

Parent-Student Handbook

Daleville City Schools

2020-2021



DALEVILLE CITY SCHOOLS

**626 N. Daleville Avenue
Daleville, AL 36322
334-598-2456**

Daleville City Schools

School Board

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Barbara Davis, Board Vice President
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It shall be the policy of the Daleville City Board of Education not to discriminate in any of its practices on basis of sex, race, color, religion, national origin, age, nor disability. Persons shall not be subjected to discrimination by being denied employment into, being excluded from participation in, or being denied the benefits of, any program, or activity provided by the Daleville City Board of Education.

For more information concerning provisions of Title VI, IX, or 504 programs, contact Julie Sconyers at 598-2456 or 598-4461, ext. 2217.

Foreword

The Daleville City Schools Handbook should not be considered solely as a rule book regarding disciplinary problems, but rather as an information booklet to help you in all aspects of student life at the school. Any time that a large group of people come together to live and work, it has been necessary that some rules of conduct be formulated to protect the best interest of all concerned. It is in this spirit that this book has been formulated.

Accreditation

Daleville City Schools is accredited by both the Alabama State Department of Education and AdvancEd.

Letter from Mr. Robertson, DHS Principal

Welcome to the 2019-2020 school year! Teachers, administrators, and staff members want this year to be an especially good one for each student. This student handbook is published to help us achieve this goal. The student handbook is designed to be in harmony with School Board policy and the Student Code of Conduct.

We recommend that you and your parents review the entire handbook and keep it as a reference during the school year. If there are any problems about the material contained in this handbook, please contact a teacher, counselor, or a member of administration. Like us on Facebook @DalevilleHS and follow us on Twitter @DHSWarhawks.

Daleville High School has a reputation of academic, artistic, and athletic excellence. This is because of the tremendous effort and hard work of our students, parents, faculty, and staff. Continue to pursue these goals of excellence throughout the school year!

Joshua Robertson, Principal

Ted Folsom, Assistant Principal

Letter from Mr. Mitten, DMS Principal

Welcome to A. M. Windham Elementary School, where we Dream It... Believe It... Achieve It! Windham is a special place and I am honored to welcome you to our family for the 2019-2020 school year. We are truly excited about the prospect of a new school year and the challenge of meeting the needs of every student who walks through our doors.

We are challenged each and every day with the task of preparing our students for a bright and successful future. In what other occupation do you have the opportunity to touch the lives of future doctors, lawyers, politicians, firefighters, and members of every other occupation known to mankind; our children hold the keys to the future of our great nation, and we take our responsibility very seriously.

We have high expectations and pledge to challenge your children in a safe and caring environment. We appreciate the support of all of our parents and stakeholders. 2019-20 is going to be a fantastic year!!

Mr. Mitten, Principal



A.M. WINDHAM ELEMENTARY SCHOOL

200 HERITAGE DRIVE, DALEVILLE, AL 36322

PHONE: (334)598-4466 FAX: (334)598-4467

Dr. Lynn Irwin
PRINCIPAL

Dear Parents and Guardians,

My name is Dr. Lynn Irwin, it is with great pride and excitement that I introduce myself as the new principal of Windham Elementary School. I am honored to have the opportunity to lead a school with such a rich tradition of excellent education! Not only am I excited to begin working with your children, I also look forward to the work we will do together. My goal is to ensure that all children are healthy, happy and safe, so they may reach their full potential academically as well as socially.

As a team, the Windham Elementary teachers, staff, and I strive to build strong relationships with parents, student, and community partners. We are committed to a focus on strategic instruction based on Alabama State Content Standards, instructional rigor, and character building through the Seven Leader in Me Habits.

Once again, I am so thankful to have the opportunity to serve Daleville City Schools, our students, families, and community.

Lynn Irwin PhD.

A.M. Windham Elementary School

Principal

200 Heritage Drive

Daleville, Al. 36322

334-598-4466

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CALENDAR

August 28, 2020	First Student Day of School
September 7, 2020	Labor Day
September 30, 2020	Early Dismissal
October 10, 2020	Early Dismissal
November 11, 2020	Veteran’s Day
November 23, 24, 2020	Student e-days (remote learning for all)
November 25-27, 2020	Thanksgiving Holiday
December 21, 22, 2020	Student e-days (remote learning for all)
December 23, 2020 – January 4, 2021	Christmas Holidays
January 4, 2021	Teacher In-service
January 5, 2021	Students Return
January 18, 2021	Martin Luther King Day
February 10, 2021	Early Dismissal
February 15, 2021	President’s Day
March 29, 2021 – April 2, 2021	Spring Break
May 27, 2021	Last Student Day of School

Grade Reporting Periods

Progress Reports

September 23, 2020
 November 18, 2020
 February 3, 2021
 April 28, 2021

End of Period

October 20, 2020
 December 18, 2020
 March 12, 2021
 May 27, 2021

Report Cards

October 28, 2020
 January 6, 2021
 March 17, 2021
 June 2, 2021

DALEVILLE HIGH SCHOOL FACULTY & STAFF

Joshua Robertson, Principal
Ted Folsom, Assistant Principal/Transportation Supervisor
Candice Lawrence, Guidance Counselor
Jan Smith, Ed. S, Career Tech
Craig Sanders, ISS
Lori Woodham, Administrative Assistant
Kim Folsom, Guidance Secretary/Registrar
Sara Sturgill, School Nurse

ENGLISH

Nicole Endsley
Hanna Johnson

Social Sciences

Angelia Fulford **
John Donaldson

Mathematics

Laura Howard **
Carolin McDaniel

Library/Media Services

Shan Bear

Career Tech

Norma Cancel
Franky Jackson
Charlene McNair
SGM (r) Kenneth Petty
Col. (r) Theresa Townsend **

Maintenance

Kenny Mock
Ricky Anderson

P.E. / DRIVERS ED/ HEALTH

Ken Fox
Zachry Kelley
Desmond Lett **

SCIENCE

Roni Gilley **
Robert McCall

BAND

Mark Nichols **
Stephanie Robertson

Special Services

Seth Beaty
Princess Mizell
Shelisa Hayes - Aide
Yolanda Terry - Aide

ACCESS

Pam Sounders

LUNCHROOM SERVICES

Patricia Brown **
Vivian Bass

SUPPORT SERVICES

Marcia Johnson
Adam Fulford

** Indicates Department Head

DALEVILLE MIDDLE SCHOOL FACULTY & STAFF

Christopher Mitten, Principal
Sally Sutley, Counselor
Sara Sturgill, Nurse
Janet Nabinger, Secretary

Fifth Grade

Savannah Dunaway
Bethany Goad
Kimberly Newby
Carley Peacock

Sixth Grade

Jacquelin Hines
Olivia Laaker
Cassidy Mulcahy

Seventh Grade

Blake Garner
Carol Hobart
Elizabeth Samuy
Francenia Whipple

Eighth Grade

Heather Brooks
SaBrina Lewis
Todd Reynolds
Greg Pittman

Physical Education

Dede Brogden
Taylor Hatcher
James Logan

Title 1

Maryann Littlejohn

Library

Christy Hixson

Special Services

Bethany Azar
Cynthia Campbell
Elissa Cheatwood
LaTara Henderson
Nilda Lugo
JaVonne McDuffie
Christopher Naquin
Dawn Ward

WINDHAM ELEMENTARY SCHOOL FACULTY & STAFF

Pre-Kindergarten

Everette Marshall

Janice Graves

Kindergarten

Natasha Chalker

Kendra McGowan

Angie Morgan

Amy Thrash

First Grade

Nicole Boyd

Jana Foxworth

Nicole McNeil

Ashley Davis

Savannah Moring

Second Grade

Vicki Basso

Sonya Horace

Laura Stratton

Sheryl Swindell

Third Grade

Kacie Devier

Amanda Holmes

Katelyne Grant

Kaylee Spann

Fourth Grade

Jeannie Baldwin

Rebecca Callahan

Michelle Pippin

Alicia Reynolds

Physical Education

Dede Brogden

Taylor Hatcher

Custodians

Tina Buckhalter Gettis

Janice Daniels

Title 1

Maryann Littlejohn
Jamala Moore

Library

Christy Hixson

Special Services

Anna Danford
Kimberly Henderson
Dawn Ward
JuVonne McDuffie
Bethany Azar

Reading Specialist

Brittany Jones

ParaProfessionals

Kim Cook- Pre-K
Angie Edgette- Kelly
Nilda Lugo- EL
Beverly Smith
Kamythia March- Pre-K
James Logan – Special Services (PE)
Annie Strozier- Special Services

Counselor

Sally Sutley

Office Staff

Lynn Irwin – Principal
Bonita Peters – Secretary
Michael Kiley – SRO

Nurse

Charlotte Carter

ADMISSION OF STUDENTS

- **STUDENT ADMISSION**

According to Alabama Law 79-677, all school children must have a current certificate of immunization. Students will not be able to enroll or attend classes unless this certificate is on file in the office at the Windham Elementary School. Guardians must present an ID or driver's license and have two (2) proofs of residency.

Students entering Kindergarten must be five (5) years of age on or before September 1. A birth certificate or other legal proof of birth of birth date must be presented at time of registration. Other types of proof may include an adoption record or baptismal certificate. Social Security Number is voluntary.

Students entering first grade must be six (6) years of age on or before December 1 to be eligible to attend first grade. A birth certificate or other legal proof of birth date must be presented at time of registration. Other types of proof may include an adoption record of baptismal certificate. Social Security Number is voluntary.

Any student enrolled in Daleville City Schools must reside within the approved attendance area with one of the following: the natural or adoptive parents, the court appointed legal guardian, court appointed foster parents, or DHR appointed custodians. Written verification of court ordered persons responsible for the child will be required.

Students residing outside the approved attendance area who wish to enroll in Daleville City Schools with extenuating circumstances must have a release from the Superintendent of the attendance area in which the student resides and the permission of the Superintendent of Daleville City Schools. It is the responsibility of those wishing to enroll to furnish written proof of the release each year.

- **MOVING OR WITHDRAWAL FROM SCHOOL**

The guidance office requires time to prepare withdrawal papers and should be notified at least one (1) week before the student's last day of attendance. Please notify the teacher in writing or contact the school by phone. When moving within the school district, you must contact your child's teacher or office and make appropriate changes.

1. Parents must come to the guidance office/front office to sign the Permission to Withdraw form.
2. The student will receive copies of grades if incomplete grading periods.
3. Clear the library for books and fines.
5. Clear missing textbooks and class fees with the office.
6. The guidance office will provide the final signature.
7. Students age 17 and above, who are absent for 10 or more consecutive school days and do not notify the school as to the reason, will be automatically withdrawn on the 11th day.

No student will be able to withdraw legally without following the above procedure. Therefore, no

official transcript will be sent to the school in which the student expects to enroll unless these requirements have been met.

- **DROPPING OUT**

Students over 17 must meet with the principal and counselor with a parent present to have an interview prior to leaving school.

ATTENDANCE INFORMATION

- **ARRIVAL AND DISMISSAL TIMES**

Students should not report to school before 7:30 A.M. Classes begin promptly at 7:40 A.M. for DMS and DHS and 7:50 A.M. for WES. School Dismissal begins with car riders and walkers dismissing at 3:05 P.M. Students arriving after the start time will be considered Tardy. When a student is tardy, a written excuse is expected at the time of check in. (ex. Doctor's note, or parent note). Students who are checked out prior to 3:05 P.M. will be responsible for any missed work. A note must be brought from home for a student to ride a different bus home. **Any changes in student transportation must occur before 2:00 P.M. that afternoon.**

- **ATTENDANCE POLICY**

The Daleville City Board of Education and its employees believe that regular school attendance is necessary for each student to attain his/her maximum level of educational achievement. Regular attendance by students facilitates the development of skills necessary to attain success and function in a positive manner in our current mobile and democratic society. With this in mind, the Board seeks to promote regular school attendance by enforcing the Alabama Compulsory Attendance Law. In compliance with Alabama Law, the prompt and regular attendance of students that exhibit proper conduct is of high priority. Parents/guardians will be held responsible and liable, according to Alabama Law, for the student's non-attendance (State Statute 12-15-102 #4) or improper conduct. According to policy, each student is required to be in attendance in EACH of his/her classes in order to be eligible to receive credit for the academic work completed in each class respectively.

The Board further states, that teachers and other applicable personnel shall maintain accurate daily attendance records in accordance with Alabama Law, State Board of Education policies, State Dept. of Education guidelines, and local Board policy. The Attendance Officer will maintain a record of attendance, which may be used by the principal, or Attendance Officer to enforce the Compulsory School Attendance Law. The following coding system is used for Daleville City Schools:

- **ABSENTEEISM**

A student is considered absent if he/she misses more than 50% of the regularly scheduled class time. Exceptions would consist of but not limited to: Students involved in a school sponsored meeting, or is involved in a school sponsored activity that is taking place off campus for a portion of the class period. Students will not be marked absent for attendance on school-sponsored

field trips.

- **ACCEPTABLE EXCUSED ABSENCES**

Every student **MUST** supply appropriate school personnel with an acceptable written excuse signed by his/her parent/guardian within three days of returning to school. Failure to do so will result in the absence/absences being marked UNEXCUSED. Absences for the following reasons will be considered excused:

1. Illness
2. Death in the immediate family
3. Inclement Weather, as determined by the Superintendent and/or principal.
4. Legal Reasons
5. Emergency conditions as determined by the Superintendent and/or principal.
6. Prior permission of the principal.
7. Any student with a chronic long-term medical diagnosis that has been documented by a medical doctor must have proper documentation on file with the school nurse in order for the absences related to the condition to be excused. This documentation must be renewed at the **START OF EACH SCHOOL YEAR**. Any absence beyond 8 per 1 credit class and 4 per 1/2 credit class related to this diagnosis must be accompanied by a current Dr.'s excuse.

This list is not considered an all-inclusive list. Other situations may arise that the principal and/or Superintendent may choose to excuse. Permission should, however, be secured in advance of the absence.

- **ABSENCE REQUEST FORM**

This form must be used when students are checking out of school during the regular school day. It can be found on the school website and in the front office. If a student knows in advance that he/she will need to be out of school for an extended period of time, the parents of the student must secure a form from the office of the principal and return the completed form to the office. This form is not a substitute for an official excuse. It is an absence request for students who need to be excused for one or more days. Upon return to school the student must present an excuse for his/her absence to the attendance office.

- **EXCESSIVE ABSENCES**

For purposes of clarification, excessive absences shall be defined as those absences in excess of reasonable and allowable standards listed below:

1. 8 absences per 1 credit class
2. 4 absences per 1/2 credit class

Any absence beyond the limit allowed will require a current doctor's or administrative excuse.

