficient reading skills for promotion to fourth grade. A student scoring at the lowest achievement level in reading on the established state assessment for third grade will not be promoted to fourth grade unless the student meets a good cause exemption for promotion."

POWERSCHOOL STUDENT AND PARENT PORTAL

Parents and students have access to real-time information including attendance, grades, assignments, school bulletins, and lunch menus. Login information will be provided to parents and they are encouraged to use this progress monitoring method.

Note: Each parent can sign in to the PowerSchool Student and Parent portal with one account and see any and all students for whom they have legal and parental rights to.

MEDICAL INFORMATION

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 to school with your child.**
4. Medicine prescribed 2 or 3 times during the day should be given at home and not during school hours.
5. Pick up all medication at the end of the school year. Any medications left at school will be disposed of.

MEDICAL SCREENINGS

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

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

HEAD LICE POLICY

Children found to have head lice will be sent home with instructions for treatment. **Once the child is treated, a parent or guardian must accompany the child to the school nurse the next morning to be cleared to return to class.** 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 back home with the parent and 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, cleared, and has returned to school, he/she will be re-checked in 7-10 days for live lice and nits ¼ inch away from scalp. Fellow classmates and any siblings in school will be checked for evidence of head lice. Excessive absences due to head lice will be unexcused.

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.

OTHER MEDICAL ISSUES

- FEVER: Children should remain at home until he/she has been **fever free for 24 hours** without the use of fever reducing medications (Tylenol, Motrin, etc)
- 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 by a licensed healthcare provider.
- 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 attend school until the **rash has been diagnosed and treated**. It could be measles, chicken pox, scabies, or some other contagious disease.
- CHICKEN POX: Children who have chicken pox should stay home for seven days after the first lesion has appeared. A child should be fever free for 24 hours and the pox must be dried up.

- PREGNANCY: In order to protect pregnant students from injury, students should notify school officials of their pregnancy. A written statement from a physician denoting the physical activities in which the student may or may not engage in is required. In addition, a similar statement by a physician giving permission for the student to return to school is required after the birth of the child.

IMMUNIZATIONS

All students must have in their school records a certificate showing that all required immunizations have been received. If not, the parent or guardian must provide a Certificate of Religious Exemption obtained through the county health department.

COMMUNICABLE DISEASES

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

MENTAL HEALTH SERVICES

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 a 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 sixteen 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 form 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 sixteen, 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.

Parents of students with disabilities: Please note that the opt-in process is not applicable to any school counseling services or "mental health services" contained in a student's IEP or 504 plan. Consent for those services will be obtained and information regarding your child's mental health services will be provided through the usual special education process.

Written record maintenance: Written records maintained by the school system and directly related to a student's mental health services will be treated in the same manner as health care records and are subject to the confidentiality protections applicable to education records generally. Such records will be available for examination and review by authorized persons in the manner prescribed and to the extent required by federal and/or state law. Records pertaining to a student's mental health services will be kept separately from academic records unless including such record(s) in the student's academic record is necessary to implement a state and/or federal law (*e.g.,* special education referral process).

To opt-in to Mental Health Services provided or sponsored by the school please contact your child's teacher, guidance counselor, or principal to complete the OPT-IN FORM.

STUDENT INSURANCE

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

EMERGENCY PROCEDURES - FIRE, WEATHER, LOCKDOWN

Each classroom will have a fire evacuation plan, severe weather plan, and the four-tier alert system posted by the door. Regularly scheduled drills will be conducted.

FIRE - The fire alarm or intercom will be used to announce a fire drill or actual fire.
WEATHER - The severe weather alarm or intercom will be used to announce a severe weather drill or severe weather.
LOCKDOWN - An intercom, handheld radio, or messaging system may be used to announce a lockdown drill or lockdown.

Upon hearing any emergency signal, the following directions apply:

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

OTHER CAMPUS-WIDE EMERGENCY
Our School Emergency Operations Plan allows a school employee to initiate a four-tier alert system anytime they feel there may be a potential threat to a student(s) or the school.

