

# Newton Elementary School Student Handbook



2023-2024

# Newton Elementary School

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Newton, Alabama 36352  
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<http://nes.dalecountyboe.org>

## Principal

Mr. Eric Andrews

## Guidance Counselor

Mrs. Desiree Williams

## Secretary/Bookkeeper

Mrs. Barbara Logan

## Superintendent

Mr. Ben Baker

## Dale County Board Members

Mr. Dale Sutton  
Mr. Phillip Parker  
Mrs. Priscilla McKnight  
Mrs. Shannon Deloney  
Mr. Jerald Cook

## **MESSAGE FROM THE PRINCIPAL**

Dear Parents and Students:

Welcome to Newton Elementary School! We are looking forward to an exciting and successful school year. Our students are our most valuable resource and we look forward to providing them with a quality education in a safe and nurturing environment.

This handbook has been prepared to provide information concerning school policies and to enhance cooperation among the faculty, parents and staff. Please read and review this handbook with your child and sign all documents on the last few pages. It is imperative that we work together to make your child's educational experience the best it can be.

Open and clear communication between the school and home is important to the success of our educational program. We are proud of our school and community and also solicit your membership and participation in our Parent-Teacher Organization. Working together, we will be able to provide a positive educational experience for your child.

Sincerely,

*Eric Andrews*

Eric Andrews, Principal

Newton Elementary School

## **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 Statement**

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

**DALE COUNTY SCHOOLS MISSION**

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

**DALE COUNTY SCHOOL GOALS**

1. We will provide a safe and supportive environment for learning opportunities.
2. We will develop college and/or 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.

## Newton Elementary School Faculty and Staff 2023-2024

### Principal

Eric Andrews

### Secretary

Barbara Logan

### Counselor

Desiree Williams

### Pre-K

Kelly Strickland

Kristie Johnson

### Kindergarten

Chelsea McWhorter

Abby Braddy

Lauren Harris

### First Grade

Vikki Edwards

April Reynolds

### Second Grade

Dawn Snell

Barbara Culpepper

### Third Grade

Tracy Walsh

Lisa Brackett

### Fourth Grade

Beth Gavins

Heather Aho

### Fifth Grade

Carla Enfinger

Jordan Goode

### Sixth Grade

Wendy Brown

Ellana Newsome

### Reading Coach

April Jones

### Media Specialist

Amber McNeal

### Intervention

Melissa Patterson

### Music

Sherri Evans

### Physical Education

Wendy Weathers

### TAG

Candice Ward

### Speech

Angie Barefield

### Special Education

Stacy Woodall

Katie Dansby

Christy Stanford

### Nurse

Jennet Ammons

### Instructional Aides

Amber Lawrence

Allyson Brackett

### Lunchroom

Melissa Mesey, Manager

Nadine Riley

Lori Jackson

### Custodians

Sheri Turner

Katherine Williamson

### Bus Drivers

Cindy Bradshaw

Rhonda Cole

Terri German

Lori Jackson

Shiela Kissenger

Steve Lawrence

## CALENDAR OF EVENTS

July 31	First day for Faculty and Staff – Work Day
August 1	Open House – 5:30-6:30 P.M. K - 6 <sup>th</sup>
August 4 <sup>th</sup>	First Day of School (Full Day)
September 4	Labor Day Holiday
September 7	Fall Pictures
September 18	Teacher Workday – No Students
October 5	½ Day for Students
October 6-10	Fall Break/Columbus Day Holiday
November 2	Santa Pictures & Fall Retakes
November 10	Veteran’s Day Holiday
November 20-24	Thanksgiving Holidays
December 15	½ Day for Students
December 18-January 3	Christmas Holidays
January 2 and 3	Teacher Workday – No Students
January 4	Students Return from Christmas Break
January 15	King Jr. Holiday
January 17	Cap & Gown Pictures (K & 6 <sup>th</sup> ) & Class Pictures
February 19	Presidents’ Day
March 8	½ Day for Students
March 13	Spring Pictures & Cap and Gown Make-ups (K & 6)
March 25–March 29	Spring Break
May 21	Kindergarten Graduation Program – 8:30 A.M.
May 21	3 <sup>rd</sup> – 5 <sup>th</sup> Honors Day – 1:15 P.M.
May 21	Pre-K Program-10:00 A.M.
May 22	6 <sup>th</sup> Grade Graduation/Honors Program - 8:30 A.M.
May 22	1 <sup>st</sup> – 2 <sup>nd</sup> Honors Day – 1:15 P.M.
May 23	½ Day for Students and Students last day
May 24	Teachers last day
May 27	Memorial Day Holiday