- **TRUANCY GUIDELINES**

The following procedures for handling trancies for children enrolled in school shall be uniformly administered throughout Daleville City Schools. Truancy is defined as: A parent, guardian, or other person having charge of any child officially enrolled in Alabama Public Schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he/she is absent. The child shall also be deemed truant for any absence determined by the principal to be unexcused based upon the State Department of Education's current School Attendance Manual. Seven unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court. The Interagency Committee on Youth Truancy Task Force recommendations known as Early Warning Truancy Prevention Program timeline for reporting truancy shall define the truancy status of any student as follows:

- 1st Unexcused Absence (Warning)
 - The school principal or Attendance Officer shall notify Parent/guardian that the student was truant and the date of the truancy.
 - Parent/guardian shall also be provided with a copy of Alabama's Compulsory Attendance Laws and be advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
- 3rd Unexcused Absence (Letter)
 - The Attendance Officer and/or Principal shall contact the parent/guardian by letter and/or phone call to inquire as to the nature of the absence and explain to the parent/guardian the Daleville City Schools Attendance Policy. The Attendance Officer and/or Principal will document the parental contact for future reference.
- 5th Unexcused absence (conference)
 - The parent, guardian, or person having control of the child shall:
 - A. Attend a conference with the Attendance Committee, consisting of Principal, Assistant Principal, Attendance Officer, and Guidance Counselors and/or participate in the early warning program provided by the juvenile courts.
 - B. Attendance at one of these conferences shall be mandatory except where prior arrangements have been made or an emergency exists.
 - C. Failure to appear at the school conference and/or at the early warning program shall result in the filing of a complaint/petition against the parent under Code of Alabama 1975, 16-28-12(c)(failure to cooperate), or truancy against the child, whichever is appropriate.
- 7th Unexcused Absence (court)
 - File complaint against the parent/guardian and/or child within 10 school days.

- Absences that exceed the allowable number will result in the possibility of any one or more of the following:
 - Disciplinary action may be assigned by the school administration in accordance with disciplinary policy.
 - Meeting to determine grade reduction or grade retention. The principal will make the decision in regards to this sanction. The parent/guardian has the right to appeal this decision to the Superintendent.

- **TARDY POLICY**

Tardies to school or to class will not be tolerated, as they decrease the student's mandatory amount of instructional time set forth by the Alabama State Board of Education. Tardies will be considered excused with a valid doctor's excuse or valid written parental note explaining the nature of the tardy. The excuse will need to be presented to school personnel at the time the student is checking in to school. Non-compliance will result in the tardy being coded unexcused. Actions to be taken are as follows.

- Third Tardy: Warning.
- Fourth Tardy: Parental contact with two days after school detention or corporal punishment
- Fifth Tardy: Parental contact with three days after school detention, ISS or corporal punishment
- Sixth Tardy: Referral to Attendance Committee and may result in ISS or suspensions for any subsequent tardy.
- Excessive excused tardies or excessive excused tardies of a questionable nature may result in any one or more of the following sanctions:
 - Parent/guardian will be contacted by the principal or attendance officer to inquire as to the nature of the excessive excused tardies. These contacts will be documented for future reference.
 - Parent/Guardian will be invited, by the principal and/or attendance officer, to a meeting with the attendance committee to explain any extenuating circumstances resulting in excessive tardies.

- **LATE ARRIVALS AND EARLY DEPARTURES**

All students arriving after 7:40 a.m. for DMS/DHS and 7:50 a.m. for WES or leaving before 3:05 p.m. must sign in/out in the office. All late arrivals must have an admission slip before entering class. Tardies caused by car trouble, rides being late, oversleeping, faulty alarm clocks, or bad weather are UNEXCUSED tardies. Tardiness due to illness or medical or dental appointments that could not be arranged before or after school will be EXCUSED when accompanied by a signed doctor's note. Students missing 50% or more of any class shall be considered absent. Names of students who arrive in class before 50% of the class has elapsed but after they have been reported absent must be reported to the office so a correction can be made.

Students arriving on campus prior to the beginning of morning classes are not to leave campus. Students violating this policy will be charged with truancy.

- **CHECKING OUT OF SCHOOL**

Students must never leave school without first checking out through the high school office. An Absentee Request Form, written parent note, or signed fax is necessary before a student will be allowed to check out. Students arriving at school during the day or returning to school after checking out must check in at the high school office prior to entering class. Failure to sign out will constitute truancy and will be dealt with accordingly.

The administration and faculty discourage students from leaving school during the school day unless absolutely necessary (illness, emergency, etc.). Students should try to schedule appointments which do not conflict with the school day. If it becomes necessary for a student to check out of school, the following procedures must be followed:

- A. Persons checking out the student are to do so through the office. Student will be called from class at that time and not prior to the parent/guardian being in the office.
- B. High school students checking themselves out will be required to have written permission from parent or guardian, with telephone number for verification. The notes are to be turned in to the attendance officer. The student will be called from class to sign out at checkout time listed in note.
- C. No student will be allowed to return to school that same day without doctor/dentist excuse or administrative excuse.
- D. Telephone check out requests will not be accepted.

ABSENTEEISM

A. ATTENDANCE REQUIRED

Every child between the ages of six and 17 years shall be required to attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term in every scholastic year except that, prior to attaining his or her 16th birthday every child attending a church school as defined in Section 16-28-1 is exempt from the requirements of this section, provided such child complies with enrollment and reporting procedure specified in Section 16-28-7. Admission to public school shall be on an individual basis on the application of the parents, legal custodian, or guardian of the child to the local board of education at the beginning of each school year, under such rules and regulations as the board may prescribe. The parent, legal custodian, or guardian of a child who is six years of age, may opt out of enrolling their child in school at the age of six years by notifying the local school board of education, in writing that the child will not be enrolled in school until he or she is seven years of age.

Authority: Ala. Code §16-28-3(1975)

B. ABSENCES

1. EXPLANATION REQUIRED

A. Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher.

Authority: Ala. Code §16-28-15(1975)

B. Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child.

Authority: Ala. Code §16-28-15(1975)

C. A good cause or valid excuse, as used in this section, exists when on account of sickness or other condition attendance was impossible or entirely inadvisable or impracticable or when, by virtue of the extraordinary circumstances, the absence is generally recognized as excusable.

Authority: Ala. Code §16-28-13(1975)

EXAMPLES OF EXCUSED ABSENCES

- Illness that endangers the student's health or the health of others.
- Students that are deemed ill by the school nurse on a given day.
- Death of an immediate family.
- Legal quarantine.
- Students that are receiving healthcare, hospitalized, etc.
- Inclement weather that would be dangerous to the life and health of the child as determined by the LEA.
- Legal requirements for students.
- Observance of any sacred day set aside by a recognized religious denomination of which the student is a member.
- Military deployment date of a student's parent.
- Emergency conditions as determined by the LEA.

2. EXCUSING ABSENCES WITH PRINCIPAL AUTHORITY

- a. It is recommended that each LEA determine the guidelines for principal authority in excusing student absences. Following are calculations that should be considered in the

LEA's guidelines for the school principal in an effort to examine the overall impact on the student's learning and reduce chronic absenteeism problems in the system:

- Total number of excused absences accumulated with the addition of the requested days.
- Calculate the remainder of any additional excused absences that will be allowable for the student according to system policies such as unused parent notes.
- Truant days accumulated by the student.
- Impact of requested absences on current grades.
- Impact of requested absences on current attendance.

3. ATTENDANCE BEYOND THE CLASSROOM

- a. The following situations beyond the classroom may not be counted as absences:

- Any student serving in-school suspension and receiving educational services.
- Any student receiving homebound instruction.
- The student has a modified schedule due to an IEP or 504 health plan accommodations that specifies an attendance exception.
- An alternate placement within the system has been assigned to a student for disciplinary reasons.
- Any student participating in standardized assessments or a mandated pre-induction physical examination for the armed services.
- The student is traveling during the school day between the school and another education facility, such as a (career and technical education) center, internship, work experience, job shadowing, or postsecondary education facility either within or across district boundaries if the facilities are used as a part of the regularly scheduled instructional program approved by the local board.
- State of Emergency as determined by the Governor of Alabama.
- Full-day attendance exceptions. See page 9 for a complete listing.
- A student participating in a postsecondary school visit may include travel days. LEA board policy may have additional parameters such as a limit to the amount of days.
- Any student participating in an allowable school activity, such as field trips, athletic or academic team competitions, school-related clubs or events, and band or choir competitions.

4. ALLOWABLE SCHOOL ACTIVITIES DEFINED

- a. Allowable school activities are school-directed, school-supervised and/or school-related. Examples of allowable school activities are field trips, athletic or academic team competitions, school-related clubs or events, and band or choir competitions.

(1) Allowable school activities are coded with attendance level: All Day Other

- b. The LEA will determine a systemic method of attendance accountability for a school activity pertaining to non-participant students' involvement in such events.

5. STUDENTS COUNTED ABSENT

a. Students are counted absent in the following situations:

- Students that are off school grounds, unapproved, or have an unknown location on a day that the student is scheduled to attend school.
- The student is serving an out-of-school suspension including any days missed immediately preceding the discipline.
- A family vacation.
- Any student scheduled to be in class, but not in attendance.
- A student not attending for unknown reasons, although scheduled to attend.

6. PRE-SCHOOL ATTENDANCE

- a. The program and classroom guidelines have been created and published by the Department of Early Childhood, Office of School Readiness (OSR). Please refer to OSR guidelines for information regarding preschool attendance and non-attendance.

C. INVESTIGATING NON-ATTENDANCE

1. The superintendent shall require the attendance officer to investigate all cases of non-attendance.

Authority: Ala. Code §16-28-16(1975)

2. In the event that the investigation discloses that the non-attendance was without valid excuse or good reason and intentional, the attendance officer shall bring criminal prosecution against the parent, guardian, or other person having control of the child.

Authority: Ala. Code §16-28-16(1975)

STUDENT HEALTH AND SAFETY

If a child is nauseated, has fever or is otherwise ill, DO NOT SEND THE CHILD TO SCHOOL. Children should be free of fever or vomiting for 24 hours before returning to school. In the event a child becomes ill at school, it is imperative that the school have a phone number where the parent or guardian may be reached. Parents are responsible for arranging transportation home for ill students.

Parents are urged to make medical or dental appointments after school hours when possible. Verification from the doctor or dentist is required for appointments during the school day.

Any student requiring medication during the school day will have a designated staff member in charge of dispensing this medication. The staff member will have a permission slip signed by the parent/guardian giving the school the authority for the distribution of medication and stating exactly how it is to be dispensed in regard to amounts and times.

Safety is a major concern of parents, teachers and students and must be accepted as the responsibility of each individual. Please observe the following precautions:

1. Drivers of Cars
 - a. Observe all traffic rules, especially the school speed limit of 15 m.p.h.
 - b. Load and unload children from curb side only in front of school.
 - c. Watch for children at all times.
 - d. Do not drive through the bus entrance unless prior approval of administration has been granted.

2. Riders of Bicycles
 - a. Observe all traffic rules.
 - b. Cross highways at crosswalks.
 - c. Bicycles are to be parked in bike rack and not ridden on playground.
 - d. Students should not play or loiter near bike racks.
 - e. Bike locks are recommended.

3. Pedestrians
 - a. Observe all traffic signs and signals.
 - b. Cross street only at crosswalks.
 - c. Walk on sidewalks or on left side of street facing traffic.
 - d. Do not walk between parked cars.
 - e. Obey traffic guard at crosswalk.
 - f. Observe traffic.

4. Safety in the School Building
 - a. Walk quietly at all times.
 - b. Keep to the right of hallways when possible.
 - c. Use school equipment only under a teacher's guidance.

5. Safety on School Grounds
 - a. Students may not play outside before or after school.

- b. Leave all rocks, sticks, or harmful objects on the ground.
- c. Report broken glass or other potentially dangerous items to your teacher.
- d. Think safety of others as well as yourself.
- e. Students must wear shoes that are appropriate for P. E.

6. General Safety Rules

- a. Leave school grounds immediately and go straight home when school is dismissed.
- b. Do not walk, ride with, or accept gifts from strangers.
- c. Choose the safest route to and from school.
- d. Beware of strange dogs.
- e. Know your name, address, and telephone number and have this identification with you at all times.

7. Procedures for Head Lice

Head lice, while a significant social problem, do not transmit disease to humans. However, DCS encourages all parents to regularly screen for evidence of a head lice infestation.

The American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention are all opponents of classical no-nit policies. In light of current research, the State Department of Education no longer recommends a no-nit policy and our policy follows their guidelines.

If a child is found to have an active case of head lice, the parent will be called and they must be picked up immediately and treated before returning to school. It is imperative that there is visual proof that the hair has been treated (no live lice seen and a significant reduction in the number of nits) before the child may return to school. Although there is no longer a no-nit policy, please be reminded that the proven method of eliminating lice with one treatment is to remove all nits within 24 hours of treatment. This method, along with treating the family and cleaning the environment, is the only guarantee to eliminating lice without having to risk a re-infestation and the need for retreating the hair.

If a student repeatedly has lice, the attendance officer and social worker will be notified.

Health and Medication Information

- **Go to Alabama State Department of Education to learn more:**
 - **Children are now allowed to carry and use FDA regulated over the counter SUNSCREEN at school, read resolution 2017-278 for more information.**
 - **Act 2017-19 gives education on the impact of HEAVY BACKPACKS and lists some therapeutic measures to help prevent injury including a maximum weight of no more than 10% of the child's bodyweight.**
 - **Act 2017-368 requires that school systems provide INFLUENZA DISEASE/VACCINE information:**

The regulations governing medication administration at Daleville City Schools are in accordance with those of the Alabama Department of Education and Alabama Board of Nursing.

- No prescription medications will be given at school without completion of appropriate paperwork (School Medication Prescriber/Parent Authorization form) by a parent/guardian and healthcare provider. This form may be obtained from the school nurse.
- Approved prescription medications for chronic health conditions may be self-administered by the student (according to the orders of the prescriber) if the parent or legal guardian provides the School Medication Prescriber / Parent Authorization form completed and signed by both the parent/guardian and prescribing physician with acknowledgement that the school shall incur no liability in regards to any claims that may arise relating to the self-administration of these approved medications. (Act 2007-463, Act 2003-271)
- Over-the-counter medications taken during the school day must be approved by the school nurse. An authorization form must be completed and signed by a parent/guardian PRIOR to medication being given. Over-the-counter medications are NOT provided by the school. If desired to be given during school hours, these medications must be in an unopened container with the original label and child's name.
- Asthma inhalers, Epi-Pens, and medications approved for self-administration may be carried on the student's person as indicated on the School Medication Prescriber / Parent Authorization form.
- ALL prescription medication should be brought to school in an unopened pharmacy-labeled container.
- Medications to be stored and/or given by school personnel should be turned in to the school nurse or medication assistant to be counted and recorded.
- Only the school nurse or school personnel who have completed a medication training program will be allowed to give medication.
- No student is permitted to possess a controlled substance on school property. Prescription medications of this type will be administered by the school nurse or medication assistant and must be brought to the school by a parent/guardian or adult family member.

COVID-19 Safety & Wellness Measures

Contract tracing is done by ADPH. DCS is not responsible for contact tracing.

Screening

- Home is the first point on the screening continuum. DCS will educate and support families on identifying the symptoms that indicate students and staff must stay at home. Families should self-report symptoms of illness, which could be fever, new onset cough, etc. All self-reports will be confidential.
- Transportation is the second point on the screening continuum. We will use clearly visible signage that students should not have a fever or COVID-19 symptoms if traveling on a school bus. The signage will also outline COVID-19 symptoms as an educational tool.
- School is the final point on the screening continuum. School system staff should visually check for symptoms (which may include temperature checks and/or confirmation with families that the students are COVID-19 symptom free.)