The four-tier alert system includes:

1. Heightened awareness
2. Secure your area of responsibility
3. Secure perimeter
4. Lockdown.

**All emergency procedures are practiced regularly throughout the school year.

CHILD NUTRITION PROGRAM INFORMATION

- **Free breakfast and lunch are available to ALL students.**
- We have an Offer vs. Serve Lunch Program. Students serve themselves.
- Students are offered selections from the following five categories: milk, bread, meat, vegetables, and fruits. Every child must select from at least three of the categories.
- Students are issued a 4-digit PIN that they will use each year they are a student in the Dale County School System.
- When students enter their PIN, their account is reduced by the cost of any extra food item purchased.
- Account information is available to parents from the lunchroom manager or through your child's online LINQ Connect account.
- Any balance remaining at the end of the year will transfer with the student to the next grade level.
- Dale County Schools intend to provide an opportunity for each student to eat a nutritious breakfast and lunch during the school day.
- Breakfast will be served in the classroom each morning at 7:30
- **No food or drinks from outside vendors are allowed in the classroom for breakfast**
- Lunch will be offered in the cafeteria.

2026-2027 Meal Prices	Breakfast	Lunch
Students	Free	Free
Staff	$3.50	$5.50
Visitors	$3.50	$5.50

Note: *Food from outside vendors may only be brought into the cafeteria in a paper bag or lunchbox.*

ONLINE PAYMENT SYSTEM

An option for online lunchroom deposits/payments through LINQ Connect is available at LES. Parents can set up an account at linqconnect.com or access this website through a link on our district website, www.dalecountyboe.org. There is a small charge for online deposits. We encourage you to set up an online account, even if you do not choose to make online deposits. The account will allow you to monitor your student's balance.

FREE/REDUCED MEAL APPLICATION

Parents do not need to complete a Free and Reduced Lunch application.

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 their teacher or administrator
5. Keep noise at an appropriate level

STUDENT CODE OF CONDUCT

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.
7. Any student that commits a Class III or Class IV violation after a completed placement in the Alternative Learning Center during the same academic year will be subject to an administrative hearing for placement in the Alternative Learning Center, Expulsion, or other disciplinary action deemed appropriate by the principal or his/her designee.

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 information below shows possible disciplinary action that a 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 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.

Due Process: A student has a right to an administrative hearing if the discipline assigned is more than 15 consecutive days in Alternative School or 10 consecutive days of out of school suspension. The parent/guardian of the student has the right to waive the hearing and accept the discipline assigned.

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. Dress Code Violation

11. Disruptive conduct – pushing, horseplaying, and/or unsafe physical behaviors deemed disruptive to the educational environment.

12. 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 violation 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. Defiance - any verbal or nonverbal refusal to comply in a timely manner with legal directions or instructions from school personnel.

4. Vandalism - Deliberate action resulting in damages of less than $50 to public or private property.

5. Petty theft - The deliberate taking of property valued at less than $25 belonging to or in the lawful possession or custody of another.

6. Possession of stolen property.

7. Profane or obscene language (Not including profanity directed to or about school personnel).

8. Possession of electronic devices – gaming devices, radios, laser pointers, etc.

9. Possession of objects or substances capable of causing bodily harm or injury (matches, lighters, etc.)

10. Obscene gestures or illustrations toward another person.

11. Truancy - Unauthorized absence from school or class.

12. Intimidation.

13. Disrespectful/rude language addressed to or about school personnel (not to include profanity directed to or about school personnel).

14. Providing false information to school personnel - including, but not limited to, forging a parent's signature, giving false accounts of incidences, intentionally failing to give truthful information when requested by school personnel.

15. Leaving school grounds without permission from school officials.

16. Parking lot violations that create an unsafe parking environment - including displaying flags from vehicles which creates distractions and line of sight issues.

17. Cheating on tests, projects, classroom assignments, homework, or any other assigned work. This includes, but not limited to, the use of Artificial Intelligence or other electronic source of information.

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. Student disorders - Inciting, participating, encouraging, or otherwise promoting unauthorized student activities, disruption to an orderly environment or impeding the educational process.

10. Possession, viewing, or distribution of pornographic material; including any obscene or profane materials.

11. Computer misuse - Assessing, changing, receiving, or transmitting information in school computers or technology systems. Including inappropriate use of social media platforms.

12. Possession, sale, use, distribution of vaping/electronic cigarette products. (Students will be required to successfully complete an online course on the dangers of Vaping in *In School Suspension* at a minimum)

13. Possession, sale, use, or distribution of tobacco or nicotine products.

14. Possession, transfer, use, or sale of non-prescribed "over the counter" medications. This includes oral stimulant delivery pouches (caffeine Pouches)
.

