

# 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 Handbook 2023-2024

# George W. Long Elementary School

## Student Handbook

### 2023-2024

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

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

#### **Principal**

Ms. Celeste Johnston

#### **Administrative Assistant**

Mrs. Whitney Hines

#### **Guidance Counselor**

Mrs. Candice Lawrence

#### **Secretary/Bookkeeper**

Mrs. Margie Griffith

#### **Superintendent**

Mr. Ben Baker

#### **Associate Superintendent**

Mr. Chuck Walker

#### **Dale County Board Members**

Mr. Phillip Parker

Mr. Dale Sutton

Mr. Jerald Cook

Mrs. Shannon Deloney

Mrs. Priscilla McKnight

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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](https://www.dalecountyboe.org)

## **MESSAGE FROM THE PRINCIPAL**

Dear Students, Parents/Guardians:

Welcome to the 2023-2024 school year at G.W. Long Elementary. I am looking forward to another exciting and successful school year. 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 please do not hesitate to contact me.

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.
- Learning doesn't happen if you aren't here.

**4. Think**

- Be responsible.
- Listen carefully. Follow directions. Ask questions.

**5. Get better every day**

- Never give up. Always try your best.
- Practice makes perfect.

## **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](mailto: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**  
**2023-2024**

**Principal**

Celeste Johnston

**Secretary/Bookkeeper**

Margie Griffith

**Counselor**

Candice Lawrence

**Literacy Coach**

Autumn Blalock

**Nurse**

Donna Grantham

**Intervention Teacher**

Whitney Hines

**Librarian**

Rhonda Watson

**Art**

Mary Claire Willis

**Kindergarten**

Kristi Enfinger

Terri Gulledge

Kristie Phillips

Julie Whatley

**First Grade**

Laura-Ashley Bynum

Callie Davis

Breanna Merritt

April McDaniel

**Second Grade**

Katie Barrentine

Jennifer Johnson

Elisha Weeks

**Third Grade**

Kelly Easter

Hayden Heath

**Fourth Grade**

Jennifer Kirkley

Beth Long

Tracey Payne

**Fifth Grade**

Zahnae German

Stacy Hagler

Dana Shaver

**Sixth Grade**

Sally Brady

Shannon Evans

Cindy Preston

**Physical Education**

Donna Bell

Alicia Masters (Aide)

**Special Education**

Monica Kierbow

Meredith Waddell

**Speech**

Mary Beth Long

**Gifted**

Candice Ward

**Instructional Aides**

Angie Ledford

Tonya Money

**Pre-K Teacher**

Ciara Whatley

**Cafeteria**

Melita Smith, Manager

Mary Nell Grubbs

Dale Phillips

Dawn Hammond

Rhonda McKinney

Brandy Olson

Shannon Register

Lisa Fisher

**Bus Drivers**

Rhonda Tew

Tracey Coursey

Dawn Hammond

Karen Johnson

Jana Johnson

Tammy Plante

Russell Hagler

Wendy Shiver

Jeff Watson

Sharion Riley

**Custodians**

Lesa Rogers

Ruby Jenkins

**At-Risk Aide**

Emily Doss

# DALE COUNTY SCHOOLS DISTRICT CALENDAR

Dale County Schools  
2023-2024  
School Calendar

X - Work Days/Professional Development Days/No Students    H - Holidays  
Blue Shaded - end of the 9 weeks

Approved March 14, 2023

June	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

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

Aug	M	T	W	T	F
		X 1	X 2	X 3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

Sept	M	T	W	T	F
					1
	H	5	6	7	8
	11	12	13	14	15
	X 18	19	20	21	22
	25	26	27	28	29

Oct	M	T	W	T	F
	2	3	4	5	H
	H	H	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

Nov	M	T	W	T	F
			1	2	3
	6	7	8	9	H
	13	14	15	16	17
	H	H	H	H	H
	27	28	29	30	

Dec	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	H	H	H	H	H
	H	H	H	H	H

Jan	M	T	W	T	F
	H	X 2	X 3	4	5
	8	9	10	11	12
	H	16	17	18	19
	22	23	24	25	26
	29	30	31		

Feb	M	T	W	T	F
				1	2
	5	6	7	8	9
	12	13	14	15	16
	H	20	21	22	23
	26	27	28	29	

March	M	T	W	T	F
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	H	H	H	H	H

April	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			

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

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

179 Student days  
187 Teacher days

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

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

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

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

**HOLIDAYS**

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

**Progress Report Dates**

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

**Report Card Dates**

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



## GENERAL INFORMATION

### **VISITORS ON CAMPUS**

We want you 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.