In the event a student begins to show symptoms of COVID-19 while at school:

- Teacher should call and inform the nurse.
- Student should be sent to the nurse's office or quarantine area.
- Teacher should notify the custodian so that the area can be sanitized properly.
- The nurse should notify school administrators and the parents.
- It is the responsibility and duty of the Alabama Department of Public Health to notify individuals of possible exposure to COVID-19.
- Be mindful of student privacy and share information with only "Need to Know" personnel.

In the event a student notifies the teacher that they or someone in their home has tested positive for COVID-19:

- The teacher should notify school administrators.
 - If the student was recently in attendance at the school, the custodian should be notified so that the area can be sanitized properly.
 - It is the responsibility and duty of the Alabama Department of Public Health to notify individuals of possible exposure to COVID-19.
 - **Students should stay home quarantined according to the most recent ADPH order.**
-
- Students who are ill at school will be placed in a designated area of quarantine with a facial covering in place. Nurses will also wear a facial covering when caring for students. A parent will be called to transport the child home.
 - **Students sent home from school should be kept home until they have recovered according to the ADHP guidelines.**
 - All students who are diagnosed with Covid-19 or are experiencing symptoms related to Covid-19 are encouraged to seek medical treatment and advice to include receiving a proper test for the

Covid-19 virus. Further, all students who are diagnosed should self-isolate/quarantine AND be asymptomatic and fever free according to the latest ADPH order prior to returning to school.

- It may become necessary to conduct temperature checks of staff, students, and people entering the office. No person with a temperature of 100.4 degrees will remain at DCS schools.

Masks and Face Coverings

- Students should wear masks for their safety during the school day at school and on the bus. Any required use of masks will be governed by Alabama Health Order as directed by the Governor.
- It is recommended that parents purchase their child a face covering.

Close Contact (6/15 Rule)

Close contact is defined as contact within six feet of the individual for a total time of more than 15 minutes. After the two-week period, asymptomatic persons may be allowed to return to school.

Covid-19 in the Household

If students reside in a household in which someone has been determined positive for Covid-19, this person should be quarantined according to the most recent ADPH order before returning to DCS campuses.

Application applies if any person has been within 6 feet of an infected person for 15 minutes or more.

Influenza Disease

What is influenza disease?

- Influenza (flu) is a contagious respiratory illness caused by a virus.
- The virus infects the nose, throat, and lungs.
- It can cause mild to severe illness, hospitalization, and even death.

What are the symptoms?

- Anyone can get flu and it strikes suddenly and can last several days.
- Symptoms of flu disease may include:
 - Fever or feeling feverish/chills
 - Cough
 - Sore Throat
 - Runny or stuffy nose
 - Muscle or body aches
 - Headaches
 - Fatigue (very tired)
 - Vomiting Diarrhea

How does influenza disease spread?

- Flu is spread by:
 - An infected person's droplets from cough, sneeze or talk enter the mouth, eye or nose.

- Touching a surface or object with flu virus on it and then touching mouth, eyes or nose.
- An infected person can infect others 1 day before symptoms start and up to 5 to 7 days after symptoms start.
- Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

How do I prevent the flu?

- Get a yearly flu vaccine.
- Wash your hands properly and often.
- Cover your cough and sneeze with arm.
- Clean and sterilize surfaces.
- Stay home if you are sick.

Where can I find more information?

- Ask your doctor.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type influenza in the SEARCH box.

• **Influenza Vaccine**

Who should get the influenza (flu) vaccine?

- The flu vaccine is recommended every year for everyone age 6 months or older.

Who should be vaccinated against influenza because they are at increased risk?

- Children 6 months of age through 5 years Adults 65 years of age or older
- Pregnant women
- Residents of nursing homes and other long-term care facilities
- People who have medical conditions including the following:
 - - Asthma
 - Chronic Lung Disease
 - Heart Disease
 - Blood Disorders (such as sickle cell disease)
 - Kidney Disorders
 - Liver Disorders
 - Weakened immune systems due to disease or medication (such as HIV/AIDS or cancer)
 - People younger than 19 years of age who are receiving long-term aspirin therapy
 - People with extreme obesity

What are the common vaccine side effects and risks?

- Flu vaccines are safe, but some side effects can occur.
- Minor problems following the flu vaccine include soreness, redness, and/or swelling from the shot, hoarseness, sore, red or itchy eyes, cough, fever, aches, headache, itching, and fatigue.
- More serious problems may include Guillain-Barré syndrome (GBS) in fewer than 1 or 2 cases per one million people vaccinated, children receiving multiple vaccines slightly increase in fever with seizure.
- People who should not get the flu vaccine include anyone with severe, life threatening allergies, had GBS before, or not feeling well the day of vaccination.

Where can I find more information?

- Ask your doctor.
- Ask you school nurse.
- Call the Alabama Department of Public Health, Immunization Division, at 1-800-469-4599.
- Go to cdc.gov and type influenza in the SEARCH box.

Alabama Department of Public Health Immunization Division, 201 Monroe St, Montgomery, AL 36104

GENERAL INFORMATION

• LOCKERS AND LOCKER SEARCHES

Lockers may be rented for \$10.00 per year for 5th–12th grade students. The school reserves the right to search lockers without the presence of the student when there is a reasonable belief of violation of law or policy. No personal locks are allowed on lockers. Students may not share lockers. Locker fees are **NOT** refundable. **Nothing should be stuck on or in the lockers (ex. Stickers). Magnetic items only.**

• CHANGING CLASSES AND MOVING IN THE HALLS

Certain rules have to be observed when a large number of people are moving in a building. Students are not to run in halls, classrooms, buses, or the cafeteria. Students should walk on the right side of the corridors to facilitate movement. Students who "horse play," make excessive noise, loiter in the halls during change of classes, at break, or lunch are subject to punishment. **Any high school student in the hall during class hours without a pass signed by a teacher or member of the administration are to be considered "out of area."**

- **CHILD NUTRITION PROGRAM, (CNP)**

The Daleville City School System provides a nutritious breakfast and lunch each school day for students. The Child Nutrition Staff encourages all students to participate in the breakfast and lunch programs.

Meal Prices for Employees: Breakfast = \$1.75
 Lunch = \$3.00

Meal Prices for Adult Visitors: Breakfast = \$2.50
 Lunch = \$4.25

Meal Prices for Child Visitor: Breakfast = \$2.50
 Lunch = \$3.00

Daleville City School Services utilizes a computerized cash register system. This allows us to provide better services to the students and parents as well as account for all meals served. Each student is assigned a personal identification number (PIN) on the first day of school or when enrolled in the school. Students will keep the same PIN number as long as they are enrolled in Daleville City Schools. This will be their PIN from grades seven until they graduate. During mealtime students will key in their PIN on a keypad. The current money balance in the student's meal account will be shown on the register screen. If an account has enough money, the transactions will be processed and the amount of the meal will be deducted from the student's account balance. If there is not a sufficient balance the student will be asked for money.

There is a policy of "No Charging." Extra breakfast and lunch food items may be purchased for an additional cost. A complete, traditional school meal consists of one serving of meat, one serving of bread, two servings of fruit or vegetables (different items), and one serving of milk. A garden salad with milk is also considered as a school meal. With the traditional school meal, a student may choose all five food items or may decide to choose as little as three. Additional food or drink items may be available for an additional cost in addition to the items being served on the regular daily menu.

- **CAFETERIA RULES**

1. The cashiers will not accept bills larger than \$10.00 for return change.
2. No running in the cafeteria.
3. Never push or attempt to cut ahead in line.
4. Food or drink is not to be taken out of the cafeteria.
5. Cafeteria cleanliness is each student's responsibility.
6. Students are not allowed to charge in the cafeteria.
7. **No food from a commercial food establishment may be taken into the cafeteria and eaten during the regular scheduled breakfast or lunch times.**

- **TEXTBOOKS/CHROMEBOOKS**

All textbooks/Chromebooks furnished free of charge to pupils shall remain the property of the state or local school system. At the completion of each course of study, or at the instructions of the principal or teacher in charge, such textbooks/Chromebooks shall be returned as directed. These books must be used for several years. If a student damages or loses a state-owned textbook or Chromebook, he must pay for a replacement. The parent, guardian, or other person having custody of a child to whom such textbooks/Chromebooks are issued shall be held liable for any loss, abuse, or damage in excess of that which would result from normal use of such textbooks/Chromebooks. It is the responsibility of the student or his/her parents, guardian, or persons having legal custody of the child to pay for lost, or damaged textbooks before the issuance of a replacement. **Report cards will be held until all fees are paid and textbooks/Chromebooks are returned.**

- **BOOK BAGS/BACKPACKS/SPORTS BAGS**

Book Bags/Backpacks may be carried to class (if hung on the back of chairs rather than in the floor) or kept in lockers during the school day.

- **LIBRARY**

Materials may be checked out as directed by the reopening plan. A fine of five cents per school day will be charged for overdue books. Students may come to the library at assigned times or when approved. They may check out books, use reference materials, etc., but they must have a pass from their teacher when entering the library. Teachers may reserve the library for class use. The library is a place for study, research, and quiet browsing. Unnecessary noise will be an annoyance to the other students and will not be permitted. Students and parents will be required to sign an acknowledgement of responsibility for all library materials. Students are responsible for books and must pay for the replacement cost of lost or damaged books. **NO REFUNDS will be made for books that have been paid for due to damage or loss by a student. If the books are found after replacement costs have been paid, those payments will not be refunded.**

- **EMERGENCY AND DISASTER PROCEDURES**

Fire and severe weather drills will be conducted periodically during the school year. All areas will have an evacuation plan posted. Lockdown drills will also be conducted periodically.

- The following rules should be observed during the fire drills:
 - No talking or playing during the drill.
 - Do not take books or other articles from the room.
 - Move quickly, quietly, and carefully from the classrooms to designated outside areas.
- In the case of a tornado drill, the following will apply:
 - Move to designated areas of hallways.
 - Protect the head.
 - Stay away from windows.

- **FUNDRAISING**

Any fund-raising project conducted in the name of a Daleville City School must be cleared through the principals and the Superintendent before the project begins and be under the guidance of DCS administration. No fundraising activities will be approved, which infringe upon an instructional time. Students will not be allowed to conduct fund-raising activities during the school day. Fund raisers cannot be conducted that are not related to school clubs, athletics, or organizations.

- **MONEY AND CHECKS**

Post-dated checks will NOT be accepted for any type of payment. There is a return check service charge of \$32.00 for any Non-Sufficient Funds checks written for any reason.

No monies will be collected at school or in the name of the school without the permission of the principal.

- **HOMEWORK**

Parents and students should realize that homework is an integral part of the educational experience. It is a reinforcement of the classroom and will affect the final grade. Students will be assigned homework on a regular basis and should make every effort to complete it on time. Parents are encouraged to ensure the completion of these assignments.

- **ARTICLES OF VALUE**

Large sums of money or articles of great value should not be brought to school. This is for the protection of the owners. **The school cannot be responsible for money or valuable items that are brought to school.** If it is necessary for a student to bring a sum of money to the school, the office will be glad to cooperate with the student and keep the money until the student needs it. Students are reminded that it is not good practice to keep valuables or money in lockers or book bags.

- **LOST AND FOUND**

A lost and found box will be maintained in the office. An effort will be made to return items to the proper students. All sweaters, coats, and other personal items should be marked with the student's name and grade. At the end of each grading period, unclaimed items will be given to local agencies for distribution.

- **ARTICLES NOT PERMITTED AT SCHOOL**

(A) Firearms, explosives, and other lethal weapons are not permitted at school. Items forbidden shall include but will not be limited to the following: knives, razors or razor blades, box openers, firearms, laser pointers, air/co2 pellet guns, etc., explosive devices including fireworks of any description, chains, items which may be used as clubs made of any materials and any length, and all sharp or pointed objects for use as weapons. Students who bring such articles will be subject to Class II or III disciplinary action.

(B) Students are not to bring radios, I-Pods, Frisbees, skateboards, water pistols, cameras, or other

such articles of entertainment to school. Students who bring such articles will be subjected to Class II disciplinary action.

(C) Obscene literature will not be allowed at school. Students who bring such objects will be subject to Class II disciplinary action.

(D) Pepper Spray, mace, or other defensive sprays are not allowed in student possession on campus, at school-sponsored events, or in buses. (See class III, J.)

- **CONFISCATED ITEMS**

Items confiscated will be returned to the parent/guardian or student by the school board employee. The school board employee will determine when and if items shall be returned to the student.

- **DRUGS AND ALCOHOLIC BEVERAGES**

The use, possession, or sale of any alcoholic beverage, narcotic, illegal drugs, or other controlled substances or the dispersion of the same is expressly prohibited in the Daleville City School System. Persons deemed in violation of this policy on campus or at any school-related or school-sponsored activity shall be adjudged in accordance with the policies of the discipline of students. Possession of prescription drugs in school requires permission from the principal.

- **SMOKING / TOBACCO PRODUCTS/PARAPHERNALIA**

Federal Law prohibits the usage or possession of any tobacco products in school buildings, on school grounds, or during school-sponsored activities. Smoking of anything is not allowed, including but not limited to e-cigarettes, vaping devices, and any device meant to aid in the inhalation of any substance. Students violating this policy will be subject to Class II disciplinary action.

Any students violating this policy will be advised of said policy and compliance requested.

- **VIDEO SURVEILLANCE CAMERAS**

Video surveillance cameras are utilized in the hallways to monitor the school for safety purposes. School administrators may utilize the videotape for reviewing incidents that require investigation. Video cameras may be utilized on school buses for the same purposes. School system employees may be asked to view the video but only in the presence of administration. This equipment may be monitored at any time. No one other than school system employees may view school and bus camera footage.

Video surveillance cameras are utilized in the hallways to monitor the school for safety purposes. School administrators may utilize the videotape for reviewing incidents that require investigation. Video cameras may be utilized on school buses for the same purposes. This equipment may or may not be monitored at any time.

With the spread of telecommunications throughout the modern workplace, the Board recognizes that employees will alter the ways in which they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and

systems brings a responsibility to ensure that students have the opportunity to use these new resources appropriately.

The Board expects all administrative, instructional, clerical, and other employees, as may be required by their job descriptions, to learn to use Internet tools and apply them in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with ongoing training in the proper and effective use of telecommunications and electronic mail.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed.

The District reserves the right to access stored records in cases where there is reasonable cause to expect wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board directs the Superintendent to develop such additional regulations and procedures as may be required to guide employees in the appropriate use of these resources. Employees are expected to communicate professionally in a manner that is consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. The Internet is not to be utilized to share confidential information about students or other employees.

The Board encourages staff to make use of the Internet to explore educational topics, to conduct research, and to contact others in the educational world. The Board anticipates the new information system to expedite the sharing of effective practices and lessons across the District. The system will also help the staff to stay on the leading edge of educational practices by forming partnerships with others across the nation and around the world.

- **PARENT INVOLVEMENT**

All parents are encouraged to play an active role in their child's education. Windham School encourages an active Parent-Teacher Organization (PTO). The faculty will work with parents to bring about an effective organization. Parents will be notified of PTO meetings throughout the year. Each class will have a PTO volunteer. The PTO volunteer will arrange for volunteers to assist the teacher with special events and projects as allowed. Parents are encouraged to participate and should notify the PTO of phone number and availability. Parents may be on advisory committees for the principal or special programs and projects.

