

Southside Primary School



Parent/Student Handbook

STUDENTS' AND PARENTS' HANDBOOK

SOUTHSIDE PRIMARY SCHOOL

(334)874-9566 Phone (334)874-8226 Fax

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Dear Parents,

On behalf of the staff at Southside Primary School, I am happy to welcome you to a new school year! We are looking forward to a productive partnership with you. Our goal is, that together, we can help the students achieve their highest potential. We know that successful students have support from both home and school. Therefore, we know a strong partnership with you will make a great difference in your child's education. We want you to know that we will do our very best to carry out our responsibilities in this endeavor. In return, we ask that you guide and support your child's learning by ensuring that he/she attends school daily and arrives on time. Also, that they come ready for the day's learning experiences, completed homework assignments, and that they read daily to develop and improve literacy skills. Finally, ensure that they know that you expect nothing but his/her very best.

It is our hope that, as parents, you join our school by actively supporting and volunteering in such ways as: serving as vital members of various committees, volunteering in classrooms and/or at school-sponsored events, participating as an active member of the Parent-Teacher Organization (PTO), helping to secure essential funding for school-sponsored events and activities, and raising funds to support the educational programming of the school.

We, the faculty and staff of Southside Primary School, feel privileged to be a part of your child's educational journey and we thank you in advance for your support and volunteerism. We look forward to meeting you!

Brenda Mitchell
Principal

Dallas County School System
"Where Great Things Happen"
Federal Programs Department

Dear Parents:

Your child attends a Title I School-wide School. School-wide programs focus on all students in the school. The goal of Title I is to improve student achievement for every student enrolled in the school.

Teachers in your child's school are working to ensure that your child receives the best instruction possible. Reaching and maintaining high standards are the major focus of Title I.

I'm sure you know that you are your child's most important teacher. Your involvement in your child's school experiences will play a vital role in his/her success. I encourage you to visit your child's school frequently. Encouragement, praise, and active involvement in your child's schooling are the greatest gifts parents can give to promote academic success.

If you have any questions concerning your school's Title I program, feel free to contact the principal or classroom teacher.

Mrs. Zella Ford
Federal Programs Coordinator

MISSION OF THE DALLAS COUNTY SCHOOL SYSTEM

The mission of the Dallas County Schools is to empower our students to become sufficient, competent, and productive citizens of society. This will be achieved by engaging students in an innovative, creative, and realistic curriculum delivered by a highly qualified staff.

BELIEFS OF THE DALLAS COUNTY SCHOOL SYSTEM

WE BELIEVE THAT...

- Every student can learn and succeed.
- Every individual deserves to be treated with respect.
- Every individual has the right to a friendly, safe, orderly, and organized atmosphere that's conducive to learning.

The educational process of our students is a shared responsibility of staff, parents, students, and community

Beliefs & Values

Southside Primary's shared values and expectations for students' future success:

- Every student will learn, achieve, and succeed with effective teachers.
- The school will maintain an environment that promotes respect among students, staff, and community.
- Student differences are opportunities for growth and development which promote lifelong relationship skills.

Philosophy Statement

- High expectations and a positive school climate will support academic and social growth for all students.
- We have the obligation to guide and empower our children to make appropriate behavioral choices.
- All behavior issues will be met with positive intervention and respect in order to build strong relationships.

School Rules

- Treat others as you would like to be treated.
- Respect yourself and others.
- Keep your hands, feet, and objects to yourself.
- Use appropriate language. Keep hurtful comments to yourself.
- Always try to do your best.
- Do not keep yourself, or others, from learning.

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A. ATTENDANCE REQUIREMENTS / STATEMENT

1. **School begins at 7:55 a.m. and ends at 2:55 p.m.** Breakfast will be served from 7:30 a.m. until 7:45 a.m. (Breakfast will not be served after 7:45 a.m. except to students on a late bus.)
2. **Tardy to School** – If a child comes to school late (**STUDENTS MUST BE IN THEIR ROOM WHEN THE BELL RINGS AT 7:55**) they **MUST** be accomplished by an adult to check in with the office. **NO EXCEPTION.**
3. All students are expected to be in attendance each day unless they are sick or in the case of a family emergency. In case of absences, a written note explaining the absence is required upon the student's return to school. **No more than three (3) parent/guardian written excuses will be accepted per semester.** Excuses beyond that number will be considered unexcused. Failure to provide a written explanation not later than three (3) days from the date of the absence shall result in an unexcused absence. As explained in the Dallas County Board of Education's Attendance Policy, too many unexcused absences can result in a student not being promoted to the next grade or not receiving course credit.
4. **Absences will be excused for the following reasons.**
 1. illness
 2. death or serious illness of an immediate family member;
 3. weather preventing attendance;

4. legal requirements, such as a subpoena or other required court appearance;
and
5. the prior permission given by a Principal;
6. legal quarantine

Students granted excused absences shall be permitted to make up work, tests, and other missed assignments and activities. It shall be the responsibility of the student (and his or her parents and/or guardians) to check with teachers to make up missed work. In all cases, students must make up missed work within five (5) days after a return from an excused absence.