15. 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. Profanity or obscene language to or about school personnel.

3. Drug violation - Possession, transfer, use, or sale of illegal or unauthorized drugs (illegal and/or prescription medications).

4. Alcohol violation - Possession, transfer, use, or sale of alcoholic beverages.

5. Grand theft - The taking of property valued at $25 or more belonging to or in the lawful possession or custody of another.

6. Assault upon school personnel- Hitting, pushing, kicking, grabbing, or any other hostile or aggressive contact or action toward school personnel.

7. Firearms violation - Any firearm (including, but not limited to, starter gun, BB gun, pellet gun, stun gun, hand gun, rifle, shotgun, etc.).

8. 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.

9. Explosives Violation - Possession, igniting, preparing to ignite any explosive substance on school property or at a school related event.

10. Bomb Threat - Any such communication intended to imply the presence of explosives.

11. Arson - The skillful and malicious burning or attempting to burn public or private property.

12. Sexual Offense - Acts and/or contact of a sexual nature including, but not limited to, sexual battery, attempted intercourse, intercourse, rape, and attempted rape.

13. Aggravated battery - Intentionally causing great bodily harm, disability, or disfigurement, by the use of a weapon.

14. Sexual Harassment - Sexual comments, propositions, insinuations, or suggestions

15. Robbery - Taking of money or property from another by force, violence, threat, or intimidation.

16. Burglary - Entering or remaining in a structure or conveyance with the intent to commit an offense when premises are closed to the public.

17. Criminal mischief - Willful and malicious injury or damages of $50 or more to public or private property.

18. Indecent Exposure - The inappropriate display or showing of the body. The principal or designee is the final authority as per what constitutes indecent exposure.

19. Possession, sale, use, or distribution of any form of synthetic marijuana, CBD, or THC products (including those found in vape devices). If a vape product - students will be required to successfully complete an online course on the dangers of Vaping in *In School Suspension* at a minimum.

20. Any distribution, viewing, or sharing of inappropriate pictures (nudity, weapons, drugs, sexual in nature, etc.), including digitally or on social media, that affects the school day.

21. Terrorist threats - Any verbal, written, or electronic threat to school safety, school personnel, or students. Including social media posts, texts, or emails.

22. Any other violation deemed as a Class IV violation by the principal or designee.

Disciplinary Policy (continued)

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 student 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.

CLASSROOM DISCIPLINE

- Parents will be given rules and consequences of the classroom discipline plan that their child's teacher will use.
- Every teacher must choose, post, and enforce rules in the classroom. Consequences of breaking the rules must also be posted and enforced and should include parental contact. The last step should be a discipline referral to the office.
- Major offenses will result in automatic referral to the office

CORPORAL PUNISHMENT

The Board allows reasonable corporal punishment of students under the following terms and conditions:

- Corporal punishment will be administered only as a disciplinary measure, with due regard for the age and physical condition of the student, and without excessive force.
- Corporal punishment will be administered by the school principal or his or her designee in the presence of another adult professional school system employee.
- Corporal punishment should not be administered in the presence of another student. [Reference: ALA. CODE §16-28A-2 (1975)]

*If you would like to opt-out of corporal punishment for your child, please submit your request in writing to the school principal. <u>This request must be resubmitted each school year</u>.

SUSPENSION/EXPULSION

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

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

PHYSICAL RESTRAINT

Dale County Schools allows the use of physical restraint in situations in which the student is an imminent danger to himself/herself or others and when the student is not responsive to less intensive de-escalation techniques. At no time is physical restraint used as a form of discipline or punishment. Law enforcement may assist in this action.

DUE PROCESS

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

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

1. The student shall be given oral or written notice of the charges against him/her.
2. The evidence against the student shall be explained to him/her.
3. The student shall be given an opportunity to present his/her own version of the facts concerning the charges.