### **Summary of Important Dates to Remember**

#### **Progress Reports**

September 1, 2023  
November 9, 2023  
February 2, 2024  
April 19, 2024

#### **End of Nine Weeks**

1<sup>st</sup> - October 5, 2023  
2<sup>nd</sup> - December 15, 2023  
3<sup>rd</sup> - March 8, 2024  
4<sup>th</sup> - May 23, 2024

#### **Report Cards**

October 13, 2023  
January 5, 2024  
March 13, 2024  
May 24, 2024

#### **Pictures**

September 7, 2023  
November 2, 2023  
January 17, 2024  
March 13, 2024

Fall Pictures  
Santa Pictures & Fall Makeups  
Cap & Gown Pictures (K & 6<sup>th</sup>) & Class Pictures  
Spring Pictures & Cap & Gown Makeups (K & 6<sup>th</sup>)

## **PARENTS AND VISITORS**

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

## **CONFERENCES**

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

## **EPA ASBESTOS NOTICE**

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

## **TOBACCO POLICY**

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

## **WEAPON POLICY**

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

## **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.

## **STUDENT ARRIVAL/DEPARTURE PROCEDURE**

### **School Day Schedule**

#### **Monday – Friday**

7:30 A.M. Teachers are on duty

7:40 A.M. First Bell Rings

**7:50 A.M. Tardy Bell Rings**  
**Students arriving to school after this time must report to the office with parent/guardian to sign them in before going to class. Students must be in their classroom before the tardy bell rings.**

8:00 A.M. – 10:00 A.M. Protected Reading Time

The reading program classes will not be interrupted during this time for grades K-6. Please do not let students be tardy in the morning. This will disrupt this important time and will damage the effect of our reading program.

### **DISMISSALS**

2:50 P.M. Bus riders/walkers/car riders

**Please do not pick your child up early unless it is an emergency.** We are now an Alabama Math and Science Technology Initiative School and there are a lot of hands on math and science that your child will be involved in. Students are unable to make up a great deal of this work or instruction if he/she misses the class. Therefore, they will not be able to take work home that they miss in class.

### **ARRIVAL**

***Parents are not to drop their children off before 7:30 A.M. Children will be supervised by school staff beginning at 7:30 A.M. Bus students will be supervised beginning at 7:30 A.M.***

### **DROP OFF & PICK UP**

At the direction of the Alabama State Department of Education, we are required to allow buses only on the side with the circle drive. This is for the safety of students riding the buses, walking home, or riding a bicycle home. All car riders should be dropped off and picked up on the side of the Library. **PLEASE DO NOT DROP OFF OR PICK UP STUDENTS WHO RIDE CARS ON THE SIDE OF THE BUILDING WHERE THE BUSES LOAD/UNLOAD.**

### **BUS RIDERS & WALKERS**

Students will be dismissed at 2:50 P.M. Bus riders are to report directly to their bus. The walkers will follow the sidewalk and cross the street with the crossing guard.



## **CAR RIDERS**

Students will follow the outside sidewalk to a designated pick up area. We ask the parents to do the following:

- 1. Place a name card in the window displaying the student(s) name that you are picking up.**
- 2. Parents are to remain in their vehicle at all times.**
- 3. During the afternoon loading time, parents should not park their vehicle and come to the building to pick up their child.**
- 4. Never signal for a student to cross the street to come to your car.**

## **BUS/CAR RIDERS**

If a parent needs to change their child's transportation method, the parent should send a note to their child's teacher. The note should include the date, homeroom teacher's name, and the transportation change (car rider, bus rider including driver's name, etc.) Students will not be allowed to call home to find out if they can ride with someone else, if they can ride a different bus, or to walk home. **TRANSPORTATION CHANGES WILL NOT BE ACCEPTED AFTER 2:00 EACH DAY.**

## **SCHOOL BUS POLICIES**

**Objective:** To maintain a uniform set of rules 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 Conduct:**

1. Always follow driver instructions.
2. Remain seated in assigned seat, face the front of the bus, and keep the aisle clear.
3. No objects thrown out of the windows and no objects thrown inside of the bus.
4. Vandalism of the bus is prohibited.
5. Maintain a low noise level, so as not to distract driver; absolute silence at all railroad crossings.