5. **Unexcused Absences**-An absence which is not an excused absence is an unexcused absence. Days absent due to suspension are unexcused. Students are not allowed to make up work, tests, or other instructional activities missed due to unexcused absences except for nine-week tests and semester exams. Principals shall avoid, if possible, suspending students on days the students takes nine-week tests or semester exams. Where suspension during nine-week tests or semester exams cannot be avoided, the Principal shall allow the student to make up missed tests or exams upon their return from suspension. In all cases, students must make up missed tests or exams within five (5) days after a return from an unexcused absence. Students attending District schools will be denied promotion/credit for any grades, course, or subject in which he or she receives eleven (11) or more unexcused absences per semester or twenty-one (21) or more unexcused absences for the year.
6. **Due Process** – In cases where a student is not promoted or fails to receive credit due to excessive unexcused absences, the parent/guardian may file with the Superintendent a written request for review of the conditions surrounding the students non-promotion/non-credit. An adverse decision from the Superintendent may be appealed to the Board. Adopted 9/1/99

[The following policy is from Dallas County Attendance Supervisor – Memo dated 8/31/98]

The following procedures for handling truanancies shall be uniformly administered throughout the schools of Alabama. These procedures are as follows:

1. First Truancy
 - a. The school shall notify parents and/or guardian that the student was truant and the date of the truancy.
 - b. Parents shall also be provided a copy of Alabama's Compulsory School Attendance laws and be advised as to the penalties.
2. Second Truancy
 - a. The parent or guardian shall attend a conference with the attendance officer or principal.
 - b. Attendance at this conference shall be mandatory except where prior arrangements have been made or an emergency exists.

- c. Failure to appear at the school conference shall result in the filing of a complaint/petition for truancy against the child and/or parent/guardian, if appropriate.

3. Third Truancy

- a. File complaint/petition against the child and/or parent/guardian, if appropriate.

4. Child Under Probation

- b. The school attendance officer should be notified of all children in the school system under probation supervision by the juvenile court. When a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.

7. **Early Dismissals**

1. Pupils are not permitted to leave school for any reason without first getting permission from the office.
2. A student's parent or guardian may come to the school in person and check his or her child out of school.
3. A student can not be checked out of school by persons other than the parent or guardian or someone specifically designated by the student's parent or guardian.
4. Parents will be required to sign students out in the front office, stating the reason, and obtain the principal's signature on a "check-out" slip, which will be given to the child's homeroom teacher.
5. The attendance card will be brought to the office for coding before the student leaves school.
6. Teachers will use the coded data for allowing or not allowing make-up work.
7. Only in emergency situations will the principal allow students to leave campus based on a telephone request from the student's parent or guardian. In such instances, the principal shall attempt to re-contact the student's parent or guardian by telephone to confirm the request.

Since regular attendance is an important factor in successful school achievement, request for early dismissals should be for emergencies only. Please request that doctor or dental appointments be made after school hours. When possible, send a note with your child in the morning if you are anticipating an early dismissal request.

8. **Any child not going home as usual**, must bring a dated and signed note from their parent in the morning. We can no longer accept phone calls for bus changes.

9. **Early Checkouts** – Checking out of school during the school day for any reason will eliminate an otherwise perfect attendance. (Memorandum #49, Dallas County Board of Education dated 8/15/94)

****Students will not be allowed to checkout after 2:30. No Exceptions.**

10. **Perfect Attendance** – Any student who has been present each school day without being tardy or checking out early has been perfect in attendance. (Memorandum #49, Dallas County Board of Education dated 8/15/94)

B. ATTENDANCE ZONES

Students attending Southside Primary School must reside within the zone boundary of this school.

“Families moving out of zone where their children are registered in school are required to notify the local principal’s office immediately. Not to do so could put them in violation of Federal Court Order.” – Reproduced from Memorandum #20 from the Dallas County Board of Education, dated 08/15/94.

C. BASIC BELL SCHEDULE (Schedule is subject to change.)

7:30 --- Breakfast [*No breakfast will be served after 7:45 a.m.]
7:55 --- Tardy Bell [Any student not in their homeroom is considered tardy]
2:40 --- Load Early Buses / Car-riders load
2:55 --- Dismissal

D. BUS RULES AND REGULATIONS
[Dallas County Board of Education Policy- Pages 35-36-9/6/02]

School transportation shall be operated by the Board in accordance with applicable law and such rules and regulations as may be issued by the State Board of Education.