### **DELIVERIES TO STUDENTS**

The school **will not accept or allow** flowers, balloons, candy, stuffed animals, etc. to be delivered to students.

### **CONFERENCE PROCEDURES**

Parents are encouraged to be an active part of their child's educational experience. Parents are asked to review their child's progress and contact the school with concerns or questions. Teachers will have certain days and times when they can meet for conferences. If you would like to schedule a conference, please contact your child's teacher. When you arrive for a conference, please report to the office to check in and get a pass to go to the meeting area. Do not go to a classroom without a pass. Conferences may also be requested by teachers to discuss the student's progress. Parents are urged to attend all conferences.

### **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 each field trip. Parents are not allowed to ride school buses to or from field trips. The Dale County Schools and local school Code of Conduct applies while a student is attending a school-related or school-sponsored activity on or off campus

### **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, or 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 or school lockers. Do NOT leave money or valuables in unattended purses or book bags.

### **SENDING MONEY TO SCHOOL / CHECK POLICY**

Checks are made payable to the school and **your phone number** must be on the check. Dale County Schools will seek legal measures to collect on returned checks and future checks will not be accepted. Do NOT leave money or checks in unattended purses or book bags. 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.

## **ANNUAL NOTIFICATION REGARDING SCHOOL PROVIDED OR SPONSORED MENTAL HEALTH SERVICES**

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

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

**REVIEW OF MATERIALS** - You may request to review any materials used in the guidance and counseling programs available to students by contacting the student's local school guidance counselor or the district Mental Health Coordinator.

## **INFORMATION REGARDING HOW TO ALLOW, LIMIT, OR PREVENT YOUR CHILD'S PARTICIPATION IN MENTAL HEALTH SERVICES**

Under Alabama law, no student under the age of fourteen may participate in ongoing school counseling services including, but not limited to, mental health services, unless (1) the student's parent or legal guardian has submitted a written opt-in granting permission for the student to participate or (2) there is an imminent threat to the health of the student or others. Therefore, if your child is under fourteen, they will only be allowed to participate in mental health services if you opt-in. **If you would like the school system to be able to offer and/or provide mental health services to your child, you must opt-in for services listed for them to participate in that service.**

Even if you do not opt-in to mental health services, your child may be provided mental health services if there is an imminent threat to their health or others. School employees may determine in their discretion whether such an imminent threat exists and provide any mental health services they deem necessary under the circumstances. **To opt-in to Mental**

**Health Services provided or sponsored by the school please contact your child's teacher, guidance counselor, or principal and complete the OPT-IN FORM.**

**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.

**PROCEDURE FOR STUDENT WITHDRAWAL**

If a student is to be withdrawn from school, parents should notify the office prior to the student's last day of attendance. All textbooks, library books, fees, and debts must be cleared before a student's withdrawal papers can be completed.

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## TRANSPORTATION PROCEDURES

### STUDENT ARRIVAL AND 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.
  - **Please follow established traffic patterns for car riders.**
- **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.**

### 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 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 that you are picking up. Keep the name card displayed until your student(s) are inside your car.**
- Parents are to remain in their vehicle at all times.
- During the afternoon loading time, **parents should not park their vehicle and walk to the building to pick up their child.**
- Students should enter 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.**

- If a student is to go home a different way or on a different bus than usual, they need to bring a note to their homeroom teacher.
- If the student will be a car rider, the note should include the first and last name of who will pick them up or what student they will be riding with.
- If the student will be riding a bus, please indicate the **address** where they are to be dropped off and the bus number/driver's name if you know it.