6. No food, drink, gum, profanity, or tobacco.
7. Students will maintain the school dress code.
8. All school rules apply while on school bus.

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

**Actions for Violation of Rules:**

**Level 1 – *Minor rule violations.***

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

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

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

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

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

**Parents are not to stop the bus to complain to the bus driver. If they have a complaint, 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.\*\*\***

**GRADING SYSTEM**

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

**GRADE POLICY**

"A" is defined as 90-100

"C" is defined as 70-79

"F" is defined as 0-59

"B" is defined as 80-89

"D" is defined as 60-69

### **PROMOTION AND RETENTION:**

Retention of a student is considered to be a serious step to be undertaken only when it clearly is in the best interest of the student's future progress in school. Retention should not be considered unless parents have been informed throughout the school year of their student's failure to achieve satisfactory progress. If a student receives a failing grade in Math and/or Reading, the teacher/principal may request retention. The level of maturity and other factors will be considered in retention. The decision to retain an elementary student 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.

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.

### **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 an 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 an A or B in each subject for each grading period.

### **POWERSCHOOL POLICY**

Parents have access through PowerSchool to view grades, attendance records, and discipline records of students. Parents can receive log in information from the Guidance Office and are encouraged to use this progress monitoring method. This information is sent home at the beginning of each school year.

### **HOMEWORK**

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

### **FUND RAISING**

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

### **MEDICATION POLICY**

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

1. Pick up a MEDICATION AUTHORIZATION FORM at the school office to be completed by BOTH the child's physician and parent
2. Prescribed medicines must be in a pharmacy labeled prescription container.
3. Parents must transport all medication to the office. Do not send medications with your child.

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

### **MEDICAL SCREENINGS**

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

**Scoliosis Screenings:** The Alabama State Department of Education and Alabama Department of Public Health requires that school districts in Alabama offer and provide scoliosis screenings for students in grades 5 through 9. A permission slip must be completed by parent/guardian prior to the screening.

### **HEAD LICE POLICY**

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

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

After the child is treated and has returned to school, he/she will be re-checked in 7-10 days for live lice and nits  $\frac{1}{4}$  away from scalp. Fellow classmates and any siblings in school will be checked for evidence of head lice. Excessive absences due to head lice will be unexcused.

### **OTHER MEDICAL ISSUES**

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

## **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.

## **CERTIFICATE OF IMMUNIZATION**

All students must have in their school records a certificate showing that all required inoculations have been received to enter school. Students entering 6<sup>th</sup> grade: Alabama Law requires all students from the ages of 11 or 12 that are entering 6<sup>th</sup> grade to have a current TDAP vaccination.

## **COMMUNICABLE DISEASES**

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

## **SOCIAL SECURITY NUMBERS**

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

## **STUDENT INSURANCE**

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

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

### **Fire**

#### **Series of Short Bells or Intercom Announcement**

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

#### **Procedure for General Evacuation**

1. Quickly and quietly line up students. Students will leave belongings in the room.
2. Teacher will:
  - a. Tell students to proceed to the designated area
  - b. Leave the lights on
  - c. Carry class roll/plan book
  - d. After students are out of the room, make a final check for students
  - e. Close the door
  - f. Walk with students to designated area.
  - g. Call roll.
  - h. If a student is missing, contact principal

- i. Watch/Listen for directions:
- j. All clear (one long bell or intercom announcement) – return to school
- k. No all clear – follow directions of administration or law enforcement

### **Incidents Requiring Evacuation**

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

### **Severe Weather One Long Bell or Intercom Announcement**

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

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

1. Quickly and quietly line up students.
2. Teacher will:
  - a. Tell students to proceed to the designated area
  - b. Leave the lights on
  - c. Carry class roll/plan book
  - d. Make a final check for students
  - e. Close the door
  - f. Guide students to assigned area.
  - g. Students will sit on their knees facing wall in crouched position.
  - h. Students may not sit in doorways
  - i. A center aisle must be kept open, even if there are multiple rows
  - j. Remain calm and stay with students.
  - k. Call roll.
  - l. In case of emergency/tornado/damage to the building
  - m. Tell students to put their heads down.
  - n. Listen/Watch for directions from administration and emergency services
  - o. If the school is damaged, do not move students through damaged areas until debris is sufficiently clear to allow safe movement and there is no danger from falling electrical lines.
  - p. Lead the students back to the classroom after the “all clear” bell rings or an announcement is made.