1. Students shall observe classroom conduct at all times when getting on, off, or riding buses and shall be subject to all school rules and regulations.
2. Students should be at their bus stop at least 5 minutes before the bus is scheduled to pick them up.
3. Students shall not talk to the bus driver while the bus is in motion.
4. Students will board and leave the bus only at an approved stop. However, a student may exit the bus at a different stop if the student has written parental permission and the approval of the Principal.
5. Students shall not throw objects on or off the bus at any time.
6. Students shall not place their arms or any parts of their bodies out of the windows at any time.
7. Students shall remain seated until the bus comes to a full stop.
8. Profane, indecent, or abusive language will not be permitted.
9. If a student damages the bus, the student is responsible for the damage.

If a student fails to comply with this policy, the student is subject to a wide range of punishment including, but not limited to, suspension from school; suspension from riding the bus; or expulsion.

The bus driver has full authority over students while they are riding the bus and the bus driver is expected to be firm, but fair with each student. The bus driver shall promptly report any violations of this policy to the Principal.

STUDENTS SHOULD BE AT THE BUS STOP AT LEAST FIVE (5) MINUTES BEFORE THE BUS IS TO ARRIVE.

****No transportation changes will be made over the phone. All changes must be requested in writing and sent to school by child.**

E. CAFETERIA

1. The cafeteria manager will sell each child paying for his lunch a 10-day meal ticket, which is good for 10 meals.
2. Meal applications will be available before the beginning of the school year. Each family **MUST** have an application. You need to make sure you have completed a new family application. A deadline will be given for getting the applications back to the school. However, until the office either approves or disapproves each form, any student not having an application approved will have to pay for his lunch. Within ten school days from the first day of school all applications should have been completed and returned to the school. An approved or not approved form will be sent to the parents.
3. The cafeteria is a part of the school program and will be supervised as such. Teachers are required to sit with their individual classes.
4. No food or cartons will be taken from the cafeteria! ALL lunches will be eaten completely in the cafeteria.
5. Every child who eats a lunch **MUST** have a ticket.
6. No carbonated drinks are allowed in the cafeteria.

F. DISCIPLINE

[Refer to Discipline Plan for Safe Schools adopted by the Dallas County Board of Education on 10/20/95.]

1. It is the responsibility of the classroom teacher to deal with general classroom disruption by using classroom rules/consequences, telephoning parents, and parent-teacher conferences. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal.
2. Corporal punishment shall be administered only in the principal's office and witnessed by another certified staff member.
3. Riding the bus is a privilege. The same good behavior is expected at bus stops and on the bus as in the classroom.

4. Courtesy, respect, good manners, and obedience to teachers and staff will be expected at all times.

G. EMERGENCY PROCEDURES FOR EVACUATION OF BUILDING

Fire drill and tornado drill instructions are posted in each room of the building and must be followed. Each drill shall be treated as if it were an actual emergency situation, which potentially is a life or death matter. Although speed is important in any such procedure of greater importance is orderliness and the ability of all students to be given direction and to proceed in an orderly manner.

H. GRADING

1. **Grading system** --- The numerical determination of grades is as follows:

90 – 100 = A	70 – 79 = C	59 or below = F
80 – 89 = B	60 – 69 = D	

The mark of “I” indicates that a student has not completed all required work during the period prior to the time report cards are given out. The “I” must be converted into a regular mark during the succeeding nine weeks period or it will automatically become an “F”.

2. **Grading Periods** --- The grading periods consist of four (4) nine-week periods. No semester averages are given, but yearly averages will be derived at the end of the year. A student not in attendance at the end of the school year will not be passed or failed. (See front cover for Grading Period Calendar.)
3. **Report Cards** --- Report cards are to be given out the Thursday following the end of the grading period. Report cards will not be given to students until 2:55 p.m. on the day issued and will be returned the following day. A child must be present at least half of the grading period in order to receive a grade in a subject.
4. **Failures and/or Requests for Conferences** --- Teachers are to inform parents of children doing below par work and encourage conferences during the year as the need arises. These conferences are to be held here at school between 7:30 and 8:00 a.m. or between 3:00 and 3:20 p.m. or at a mutually agreed time. First and third nine weeks conferences are required. All parents with children who may be repeating a grade this year should have an understanding of this action by the third grading period. The homeroom teachers are responsible for keeping parents informed of the status of their child(ren). Parents or legal guardians are the ones allowed to speak with a teacher concerning a child.

I. HOMEWORK POLICY

Grade 1

Time --- Should not exceed 30 minutes of productive time per night.

Type --- *Oral and silent reading every night and/or be read to by parents.

*Math as needed to reinforce skills taught.

*Other readiness & sciences assigned by teacher as appropriate.