- **PARENTS AND STUDENTS RIGHT TO PRIVACY**

The Daleville City School System fully recognizes the rights of parents and students regarding their privacy. The parents of students under 18 years of age have the right to inspect and review the educational records of their children. This regard shall be accorded to the students upon reaching the age of 18. Parents and eligible students are entitled to an explanation of these records and will

be given a hearing to challenge the accuracy of this information.

Records of attendance and academic progress, as well as vital statistics and significant health facts, will be maintained under the direction of the principal of Daleville High School. Upon high school graduation, the educational records will be destroyed except for the permanent record card containing quarterly averages, attendance, vital statistics, significant health facts, and graduation date. Professional and paraprofessional personnel in the Daleville City School System having a legitimate educational reason are to have access to these records. No other persons except where explicitly authorized by law will have access to these records without the written consent of the parent or eligible student. The only exception to the above requirement is that information which is described in Section 99.3 of the General Education Provisions Act, Title IV, of Public Law 90-247 as amended.

The principal shall be responsible for reviewing and expurgating of current records and is hereby instructed to review and destroy all existing school records in accordance with Section 99.14 of the General Education Provisions Act, Title IV, of Public Law 9- 247 as amended.

Parents and eligible students visiting to review the education record shall contact the principal with a request for the reviewing. The principal shall honor that request within 45 days of the initial contact. Those parents and/or eligible students desiring to challenge any portion of the educational record will be given a hearing by the principal in closed session within 45 days of the request.

Nothing in this section shall prohibit the school from including appropriate information in the educational record of any student concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or wellbeing of that student, other students, or members of the school community, or disclosing such information to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student. Disclosures may be made without prior consent to the entity or persons designated in a federal grand jury subpoena or any other subpoena issued by law.

The School Board may release "directory information" to the general public.

- 1) Directory information includes the following data about a student
 - a) Name;
 - b) Address;
 - c) Telephone number, if listed;
 - d) Participation in officially recognized activities and sports;
 - e) Weight and height, if an athletic team member;
 - f) Name of the most recent school or program attended;
 - g) Dates of attendance at schools in the system and degrees and awards received.
- 2) The information described in subsections (1), (A), (D), (E), (F), and (G) herein may be published routinely by the school board in conjunction with press releases about school activities, honor roll announcements, athletic events, and other school-related activities.
- 3) Directory information shall not be published when the student's parent(s)/legal guardian submits written notification to the principal prior to September 1, or within ten (10) school days after the student enrolls. Failure to advise the student's principal shall be deemed a waiver of any right to preclude the release of such directory information.

- **HARASSMENT STATEMENT**

The Daleville City School System recognizes the personal rights of its students, faculty, and staff. The system does not condone or tolerate any harassment of any individual. This includes threats (verbal / and non-verbal), sexual harassment, or acts of intimidation of students/faculty by any individual. Failure to comply with the high standards of behavior set by the Daleville City School System could result in severe disciplinary action. In cases of harassment, officials will follow procedures according to those outlined in the code of conduct and/or administrative discretion if deemed necessary.

- **PARKING LOT**

Students who drive a motor vehicle on campus must park in student designated areas only. Students (White Spaces) are not to park in areas reserved for faculty parking (Red), visitor parking (Yellow), superintendent office parking (Yellow), or along the curb immediately in front of the main school building. Your hanging decal must be visible at all times when driving on campus. Parking permits may be purchased in the front office for \$20.00. Student's driver's license and current automotive insurance must be on file in the front office. Student parking is first-come, first-serve. There are not any reserved parking spots for students. Parking permits are non-transferable, and all vehicle information must be updated through the high school office.

Students are reminded that extreme caution must be taken at all times when driving on campus. Speeding and reckless driving will be considered a police matter, and tag numbers will be reported to the department for appropriate action. Parking and driving rules are intended for the protection of students' property and safety - violations of these rules will result in the loss of student parking privileges.

Students are not allowed to go to cars during the school day, including seniors who go off campus for lunch. Students are not permitted to loiter in the parking lots at any time. Students are not allowed to sit in, on, around, or about vehicles in school parking lots. When arriving at school in the morning, students are to leave their vehicles immediately and are not to return to their cars during the school day without special administrator permission or unless leaving school for the day. It is also recommended that students keep their vehicles locked. The school is not responsible for valuables taken from or damage done to parked vehicles.

- **VISITORS ON CAMPUS**

All visitors/parents must report to the front office immediately upon arriving on campus. Visitors/parents will not have access to any other part of the buildings unless accompanied by a staff member. Unauthorized persons on school property are trespassers and will be subject to legal prosecution.

Office personnel will not deliver personal messages or belongings except those of an emergency nature, as determined by the principal or assistant principal. Students will not be authorized to have guests or visitors in the classroom at any time.

No salesperson will be allowed to visit the teacher's class during instructional time.

All parent/teacher conferences will be held on the teachers' planning period or at 3:00 pm as scheduled by appointment only.

It shall be the policy of the Daleville City Board of Education that the integrity of the uninterrupted instructional period is maintained. Therefore, all announcements over the public address system shall be made at the beginning or end of the day except those that are of an immediate need or an emergency nature as determined by the building level administrator. Office personnel shall not deliver messages, personal belongings, and/or gift items during the instructional period except those that are of an emergency nature as determined by the designated building level administrator. All non-school personnel/visitors shall report to the building level principal's office when on campus. Students will not be allowed to have visitors in the classroom at any time. Instructional personnel shall not have his/her instruction time and/or planning time interrupted by unauthorized personnel. Visitors of instructional personnel must report to the building level administrator for permission to see an instructor.

All visitors, including parents of students or others who wish to see the teacher, must have a written pass from the office. The teacher is to request the pass from the visitor before determining the purpose of the visit. Visitors without a pass are to be referred to the office. Teachers are not to engage in conversations nor permit a student to leave with a visitor until the pass has been secured from the office. Parents will not be allowed down the halls without a scheduled purpose after the first week of school. All conferences and/or meetings with school personnel must be scheduled.

- **FLOWERS AND GIFTS**

Flowers, balloons, gifts, cards, etc., will not be delivered to students during the school day. Students, parents, or friends desiring to give these items should make arrangements to have them delivered to the home of the student.

- **FIELD TRIP TRANSPORTATION**

At this time, there will be no field trips scheduled. When field trips are allowed, the use of personal vehicles on field trips is not permitted without prior permission from the principal and for extenuating circumstances.

- **CARE OF CLASSROOMS, BUILDINGS, AND GROUNDS**

All students are expected to do their part in keeping Daleville City Schools clean and attractive. No food or drinks will be allowed in the halls, classroom areas, or parking lots during school hours.

Students are not to litter the campus with soft drink cans, cups, bottles, containers, food wrappings, or food bags. These items are not to be brought on campus in the mornings and will be confiscated when seen. Repeat violations will result in campus clean-up duty. Please use trash cans! Students may be asked to help clean areas of the school campus.

- **TELEPHONE USE**

The office telephone is for business use only and is not to be used by the students except in cases of emergency. Please inform your child(ren) of after school activities and transportation prior to the beginning of school. Only emergency messages will be delivered to students. Be certain that parents, relatives, and friends understand that messages to students that are not school-related will not be delivered. Students will not be called out of class to speak on the phone.

- **MAKE-UP WORK**

Make-up work and tests missed due to absence will be made up by all students no matter what type of absence; however, makeup work is the student's responsibility. If a student misses an announced test or assignment due to an absence from school, the teacher may require the student to make up the test or turn in the assignment upon the students' return to class.

Advance assignments such as book reviews, class reports, research projects, etc. should be turned in prior to the time of the absence, especially when the student knows of the absence in advance.

Students who miss class due to school-related activities must make arrangements with their teachers prior to the absence. The teacher may require students to take tests or turn in assignments in advance. It is the responsibility of the student to arrange with teachers the appropriate time in which missed assignments are to be made up upon returning from an absence. The student will have a one-week time limit on make-up work. Failure to make-up work/tests will result in a zero. Parents will be contacted by the teacher when make-up work is not completed prior to the zero being recorded.

STUDENT CODE OF CONDUCT

Education is the basis for the development of our students. In order for instruction and learning to take place, we must have order and discipline in our school. This Code of Student Conduct is to assist our students in understanding their responsibilities in the educational process.

Students in the Daleville City Schools shall follow these guidelines:

- Students shall treat other students, faculty, and administration with respect.
- Students will be honest at all times and develop the ability to admit mistakes and deal with them in a positive manner.
- Students are to develop character and maturity through acceptance of responsibility and self-control.

- Students shall make every effort to be prompt and dependable in their class attendance and their preparation for class.
- Students should participate in academic programs and extracurricular activities that are commensurate with their interests and capabilities.
- Students shall exert every effort to achieve mastery of the necessary skills in academic and /or extracurricular activities.
- Students should maintain a high level of academic achievement and strive to improve performance when needed.
- Students shall be willing to accept correction and constructive criticism with a strong desire to improve.
- Students should try to grow away from immature habits, attitudes, and approaches to problems and make a strong attempt to act and seek solutions to problems in a constructive manner.
- Students shall be aware of school regulations and follow them to the best of their ability. These regulations are to ensure everyone the opportunity to gain from their experiences in the Daleville City School System.

STUDENT RESPONSIBILITIES & RIGHTS

Student Responsibilities Are:

- To abide by-laws, Board of Education rules, and individual school rules and policies regarding attendance.
- To be punctual and regular in attendance.
- To promptly request and complete make-up assignments for excused absences or tardies.

Student Rights Are:

- To be informed of Board of Education and individual school rules and policies regarding school attendance, including policies and rules regarding absences, tardies, truancies, and related programs, checkouts, make-up work, and school-sponsored activities.
- To be provided with make-up assignments for excused absences or tardies.
- **RESPECT FOR PERSON, PRIVACY, AND PROPERTY**

Student Responsibilities Are:

- To abide by laws and Board of Education and individual school rules and policies regarding respect for person, privacy, and property.
- To respect the recognized rights of others.
- To attend school and related activities without bringing items prohibited by law or Board of Education policy or which will detract from the educational process.
- To respect the property rights of those at school and the general public.

Student Rights Are:

- To be informed of laws and Board of Education and individual school rules and policies regarding respect for person, privacy, and property.
- To retain privacy of personal possessions on his/her person, book bag, or desk unless school personnel have reasonable suspicion to believe the student possesses any item which is prohibited by law or Board of Education policy.

STUDENT KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT**Student Responsibilities Are:**

- To abide by laws and Board of Education and individual school rules and policies regarding rules of conduct.
- To document receipt of the Code of Student Conduct with his/her signature.

Student Rights Are:

- To be informed of the Board of Education and individual school rules and policies regarding rules of conduct.
- To be informed as to the specific grounds of the violation(s) of the Board of Education's Code of Conduct.

THE RIGHT TO LEARN**Student Responsibilities Are:**

- To abide by laws and Board of Education and individual school rules and policies regarding the right to learn.
- To take advantage of appropriate opportunities provided for learning.
- To avoid hindering the teaching process.
- To seek assistance, if needed, to aid learning.

Student Rights Are:

- To be informed of laws and the Board of Education and individual school rules and policies regarding the right to learn.
- To be provided a safe school environment free of tobacco products, illegal drugs, alcohol, or weapons.

- To be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn.

PARTICIPATION IN SCHOOL PROGRAMS AND ACTIVITIES

Student Responsibilities Are:

- To abide by laws and Board of Education and individual school rules and policies regarding school programs and activities.
- To be courteous and responsible at all school program activities.
- To fulfill duties related to his/her participation in school activities.
- Student Rights Are:
- To be informed of laws and the Board of Education and individual school rules and policies regarding school programs and activities.
- To participate in student programs and activities consistent with the local board of education and individual school policies.

PARENT RESPONSIBILITY FOR THEIR CHILD'S CONDUCT

The Board hereby advises parent(s) guardian(s) of their responsibility for the conduct of their child(ren) based on Legislative Act No. 93-672 that amends Section 16-28-12 of the Code of Conduct of Alabama, 1975, is amended to read as follows:

“(A) Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, denominational school, or parochial school or be instructed by a private tutor, or fails to require the child to attend school regularly, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the principal or teacher of the school he or she attends or should attend, or of the tutor, who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.”

“(B) Any parent, guardian, or other person having control of any child enrolled in public school who fails to require the child to attend the school or tutor regularly, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with a written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the principal to the superintendent of education of the school system in which the suspected violation occurred. The Superintendent or designee shall report such violations to the district attorney within 10 days. Any principal or superintendent or his or her designee intentionally failing to report such a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in the public schools.”

WES & DMS LEADER IN ME PHILOSOPHIES

Rules and Expectations

We expect children to behave appropriately while attending school. To this end, we believe children should be taught to be responsible citizens through Leader in Me, which is an instructional and behavioral philosophy based on Dr. Stephen Covey's 7 Habits for Highly Effective People. Students must have a clear understanding of our behavioral expectations and must be responsible for their part in maintaining these regulations. Students should also be aware of the consequences when rules are broken. School personnel will intervene in conflicts as necessary, and will work with students to resolve conflicts constructively.

7 HABITS:

1. Be Proactive: I'm in charge of me.
2. Begin With The End in Mind: I set goals and plan ahead.
3. Put First Things First: I set priorities for myself.
4. Think Win-Win: I have consideration for others.
5. Seek first to understand, then to be understood: I respect others' feelings and opinions.
6. Synergize: I work well with others
7. Sharpen the Saw: I take care of my body and health

Windham Elementary School and Daleville Middle School have instituted a "Voice Etiquette" program focusing on the level of voices used in hallways and classrooms. The voice levels are as follows:

- Level 0 - Test-Taking Voice
- Level 1 - Working Whisper Voice
- Level 2 - Conversation Voice
- Level 3 - Loud Sharing Voice
- Level 4 - P.E. Voice

Expectations of Students:

Classroom

- enter by greeting teacher/adult in charge
- move to assigned seat on voice level 0 without bothering others
- raise a hand to ask questions during lessons
- stay seated unless given permission
- do your own work
- turn in work on time
- work cooperatively in groups (respect others' opinions)
- come prepared (books, pencils, work)
- if not sure, ask your teacher first

Bathroom

- only 4 students in at one time
- wash hands every time before leaving
- make sure **ALL** paper is in the trash can even if it's not yours
- flush all toilet/urinals before leaving

Locker

- voice level 0 at all times
- respect others' space and things
- keep everything close to lockers so others can walk through the hall
- get everything needed the 1st time

Lunchroom

- stay in line on voice level 0
- once seated; stay there
- talk to only those beside you and in front of you
- stay turned around with feet under the table
- pace (not throw) trash in cans

PE:

- **leaving** -- voice level 0 until outside
 - straight lines; facing front
 - hands and feet to yourself
- **returning** -- voice level 0 as you enter the building
 - go directly to class and wait for the teacher/s instructions about water/bathrooms

Chromebooks

- stay on website assigned by the teacher
- handle and carry with care
- log out/plug in after every use
- work quietly
- keep food/drinks away

STUDENT REGULATIONS

- **DISCIPLINE**

The maintenance of good order in the school is a necessity; therefore, it shall be the responsibility of teachers and administrators to maintain proper discipline and educate students in an orderly manner. Students are expected to conduct themselves properly at all times. Video cameras may be used to monitor student conduct and movement between classes. The school has the prerogative to determine if conduct interferes with the educational process and the means in which that conduct can be corrected. Students will be referred to the office of the Assistant Principal, at which time every effort will be made to give the student those rights afforded him under due process law. Methods of correction may include, but not be limited to, conferences with school counselors, referral to Department of Youth Services counselors, parents and administrators, detention, corporal punishment, suspension, and expulsion.