- All notes need to be signed by the parent or guardian and should include the date, student name, and homeroom teacher.
- If a student does not have a note from a parent that states he/she will go home in a different way than usual, we will send them home by the method indicated on their registration and emergency card.
- 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.**

**Actions for Violation of Bus Rules:**

- **Level 1 – Minor rule violations:** Verbal reminders of expected conduct, driver may reassign seat, require quiet rides, and/or contact parent (notes/calls)
- **Level 2 – Referred by driver as not responsive to Level 1 discipline and/or serious safety violations:** When normal efforts of maintaining appropriate behavior are not effective your child’s principal will be involved for assistance to correct behavior (this could result in short term bus suspension or corporal punishment).
- **Level 3 – Student not responsive to Level 2 discipline and/or major offenses:** At the recommendation of the principal, the student will have bus privileges suspended for the remainder of the semester and/or school year. The principal may refer the student to the Superintendent for administrative action. The Superintendent will then decide if the matter will go before the Dale County Board of Education for possible disciplinary action.
- 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\*\*\***

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## **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.**

### **ALABAMA COMPULSORY ATTENDANCE LAW**

The Alabama Compulsory Attendance Law requires all children between the ages of 6 - 17 to attend school. Parents/guardians having control over school-age children are responsible for the children’s regular attendance and proper conduct. It is also important to remind parents and/or guardians about the truancy laws of this state. Section 16-28-3, Code of Alabama requires that all children enrolled in school must attend on a regular and consistent basis. If the student fails to regularly attend school the child may be adjudicated a “Child in Need of Supervision” and appropriate sanctions can be imposed on the child. The law of this state further allows the parent or guardian to be fined and/or sentenced to a period of incarceration for failing to require their child to attend school.

### **ATTENDANCE POLICY (PER SEMESTER):**

#### **K-6 Unexcused Absence Policy:**

- After the **third** unexcused absence, guardians will receive a **warning letter** from school.
- After the **fifth** unexcused absence, guardians will receive a **referral to Early Warning Truancy Court**.
- After the **seventh** unexcused absence, a **Truancy Petition will be filed in Dale County Juvenile Court on the student. If the student is 12 years or under, a CHINS (Child In Need of Supervision) petition will be filed against the parents with the Dale County District Attorney’s office.**
- **Each student is limited to 5 parent notes per semester.** All other absences should be documented by a healthcare provider or legal authority. After a student reaches the 5 parent note limit, any parent notes sent to school are coded unexcused.
- Students with excessive absences may be retained.

#### **K-6 Unexcused 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 and Prevention Project Referral will be made.



## MAKE-UP WORK

The student shall be responsible for arranging necessary make-up work according to the following schedule:

- Absent 1 day: Make-up work is due no later than 2 days after returning to school.
- Absent 1+ days: Make-up work is due within a period of three to five days after returning to school.

The Principal may waive these requirements in certain extenuating circumstances.

## EXCUSED ABSENCES

A student's absence from school may be excused only for the following reasons:

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

The principal reserves the right to determine the validity of the excuse.

## ADMITTANCE AFTER ABSENCE (EXCUSED OR UNEXCUSED)

1. The teacher or attendance officer will code the absence accordingly.
2. Should the student not bring an excuse, the absence will be recorded as unexcused. If the student brings the verifiable excuse from the parent/guardian or doctor **within three days** of returning to school, the coding will be changed accordingly. If not, the absence will remain unexcused. **Excuses must be in a written or typed format. No electronic communication will be accepted as an excuse (text, email, Remind, Dojo, etc.).**
3. Failure of the parent to furnish a written statement explaining a valid, verifiable reason for the student's absence will be admissible as evidence of the student being truant.

## CHECK-IN PROCEDURES

Students who check-in to school 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 on the student's emergency card 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 after 11:30 a.m. they will be counted present for the day but the check-out will be counted as a tardy.**

★ Students will not receive perfect attendance if he/she has **any absences or tardies**.

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

## 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.

## EFFECTS OF ATTENDANCE ON EXTRA-CURRICULAR PARTICIPATION

★ Students who are absent from school due to an unexcused absence or out-of-school suspension (OSS) will not be allowed to participate or attend extra-curricular activities (athletics, cheerleading, school trips, banquets, dances, etc.) on the day of the absence.

★ If a student has an excused absence he/she must have prior approval of the administration to be absent and still participate in extracurricular activities.

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## **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 must be picked up or mailed (student must provide a stamped envelope). Students are charged with the responsibility of showing their progress reports and report cards to their parents.