Grade 2

Time --- Should not exceed 30 minutes of productive time per night.

Type --- *Each Monday spelling words are assigned for the week and spelling homework is given each night with tests on Fridays.

*Math homework is given Mondays through Thursdays

*Library books, etc. are assigned and sent home to be read and/or read to children each night for at least 15 minutes.

Credit --- Homework that is completed by the student and turned in to the teacher when due will be recorded and considered at the end of each grading period. Each teacher will be responsible for devising his/her own consistent system of credit for homework.

Suggestions to Parents

1. Provide an appropriate place and time for homework to be done.
2. A quiet place with good lighting and table or desk should be available.
3. Materials, such as pencils and paper should be kept close by.
4. No television on until all homework is completed and checked by parent(s).
5. Establish a scheduled time to do homework.
6. All homework should be finished by 8:00 p.m. to insure a good 9-10 hours of sleep each night.
7. Parents should not do the children's work. If there is a concern about homework, the teacher should be contacted.

J. PROMOTION POLICY (Grades K-8)

It is the policy of the Dallas County Board of Education to require that the academic, social and emotional welfare of students be given serious attention when a grade level or program promotion, placement, or retention is to be made. Grade level or program assignment will be made without regard to race, sex, religion, belief, national origin, or ethnic group.

Promotion, placement, or retention of students shall be made in the best interests of the student after a careful evaluation of all factors relating to the advantages and disadvantages of the alternatives.

All promotion, retention or placement of students in Dallas County Schools will be determined on an individual basis.

Kindergarten Promotion Criteria:

A student in Kindergarten should demonstrate mastery of grade level reading and mathematics standards to advance to Grade 1. Report card grades will be determined by daily classroom performance and grade level appropriate standards. The recommendation as to whether to promote a kindergarten student to Grade 1 shall be determined by input from the student's kindergarten teacher, the school principal, and the parent/guardian.

Grades 1-2 Promotion Criteria:

- a) Pass English Language Arts (ELA) and Math for the current grade level.

- b) Comply with the Dallas County Schools Attendance policy and guidelines. (See student handbook)

Grades 3-5 Promotion Criteria:

- a) Pass English Language Arts (ELA) and Math for the current grade level.
- b) Fail no more than one of the following subjects: Science, Social Studies.
- c) Comply with the Dallas County Schools Attendance policy and guidelines. (See student handbook)

Grades 6-8 Promotion Criteria:

- a) Pass all core curriculum subjects (ELA, Math, Science, Social Studies) and two additional courses for the current grade level.
- b) Comply with the Dallas County Schools Attendance policy and guidelines. (See student handbook)

Assessments

Students are required to participate in all state assessments for the current grade level enrolled.

GRADUATION REQUIREMENTS COHORT CLASS OF 2020 and thereafter

PROMOTION POLICY:

Seven (7) credits must be earned in order to advance from a 9th to 10th grade homeroom.
Fourteen (14) credits must be earned in order to advance from a 10th to 11th-grade homeroom.
Twenty (20) credits must be earned in order to advance from a 11th to 12th-grade homeroom.

GRADUATION REQUIREMENTS:

Coursework

All Students are required to earn a minimum of 28 total credits in order to meet course requirements for graduation in the Dallas County Schools.

English and mathematics courses must be taken in sequence.

Students may take any course in the curriculum for which they meet the prerequisites.

Electives may vary due to available personnel.

Effective for students entering the ninth grade in the 2013-2014 school year, students will be required to complete the Career Preparedness course (Career and Academic Planning, Computer Application, and Financial Literacy) prior to graduation. Students with Disabilities may take AAS Life Skills to fulfill this graduation requirement or Essentials Career Preparation.

Civics Test Requirement: Students are required to pass the *Civics Test* in the United States Government class effective the 2018-2019 school year.

Each High school student is required to have a four-year plan. It is critical that the plan reflects the student's aspirations for life after high school. Careful consideration should be given to the selection of electives and specific credit-

Assessments

Students are required to participate in all state assessments for the current grade level enrolled.

REQUIRED COURSEWORK

COHORT Class of 2020 and thereafter

ALABAMA HIGH SCHOOL DIPLOMA (AHSD)

ENGLISH (4 credits)

English 9

English 10

English 11

English 12 or any Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses

MATHEMATICS (4 credits)

Algebra I or its equivalent/substitute

Geometry or its equivalent/substitute

Algebra II (terminal course) or Algebra II w/ Trigonometry, or its equivalent/substitute

One credit from: *Alabama Course of Study: Mathematics* or mathematics-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses

SCIENCE (4 credits)

Biology

A Physical Science (Chemistry, Physics, Physical Science)

Two credits from: *Alabama Course of Study: Science* or science-credit eligible courses from Career and Technical Education/Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses

SOCIAL STUDIES (4 credits)

World History: Since 1500

U. S. History I: Beginnings to 1877

U. S. History II: 1877 to present

United States Government (12/ credit)

Economics (1/2 credit)

Social Studies-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses

Civics Test Requirement: Students are required to pass the *Civics Test* in the United States Government class effective the 2018-2019 school year.