When a student discipline infraction results in a possible alternative school placement for more than 15 consecutive days, suspension from the regular school environment for more than 10 consecutive days or expulsion from school, the Board shall afford the student:

1. Written notice of a hearing delivered personally or by mail that includes:
    - the date, time, place, and nature of the hearing;
    - a short and plain statement detailing the alleged conduct the student is accused of;
    - the provision of the Code of Student Conduct or state law violated;
    - the proposed discipline;
    - the students right at the hearing (e.g., to testify, present evidence, have counsel, etc.);
    - the right to review any evidence that may be used against them in the hearing;
    - the student's right to waive the hearing and accept the discipline; and
    - upon request a written or electronic record of the hearing
2. If the student requests a hearing, it should be held within 10 school days.
3. A written decision should be issued within five school days of the hearing.
4. The student can appeal the decision pursuant to the Code of Student Conduct to the local juvenile court.

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 includes the following restrictions and/or requirements:

1) **Pants:** (Boys and Girls)
    a) All pants (including shorts and skirts) will be worn appropriately.
    b) Belts should be worn when appropriate. There will be NO sagging.
    c) Pajama style pants are not allowed.
    d) Pants with tears or holes above the knee that show skin are not allowed.
    e) Pants with writing on the seat are not permissible.
    f) Leggings/Yoga Pants can be worn **if the skirt/dress hem or long top reaches mid-thigh.**
2) **Shorts/Skirts/Skorts:**
    a) Shorts, dresses, skorts, and skirts worn at mid-thigh are permissible in grades PK-12, but there is to be no writing on the seat.
3) **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 <u>not</u> allowed:
    a) Shirts or tops that expose the midriff when arms are fully extended above the student's head.
    b) Sleeveless shirts or tops for male students.
    c) Shirts, tops, or sweaters worn by female students that expose undergarments or are immodest.
    d) Strapless tops, mesh tops, spaghetti strap tops, tank tops, immodestly tight or revealing tops. The top should cover the width of the shoulder
4) **Symbols/Pictures/Wording/Tattoos:**
    a) Clothing, tattoos, jewelry, hats, medical facial coverings which contain 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.
    b) Flags worn as capes or drapes are not allowed.

5) **Jewelry/Accessories:**
    a) Facial or tongue jewelry is not allowed.
    b) Excessive/distracting/dangling ear jewelry is not to be worn by males or females.
    c) Dog collars, chains, bracelets with studs or spikes, long and/or heavy necklaces are not allowed.
    d) Jewelry in the mouth or on the teeth, unless prescribed by a physician or dentist, is not allowed.
6) **Other clothing related guidelines:**
    a) Bandanas or other gang related clothing, etc. are not allowed.
    b) No article of clothing may be worn in a gang related manner (i.e. cocked caps, towels, rags, strings, etc.)
    c) Caps, hats, sweatbands, scarves, or other similar headwear are not allowed to be worn inside the building unless prescribed by a physician.
    d) Sunglasses are not allowed to be worn inside the building unless prescribed by a physician.
    e) Combs, hair picks, hair socks, or curlers are not allowed to be worn.
    f) Hairstyles or hair color that cause distractions to the learning environment are not allowed. Principal (or his/her designee) discretion.
    g) Suspender straps must be worn on the shoulder as designed.
    h) Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down.
    i) Trench coats/Long coats are not allowed.
    j) Swimsuits are not allowed to be worn by males or females.
7) **Footwear:**
    a) Shoes must be worn at all times.
    b) Bedroom shoes/house slippers or shower shoes are not allowed.
    c) Shoes must be Velcroed or tied at all times.

DISCIPLINE FOR DRESS CODE VIOLATIONS

1st Offense	Warning
2nd Offense	Detention (before, during, or after school) and parental contact
3rd Offense	ISS
4th 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

TECHNOLOGY POLICIES AND PROCEDURES

ACCEPTABLE USE OF TECHNOLOGY POLICY; INTERNET PROTECTION ACT

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

Guidelines:

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

Technology users will:

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

Technology users will not:

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

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

ELECTRONIC COMMUNICATION DEVICES

In compliance with Alabama Law (FOCUS ACT), Dale County Schools is committed to creating a focused learning environment that minimizes distractions caused by personal electronic devices during the school day. This policy outlines the guidelines regarding students' use of cell phones and wireless communication devices.

Wireless communication devices include, but are not limited to, a cellular telephone, tablet computer, laptop computer, pager, gaming device, smart watches, AirPods, or any other portable electronic device that has the capability of exchanging voice, messaging, or other data communication with another electronic device.