### **GRADE SCALE**

“A” is defined as 90-100

“B” is defined as 80-89

“C” is defined as 70-79

“D” is defined as 60-69

“F” is defined as 0-59

“FA” failure due to absences

### **HONOR ROLL**

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

### **STUDENT RETENTION**

The decision to retain an elementary student (K-6) shall be the decision of the principal and teacher(s) and shall not be made without a request for a conference with the student’s parents. If a student receives a failing grade or is not meeting state standards in Math and/or Reading, the teacher/principal may require retention. The level of maturity and other factors will also be considered in retention.

For a student to be promoted from any grade level to the next grade level, the student must satisfy attendance requirements, as established by school guidelines.

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

### **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 or the school nurse, with a written statement of clearance presented to the school.

### **STUDENT INSURANCE**

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

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

**Each classroom will have a fire evacuation and severe weather plan posted by their door.**

**FIRE** - The fire alarm system or intercom is the signal for a fire drill or actual fire.

**WEATHER** - An intercom or bullhorn warning is the signal for a severe weather drill or severe weather.

Upon hearing either 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.

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## **CHILD NUTRITION PROGRAM INFORMATION**

- Free breakfast and lunch is 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 number that they will use each year they are a student in the Dale County School System.
- When students enter their PIN number, their account is reduced by the cost of any ala carte item or extra food item purchased.
- Account information is available from the lunchroom manager to parents at any time.
- Any balance remaining at the end of the year will transfer with the student to the next grade level or school within the Dale County School System.
- It is the intent of Dale County Schools to provide an opportunity for each student to eat a nutritious breakfast and lunch during the school day.
- Breakfast will be served in the classroom each morning at 7:30
- Lunch will be offered in the cafeteria.

<b>23-24 Meal Prices</b>	<b>Breakfast</b>	<b>Lunch</b>
<b>Students</b>	Free	Free
<b>Staff</b>	\$3.00	\$4.50
<b>Visitors</b>	\$3.50	\$6.00

***Note: The price of ala carte items vary based on the amount and type of food selected. Students must have money in their account or pay for items at the time of purchase.***

### **ONLINE PAYMENT SYSTEM**

An option of online lunchroom deposits/payment through LINQ Connect is available at LES. Parents can set up an account at [linqconnect.com](http://linqconnect.com) or access this website through a link on our district website, [www.dalecountyboe.org](http://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 account at any time.

### **FREE/REDUCED MEAL APPLICATION**

Parents will not need to complete a Free and Reduced lunch application for 2023-2024.



**CAFETERIA RULES**

1. Sit at your assigned table/seat
  2. Place all trash in the proper containers; leave your table/seat area clean
  3. Line-breaking or the saving of places in line or at the table is not permitted
  4. Students are not to leave the cafeteria for any reason without permission from your teacher
  5. Keep noise at an appropriate level
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## 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 maintaining 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:

<b>Class I:</b>	<b>1 demerit per referral</b>
<b>Class II:</b>	<b>3 demerits per referral</b>
<b>Class III:</b>	<b>6 demerits per referral</b>
<b>Class IV:</b>	<b>12 demerits per referral</b>

**Accumulation of Demerits:** when a student receives a disciplinary referral, the school administrator or designee reviews the student's disciplinary record. The school official then calculates the **total demerits accumulated by the student during the current eighteen-week term.**

Disciplinary action is then determined by the total demerits received by the student during the current eighteen-week term. There are several concepts to keep in mind concerning the demerit system and disciplinary action assigned.

1. Demerits are cumulative throughout each eighteen-week term.
2. Disciplinary actions are assigned based on the total demerits accumulated during each eighteen-week term (not on the individual violation).
3. The severity of disciplinary actions increases as the student accumulates demerits.
4. Demerits are removed from consideration at the beginning of each eighteen-week term (generally in August and January), except when a student commits more than one Class IV violation as stated in #6.
5. Only those demerits accumulated during the current eighteen-week term are considered in assigning disciplinary action, except when a student commits more than one Class IV violation as stated in #6.