REQUIRED ELECTIVE(s):

Physical Education: Lifelong individualized Fitness Education (LIFE) or one JROTC Credit

Health Education (1/2 credit)

Career Preparedness (1 credit)- includes Career and Academic Planning, Computer Application, and Financial Literacy)

Career and Technical Education (CTE) and/or Foreign Language and/or Arts Education (3 credits in any combination)

Additional Electives (6 ½ credits)

TOTAL CREDITS REQUIRED: 28

COHORT Class of 2020 and thereafter Essentials/Life Skills Pathway

Students with disabilities may enroll in Essentials Pathway Courses. Careful consideration should be given before a student is allowed to enroll in one of the Essentials Pathway courses. Students taking any core coursework under the Essential Pathway will not be counted as a graduate under the federal four-year adjusted cohort graduation rate. If a student takes four or more core courses on the Essentials Pathway he or she is required to complete the work component requirements of this pathway. It is important for each student to pursue the coursework that is appropriate for his or her desired post-school outcome. These courses may or may not be accepted by four-year colleges and/or the National Collegiate Athletic Association (NCAA). Students who plan to attend a postsecondary institution must meet the admission requirements of the selected institution. *The Courses for the Alabama High School Diploma Pathway and the Work Component Requirements* can be found in the *Transition Engagement Series 1: Helping Students Achieve Post-School Outcomes- A Handbook for Engaging Secondary Transition Paraprofessional*. Students who pursue the Essential Pathway may continue to receive free appropriate public education (FAPE) until the age of 21, as the Essential Pathways is not fully aligned with the Alabama High School Courses of Study.

Board Approval: November 17, 2016

Updated: July 9, 2019

K. REGISTRATION REQUIREMENTS

1. **Birth Certificates** – Birth certificates shall be required of all students new to the school. A verification of birth from the Health Department or a hospital record will NOT be acceptable. The child must enroll under full legal name.
2. **Immunization Certificates** – Every child must have a current ALABAMA STATE BLUE IMMUNIZATION CERTIFICATE on file before he is allowed to register.
3. **Social Security Number & Card** – Each student enrolled in an Alabama public school must have a Social Security Number and a valid Social Security Card must be presented to school officials at the time of registration for verification. A copy of the card will become part of the child's permanent record. Medicaid cards will NOT be accepted.
4. **Proofs of Residence** – Each child enrolling must have two (2) of the following items as verification of their address: (1) Filed Homestead Exemption Application Form, (2) Mortgage Documents of Property Deed, (3) Apartment or Home Lease, (4) Utility Bills (electric, gas, water, telephone, cable), (5) Rent Receipt, etc. If you have any questions, please call the school.
5. **Legal Guardianship Papers** – The student must be living and residing with the parent or legal guardian. Therefore, any student not residing with the parent must have legal guardianship papers.
6. **Withdrawal Form** – Students transferring from within the Dallas County School System must bring with them a withdrawal form showing placement (grade, reading level, where applicable) current report card, and immunization certificate.
7. **Transcripts** – Students transferring from outside the Dallas County School System will not become officially enrolled until a transcript has been received from previous school(s) attended, but must present an Alabama immunization certificate, valid birth certificate, social security card and two proofs of residence upon registering.