Purpose: This policy intends to foster an educational atmosphere free from distractions and promote the responsible use of technology within the school environment.

Alabama Law (FOCUS ACT) bans cell phones, personal lap tops, smart watches, and other electronic communication devices in public schools. It is the intent of the Dale County Board of Education (DCBOE) to be in compliance with Alabama Law. 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. Dale County Schools has a 1 to 1 Chromebook Laptop ratio; therefore, phones and personal devices will not be allowed for instruction.

Grades K-4: Students in grades K-4 are not allowed to bring cell phones/wireless communication devices as defined in this policy.

Grades 5-12: Bell-to-bell ban; students will not be allowed to use personal cell phones/wireless communication devices during the instructional day (from the first bell of the day to the last bell of the day). Cell phones are to be unheard and unseen during the school day.

Storage: Grade 5-12 students are encouraged to leave cell phones/wireless communication devices at home. Cell Phones/wireless communication devices brought to school must remain concealed. The cell phone/wireless communication device must be turned off and unseen/unheard. Devices must be stored off their person, such as in a locker, car, or similar storage location (e.g., backpack, purse, gym bag, pouch, or other designated area). Again, the DCBOE accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated.

Searches: School officials may read, examine, or inspect the contents of any wireless communication device upon reasonable suspicion that the device contains evidence of a violation of Board policy, the Code of Conduct, or other school rules, provided that the nature and extent of such examination shall be reasonably related and limited to the suspected violation.

Exceptions to the ban:

- Students with individualized education plans (IEPs) that require cell phones for educational purposes.
- Students with medical needs, such as managing chronic conditions like diabetes through mobile apps.
- Students who need to use cell phones during an emergency threatening the life or safety of another person.
- Students who are prompted to use a device to authenticate login credentials for school-related courses/assignments. This will be done under the supervision of a board-approved employee.
- Students who are prompted by a school employee to use a mobile electronic device for activities off campus or field trips. Examples - college tours, workforce development trips, or other school related field trips.

The Dale County Board of Education has adopted a policy that aligns with Alabama Law (FOCUS ACT). Violations of the established law and policy are as follows with additional penalties to be imposed based on the severity of the violations.

Violation of Cell Phone/Electronic Device Policy	**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 (2 days); Phone returned only to the parent
4th offense	Device confiscated with office referral; 2 days of OSS; Phone returned at Parent Conference
5th offense/subsequent offenses	Device confiscated with office referral and turned over to Superintendent; 10-day placement in Alternative School

*** Refusal to turn over a device to school personnel may result in <u>automatic OSS,</u> and the number of days will be at the administrator's discretion. Severity of refusal to cooperate with the established policy will be at the sole discretion of the school principal or his/her designee.**

6.20.1 <u>CELL PHONE/DIGITAL DEVICE IN A SECURE TESTING SETTING BY STUDENTS</u>

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, smart watches, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. 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. In addition to the cell phone/electronic device policy, the student in violation of having an electronic device in a secure testing area will receive, at a minimum, 2 days OSS.

EXCEPTIONAL STUDENTS

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.

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 the Special Education Coordinator at 202 S Hwy 123, Suite E, Ozark, AL 36360, 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 an 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.

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 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.

OTHER POLICIES/PROCEDURES

HOMELESS, MIGRANTS, IMMIGRANTS, AND ENGLISH LEARNER STUDENTS AND CHILDREN IN FOSTER CARE

All homeless, migrant, immigrant, and English Learner students and children in foster care will have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth and will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.
The enrollment of homeless, migrant, immigrant, and English learner students and children in foster care shall not be denied or delayed due to any barriers that are specifically prohibited by applicable law, which may include the following:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Lack of social security card

For inquiries, contact the Homeless Student Liaison for Dale County Schools at 334-774-2355

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)

TOBACCO POLICY

All Dale County School campuses and all Dale County School sponsored events are tobacco free. This includes electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar type of device designed to deliver nicotine, flavor, and other chemicals via inhalation or simulated smoking. The prohibition of the use of tobacco in any form applies to students, employees, or patrons in attendance at a school sponsored event or on school system property.

WEAPON POLICY

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

WEAPONS IN SCHOOL (ACT 94-817)

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

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

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 or 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.