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

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

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

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

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

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

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

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

**CLASS I VIOLATIONS            1 demerit per violation**

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

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

## **CLASS II VIOLATIONS      3 demerits per violation**

The following are Class II violations. Each Class II 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. Possession, sale, use, or distribution of tobacco products.
4. Defiance - any verbal or nonverbal refusal to comply in a timely manner with legal directions or instructions from school personnel.
5. Vandalism - Deliberate action resulting in damages of less than \$50 to public or private property.
6. Petty theft - The deliberate taking of property valued at less than \$25 belonging to or in the lawful possession or custody of another.
7. Possession of stolen property.
8. Profane or obscene language (Not including profanity directed to or about school personnel).
9. Possession of electronic devices - Gameboys, CD players, radios, laser pointers, etc.
10. Possession of objects or substances capable of causing bodily harm or injury (matches, lighters, etc.)
11. Obscene gestures or illustrations toward another person.
12. Truancy - Unauthorized absence from school or class.
13. Intimidation.
14. Disrespectful/rude language addressed to or about school personnel (not to include profanity directed to or about school personnel).
15. Providing false information to school personnel - including, but not limited to, forging a parent's signature, giving false accounts of incidents, intentionally failing to give truthful information when requested by school personnel.
16. Leaving school grounds without permission from school officials.
17. Parking lot violations that create an unsafe parking environment. Including displaying flags from vehicles which creates distractions and line of sight issues.
18. Any other violation deemed as a Class II violation by the principal or designee.

**CLASS III VIOLATIONS      6 demerits per violation**

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

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

**CLASS IV VIOLATIONS****12 demerits per violation**

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

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

17. Indecent Exposure - The inappropriate display or showing of the body. The principal or designee is the final authority as to what constitutes indecent exposure.
18. Possession, sale, use, or distribution of synthetic marijuana, CBD for vaping, and/or any form of THC.
19. Any other violation deemed as a Class IV violation by the principal or designee.

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

- ★ Any student determined to have brought to school or have in their possession, a firearm in a school building, on school grounds, on a school bus, or at a school function, shall be expelled from the Dale County Schools for a period of no less than one year.
  - ★ Any student found to have violated school or state policy concerning drugs and/or alcohol shall be immediately suspended from attending regular classes, legal authorities will be contacted, the appropriate warrant or petition will be signed, and the 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.
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## **ASSERTIVE DISCIPLINE**

- Parents will be given rules and consequences of the assertive 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. This request must be resubmitted each school year.**

## **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 is facing possible expulsion, the Board shall afford the student the following:

1. The right to counsel
  2. The opportunity for cross examination of witnesses
  3. A written record of the hearing
  4. A written record of the decision
-

## **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/Skortts:**
  - a) Shorts, dresses, skortts, 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 not 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**

<b><u>1st Offense</u></b>	Warning
<b><u>2nd Offense</u></b>	Detention (before, during, or after school) and parental contact
<b><u>3rd Offense</u></b>	ISS
<b><u>4th Offense</u></b>	OSS - 1 Day
<b><u>Additional Offenses</u></b>	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 1721 (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.

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

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

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

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

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

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

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

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

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

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

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

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

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

**(4)** Students that bring personal mobile electronic devices to school do so at their own risk. The DCBOE accepts no responsibility if a device is lost, stolen, misplaced, damaged or confiscated. The DCBOE accepts no responsibility for viruses, malware or other computer related issues associated with connecting to the DCBOE network. The DCBOE accepts no

responsibility for the costs associated with or that may result from the use of data or texting services by a student when using a personal mobile electronic device.

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

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

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

### **ELECTRONIC DEVICE USAGE POLICY AND PROCEDURE**

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

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

- ★ Refusal to turn over a device to school personnel may result in automatic OSS and the number of days will be at administrator's discretion.
- ★ Severity of violations will be at the sole discretion of the school principal or his/her designee.

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

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

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## **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 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 and impairment. The Dale County School Board of Education will identify, evaluate and provide a free and appropriate public education to qualified handicapped students within its district boundaries. A referral meeting will be scheduled to review your child's eligibility for 504 services. To determine eligibility, your child must be evaluated by a team of individuals who are familiar with your child. The results will then be shared at a team meeting, in which you are involved. Questions concerning 504 eligibility or services should be directed to the 504 Coordinator,

Dale County School System, 202 S Hwy 123, Suite E, Ozark, Alabama 36360. The coordinator may be reached by telephone, Monday through Friday, 8:00 a.m. – 4:00 p.m. at 334-774-2355.

**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.

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## **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 Chuck Walker, 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 in the handbook, on the 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 Chuck Walker, 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.

## 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 2023-2024.

### 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 Volunteers 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, 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 REMIND to communicate with each other
- Pastries with Parents, Title I information assemblies, 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 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, 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.