L. STUDENT RULES AND REGULATIONS

1. **Assemblies** --- At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct: boisterous, booing, and talking during a program.
2. **Book Bags** --- Due to limited space in both classrooms and on school buses **BOOKBAGS WITH WHEELS WILL NOT BE ALLOWED.**
3. **Care of School Property** --- Students will maintain extreme care of all school property and will be held, with their parents, accountable for any damage or loss to any property in the way of desks, walls, doors, P.E. equipment, library materials, etc. at or on the school grounds both during and after school hours.
4. **Classes** --- In order for significant educational progress to take place in the school, a certain burden of responsibility rests on the individual student. It is expected that students show up to class with the necessary tools for learning. These may vary from class to class but generally include pencil, paper, textbook, and homework assignments.
5. **Custody and Divorce** --- Since we have no way of knowing which divorced parent has custody of a child and whether or not the other parent has any rights where the child is concerned, we need a copy of the section of the divorce decree concerning custody and parental rights. Without this, we cannot guarantee that a parent will not be able to see or pick up the child.
6. **Dress Code** --- Children are expected to dress with good taste and not wear clothes that are more appropriate on the beach. How children dress usually dictate how they behave! The following limitations and allowances are expected to be adhered to:
(1) "Bicycle pants", "biker's (stretch) shorts", "muscle shirts", "tank tops", and "spaghetti strap shirts" are **NOT ALLOWED**. Absolutely **NO SAGGING PANTS!** (Pants that are too large **MUST** have a belt) (2) No short shorts, (all shorts and skirts can be no more than 4 inches above the knee. (3) **NO** article of underclothing or midriffs is to be visible at any time. (4) **NO** obscene language and/or pictures or tobacco, alcohol or gambling advertisements may be printed on clothing. (5) Boys are **NOT** allowed to wear earrings. (6) All lace-up shoes **MUST** have laces and the laces **MUST** be tied. (7) **NO SHOES WITH WHEELS OR THAT LIGHT UP!** (8) **No revealing clothes, not even at this grade level.**
The Administration and faculty maintain discretionary control in the enforcement of reasonable dress and appearance by our students. Any attire that creates a problem and is inappropriate to proper classroom environment will be dealt with as an infraction of the rules.
7. **Fighting** or "punching" is unacceptable behavior of children in a school setting and will not be tolerated. Fighting will result in suspension from school and a parent conference.
8. **Gum Chewing** --- Gum is not allowed in or out of the building while at school.
9. **Head Lice** --- In past years Southside Primary has had scattered problems with head lice. Check your children's hair often. If you find nits or lice present, contact the

school immediately, and treat your child's head. Once students have been given the first treatment and nits have been manually removed, they are to be examined by a school official and declared nit free prior to returning to their classroom.

10. **Homework** --- Meaningful homework will be given to pupils as an extension of their work done in class. Students are expected to do their homework supervised by parents at home, and return it the next day.
11. **Illness** --- No pupil is dismissed from school for illness until the home or a parent is notified. First aid is given for injuries which occur at school, but afterwards is the responsibility of the home. The school personnel do not diagnose or treat illnesses. They only administer first aid.
12. **Individual Gifts** --- Individual gifts for students are not to be sent to school. This includes balloons, flowers, candy, etc.
13. **Insurance** --- The school insurance plan is strictly voluntary. Parents receive a copy of the policy as soon after school begins as possible. The schedule of payments for different types of injuries is listed in this one-page policy as well as the rates.
14. **Leaving Campus** --- Leaving campus without permission and not with an adult member of the student's family will result in a parent conference and possible suspension from school.
15. **Lost and Found** --- The school cannot assume responsibility for your losses; however, if you will report them immediately, every effort will be made to help you. *ALWAYS PLACE THE CHILD'S NAME IN COATS, SWEATERS, JACKETS, ETC.*
16. **Medication** --- NO medication will be given to or taken by children without direct contact with the parent(s) of each child. (A note is to accompany medicine sent to the school. All medicine will be kept in the office.) Board Policy – 4/29/96
17. **Obscene Language and Materials** --- such as magazines, pictures, tapes, etc., will not be allowed!!
18. **Parties** --- Christmas parties and Valentine parties may be held the last forty-five (45) minutes of the school day before we get out for Christmas and on February 14th. Parents are encouraged to assist with these two parties.
19. **Sales** --- Sales at school of anything will only be allowed if authorized by the principal.
20. **School Store** --- The supply store will be open from 7:45 to 8:10 a.m. each day. The store is located in Building D. Students are to order their supplies from their homeroom teachers. Items for sale are: paper, pencils, crayons, and glue.
21. **Smoking** --- (Students' use of tobacco) The Dallas County Board of Education, because of the high degree of evidence available, views smoking and other uses of tobacco as being detrimental to health and as being significant contributors to lung and heart diseases. The Board also considers the area of health as being a primary objective of education, nationally, as well as locally. Consequently, it is the policy of this Board that students shall not be permitted to possess, smoke, or use tobacco products in any form in Dallas County School buildings, in school buses, or on school grounds during the school day and school sponsored events. [Adopted: Spring 1988] Memorandum #71
22. **Snacks** --- Students may purchase snacks (chips and fruit based drinks) at school or bring them from home. The students are to order their snacks from their homeroom

teachers the first thing each morning. Each item will cost 50 cents. Students are **NOT ALLOWED TO HAVE CARBONATED DRINKS** – such as Cokes, Pepsis, etc.