**Lockdown**  
**“Please Initiate a Lockdown” - Intercom Announcement**

**Procedure Lockdown**

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

**If You Are Not in Your Classroom**

1. Take students to nearest safe location with a door you can lock. You may have to enter an occupied classroom.
2. Write down names of students.

**Incidents Requiring Lockdown**

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

**PERSONAL PROPERTY**

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

**SENDING MONEY TO SCHOOL/CHECKS**

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

**GRIEVANCE POLICY**

Whenever a Dale County School System student believes that he/she has a complaint, every effort will be made to arrive at a satisfactory resolution of the problem on an informal basis. When this cannot be done, students can resort to the more formal procedures as provided as per

Dale County Board of Education Policy 5.33.2. A copy of the Board Policy Manual and complaint form can be obtained through the school library, the Dale County Board of Education, or the school web-site.

### **USE OF STUDENT PICTURES/INFORMATION**

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

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

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

- 3 U absence – letter from school/warning
- 5 U absence – Dale County Early Warning Court
- 7 U absence – Truancy Filed in Dale County Juvenile Court on student; if the student is in Elementary School a CHINS petition will be filed against the parents with Dale County District Attorney's office
- **Each student is limited to 5 sick notes per semester. All other absences should be documented by a health care provider. After each student reaches the 5 sick note limit all other sick notes are coded unexcused**

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

- 3 U tardy - Warning letter will be sent home
- 5 U tardy - Conference with administration or his designee
- 8 U tardy - Prevention Project Referral / Possible Retention

### **PERFECT ATTENDANCE**

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

### **ADMITTANCE AFTER ABSENCE (EXCUSED OR UNEXCUSED)**

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



## **EXCUSED ABSENCES**

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

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

Students with excessive absences may be retained.

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

## **MAKE-UP WORK**

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

## **CHECK-OUT PROCEDURES**

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

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

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

Students leaving school early must be picked up by their parents or someone designated by their parents. The person picking up the student will need written permission to pick up the student, or his/her name must be on the student registration form. **A picture ID may be required.** We take these precautions because of our concern for your child's safety. If a student leaves school early, the parent must send a note to the teacher stating the reason for the check out and the approximate time of the check out. **Students will not be called to the office until the person checking them out comes in and signs the student out. That person must wait in the office until the student arrives. No student will be sent to a car outside unless the person checking them out escorts them to the car. Do not call the school and ask for your child to be waiting in the office.**

## **STUDENT WITHDRAWAL**

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

## **FIELD TRIP PROCEDURES**

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

## **DELIVERIES TO STUDENTS**

The school **will not accept** flowers, balloons, candy, stuffed animals, etc. to be delivered to the students. This includes items for birthdays, Valentine's Day, Easter, and Christmas.

## **SCHOOL CAFETERIA**

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

## **MEAL PRICES**

	<b><u>Daily</u></b>		<b><u>Weekly</u></b>	
<b>Lunch</b>	Full Price	Free	Full Price	Free
	Reduced	Free	Reduced	Free
	Staff	\$4.50	Staff	\$22.50
	Visitor	\$6.00		
<b>Breakfast</b>	Full Price	FREE	Full Price	FREE
	Reduced	FREE	Reduced	FREE
	Staff	\$3.00	Staff	\$15.00
	Visitor	\$3.50		

The price of *ala carte* is determined by the amount and type of food selected. Online Payment System: An option of online lunchroom payment through LINQ Connect is available at Newton Elementary School. Parents can set up an account at [www.linqconnect.com](http://www.linqconnect.com) or access this website through a link on our district website, [www.dalecountyboe.org](http://www.dalecountyboe.org).