- **AFTER SCHOOL and BREAK DETENTION for DMS and DHS**

The principal or his/her designee has the authority to assign students to a designated area during break and/or at the end of the regular school day for a reasonable and specified period of time. The parent is responsible for providing transportation when the student is required to stay after school. A reasonable attempt will be made to notify parents prior to the assignment of a student to detention. If the parent is notified on the day of the misbehavior, the student will be assigned that day; if not, the student will be assigned following notification of parent(s). Detention time shall be limited to forty-five (45) minutes per day. After School Detention is held on Tuesdays, Wednesdays, and Thursdays, students will be given a detention notice to notify parents of assignment dates and times. **Following a student's third detention notice each semester, they will no longer be eligible for detention. Other disciplinary measures will be taken, i.e., Corporal Punishment, ISS, or suspension.**

- **SCHOOL BUS SUSPENSION**

The administration has the authority to deny a student the privilege of riding a school bus. This denial, based on the misconduct of the student, will be for a reasonable and specified period of time. The parent(s) will be notified prior to the suspension from the bus.

- **CORPORAL PUNISHMENT**

The Daleville City Board of Education permits reasonable and proper spanking/paddling of students for disciplinary purposes. Corporal punishment will be used under the following guidelines:

1. The student will be given the reasons for the punishment and the opportunity to explain his/her actions.
2. The student's parents or guardians must be contacted and give their verbal approval before corporal punishment is administered.
3. Corporal punishment will be administered by the principal or designated person(s). A witness must be present during administration of punishment.

4. Administration of corporal punishment is prohibited in the presence of other students. A written report will be prepared for each incident.

- **SUSPENSION**

Suspension is defined as the temporary removal of a student from a school for violation of school rules or regulations. The authority to suspend a student from school rests entirely with the principal or his/her designee. All suspensions shall be for a specified number of days. Students will not be allowed on campus during suspension time. Students may not participate in extracurricular activities during suspensions. Any deviation from said pattern shall require authorization from the superintendent of schools or his designee. Suspension will not be counted as unexcused absences (3X) for attendance purposes. However, suspension will be a violation of unexcused absences for the purpose of exempting finals.

- **IN-SCHOOL SUSPENSION (ISS)**

ISS will be used in lieu of suspension for severe behaviors and truancy. The purpose of ISS is to provide the student with the opportunity to continue their educational services while they are removed from the general education setting for disciplinary reasons. Students assigned to ISS must report to ISS when they arrive on campus. All further rules and regulations will be disseminated in the ISS classroom. All school rules will be in effect during the ISS assignment. The end of the ISS assignment will be considered 3:01 PM on the last day of the ISS assignment. Students may not participate in extracurricular activities during the duration of their ISS assignments. Additional or extended days added by the administration will extend the ban on extracurricular activities. **MISBEHAVIOR IN ISS MAY RESULT IN OUT OF SCHOOL SUSPENSION; WHEN THE STUDENT RETURNS, THEY WILL FINISH THEIR TIME IN ISS.**

- **EXPULSION**

Expulsion is defined as the removal of a student from a school for violation of school rules or regulations. The authority to permanently expel a student is retained by the Board of Education, who alone can approve such an action.

- **DISCIPLINARY POLICY IN REGARD TO EXCEPTIONAL STUDENTS**

Those students who have been identified as exceptional by the Special Education Department will be expected to abide by the rules and regulations of Daleville High School. No exceptional student will be allowed to interfere with the learning environment or to cause physical harm to himself or others. In cases of excessive disciplinary infractions, an attempt will be made to determine whether or not the misbehavior is a manifestation of the identified exceptionality. An I.E.P. committee shall convene and make a recommendation to the Superintendent of Education as to the appropriate disciplinary measures to be implemented. All suspensions shall be for a specified number of days. Any deviation from said pattern shall require authorization from the superintendent of schools or his designee.

- **LEGAL GUIDELINES**

Driver's License/School Attendance/Weapon Possession

Alabama Act 93-368, the Department of Public Safety shall deny a driver's license or learner's license for the operation of a motor vehicle to any person under the age of 19 who does not, at the time of application, present a diploma or other certification of graduation or present documentation that the person: (1) is enrolled and making satisfactory progress in a course leading to a general educational development certificate (GED) from a state-approved institution, or has obtained the certificate; (2) is enrolled in a secondary school; (3) is participating in a job training program approved by the State Superintendent of Education; (4) is gainfully and substantially employed; (5) is a parent with the care and custody of a minor or unborn child; (6) has a physician certify that the parents of the person depend on him/her as their sole source of transportation; or (7) is exempt from the requirement due to circumstances beyond his or her control.

The attendance officer shall provide documentation of enrollment status on a form approved by the Department of Education to any student 15 years or older that is properly enrolled. This act also requires that whenever a student 16 years or older withdraws from school, the attendance office shall notify the Department of Public Safety. Withdrawals shall be defined as more than 19 consecutive or 15 total unexcused absences during a single semester.

Whenever the withdrawal from school of the student or the failure of the student to enroll in a course leading to or to obtain a GED or high school diploma, is beyond the control of the student or is for the purpose of transfer to another school as confirmed in writing by the parent or participating in a job training program approved by the state Superintendent of Education, no notice shall be sent by the proper school official to the Department of Public Safety to suspend the license of the student. If the student is applying for or renewing a driver's license or a learner's license, the attendance officer, upon request, shall provide the student with documentation to present to the Department of Public Safety to exempt the student from this act. The local Superintendent of Education, with the assistance of the attendance officer or other appropriate school official, shall be the sole judge of whether the withdrawal is due to circumstances beyond the control of the person. Suspension or expulsion from school or imprisonment in a jail or penitentiary is not a circumstance beyond the control of a person. For more information on this Act, you may contact the attendance office.

Alabama Law Act No. 93-672 requires that parents or guardians having legal control or custody of any child enrolled in public school who fail to require the child to regularly attend school or fail to compel the child to properly conduct himself or herself in accordance with a written policy of school behavior adopted by the board of education which may result in the suspension of the student, shall be reported to the superintendent by the principal. The superintendent or his designee shall report suspected violations to the district attorney.

- **IT'S THE LAW! Parental Notification of Civil Liabilities and Criminal Penalties**

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees:

Attendance and Conduct (Act 94-782) Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794) A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783) A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor, if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within 5 school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Weapons in Schools (Act 94-817) No person shall knowingly, with intent to do bodily harm, carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a class C felony. (Note: Deadly weapons include but are not limited to hand grenade, explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

Vandalism (Act 94-819) The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who has custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by an intentional, willful or malicious act of the minor.

Pistol Possession Driver's License (Act 94-820) Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school, or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14 possesses a driver's license on the date of conviction; the driver's license will be suspended for 180 days.

Drop-Out/Driver's License (Act 94-820, which amended Act 93-368 as codified in §16-28-40, Code of Alabama 1975) The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who: are enrolled in a GED program, are enrolled in a secondary school, are participating in an approved job training program, are gainfully employed, are a parent of a minor or unborn child, or are the sole source of transportation for the parent.

- **THE GUN-FREE SCHOOLS ACT OF 1994**

P.L. 103-382, Part F, Section 14601

In accordance with applicable federal and state laws, persons who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions, shall be subject to appropriate disciplinary actions. For this policy, the term "firearm" shall have the same meaning as defined in Section 921 of Title 18 of the United States Code. When there are violations of the prohibition on firearms being brought to school or the possession of firearms by students, the school principal shall notify the appropriate law enforcement authority, which may include City Police, County Sheriff, and the local District Attorney. In addition to notification of law enforcement officials, the school principal shall notify the parent(s) or guardian of students who violate the firearm-free school environment. A substantiated charge against a student shall require the expulsion of that student for a period of twelve calendar months.

- **NOTIFICATION OF LAW ENFORCEMENT AUTHORITIES**

Notification of law enforcement authorities means notification of Dale County Juvenile Court Service and/or the Daleville Police Department.

- **STUDENTS EXPELLED FROM OTHER SYSTEMS**

Students in this category must receive the Superintendent's approval prior to registration.

- **BEHAVIOR AT SCHOOL ACTIVITIES**

All rules pertaining to student behavior shall apply while a student is attending a school-related or school-sponsored activity on or off-campus. Misbehavior while in attendance at such activities shall be dealt with as an in-school problem.

Student conduct at assemblies and extra-curricular activities such as athletic events will be closely monitored by the administration and faculty. Misconduct can lead to a student's loss of the right to attend such events, as determined by the administration after proper investigation.

- **ASSEMBLIES**

Students are expected to conduct themselves properly during assemblies and to show proper courtesy to speakers and guests. Unwarranted acts in an assembly such as any inappropriate behavior including but not limited to whistling, booing, or stamping feet, are out of order. Students are asked to cooperate by:

1. Entering at designated doors.
2. Staying off the basketball court.
3. Sitting in assigned grade sections.
4. Not sitting on the stage or around the walls.
5. Following directions from faculty and staff. Improper conduct at assemblies will result in loss of privilege to attend in the future, as deemed appropriate.

- **CELL PHONES and ELECTRONICS**

Purpose: To establish policies regarding student possession and use of cellular phones and other electronics communication devices at school, at school-sponsored events, and on school buses.

Policy: July 1, 2006, was established as the effective date of State Legislative Act No. 2006-530. This law allows local boards of education to adopt policies pertaining to the possession and use of electronic communication devices on school property. The provisions adopted by the Daleville City Board of Education that address the issues are listed below.

1. The Daleville City School System prohibits the student use of all electronic communication devices, including cellular phones, pagers/beepers, iPods, cameras, etc. , at all during the school day UNLESS DIRECTED BY A TEACHER FOR EDUCATIONAL PURPOSES. This is to include using cellular phones to make voice calls, to take photos, and/or to send/receive text messages. Students shall be allowed to possess such electronic devices; however, such devices must be turned off (meaning all functions not operative) when a student arrives on campus and must remain turned off until the end of the school day. Devices are not to be visible during the school day. Exceptions may be granted by the school principal or his/her designee. Students involved in before or after school academic programs shall observe School hour rules during these programs.
2. Students' use of cellular phones/electronic communication devices shall be allowed on school buses on regular routes before and after school, provided they are not causing any disruption. Photos may not be taken on the bus utilizing camera phones or other type imaging products due to student confidentiality regulations and safety concerns. The bus driver shall refer violations on regular bus routes to the principal or assistant principal of the school the students attend.
3. Students' use of cellular phones/electronic communication devices for field trips, sporting events, extracurricular activities, etc. during school hours or before or after school hours will be at the discretion of the principal and sponsor/coach.
4. Consequences for violations of this policy shall result in disciplinary action. Specific consequences shall be stated in student handbooks provided to students at each school. See Below.
5. The school/school system will not be responsible for the loss, damage, or theft of any electronic device brought to school or a school event.

CONSEQUENCES

1. The use of an electronic device will be treated as a Class I offense, and discipline will be

administered accordingly.

2. The use of an electronic device for taking pictures or videos will be treated as a Class II offense, and discipline will be administered accordingly.

- **DRESS CODE**

The Daleville City School System encourages and expects its students to dress appropriately for school. We believe that part of the educational process includes maintaining a healthy and wholesome appearance. Dress or grooming that distracts from the desired goal of the school system must be changed.

Grooming and personal appearance are essential, if not critical, elements in the teaching and learning process. Therefore, it is expected that students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the interest and welfare of students.

Dress regulations should discourage the extremes and fads that lead to distractions or disruptions to the learning process. Dress regulations should provide appropriate standards for the general appearance of students, should foster both physical and mental health, and should assist students in learning dress habits that are expected in society.

1. None of the following are to be worn in the building: hats, bandanas, caps, do-rags, hoods, athletic headbands, and sunglasses covering eyes except for incentives as sanctioned by the school.
2. Clothes must be worn that appropriately cover the body.
3. See-through shirts, plunging necklines, spaghetti straps, razorbacks, strapless shirts, one-shoulder shirts, open back shirts, and clothing showing cleavage is prohibited. Also, all shirts must cover midriffs even when arms are raised. All sleeveless shirts must cover the entire width of the shoulder. Undergarments should not be visible. Boys are not to wear sleeveless shirts of any kind. Blankets may not be carried and used at school.
4. Young men's shirts that fall below the pockets of their properly worn pants must be tucked into the pants. Pants should be worn properly at the waist and fastened. No sagging will be tolerated; undergarments should not be visible at any time.
5. All shorts, dresses (including sweater dresses worn with leggings), and skorts must be no more than 2 inches above the knee all the way around (this includes the split in skirts). Pants with holes or tears must not show skin more than 2 inches above the knee.
6. Clothing, tattoos, or other accessories cannot bear any reference to an illegal substance (including alcohol and tobacco), gang affiliation, racial expression, profanity, obscenity, provocative words, vulgarity, or sexual connotation.
7. Students will refrain from wearing clothing that promotes products or activities prohibited by school policies or that are inflammatory and may generate negative feelings among students. T-shirts and other clothing or jewelry that displays pictures of weapons, abusive language or profanity, promotes tobacco products, alcohol, illegal drugs, gangs, or illegal organizations will not be worn.
8. The carrying and wearing of chains, or chains connected to wallets are prohibited.
9. Shoes, boots, or sandals must be worn. No bedroom/house/shower shoes. Students should wear shoes with age-appropriate heel heights.

10. Hair must be clean, well-groomed, should not impair vision, and should not cause a distraction in the learning environment.
11. Any facial piercings are limited to small studs (athletic and organizational rules may supersede this policy and prohibit them).
12. Pajamas/lounging pants, tights, yoga pants, or other skintight clothing is prohibited. If leggings are worn, the dress must be no more than two inches above the knee. Leggings/jeggings/tights cannot be worn as pants with t-shirts.

Dress Code violations will be treated as Class I offenses. All violations must be corrected before the student is returned to class. Students that do not correct the violation will be placed in ISS for the remainder of the school day.

- **SCHOOL BUS TRANSPORTATION**

The Daleville City School System has adopted the following regulations for the operation of the buses. All school rules, as stated in this handbook, apply to buses. In addition:

1. All students will be seated while the bus is in operation.
2. Students may be assigned seats by the driver.
3. No tobacco products are permitted on the school bus.
4. Keep heads and arms inside the bus and not out the window.
5. Keep down all unnecessary noise so the driver can concentrate.
6. There will be no eating or drinking on the bus.
7. No weapons or other dangerous objects are allowed on the bus.
8. Pupils shall leave the bus in an orderly fashion and cross the road only in front of the bus.
9. A pupil who is willfully disobedient, fights, or destroys property while on a school bus may lose transportation privileges and be subject to disciplinary action. The utilization of DCS transportation is a convenience and is conditional upon good behavior and strict observance of the rules of the Board of Education for pupil transportation.
10. According to NHTSA guidelines, students should be at the bus stop five minutes prior to the pick-up time.
11. Any violation/act which the school administration may deem reasonable to fall within this category after consideration of extenuating circumstances.