23. **Subversive Material** --- No materials of any type of subversive nature – which will in any way disrupt the educational environment of any student – will be allowed on campus.
24. **School Tee-Shirts** – Students are required to wear school t-shirts on field trips. They can be purchased in the school's office.
25. **Weapons** --- Any student bringing or having a gun or other dangerous weapons at school or any school function will be suspended immediately from school and recommended for expulsion. In addition to these actions, the local law enforcement agency (Sheriff or Police) will be immediately called to deal with the student's violation of the law. [Memorandum #73]

M. TEXTBOOK REGULATIONS, ETC.

1. Free textbooks will be furnished for students. Students will be expected to take good care of these books. The student's parents will pay for any lost or damaged textbooks. Charges will be determined by the following schedules: First Year – original cost; Second Year – 75% of original cost; Third Year – 50% of original cost; Fourth, Fifth and Sixth Year – 25% of original cost.
2. Textbook cards will be issued to the students when receiving all his books. This card is to be taken home, signed by the parent, and returned before the child will be allowed to take any books home. The card will be used when checking in books, upon withdrawal, or at the end of the school year.
3. **NO STUDENT WHO OWES FOR ANY DAMAGED OR LOST TEXTBOOKS FROM A PREVIOUS YEAR WILL BE ISSUED ANY TEXTBOOKS UNTIL THIS INDEBTEDNESS IS CLEARED UP.**
4. Library books, etc. issued to students are also the responsibility of the parents. Any books lost or damaged must be paid for before the student will be issued any more books. (This carries over from year to year.)

N. VISITORS

All visitors **MUST come by the front office first for a visitor's pass and sign in.** No visitors should be on campus without checking in with the office. [Dallas County Board Policy, 9/6/02]

O. WITHDRAWALS

Parents of students needing to withdraw from school are to notify the office as soon as they find that they are moving. All indebtedness is to be cleared and all books and workbooks returned to the homeroom teacher, including library books. The homeroom teacher will then process the withdrawal forms and after the principal has checked and signed them, the parent will receive a copy of the form and the child's report card – if possible. Upon entering the new school, the parent should sign a release form, which will be sent to Southside Primary School requesting a transcript to be sent to the new school.

P. MISCELLANEOUS

1. **Car Riders** --- Children riding in cars MUST be picked up by 2:55 p.m. each day. Otherwise, the school will be forced to contact the proper authorities. There will be no exceptions. This includes ALL children being picked up by car – even children who ride in a car only occasionally.
2. **Returned Checks** --- **No Checks Allowed**
3. **Donations** --- Registration donations for all grades are badly needed if we are to continue to offer the high standards and improving achievement of our students. Money given as donations will be used to purchase additional materials which are not purchased with limited state money – items such as grade books, plan books, stamps, envelopes, all office supplies – such as material for sending and making transcripts – repair of all kinds of machines, toilet tissue, soap, paper towels, cleaning supplies, first aid supplies, new furniture, care of grounds, etc. These things cannot be purchased with state allocations and the county does not pay for these items due to low tax base.
4. **Gifted Education in the Dallas County School System** --- Gifted students are those who perform at or have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

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

For each student referred, information is gathered in the areas of Aptitude, Characteristics, and Performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

To make a referral, contact your child's teacher or the school counselor. For further information call the Special Education Department at 872-7075.

5. **Student Complaints and Grievances**- Students have the right and responsibility to express school related concerns and grievances to teachers and school officials. A student with a grievance shall discuss the matter with his or her teacher. If the grievance remains unresolved after the matter has been discussed with the teacher, the student may request a meeting with the Principal. This meeting should be granted within three (3) working days. A faculty member of the student's choice or the student's parents or guardians may be present at the meeting. The term "grievance"

shall apply to matters which fall within the discretionary powers of the Principal or teacher, but shall not apply to areas where the Principal or teacher has no discretion to act. It is expected that most grievances will be resolved satisfactorily by the teacher or the Principal. However, if the grievance has not been resolved the student may pursue the grievance to the Superintendent, and then to the Board. (Dallas County School Board Policy-Pages 44-45-9/1/99)

6. **Parents' Car Route and Map** --- in order to ensure the safety of our students, please observe the rules pertaining to cars entering and leaving school grounds. **PLEASE DO NOT TURN AROUND ON CAMPUS!**

MORNING ONLY:

1. All cars ENTER from Old Montgomery Highway (directly in front of Building D and exit through the gated area.

AFTERNOON

2. In the afternoon, please pick up your child in the car-pool line on the side of building E. All cars EXIT going onto the County Road 75 (beside Building E).
3. **ALL CAR RIDERS MUST BE PICKED UP FROM SCHOOL BY 2:55 P.M. Daily.** Otherwise, the school will be forced to contact the proper authorities. There will be no exceptions. This includes ALL children being picked up by car – even children who ride in a car only occasionally.
4. No cars are to park or use delivery areas, teachers' parking areas, or the bus loading area.
5. No children will be allowed to leave school grounds to meet a car.
6. No children are allowed on the playground equipment unless supervised by an adult who will accept responsibility should an injury occur.
7. Please do not drop off a child behind buildings.