### **Cafeteria Rules:**

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

### **ACTIVITY COSTS**

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

### **STUDENT ORGANIZATIONS AND SOCIAL EVENTS**

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

### **FERPA**

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

### **USE OF VIDEO SURVEILLANCE EQUIPMENT**

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

## **STATE TEXTBOOK POLICY**

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

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

Penalty for the lost or damages textbooks:

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

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

## **PARENTS RIGHT TO KNOW**

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)

## **DALE COUNTY SCHOOL BOARD DISCIPLINE POLICY**

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

## **PARENTAL RESPONSIBILITIES**

Section 16-28-12, Code of Alabama, which is known as the Parental Responsibility Act provides that parents and/or guardians have a legal duty to compel their child to properly conduct him or herself in school in accordance with the school's written Code of Conduct. That statutory provision authorizes the District Attorney to file an action against the parent or guardian of a

disobedient student for failing to require his or her child to properly conduct themselves. If found guilty, the parent or guardian may be fined up to \$100 and sentenced up to 90 days in the Dale County Jail.

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

### **CORPORAL PUNISHMENT**

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

1. The student will be given the reason for the punishment and the opportunity to explain his/her actions.
2. Corporal punishment will be administered by the principal or his designee in the presence of a school board employee.
3. A report will be prepared for each incident.

### **SUSPENSION/EXPULSION**

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

Expulsion is the removal of a student from school for violation of school rules or regulations.

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

### **ASSERTIVE DISCIPLINE**

1. Parents will be given rules and consequences of the assertive discipline plan that their child’s teacher will use.
2. Every teacher must choose, post, and enforce rules in the classroom. Consequences of breaking the rules must be posted and enforced. These should include parental contact. The last step should be a discipline referral to the principal.

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

Non-conformity to these behaviors results in violations of the Code of Students Conduct. Violations are grouped into three classes (Class I, Class II, and Class III) that range from least to most serious. Appropriate school personnel shall investigate, verify, and take necessary action to resolve student misconduct. After determining a violation and the classification of violation, the teacher, principal or designee shall implement the appropriate

sanction. Violations apply to student conduct on a school campus, at school related events, and while being transported to or from school or school related events. The principal, or his/her designee, in accordance with the Code of Conduct and School Bus Policies, will handle bus referrals.

### **SYSTEM-WIDE DISCIPLINARY POLICY**

The Dale County Board of Education Student Code of Conduct represents a system-wide disciplinary policy. The maintenance of order in the school is a necessity. Therefore, it is the responsibility of all school employees to assist in the maintaining of discipline, so students may be educated in an orderly manner. Students are expected to conduct themselves properly at all times. The school has the prerogative to determine if conduct interferes with the educational process and the means by which the conduct may be corrected. Student discipline is the responsibility of the principal (or his/her designee). Disciplinary interventions may include, but are not limited to, conference with school authorities, referral to the Department of Youth Services, parental conferences, break detention, after school detention, before school detention, corporal punishment (paddling), **in school suspension (ISS)**, out of school suspension, alternative school and/or expulsion. All Dale County Schools system students and parents/guardians are responsible for being thoroughly familiar with all aspects of the Student Code of Conduct included in this handbook.

### **DEMERIT SYSTEM**

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

<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 official may assign as a result of accumulated demerits.

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

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

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

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

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

### **CLASS I VIOLATIONS**

### **1 demerit per violation**

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

1. Classroom disruption - any behavior that is disruptive to the orderly educational process.
2. Refusal to complete class assignments and/or not having assigned materials/books.
3. Quarreling - Verbal conflicts such as name-calling, inflammatory language, etc.
4. Hallway misconduct - running, yelling, tripping others, etc.
5. Inappropriate public display of affection.
6. Eating, drinking, or gum chewing in unauthorized area.
7. Misuse, abuse, or littering of school property.

8. Possession of inappropriate or disruptive items - Cards, dice, inappropriate magazines, toys, etc.
9. Presence in unauthorized area - includes, but not limited to sitting in vehicles after arriving on campus.
10. Minor bus misconduct.
11. Any other violation deemed as a Class I violation by the principal or designee.