SEARCH AND SEIZURE

a. *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 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.

JAMARI TERRELL WILLIAMS STUDENT BULLYING PREVENTION ACT POLICY

Bullying, Intimidation, Violence, and Threats of Violence Prohibited - No student shall engage in nor should any be subjected to bullying, violence, threats of violence or intimidation by any other student that is based on any of the specific characteristics set forth in this policy. Students who violate this policy will be subject to appropriate disciplinary sanctions as specified in the Student Code of Conduct and applicable law, subject to the investigating school administrator's authority and decision.

Definitions – In this policy, these terms shall have the following meanings:

a. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to: cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

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

b. “Hostile environment” means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.
c. “Violence” means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.
d. “Threat” means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.
e. “Threat of violence” means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.
f. Intimidation” means an unjustified threat or other action that is intended to cause fear or apprehension in a student.
g. “Student” as used in this policy means a person who is enrolled in Dale County Schools.

DESCRIPTION OF EXPECTED BEHAVIOR OF STUDENTS:
a. Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student; and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.
b. Bullying, intimidation, violence, or threats of violence are prohibited and will be subject to appropriate disciplinary consequences and/or sanctions if the perpetrator of such action is found to have based the prohibited action on one or more of the following personal characteristics of the student:

- Race
- Sex
- Religion
- National origin
- Disability

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

REPORTING, INVESTIGATION, AND COMPLAINT RESOLUTION PROCEDURES

a. Complaints alleging violations of this policy may be made on a Board approved complaint form available on the Dale County Schools website or at the school's office. The complaint must be delivered to the principal or the principal's designee either by mail or personal delivery. Incidental or minor violations of the policy may be presented and resolved informally.

The complaint form developed to report violations of this policy will include a provision for reporting a threat of suicide by a student. If a threat of suicide is reported, the principal or the principal's designee is authorized to inform the student's parent or guardian of the report unless at the discretion of the school principal or the principal's designee the apparent cause of the threat of suicide is child abuse or other significant harm from a parent or guardian.

b. Upon receipt of the complaint, the principal or the principal's designee will determine if the complaint alleges a serious violation of this policy. If the principal or the principal's designee determines that the complaint alleges a serious violation, the principal or the principal's designee will undertake a reasonably prompt investigation of the complaint. The investigation will entail the gathering of relevant facts and evidence taking into account the circumstances of the complaint. If the investigation establishes a violation, appropriate disciplinary sanctions may be imposed on the offending student(s). Other measures that are reasonably calculated to prevent a recurrence of the violations(s) may also be imposed by the principal or the school system.

c. A person reporting a violation who is not satisfied with the outcome of the investigation may appeal the decision in writing to the Superintendent or designee.

d. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves a violation of this policy. Any confirmed acts of reprisal or retaliation may be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Code of Student Conduct. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy may be subject to disciplinary sanctions as outlined in the Code of Student Conduct.

NOTICE OF NON-DISCRIMINATION

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

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.

TITLE IX/SEXUAL HARASSMENT STATEMENT

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 Dale County Board of Education 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 Board's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

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 include buildings and grounds, as well as vehicles owned and/or operated by the Dale County School System. Any information obtained through the use of surveillance equipment shall be used only for school safety, disciplinary matters, law enforcement, or other lawful purposes.

EPA ASBESTOS NOTICE

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

STATE TEXTBOOK POLICY

- Textbooks must not be damaged. Some of the damages are as follows:
    - One or more pages of content missing
    - Water-soaked, causing backs and pages to be swollen or molded
    - Physically marked with any kind of pencil, pen, crayon, etc. on outside of backs, inside of backs, on ends, or any of the pages
    - Defaced or marred, such as broken, cut, or smeared backs or pages
- Penalty for lost or damaged textbooks
    - Full price, if new when issued
    - Seventy-five percent if one-year-old when issued
    - Fifty percent if book is two years old or older when issued
    - No textbooks will be issued to any students while the payment for lost or damaged textbooks is outstanding.

★ When a student is withdrawn, promoted, or transferred they must return all textbooks and library books to the teacher.