- **BUS CONSEQUENCES**

The safety of every child who is transported by bus to and from school each day is a major priority. If your child's behavior becomes a problem, the bus driver may refer the problem to the principal or assistant principal. Students who cause serious disruption or habitual problems on the bus will be dealt with in an appropriate manner determined by the principal or Assistant Principal. Chronic problems may result in the loss of bus transportation privileges. The consequences stated below are guidelines for minor bus referrals; all disciplinary decisions are at the discretion of the administration. It is important to note that riding the bus is a privilege, not a right.

- 1st Bus Referral-Warning
- 2nd Bus Referral-1 Day Bus Suspension or other action
- 3rd Bus Referral-3 Day Bus Suspension or other action

- 4th Bus Referral-5 Day Bus Suspension or other action
- 5th Bus Referral-A Required Parental conference will determine the continued privilege of bus transportation

Please support us in our efforts to provide for the safety of your children.

• **CLASSIFICATION OF VIOLATIONS**

Violations of the Code are divided into three classes: Class I - Minor, Class II -Major, and Class III - Terminal. Each classification is followed by a disciplinary procedure to be followed by the principal or his/her designee.

In the following classes of violations and disciplinary procedures, it is understood that the student will be provided with due process before any disciplinary action is taken.

CLASS I - Minor Offense

- a. Use of profane or obscene language or gesture toward a student
- b. Non-conformity to dress code
- c. Inappropriate public display of affection (no more than hand-holding)
- d. Eating or drinking in unauthorized areas
- e. Littering on school property
- f. Sitting in a parked vehicle
- g. Cheating, copying, or plagiarism, defined as any willful attempt to obtain or assist in obtaining answers or information on graded work using unauthorized methods
- h. Disruptive behavior in the hallway
- i. Minor disruptions of the classroom setting
- j. Use of electronic devices
- k. Any violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

DISCIPLINARY ACTIONS FOR CLASS I OFFENSES

- i. First Referral: Warning and parental contact.
- ii. Second Referral: 2 days of afterschool detention or corporal punishment or ISS and parental contact.
- iii. Third Referral: 4 days of afterschool detention or corporal punishment or ISS and Parental contact.
- iv. Any further Class I referrals will result in days of suspension or corporal punishment or ISS at the discretion of the principal.

CLASS II - Major Offense

- a. Illegal organizations- any attempt to use the school day for activities that are not school-

- related or school-sponsored.
- b. Gambling- any participation in games of chance for money and/or other things of value
- c. Defiance of School Board employee's authority, any verbal or non-verbal refusal to comply with a lawful direction or order of a School Board employee.
- d. Inciting a verbal/physical altercation
- e. Fighting - physical altercation with another student. (Automatic 3-day suspension and 5 days ISS, 2 fights will result in a hearing with the superintendent)
- f. Stealing, larceny, petty theft- the intentional unlawful taking or carrying away of property valued at less than \$25 belonging to or in the possession or custody of another. Possession of stolen property with knowledge that it is stolen.
- g. Written or verbal proposition to engage in sexual acts.
- h. Harassment, bullying, intimation, or obscene behavior (verbal, written, gesture) toward another person, including, but not limited to, physical contact of another student/faculty member.
- i. Possession of obscene and/or pornographic materials
- j. Directing obscene/profane or inappropriate language/gesture to a School Board employee or student
- k. Out of area without permission
- l. Refusal to give a name or intentionally giving false information to an authorized person. This includes false absentee excuses or passes.
- m. Truancy- defined as a student's unexcused absence from a class or school without the knowledge or consent of the school administration.
- n. Repeated violations of dress code after multiple warnings
- o. Any unauthorized use of school computers including, but not limited to, changing computer settings, accessing non approved internet sites, sending or displaying offensive messages or pictures, employing the network for commercial purposes. Also, any tampering with computers, smartboards, or other electronic devices in classrooms.
- p. Use of electronic devices to take unauthorized pictures or videos.
- q. Any other violation which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

DISCIPLINARY ACTIONS FOR CLASS II OFFENSES

***Law enforcement may be notified.**

- i. First Referral: Parental contact and corporal punishment or 1-day suspension or ISS.
- ii. Second Referral: Parental contact and 2 days of suspension or ISS.
- iii. Third Referral: Parental contact and 3 days of suspension or ISS.
- iv. Any further Class II referrals will result in a hearing with the superintendent.

CLASS III - Serious / Terminal
Alabama Law - Act 94-784

- a. The use, possession, or sale of any narcotics, illegal drugs, other controlled substances, or alcoholic beverages on campus or during a school-sponsored function or off-campus if the off-campus conduct has a direct and immediate effect on the discipline or general welfare of the school.
- b. Arson - the willful and malicious burning of any part of School Board property.
- c. Disrespect/Defiance of School Board employee's authority.
- d. Robbery - the taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault, or by instilling the fear of the same.
- e. Stealing, larceny, grand theft - the intentional unlawful taking and/or carrying away of property valued at \$25 or more belonging to or in the possession or custody of another.
- f. Burglary of school property - entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public.
- g. Criminal mischief - willful and malicious injury or damages at or in excess of \$50 to public property or real or personal property belonging to another.
- h. Possession of firearms - any firearm (including a starter gun) which will, or is designated to, or may be readily converted to expel a projectile.
- i. Unauthorized discharge of a pistol, rifle, shotgun, airgun or any device, or any other weapon, instrument, or object.
- j. Possession of a weapon - instrument as defined in AL Act 94-817 (p22 of the handbook) or tear gas gun, knife, chemical weapon or device, or any other instrument or object to be used as a weapon.
- k. Bomb threats - any such communication which has the effect of interrupting the educational environment.
- l. Explosions - possessing, preparing, or igniting on School Board property explosives likely to cause bodily injury or property damage.
- m. Sexual acts - acts of a sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape.
- n. Aggravated battery - intentionally causing great bodily harm, disability or permanent disfigurement, or the use of a deadly weapon.
- o. Inciting or participating in a major student disorder - leading, encouraging, or assisting in major disruptions that result in destruction or damage of private or public property or personal injury to participants or others.
- p. Indecent exposure.
- q. Assaults or threats directed toward a school board employee or students.
- r. Dispensing or applying or threatening to spread a bodily fluid or substance.
- s. Possession of a knife on a school campus.
- t. Any other offense which the principal may deem reasonable to fall within this category.

DISCIPLINARY ACTION FOR CLASS III OFFENSES

- i. 5 days suspension pending a hearing conducted by the principal with the student and parent or guardian. Possible disciplinary actions may include: Extended ISS assignment, out-of-school suspension for up to ten (10) days, and recommendation for expulsion. Offenses deemed to fall under the zero-tolerance policy will be dealt with according to the policy.

- ii. Notification of the Superintendent of Education of the incident.
- iii. Appropriate law enforcement officials shall be notified as provided by state law. If any criminal charge is warranted arising from the conduct, the principal is authorized to sign the appropriate warrant.

GENERAL GUIDANCE INFORMATION

- **Intellectually Gifted Child Find**

290-8-9-.12 Gifted. (1) Definition. Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

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 all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. 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 the following three areas:

Aptitude—Assessed through an individual or group test of intelligence or creativity.

Characteristics—A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher.

Performance—At least three indicators of performance at a gifted level, such as achievement test scores, grades, products, work samples, and/or portfolios.

The scores from the assessments/items used are 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.

For more information, contact:

Mrs. Julie Sconyers, Daleville City Schools, Director of Programs, 334-598-2456 Ext. 2216 or 2217.

Mrs. JuVonne McDuffie, Daleville City Schools, Gifted Education Specialist, 334-598-4466.

- **Disabled Youth Offered Services**

The Daleville City Schools ensures that all children residing within the jurisdiction of the public education agency, birth to 21, regardless of the severity of their disability and who need special education and applies to children who attend private schools, including children attending religious schools within the public education agency's jurisdiction, highly mobile children with disabilities (migrant and homeless children), and children who are suspected of having a disability and are in need of special education even though they are advancing from grade to grade, Child Find also includes a practical method of determining that eligible children with disabilities are receiving needed special education and related services.

- **PARENT - TEACHER CONFERENCES**

Parents are encouraged to contact teachers regarding the progress of their child(ren). A conference can be arranged by calling the guidance office or secretaries between 8:00 a.m. and 3:00 p.m., Monday through Friday. Conferences must be scheduled during a teacher's planning period or after school.

- **REPORT CARDS**

Report cards will be sent home four times during the year. Also, progress reports will be sent home four times each year. Parents are urged to go over the report card with their child and offer encouragement as needed. Parents are encouraged to sign the report card and return it to the teacher.

GUIDANCE FOR HIGH SCHOOL

- **GUIDANCE SERVICES**

Guidance services are available to all students. A counselor will be in the guidance office each period and during the day to assist students with educational, vocational, and personal problems. An appointment may be made with a counselor at any time that is suitable for the student to come to the office. Daleville City Schools will utilize counselors from the Department of Youth Services, and appointments may be made through the guidance office. Any student coming to the guidance office during class time must have a pass from the Guidance Counselor.

Information concerning colleges, scholarships, business vocational schools, and job opportunities is available in the counselor's office. Students are encouraged to become familiar with these materials as an aid in making decisions about future plans.

Some test data are available in the guidance office for students and parents in order that they may better understand the achievements and ability levels of the student. Also, information concerning tests for college entrance and vocational-technical school entrance is in the guidance office.

- **TRANSCRIPTS**

Transcripts can be ordered for \$5.00. Students/parents may complete the Transcript Form in the guidance office and pay the fee for a transcript. Requests will be processed within a week upon receipt of the fee and completed form. Parents/students are encouraged to contact the guidance office in a timely manner to get transcripts.

- **TRANSFER OF CREDITS**

Daleville High School will accept credits transferred from state or regionally accredited institutions and apply these toward credit totals required for graduation.

- **CRITERIA FOR GRADUATION**

Students must earn credits for graduation. Students may choose between the regular diploma and the advanced diploma. The number of credits required has changed due to the change in schedule and the number of classes offered per year. The requirements are as follows:

Alabama High School Diploma

English - 4 credits

Science - 4 credits (Biology and 1 Physical Science required)

Math - 4 credits (Algebra I, Geometry, Algebra II equivalent required)

Social Studies – 4 credits (World History, Beg and Mod US History, and Gov't and Econ)

Career Preparedness – 1 credit or approved substitute

Physical Education -1 credit or approved substitute

Health -1/2 credit

Career Tech and/or Foreign Language and/or Arts Education – 3 credits

Electives – 7 ½ credits for the Class of 2019, 6 ½ credits for the Class of 2020, 5 ½ credits for the Class of 2021, and 4 ½ credits for the Class of 2022 and beyond

Advanced Academic Diploma

English - 4 units (Honors/Advanced/or AP English all four years)

Science - 4 units (Biology and 3 of the following: Anatomy, AP Biology, General Chemistry, Advanced Chemistry, or Physics)

Math - 4 units (Geometry, Algebra II/Trigonometry, and Pre-Calculus without any A & B courses taken)

Social Studies - 4 units (Honors/AP all four years)

Career Preparedness – 1 Unit or approved substitute

Physical Education -1 unit or approved substitute

Health -1/2 unit

Career Tech and/or Foreign Language (2 units required) and/or Arts Education – 3 Units

Electives – 7 ½ credits for the Class of 2019, 6 ½ credits for the Class of 2020, 5 ½ credits for the Class of 2021, and 4 ½ credits for the Class of 2022 and beyond

Total Credits for Graduation: 27 for the Class of 2021
 26 for the Class of 2022 and beyond

- **GRADING SYSTEM**

90-100 A

80-89 B

70-79 C

60-69 D

59-0 F

- **CAREER TECH DEPARTMENT**

The Daleville City School System offers Career and Technical Education programs at Daleville High School. These programs are designed to prepare our students to be College and Career Ready and are offered under the guidance of certified instructors. The following is a list of programs being offered and the general criteria for admission.

<u>Program</u>	<u>Criteria For Admission</u>
Agriscience	Be able to work in an environment with various machinery, plants, and chemicals
Army JROTC	Be able to function in a military-style environment.
Business	Be able to work with various business machinery and software programs.

All Career and Technical education programs follow the system’s policies of non-discrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

Dual Enrollment opportunities are offered to students.

- **FEE SCHEDULE**

The following fee (in dollars) schedule is established for elective courses:

- i. Agribusiness - 10.00
- ii. Band Fee - 40.00
- iii. Business Education (each class) - 10.00
- iv. Chemistry - 15.00
- v. Computer Elective Classes - 10.00
- vi. Driver Education - 25.00
- vii. Human Biology - 15.00
- viii. Physics - 15.00
- ix. Anatomy & Physiology - 15.00
- x. Transcript Fee - \$5.00

- **FINAL EXAMS**

Students who miss semester exams at their scheduled times must have an excused absence before making up an exam. Students who have been suspended from school during the semester will not be exempt from final exams. Other extenuating circumstances must have written approval from the principal before a student may miss an examination. Students should not schedule routine dental or medical visitations during the exam schedule. Final exam papers become the property of the school

as part of the student's legal record and will be kept on file for one year.

Seniors may exempt final exams if they have an A average and no chronic absences. Days of suspension count against this policy and will prevent exemption from exams. Excuses for absences must be turned in within three days of the absence. **Excuse notes will not be accepted late for the purpose of exempting final exams.**

GUIDANCE INFORMATION FOR K-8TH GRADES

Guidance services will be available for all students. A counselor will be available to assist students with educational and personal problems. Appointments may be made by contacting the counselor. Any student coming to the counselor's office during class time must have a pass from the teacher.

Parent conferences with the principal, guidance counselor, or teacher may be made by contacting the school counselor at the School. Conferences must be arranged through the school counselor to schedule the conference during the teacher's preparation period. Conferences after school will be arranged with the teacher's permission.

Conferences with parents may be requested by teachers to discuss student's progress. Parents are urged to attend. Conferences are often requested on the report card. Please confirm your willingness to meet by contacting the school.

Parents, please understand that the teacher cannot talk with you at any time of the school day other than scheduled conferences. Your teacher is responsible for teaching, and school policy forbids class disruptions without proper authorization from the principal.

In grades one through eight, progress shall be coded in the following manner:

CODE LEVEL OF PERFORMANCE

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

Below 60 = F

Kindergarten will report on skills development using O, S, I, N scale.

O = Outstanding

S = Satisfactory

I = Improving

N = Needs Improving

At the mid nine weeks grading period, teachers will submit to parents written notification of progress for each student.

Students will receive a letter grade in Physical Education and Conduct, which will be included when

calculating Honor Roll status.

Promotion will be the decision of the teacher and school administration or the IEP committee. Parents will be invited to a conference concerning student placement.

If a child leaves school two weeks before the official closing date, his/her report card will not indicate promotion or retention.