## **CLASS II VIOLATIONS**

### **3 demerits per violation**

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

1. Unauthorized meetings, gatherings, or organizations - Use of any part of the school day or facilities for activities that are not school sponsored or approved by the principal.
2. Gambling - Any participation in games of chance for money or things of value.
3. Possession, sale, use, or distribution of tobacco products.
4. Defiance - any verbal or nonverbal refusal to comply in a timely manner with legal directions or instructions from school personnel.
5. Vandalism - Deliberate action resulting in damages of less than \$50 to public or private property.
6. Petty theft - The deliberate taking of property valued at less than \$25 belonging to or in the lawful possession or custody of another.
7. Possession of stolen property.
8. Profane or obscene language (Not including profanity directed to or about school personnel).
9. Possession of electronic devices - Gameboys, CD players, radios, laser pointers, etc.
10. Possession of objects or substances capable of causing bodily harm or injury (matches, lighters, etc.)
11. Obscene gestures or illustrations toward another person.
12. Truancy - Unauthorized absence from school or class.
13. Intimidation.
14. Disrespectful/rude language addressed to or about school personnel (not to include profanity directed to or about school personnel).
15. Providing false information to school personnel - including, by not limited to, forging a parent's signature, giving false accounts of incidences, intentionally failing to give truthful information when requested by school personnel.



16. Leaving school grounds without permission from school officials.
17. Parking lot violations that create an unsafe parking environment. Including displaying flags from vehicles which creates distractions and line of sight issues.
18. Any other violation deemed as a Class II violation by the principal or designee.

### **CLASS III VIOLATIONS**

### **6 demerits per violation**

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

1. Motor vehicle violation - Unsafe or unauthorized use of a motor vehicle.
2. Extortion - Any communication threatening injury to the person, property or reputation of another with the intention of extorting money or any other item.
3. Fighting - Physical altercation involving hostile or aggressive contact or attempted contact.
4. Threats - Intentional demonstration of the intent or ability to carry out a malicious act creating a well-founded fear in the person threatened.
5. Possession and/or igniting fireworks.
6. Harassment
7. Inappropriate touching in a sexual or suggestive way.
8. Vandalism - Deliberate actions resulting in more than \$50 to public or personal property.
9. Profanity or obscene language to or about school board personnel.
10. Student disorders - Inciting, participating, encouraging, or otherwise promoting unauthorized student activities, disruption to an orderly environment or impeding the educational process.
11. Possession, viewing, or distribution of pornographic material; including any obscene or profane materials.
12. Computer misuse - Assessing, changing, receiving, or transmitting information in school computers or technology systems. Including inappropriate use of social media platforms
13. Possession, sale, use, distribution of vaping/electronic cigarette products
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, hand gun, rifle, shotgun, etc.).
7. Weapons Violation - Including, but not limited to, metallic knuckles, tear gas, knives, of any kind or size, box cutters, chemical weapons of any kind, or any device or substance converted or intended for use as a weapon.
8. Explosives Violation - Possession, igniting, preparing to ignite any explosive substance on school property or at a school related event.
9. Bomb Threat - Any such communication intended to imply the presence of explosives.
10. Arson - The skillful and malicious burning or attempting to 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 per what constitutes indecent exposure.
18. Possession, sale, use, or distribution of synthetic marijuana, CBD for vaping, and/or any form of THC.
19. Any other violation deemed as a Class IV violation by the principal or designee.

Class IV violations represent severe violations of the student's legal obligation to conduct himself/herself properly as a student. As a result of a student being found to have committed or participated in a Class IV violation, the school principal or the designee shall contact the appropriate legal authorities. The principals shall sign appropriate complaints, petitions or

warrants in the appropriate legal and/or judicial systems. The student shall be immediately suspended from regular classes and a hearing conducted at the earliest possible date. The student may be referred to the Board of Education for expulsion from the Dale County Schools.