STUDENT BULLYING/HARASSMENT COMPLAINT FORM

DALE COUNTY BOARD OF EDUCATION

STUDENT BULLYING/HARASSMENT COMPLAINT FORM

****NOTE: IF YOU ARE REPORTING A SUICIDE THREAT, PLEASE FILL OUT THE INFORMATION REQUESTED ON THE SECOND PAGE OF THIS FORM.**

Name of Student Registering Complaint _____
Last First MI

Student ID#_____

School: _____

Infraction Reported By: _____Student _____Parent/Guardian

Date of Incident _____ **Time:** _____

Description/Other Information/Please used attachments if necessary:

_____

_____

_____

The Jamari Terrell Williams Student Bullying Prevention Act, No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the Dale County Board of Education.

To constitute bullying, a pattern of behavior may do any of the following:

a. Place a student in reasonable fear of harm to his or her person or damage to his or her property.

b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

c. Have the effect of substantially disrupting or interfering with the orderly operation of the school.

d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.

e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Student_____ Date: _____
Or Parent/Guardian_____ Date: _____

**Please note that the submission of a complaint does not automatically substantiate that misconduct has occurred. The school administration has the prerogative to investigate any allegations of wrongdoing.

SUICIDE THREAT REPORT FORM

DALE COUNTY BOARD OF EDUCATION

SUICIDE THREAT REPORT FORM

SUICIDE THREAT: IF YOU OR SOMEONE ELSE HAVE THREATENED SUICIDE, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE AND IMMEDIATELY NOTIFY YOUR SCHOOL PRINCIPAL AND/OR GUIDANCE COUNSELOR

Who Threatened Suicide? _____

When was the threat made? _____

Where was threat made? _____

Where is this person now? _____

Does this person have a weapon on campus? _____

Name of witnesses/students aware of this situation. _____

_____

_____

Other details of threat? _____

_____

_____

_____

_____

_____

_____

_____

(Signature of Student or Legal Guardian)

Received by _____ on this _____ day of _____, 2____.
(Administrator or Counselor)

Long Elementary School STUDENT-PARENT-TEACHER COMPACT

G. W. Long Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I of the Every Student 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 2026-2027.

School Responsibilities

Long Elementary School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
    - Highly qualified teachers will use explicit teaching strategies aligned with the Alabama State Course of Study 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 stated:
    - *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.
    - Student assessment reports are sent home for parent review.
    - Parents may access grades by going on the PowerSchool website.
    - Parent conferences are scheduled as needed.
    - If parents can't come to school, a telephone conference is held.
4. **Provide parents with reasonable access to staff.**
    - Parents have access to staff in person, by phone, or e-mail before and after school, or at the teacher's planning time. PTO meetings and other school events 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 Volunteer form sent at the beginning of the school year.

- Parents may visit during school and classroom functions throughout the year.
- Parents are invited to visit and eat lunch with their child on special occasions with prior notice to the CNP staff
- Participate in our "Pastries with Parents" event, Homecoming, PTO, Spring Picnic, and other designated activities.

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 ParentSquare to communicate with each other
    - Pastries with Parents, Title I information assemblies, Spring Picnic, PTO meetings and events, and state assessment workshops are planned throughout the year to interact with and inform parents
    - Teacher emails are posted publicly to the Long Elementary School website allowing parents to freely communicate with teachers
    - 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 and/or school activities
- 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 needed.
- 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	Student Signature
_____	_____	_____
Date	Date	Date

HANDBOOK ACKNOWLEDGEMENT FORM

PLEASE RETURN THIS FORM TO THE TEACHER

Please read the following, complete the form, and return to your child's teacher.

***My child and I have read, reviewed, and understand the information contained in the G.W. Long Elementary Student/Parent Handbook. If I have any questions, I understand that I may contact my child's teacher or the school's administration.**

***I acknowledge that I have read and understand all terms as it pertains to the Dale County Schools Code of Conduct, Dress Code, District owned textbooks, and the Acceptable Use of Technology Policy. I further understand that this agreement will be kept on file at school for the academic year in which it was signed.**

***I understand that opt-outs regarding student photographs and corporal punishment must be submitted in writing, on separate documents, to the school principal and will only be in effect for one academic year.**

By signing this form, I confirm that I have read and understand the above statements and also the contents of the Student Handbook.

Parent/Guardian Signature:_____

Student Signature:_____

Teacher: _____ Grade: _____ Date Signed:_____

Notice of Non-Discrimination

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