PROMOTION AND RETENTION POLICY

The Daleville City Board of Education has approved the following minimal standards for determination of promotion and retention:

Kindergarten - The maturity of the student will be the major consideration in promotion.

1. The student will demonstrate the ability to attend, persevere, and complete tasks.
2. The student will demonstrate the ability to follow simple directions.
3. The student will have sufficient fine motor control to use scissors, crayons, and pencils.
4. The student will demonstrate mastery of eight of the following objectives:

OBJECTIVE	CRITERIA FOR MASTERY
a. Write his first name in manuscript	Recognizable
b. Copy in manuscript the capital letters of the alphabet	Reasonable Resemblance
c. Name the capital letters	80 percent
d. Know the consonant sounds b, c/k, d, f, g, h, j, l, m, n, p, r, s, t, v, w, x, y, k	80 percent
e. Count to 10	100 percent
f. Copy the numerals to 10	Reasonable resemblance
g. Match the numerals to corresponding number sets to 10	80 percent
h. Answer comprehension questions after hearing a kindergarten level story	3 out of 4 questions
i. Identify eight basic colors	100 percent
j. Identify shapes- circle, square, rectangle, triangle	3 out of 4
k. Discriminate big, little, likeness and differences	80 percent

Grades 1st – 6th - A student will be retained when (1) he fails reading, (2) he fails two academic subjects, (3) or if he fails one academic subject and has "D" in the majority of his remaining academic subjects, (3) a student will be retained for excessive absences unless those absences have been documented by medical excuse or other emergency. Accreditation standards require that a student is in attendance 160 days in order to have earned credit for a grade or subject, (4) in extreme situations, upon the recommendation of the Principal and approval of the Superintendent, a student may be promoted to a higher grade.

- The decision about promotion, placement, or retention of students with special needs will continue to be the responsibility of the student's Individual Educational Plan Committee (IEP).

Students will observe the following grade placement guidelines.

- a. Grades 7 and 8 students must successfully pass all required core academic subjects (Math, Science, English, Social Studies) to be promoted to the next grade level.
- b. Grade 9 will have been promoted from the eighth grade.
- c. Grade 10 will have successfully completed six (6) total credits.
- d. Grade 11 will have successfully completed thirteen (13) total credits.
- e. Grade 12 will have successfully completed nineteen (19) total credits.

Additional placement and promotion procedures are as follows:

- a. Students must complete prerequisites before taking subsequent courses.
- b. No student will be allowed to participate in graduation exercises unless he/she has completed the required credits. Foreign Exchange students shall be allowed to participate in graduation exercises and receive an appropriate certificate if they have completed their senior year at Daleville High School.
- c. Transfer students moving to Daleville from a school requiring fewer credits for graduation will have their requirements adjusted on the basis of time left in the Daleville High School.

APPENDIX

BOARD OF EDUCATION POLICY

- **DISCIPLINE OF STUDENTS**

- A. Purpose: To establish policy and procedure concerning the disciplining of students in order to ensure and promote a healthy learning environment in the school.

- B. General Policy: The maintenance of good order in the school is a necessity; therefore, it shall be the responsibility of teachers and administrators to maintain proper discipline and to educate students in the Daleville City School System in an orderly manner. Punishment for misbehavior or infractions of rules or regulations shall be in compliance with the policies of the Board of Education.
 - 1. The principal shall be ultimately responsible for the discipline of students.
 - 2. Disposition of cases of discipline shall be at the principal's discretion in accordance with Board policies and procedures.
 - 3. Students shall be subject to the disciplinary procedures prescribed by the Board during attendance at school, while on the school grounds or buses, and while attending any school-related or school-sponsored activity on or off the school campus.
 - 4. A record of all disciplinary action shall be kept on file in the principal's office.

- **SUSPENSION**

- A. Purpose: To establish policy and procedure concerning the disciplining of students in order to ensure and promote a healthy learning environment in the school.

- B. Policy: Suspension shall be used in cases of persistent wrong-doing and severe disciplinary problems. Suspension shall be at the discretion of the principal, or in his/her absence, his/her designee.

The following situations call for automatic suspension:

- i. If the presence of a student interferes with the learning process of others.
- ii. If a student's presence endangers others.
- iii. If a student is guilty of destroying or damaging school property.
- iv. If a student is involved in the use, possession, or sale of any narcotics, illegal drugs, other controlled substances or alcoholic beverages on campus or during a school-sponsored function or off-campus if the off-campus conduct has a direct

and immediate effect on the discipline or general welfare of the school.

C. Procedure

1. Suspension for five (5) days or less:

- a. The principal or designated person shall have the authority to suspend a student from school for a period of time, not to exceed five school days.
- b. The principal or designated person shall give immediate notice to the student of the nature of the offense, the action to be taken, and the right to an administrative hearing.
- c. A record of the hearing with the student shall be kept on file in the office of the principal.
- d. A letter describing the action taken and the reason for taking such action shall be mailed to the parents at the address shown in the school records.

2. Suspensions for more than five (5) school days:

- a. Suspensions for a period of more than five school days must be approved by the superintendent.
- b. In such cases, the principal shall file with the superintendent a copy of all matters pertaining to the offense or offenses making such suspensions necessary.
- c. The principal shall give written notice to the student and parents by certified mail of their right to a formal hearing before the superintendent of Daleville City Schools.
- d. At the conclusion of such hearing, and after all, facts have been presented and considered, the superintendent shall inform the student and parent of the decision rendered in writing by certified mail.
- e. Conduct of hearings:
 - i. Notice given in cases of suspension of more than five school days shall state the time, date, and place of the hearing and before whom it shall be held.
 - ii. Said notice shall, also, inform the student and parent of their right to:
 - (a) Examine and secure copies of all evidence to be presented.
 - (b) Present evidence and witnesses on behalf of the student.
 - (c) Question and cross-examine witnesses appearing against the student.
 - (d) Have present and be represented by legal counsel.
 - (e) The student affected shall be afforded an open, fair hearing with the right to cross-examine witnesses; contradict evidence; and present witnesses and arguments on his behalf.
- f. Suspension action shall be in keeping with the policy outlined in Discipline.

- **EXPULSION**

- A. Purpose: To establish policy and procedure for the expulsion of students from the Daleville City School System.
- B. Policy: Expulsion of a student must be recommended to the Board by the principal and superintendent. The expulsion of a student is subject to approval by the Board after all evidence pertaining to the case has been reviewed and considered by the Board. The Board's decision in such cases shall be considered final.
- C. Procedure
 1. The principal shall present to the superintendent for his approval a recommendation for expulsion in writing, which shall include all supporting evidence relating to the recommendation.
 2. The superintendent shall notify the student and parents in writing by certified mail of their right to a hearing before the Daleville City Board of Education.
 3. Conduct of hearing
 - a. Notice given in cases of expulsion shall state the time, date, and place of the hearing before the Board.
 - b. Said notice shall, also, inform the student and parents of their right to:
 1. Examine and secure copies of all evidence to be presented.
 2. Present evidence and witnesses on behalf of the student.
 3. Question and cross-examine witnesses appearing against the student.
 4. Have present, and be represented by, legal counsel.
 - c. The student affected shall be afforded an open, fair hearing with the right to cross-examine witnesses; contradict evidence; and present witnesses and arguments on his behalf.
 - d. At the conclusion of such hearing, and after all, facts have been presented and considered, the superintendent shall inform the student and parents in writing by certified mail of the decision rendered.

- **HONOR DESIGNATIONS FOR GRADUATING SENIORS**

- A. Purpose: To establish a uniform policy concerning the selection of valedictorian, salutatorian, and honor student representations.
- B. Policy: The selection of valedictorian(s), salutatorian(s) of the graduating senior class shall be determined by the principal of the high school. This determination shall be made by computing the cumulative grade point averages for all courses taken beginning with the ninth grade through the third nine-week grading period of the senior year. For the purpose of determining the grade point, average whole numbers shall be computed. Averages shall be rounded up to the next highest whole number beginning with the fraction (.50). The student with the highest weighted grade point average shall be designated, valedictorian. After computation of the weighted grade point average, if there are students with averages above 100 or multiple valedictorians, all students shall be declared valedictorians, and there shall be no salutatorian(s) designated.

Those members of the graduating senior class who rank in the top ten (10%) percent of the senior class or who have accumulated an overall "A" average shall be designated as Honor Students. This ranking shall be weighted cumulative grade point average for all courses taken from the ninth grade through the third nine-week grading period of the senior year. For the purpose of determining the grade point, average whole numbers shall be computed. Averages shall be rounded up to the next highest whole number beginning with the fraction (.50).

In computing, the number to be used as the base number for comprising the top 10%, the month which has the highest 12th-grade enrollment during the year shall be used. In order to be named a valedictorian, salutatorian, or honor student, a student must meet all requirements for a diploma set forth by the Alabama State Board of Education and the Daleville City Board of Education.

- **RANKING OF STUDENTS**

D. **PURPOSE:** To provide the systematic process of ranking students by class using a grade point averaging procedure.

E. **POLICY:** At the end of each semester, a ranking of students in grades 9-12 by class shall be completed. The Class Ranking shall be accomplished, utilizing a weighted average for all courses taken. Final averages for class ranking shall be rounded up to the next highest whole number beginning with the fraction .50. Provision shall be made to provide for the weighting of courses taken by students transferring from an accredited high school. Only transferring courses comparable to the Daleville High School curriculum will be subject to weighting. Requests for weighting of transferring credits are the responsibility of the student, and all requests for consideration shall be completed prior to the end of the first nine weeks of the senior year. The principal shall develop a system to determine comparable courses and if transferring courses have been previously weighted by the school transferring the credits. Students with a high school educational record that includes courses below grade level shall not be ranked, and the student shall not be eligible for honor designation. For the purpose of ranking students, courses such as office aide and teacher's aide shall not be included in the grade point average.

F. The following course offerings shall have the indicated points added to the course grade before the average is calculated:

ADVANCED HONORS - 10.0 points
HONORS COURSES - 5.0 points
REGULAR COURSES - 0.0 points

Qualifying Courses:

ADVANCED HONORS
All Advanced Placement Courses
Physics

HONORS
All Advanced/Honors Classes
Algebra II/Trigonometry

Calculus
Pre-Calculus
Anatomy and Physiology
Advanced Chemistry (2nd Year)

Spanish I and II
General Chemistry (1st Year)

REGULAR: All other not previously listed.

- **INTERROGATION AND SEARCH**

- A. The individual rights of the student shall be the primary consideration of school officials in situations involving the questioning and interviewing by outside agencies of students of the Daleville City School System.
- B. The Board authorizes teachers and administrative personnel who have a reasonable belief that a student or students are in possession of stolen property, weapons, illegal drugs, or other items harmful to the student or welfare of the student body, to search the person of said student(s).
- C. Desks, lockers, and other equipment may be entered and searched by school officials when there is a reasonable belief that a material contained therein is illegal, harmful to the safety of the student or student body as a whole, or disruptive or dangerous to the overall discipline of the school.

- **FINAL EXAMS FOR SENIORS**

Policy: Seniors will be given only one opportunity on the semester and final examinations. Those students having a 90 or above average in a course and no unexcused absence may be exempt from the semester and final exam if they so desire. In any event, examination grades earned by students taking final tests will be the grades used in computing the final average.

- **SCHOOL FEES**

- A. Purpose: To establish policy and procedure for the collection of school fees in Daleville Schools.
- B. Policy: The Board recognizes that parents of students in Daleville Schools desire a quality education for their children. In order to maintain high standards and offer varied programs, the Board shall allow certain limited funds to be paid by students. The payment of these fees shall be allowed by the Board under the terms of Legislative Act 129, which was passed by the 1976 State Legislature.

It shall be noted that Section 3-5 (d) of Act 129 states in part.

It is the intent of the legislature that no fees shall be collected in the future in courses required for graduation. In non-required courses, local school boards may set reasonable fees for courses requiring laboratory or shop materials and equipment provided; however, such fees shall be waived for students who cannot afford to pay the fees.

(Refer to policy Fee Exemption Standards)

C. Procedure

1. The elementary schools shall not require students to pay fees; however, bona fide voluntary contributions may be solicited and collected in grades K-6. The voluntary nature of a solicited contribution must be brought to the attention of the parent to ensure that the contribution is knowingly and freely given. In no case shall a student whose family does not make a contribution be pressured, nor shall he be deprived of any materials or supplies furnished to other children.
2. The junior and senior high school (grades 7-12) shall collect certain fees for expendable materials and maintenance charges for elective courses.

• **FEE EXEMPTION STANDARDS**

A. Purpose: To establish policy for exemption of approved fees in order to ensure that school programs shall not be discriminatory.

B. Policy: Parents of students in grades 7 through 12 may apply for exemptions from payment of Board-approved school fees on the basis of inability to pay. The following standards are to be applied in determining eligibility:

1. Families with an income of \$14,079 or less per year shall be eligible for exemption from all fees.
2. Families with three or more students in school and whose income does not exceed 125% poverty level (\$23,803) shall be eligible for fee exemptions.

C. Procedure

- a. Applicants desiring exemptions are to apply in writing through the principal's office.
- b. Applications for exemptions are to include the family income of each student applicant.
- c. Applicants must be willing to answer questions regarding family income and financial circumstances.
- d. Standard forms shall be supplied to individual schools by the Central Office.

• **HOMEWORK POLICY**

A. Purpose: To provide guidelines for the assignment of homework within the Daleville City School System.

B. Policy

- a. Homework should be a meaningful experience.
- b. Homework should be planned and made a part of the learning program of the student.
- c. Homework should be a reinforcement of classwork and should be a follow-up of classwork. It should provide extra practice for students who need to work on skill development.

- d. Homework should not be assigned for punishment or "busy work;" it should have a definite purpose.
- e. Teachers should work together so that the student will not be overloaded with homework or have three or more tests in one day. Consideration of the student should be kept in mind.
- f. Time-consuming assignments should be made far enough in advance to give the student ample time to complete them.
- g. The parents should be given a clear understanding of the objectives behind homework as it relates to each course and its requirements.
- h. Each individual teacher shall decide on actual homework assignments, whether written or unwritten.

- **CLASS DISRUPTION**

- A. Purpose: The purpose of this policy is to maintain the integrity of the full instructional period.
- B. Policy: It shall be the policy of the Daleville City Board of Education that the integrity of the uninterrupted instructional period be maintained. Therefore, all announcements over the public address system shall be made during the homeroom period except those that are of immediate need or an emergency nature as determined by the designated building level administrator. Office personnel shall not deliver personal messages, personal belongings, and/or gift items during the instructional period except those that are of an emergency nature as determined by the designated building level administrator. All non-school personnel/visitors shall report to the building level principal's office when on campus. Students will not be allowed to have visitors in the classroom at any time. Instructional personnel shall not have his/her instructional time and/or planning time interrupted by unauthorized personnel. Visitors of instructional personnel must report to the building level administrator for permission to see the instructor.