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

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

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

### **DALE COUNTY SCHOOLS DRESS CODE POLICY**

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

Failure to comply with the guidelines will result in penalties ranging from warning to suspension. In addition, the student will be required to come into compliance before allowed to attend class or classes. No code or policy can be all-inclusive. There may be a situation that arises, not covered in this code; in these situations, the principal or his/her designee will deal with these on an individual basis. School personnel on a case-by-case basis will address any hairstyle, hair color, article of clothing, or other student item that is a distraction to the educational process. The Student Dress Code include the following restrictions and/or requirements:

#### **Pants:** (Boys and Girls)

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

#### **Shorts/Skirts/Skort:**

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

#### **Shirts/Tops/Sweaters:**

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

1. Shirts or tops that expose the midriff when arms are fully extended above the student's head.
2. Sleeveless shirts or tops for male students.
3. Shirts, tops, or sweaters worn by female students that expose undergarment or are immodest.
4. Strapless tops, mesh tops, spaghetti strap tops, tank tops, immodestly tight or revealing tops. The top should cover the width of the shoulder

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

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

**Jewelry/Accessories:**

1. Facial or tongue jewelry is not allowed.
2. Excessive/distracting/dangling ear jewelry is not to be worn by males or females.
3. Dog collars, chains, bracelets with studs or spikes, long and /or heavy necklaces are not allowed.
4. Jewelry in the mouth or on the teeth, unless prescribed by a physician or dentist, is not allowed.

**Other clothing related guidelines:**

1. Bandanas or other gang related clothing, etc. are not allowed.
2. No article of clothing may be worn in a gang related manner (i.e. cocked caps, towels, rags, strings, etc.)
3. Caps, hats, sweatbands, scarves, or other similar headwear are not allowed to be worn inside the building unless prescribed by a physician.
4. Sunglasses are not allowed to be worn inside the building unless prescribed by a physician.
5. Combs, hair picks, hair socks, or curlers are not allowed to be worn.
6. Hairstyles or hair color that cause distractions to the learning environment are not allowed. Principal (or his/her designee) discretion.
7. Suspender straps must be worn on the shoulder as designed.
8. Belts must be fastened and positioned completely within the belt loops with no belt excess hanging down.
9. Trench coats/Long coats are not allowed.
10. Swim suits are not allowed to be worn by males or females.

**Footwear:**

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

**DISCIPLINE FOR DRESS CODE VIOLATIONS**

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

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

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

**STUDENT POSSESSION AND USE OF CELLULAR PHONES, PERSONAL LAP TOPS, 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.

**STUDENT POLICY:**

Students shall not possess any digital device within the testing room when participating in **ACAP** testing. The possession of a digital device by students participating in **ACAP** testing is **strictly prohibited** during the administration of a test. The **ONLY** exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a

digital device that is necessary for the health and/or well-being of the student. If students are in possession of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.

### **DUE PROCESS**

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

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

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

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

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

### **Transfer Students**

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

### **Grade Scale**

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

### **WEAPONS IN SCHOOL (ACT 94-817)**

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

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

### **FELONY CHARGES OR CHARGES INVOLVING A FIREARM**

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

### **SEARCH AND SEIZURE**

In conformance with State Board of Education Resolution 1-2-g of Alabama State Board of Education Administrative Regulation 290-010-020-01, and the Code of Alabama 16-424.1 (1975), law enforcement agencies shall be allowed to make periodic unannounced visits to any local public school for the purpose of detecting the presence of drugs. Such visits may include the use of drug-sniffing dogs. Searches may be conducted in the school facilities, classrooms, or parking lots. School officials may conduct searches or use other detection devices within the facilities, on the school grounds, or at any school function any time that it is believed that alcohol or other drugs, weapons, or any other object or substance considered harmful to the school environment may be present. Students are subject to search by school officials with reasonable cause.

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

Section 504 of the Rehabilitation Act of 1973 No otherwise qualified person shall, solely by reason of handicap, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity. For purpose of this policy, a qualified handicapped person shall be one who satisfied the definition set forth in Section 504 of the Rehabilitation act of 1973 and its implementation regulations. A student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such impairment; or (3) be regarded as having such and impairment. The Dale County School Board of Education will identify, evaluate and provide a free and appropriate public education to qualified handicapped students within its district boundaries. A referral meeting will be scheduled to review your child's eligibility for 504 services. To determine eligibility, your child must be evaluated by a team of individuals who are



familiar with your child. The results will then be shared at a team meeting, in which you are involved. Questions concerning 504 eligibility or services should be directed to the 504 Coordinator, Dale County School System, 202 S Hwy 123, Suite E, Ozark, Alabama 36360. The coordinator may be reached by telephone, Monday through Friday, 8:00 a.m. – 4:00 p.m. at 334-774-2355.

### **IDEA CHILD FIND INFORMATION**

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

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

### **IDENTIFICATION OF ENGLISH LEARNERS (EL) IN DALE COUNTY**

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

### **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.

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

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

1. **Large group guidance** - includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.
2. **Small group guidance** - includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.

3. **Mentoring** - Peer Helpers, Community Helpers, and/or Professional Interns work with students in school on topics such as friendships, healthy relationships, anger management, anxiety, etc.
4. **Assessments or Surveys** - includes questionnaires provided to students related to social behaviors, feelings, etc.
5. **Crisis intervention** - short-term, immediate assistance by school counselor or professional for a specific situation.
6. **School-Based Mental Health** - On-going counseling services by school professionals or private practitioners in the school setting. Parent or legal guardian's permission may be obtained during an intake meeting before services are provided.

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

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

### **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)

### **HOMELESS, MIGRANT, AND ENGLISH LEARNERS**

Any student deemed to be homeless will be afforded a free and appropriate public education. There are no policies, practices, or regulations that act as a barrier to the enrollment, attendance, and success of homeless children. Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the No Child Left Behind Act of 2001 and the Stewart B. McKinney Homeless Assistance Act, all homeless, migrant and EL children must have equal

access to the same free appropriate public education, including public preschool education, provided to other children and youth. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated. The enrollment of homeless, migrant, and English Learner children and youth shall not be denied, prohibited, or delayed from school attendance due to any of the following barriers:

1. Lack of birth certificate
2. Lack of school records or transcripts
3. Lack of immunization or health records
4. Lack of Social Security Card
5. Lack of proof of residency
6. Lack of transportation
7. Guardianship or custody

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

### **TITLE IX POLICY**

It is the policy of the dale county board of education not to discriminate on the basis of gender in its educational programs, activities or employment practices. Inquiries or complaints regarding compliances with applicable laws or the policy may be directed to the Title IX Coordinator, Dale County Schools 202 South Highway 123, Ozark, Alabama 36360. The coordinator may be reached by telephone Monday – Friday, 8:00 a.m. – 4:00 p.m. at 334 774-2355.

### **TECHNOLOGY ACCEPTABLE USE AND INTERNET PROTECTION ACT**

Dale County School System recognizes the need to protect its student's privacy and Internet Safety. The federal government also has acts in place for this purpose. As such, the District forces all Internet traffic to pass through filters. Dale County Schools meet the requirements of the Children's Internet Protection Act by filtering all Internet access through the Alabama Super Computer Authority. Content filtering is designed to restrict minors' access to materials "harmful to minors," as that term is defined in Section 1721 (c) of the Children's Internet Protection Act of 2000. Dale County School's technology is intended for use by staff and students. Dale County Schools encourage and promote the educational use of technology in our schools. To ensure students and staff take full advantage of the technologies available: all uses of technology in the school district must have proper authorization and adhere to district policies. All use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the school district. There are no inherent warranties for technological resources that Dale County Schools is providing. Dale County Schools reserve the right to monitor network activity.

Guidelines:

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

Technology users will:

- Comply with district policies, rules and regulations
- Use networks and technology in support of Dale County Schools' educational goals

- Obey all district, state and national copyright laws
- Use district equipment responsibly; respect individual work, files, programs and security.
- Sign the handbook acknowledgement form that confirms the parent and student understand the "Acceptable Use of Technology Policy"

Technology users will not:

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

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

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

### **SEXUAL HARASSMENT**

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

### **STUDENT HARASSMENT**

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

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

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.

- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

The term “violence” as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student. The term “threat of violence” as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

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

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

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

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

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

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

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

Upon receipt of the complaint, the principal or the principal’s designee will, in his/her sole discretion, determine if the complaint alleges a serious violation of this policy. If the principal or the principal’s designee determines that the complaint alleges a serious violation, the principal or the designee will undertake an investigation of the complaint. A reasonably prompt time period,

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

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

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

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

**\*\*\*After reading the handbook, please sign at the appropriate places on the following pages. Once signed, retain the handbook for your records and return the signed pages to the homeroom teacher.**