- **FUNDRAISING**

- A. Purpose: The purpose of this policy shall be to maintain the integrity of the full 360-minute instructional day.
- B. Policy:
 - 1. School faculty and/or students shall be allowed, on a voluntary basis, to engage in fundraising activities that do not infringe on instructional time.
 - 2. All fundraising activities in the Daleville City Schools shall be under the direction and control of the building level principals. Any and all fundraising activities shall be approved in advance by the principal and placed on the activity calendar in the school office. The sponsor or organization must give a clearly-stated rationale for fundraising activity at the time of the initial request.
 - 3. For purposes of this policy, the instructional day shall be from the beginning of the first instructional period until class dismissal at the end of the last instructional period.

- **EXTRACURRICULAR ACTIVITY PARTICIPATION**

- A. Purpose: The Daleville City Board of Education recognizes the value of all extracurricular activities as they relate to the total students. The Daleville City Board of Education also recognizes and supports high academic standards and the necessity of developing a framework to annually assess each student involved in extracurricular activities and his/her class. This Board of Education also recognizes that the Class of 2000 and subsequent classes will be required by State Board of Education resolution and the Alabama Administrative Code to earn a minimum of 24 credits in Grades 9-12, with four (4) credits each in science, mathematics, social studies, and English.
- B. Policy: In accordance with Alabama Administrative Code 290-3-1-02(17), the Daleville City Board of Education prescribes the following regulations for eligibility by students in this school system to participate in all extracurricular activities:
 1. Students entering Grades 10-12 must, for the immediately preceding school year, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics.
 2. Physical education may count as only one (1) unit per year.
 3. No more than two (2) Carnegie units may be made up during summer school. If a unit(s) or subject(s) is repeated in summer school, the higher numerical grade for the unit(s) or subject(s) may be used to compute the composite grade average.
 4. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding School Athletic Association for sports and rules to be developed by this Board of Education as they pertain to other extracurricular activities.
 5. Each eligible student must have a minimum composite numerical average of 70 on the six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.
 6. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.
 7. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as that student remains on schedule for graduation with his/her class.
 8. Students entering Grades 8 and 9 must, for the immediately preceding school year, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in grades 7-12.
 9. Students promoted to the seventh grade for the first time are eligible.
- C. Extracurricular activities associated with athletics are defined as those recognized and

sanctioned by the Alabama High School Athletic Association; Other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course(s). Regular curricular activities are defined as those that are required for satisfactory course completion. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local Board of Education for approval. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local Board of Education approve participation in the activity as an extension of a course's requirement(s) and it is an event sanctioned by a state/national subject matter association. Notwithstanding anything of the contrary in this policy, student participation in extracurricular activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, half time, or other breaks), club conventions, parades, amusement park trips, competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.

- D. This policy is effective for all students in Grades 7-12 beginning with the 1999-2000 school year with their eligibility determined by grades earned during the 1998-99 school year and 1999 summer school and shall remain in effect for each succeeding year in the same format as described herein.

INTERNET/NETWORK POLICY

- **STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES**

- A. The Board for the Daleville City School District recognizes as telecommunications and other new technologies shift the ways information may be accessed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to electronic information resources, which include the Internet (E-mail WWW, search engines, etc.), along with the development of appropriate skills to analyze and evaluate such resources
- B. Students attending Daleville City Schools (hereinafter referred to as DCS) are encouraged to utilize the computing capability of DCS in pursuit of their educational objectives. DCS strives to keep up-to-date equipment, software, and communication capabilities at all schools in the system. Students and their parents or guardian, in return for the privilege of using the computing resources, software, and communication infrastructure of DCS, must agree to this policy. Students and their parents agree that violation of these policies could result in the suspension of their privilege of using the DCS computing resources but will not relieve or waive the responsibility of the students to complete any work assigned by their teachers.
- C. The use of computers at Daleville City Schools is a privilege afforded to our students to enrich their education and prepare them for the technology they will use both in college and the workforce after graduation. Students who abuse this privilege in any way will be barred from using the computers in the future and subject to discipline appropriate for the offense. Disciplinary measures can include the following: ISS, out of school suspension, expulsion, and/or legal charges if in violation of state and federal law. Students are to use computers only for educational purposes related to their classes. Things they may not use the computers for include, but are not limited to, games, chat rooms, downloading any type of music, movies, videos, etc. E-mail is to be used only when supervised by a teacher for educational activities. Students are not to use the Internet to access any type of pornographic sites, sites containing profanity, or other sites inappropriate for the educational setting.
- D. Students are responsible for appropriate behavior on school computer networks just as they are during any other school activity. Communications on the network are often public in nature. General school rules for behavior and communications apply. The computer network is provided for students to conduct research and to communicate electronically. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Individual student use of the Internet will be permitted upon submission of the User Agreement and Parent Permission Form signed by the parents of minor students (under 18 years of age) and by the students themselves.
- E. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards and to exchange messages with people throughout the world. The Board believes the benefits from access to electronic information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using

media and information sources. To that end, the Daleville City School District supports and respects each family's right to decide whether or not to apply for individual access to the computer network.

- F. Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General rules of behavior and communications apply.
- G. The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.
- H. Each user of the district computer network is responsible for his/her behavior and communications over the network. It is presumed that users will comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- I. The District reserves the right to access stored records in cases where there is reasonable causes to expect wrongdoing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.
- J. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

No Student or Staff Personnel Shall:

1. Utilize DCS computing resources except for the purpose of meeting educational requirements of an activity directly assigned as part of classroom work, extra credit activity, or school supported functions, which are supervised and monitored by school personnel.
2. Access, transmit, copy or retransmit material which promotes violence or destruction of property or the manufacture and use of explosive or other destructive devices such as but not limited to; explosives, fireworks, incendiary devices, or other devices capable of causing injury or damage to property.
3. Access, transmit, copy, or retransmit any material judged obscene by community standards as defined by the DCS Board or any entity designated by the DCS Board to provide such definition. Material, including text, lyrics, images, or sound that is pornographic material designed to stimulate erotic feelings by the description or portrayal of sexual activity, is strictly prohibited.
4. Access, transmit, copy or retransmit material that promotes or advocates violence, hatred, harassment, defamation, cyber-bullying, or discrimination against any individual or group on the basis of race, ethnic origin, gender, age, religion, sexual preference, or disability is strictly prohibited.
5. Utilize DCS computer resources to purchase, lease, sell, or otherwise engage in any form of commerce.

6. Access, transmit, copy, create, possess or retransmit software, executable files, code, scripts, macros, or any other material not explicitly authorized and installed by DCS.
7. Commit or attempt to commit any willful act involving the use of DCS equipment or network capabilities that disrupt the operation of the DCS network.
8. Access, transmit, copy, create, possess or retransmit software, executable files, code, scripts, macros, or any other material commonly known as a computer virus or worm.
9. Access, create, engage in, or otherwise participate in role-playing or the playing of games or gaming software, other than as specially authorized by DCS personnel.
10. Willfully or negligently damage DCS equipment or facilities, including but not limited to computing equipment, network equipment, printers, or other peripheral equipment.
11. The student and parent or guardian agrees to reimburse DCS for the cost of repair to the pre-damage status or value of the equipment as determined by DCS, including labor at the prevailing local rate for any willful or negligent damage.
12. Copy, retrieve, modify, transmit, or retransmit copyrighted materials, except with permission, or as a single copy to reference only.
13. Hacking is prohibited. Use of technology, local area networks, wide area networks, or the Internet to intentionally browse, see information about, obtain copies of, or modify files, passwords, or data belonging to other users is prohibited.

Network Etiquette

1. Be polite. Do not use abusive or otherwise inappropriate language in your communications.
2. Do not reveal the addresses of students or colleagues unless approved by those individuals. E-mail addresses are frequently shared and may be used.
3. Do not use the network in such a way that you would disrupt the use of the network by others.
4. All users have the same right to use the equipment. Users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes.

Notification of Blocking, Filtering, and Monitoring of Technology

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Students and staff of DCS are subject to the provisions of the Alabama Computer Crime Act (1985).

Controversial Material

Users may encounter material that is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. It is the users' responsibility not to initiate access to such material. Users who voluntarily access such material may be prohibited from using the Internet and/or other disciplinary action.

Violations

- a. Violations may result in a loss of access as well as other disciplinary or legal action
- b. **Your signed receipt of the student/parent handbook confirms that you will comply with these procedures.**

• **PARENT PERMISSION**

Internet & E-mail Permission Form

- A. The Daleville City School District is pleased to offer students access to the district computer network for e-mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the school. Students 18 and older may sign their forms.
- B. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards and to exchange messages with Internet users throughout the world. Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.
- C. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits to students from the information resources and opportunities for collaboration provided by the Internet exceed any disadvantages. Ultimately, parents and guardians of minor children are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Daleville City School District supports and respects each family's right to decide whether or not to apply for access.

District Internet & E-mail Rules

- A. Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General rules for behavior and communications apply.
- B. The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.
- C. Each user of the district computer network is responsible for his/ her behavior and communications over the network. It is presumed that users will comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- D. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the

system responsibly. During school, teachers of younger students will guide them toward appropriate materials. Away from school, families bear the same responsibility for such guidance in the use of electronic information resources that they exercise with other information sources such as television, telephones, movies, and radio regarding potentially offensive material.

- E. As outlined in board policy and procedures on students' rights and responsibilities, copies of which are available in school offices, the following are not permitted:
 - 1. Sending or displaying offensive messages or pictures
 - 2. Using obscene language
 - 3. Harassing, insulting, or attacking others
 - 4. Damaging computers, computer systems or computer networks
 - 5. Violating copyright laws
 - 6. Using another person's password
 - 7. Trespassing in another person's folders, work, or files
 - 8. Misusing system resources
 - 9. Employing the network for commercial purposes
- F. Violations may result in a loss of access as well as other disciplinary or legal action.
- G. **Your signed receipt of the student/parent handbook confirms that you will comply with these procedures.**

GRIEVANCE PROCEDURE

The Board is committed to the task of maintaining the highest possible level of professional relations among members of the school community and the school system and of maintaining good morale among employees. Grievances and problems which may arise from time to time should be resolved at the lowest possible level that provides equitable and satisfactory solutions. The goal is to encourage the best possible relations among employees and to enhance morale. Persons who may become concerned in grievance matters are urged to work together constructively in a sincere effort to resolve their disagreements.

Definitions

- I. **Grievance** — A *grievance* is a complaint based upon an alleged violation, misinterpretation or inequitable application of any published policy, rule or regulation of the school system. The term *grievance* should not apply to any matter in which the method of review is prescribed by law. *Grievances* are objections to a specific act or condition. Dismissals, terminations, transfers and any other procedures already established by law, as well as performance appraisals, including assessments, observations and evaluations, are not subject to the grievance procedures herein described.
- II. **Complainant** — Anyone who initiates the grievance process.
- III. **Supervisor** — This term refers to that individual assigned to direct the work efforts of a person or group of persons within an organizational element and who has both the authority over and responsibility for management with respect to the functions of a defined organizational element. In a school, the principal would be the supervisor unless the job description states otherwise.
- IV. **Organizational Element** — The term *organizational element* is any identifiable segment of the system that is clearly under the supervision of a single individual. This would include a school, a center, and any support function.
- V. **Representative** — The term *representative* refers to any person chosen, desired, by the aggrieved party to serve as the liaison supervisor.

II. PROCEDURES

Each level shall be observed in the manner and sequence herein stated. If an emergency necessitates an exception to the rule, the grievance shall be expedited under the supervision of the superintendent in as near an ordinary manner as may be possible.

A. Step One: INFORMAL CONFERENCE WITH SUPERVISOR

The aggrieved shall call attention to the grievance by discussing the problem with the immediate supervisor. The objective of this conference shall be to resolve the issue informally to the satisfaction of both parties.

B. Step Two: WRITTEN APPEAL TO SUPERINTENDENT

If, as a result of the informal proceedings, the matter is not resolved, the grievance shall be set forth in writing by the aggrieved.

C. Step Three: WRITTEN APPEAL TO BOARD OF EDUCATION If the aggrieved is not satisfied with the decision rendered by the superintendent, he may appeal to the Board of Education by setting forth his grievance in writing.

A copy of the Grievance Procedure may be obtained at the Principal's Office of Daleville City Schools as the above are an abbreviated copy for handbook purposes only.

D. Procedures: Each level shall be observed in the manner and sequence herein stated. If the situation necessitates an exception to the rule, the grievance shall be expedited under the supervision of the Superintendent in as near ordinary manner as may be possible at the Superintendent's discretion.

1. Informal Conference:

The aggrieved party (hereinafter referred to as the "Grievant") shall call attention to the grievance by discussing the problem with the teacher or administrator against whom the grievance is lodged (hereinafter referred to as the "respondent"). The objective of this conference shall be to resolve the issue informally to the satisfaction of both parties.

2. Written Appeal to the Immediate Supervisor:

If, as a result of the informal meeting, the matter is not amicably resolved, the grievance shall be set forth in writing by the Grievant and submitted to the Respondent's immediate supervisor within ten (10) days of the informal meeting discussed above. Such a supervisor shall call a meeting of the parties and hear from both sides. After that meeting, the Respondent's immediate supervisor shall make a decision in writing or verbally.

3. Written Appeal to the Superintendent:

If, as a result of the Respondent's immediate supervisor's decision, the matter is not resolved to the satisfaction of both parties, either party may file a written appeal to the Superintendent within (10) days of the immediate supervisor's decision. The written appeal shall set forth in detail all unresolved issues to be presented to the Superintendent. The Superintendent shall call a meeting of the parties to hear from both sides. After that meeting, the Superintendent shall make a decision in writing.

4. Written Appeal to the Board of Education:

If, as a result of the appeal to the Superintendent, the matter is not resolved, either party or the Respondent may appeal to the Board of Education by a written statement submitted to the Superintendent within ten (10) days of the Superintendent's decision. Again, this written appeal shall set forth all unresolved issues to be presented to the Board. The Board shall then set the matter for hearing thereafter and decide the matter finally. The Board decision shall be final.

ANNUAL FERPA NOTICE TO PARENTS

- A. In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Daleville City School System is pleased to provide this notice of your rights under FERPA. FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- B. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- C. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- D. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- E. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - a. School officials with legitimate educational interest;
 - b. Other schools to which a student is transferring;
 - c. Specified officials for audit or evaluation purposes;
 - d. Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations;
 - e. To comply with a judicial order or lawfully issued subpoena;
 - f. Appropriate officials in cases of health and safety emergencies; and
 - g. State and local authorities, within a juvenile justice system, pursuant to specific State law.
- F. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
- G. For additional information, please contact the Superintendent at (334) 598-2456

Parent/Student Handbook Signature Sheet 2020-2021

This student guide has been published for you. It is our sincere wish that it will be helpful in giving you information about Daleville City Schools. If there should be any questions concerning this student guide, please contact the school administrators or staff. We would also like you to list your suggestions for improving this booklet.

This perforated page has been designed to be torn out and returned to the homeroom teacher. It will be filed in the office where it will be used in publishing next year's student guide.

Parent/Guardian:

As the guardian of _____

I have read the student guide and fully understand the regulations and policies of Daleville High School.

Parent/Guardian's Signature _____

Student:

I have read the student guide and fully understand the regulations and policies of Daleville High School.

Student's Signature _____

Please provide the following information.

Student's Name _____

Parent's/Guardian's Name _____

Current Address _____

Current Phone Number _____

Current E-mail _____