Teachers **ARE NOT** on duty in the car area in the afternoons except from 2:40 – 2:55 p.m.

A teacher will be responsible for meeting all non-transported students in the lobby of Building E at 2:40 p.m. to supervise them until 2:55 p.m.

Students should not be dropped off before 7:20 a.m.

Students must be picked up by

2:55p.m. daily.

****No transportation changes will be made over the phone. All changes must be requested in writing and sent to school by child.**

2017 - 2020 ADMISSION POLICY
for English Language Learners (ELLs) , FOSTER CARE, HOMELESS, and
MIGRANT STUDENTS

Pursuant to the requirements of "The Every Student Succeeds Act of 2015" as amended by Title IX of McKinney-Vento Homeless Assistance Act, all students in foster care, homeless students, migratory students, and English language learners must have equal access to the same free appropriate public education, including public preschool education, provided to other children and youth. This shall be the policy of the Dallas County School System. Such children will be provided the opportunity to meet the same challenging state content and state student performance standards to which all students are held without being stigmatized or isolated.

The enrollment of homeless, migrant, immigrant, students in foster care, and English learners shall not be denied or delayed due to any of the following barriers:

- Lack of birth certificate
- Lack of school records or transcripts
- Lack of immunization or health records
- Lack of proof of residency
- Lack of transportation
- Guardianship or custody requirements
- Social Security Number
- Unaccompanied youth; no guardians

The Dallas County School System will employ practices that increase the awareness of the McKinney-Vento Homeless Assistance Act: Homeless Education program. The district shall notify parents/guardians of homeless children and youth of available resources and assist them in accessing the resources.

The Dallas County School System shall conduct its annual evaluation of its Homeless Education program to determine the effectiveness of the program. The system will adjust practices and procedures as needed to improve the effectiveness of implementation and student achievement.

Enrollment Dispute

If a dispute arises over school selection or enrollment in a school:

- The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.
- Local homeless liaison shall be informed immediately of the dispute.
- Dispute shall be resolved at the district level rather than the school level.
- The dispute resolution process shall be informal and accessible to all involved and carry out as expeditiously as possible.
- Parents, guardians, and unaccompanied youth shall be informed that they can provide written or oral documentation to support their position.
- Written notice of the discussion shall be as strict as possible, simply stated and provided in a

language the parent, guardian, or unaccompanied youth can understand.

- Notice of the right to appeal to the State if the district-level resolution is not satisfactory shall be given to the parents, guardian, or unaccompanied youth.

DEFINITION: Section 725(2) of the McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are: - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up"); - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; - living in emergency or transitional shelters; or - abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above. The McKinney-Vento Act no longer includes children and youths who are awaiting foster care placement in the definition of "homeless children and youth." For all non-covered States, this change is reflective on December 10, 2016.

REGULATIONS REGARDING THE EDUCATION OF HOMELESS CHILDREN AND OTHER YOUTH.

First Reading: 8/24/17

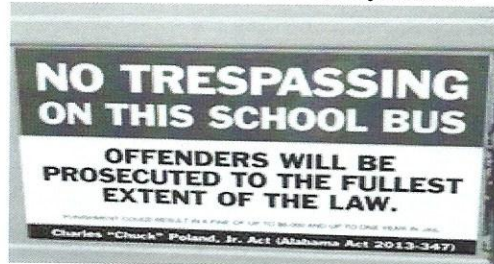
School Board Approved: 10/26/2017

DALLAS COUNTY SCHOOL SYSTEM
RESOURCE CENTER - TRANSPORTATION DEPARTMENT
5570 WATER AVENUE
SELMA AL 36701
334-872-6251



TRANSPORTATION INFORMATION FOR PARENTS AND STUDENTS

1. Transportation services are a privilege, not a right.
2. Students must arrive at the school bus stop at least **10 minutes before** the bus is scheduled to arrive.
3. Be aware that bus drivers are not required to wait on students if they are not at their designated bus stop.
4. Parents, guardians or responsible adults of Pre-K children **are required** to be at the bus stop when the child is picked up and/or dropped off.
5. Parents and students must **remain at least 10-15 feet away** from the roadway while waiting on the school bus.
6. Parents or guardians are **not allowed to board the bus** for any reason.



7. There will be no transportation provided for students wishing to go to another address for occasional visits, parties, extracurricular activities or other social events.
8. Only students living along a bus route will be assigned to the bus serving that route. Other students will not be allowed to ride unless written permission is obtained from the appropriate transportation personnel.
9. If a student misses the bus at their assigned stop, they should find other means of transportation to school on that occasion and never chase a bus down to another stop. This creates a very dangerous situation for the student which could result in serious injury. Chasing a bus down to board at another stop may result in a bus suspension.
10. All requests for a new/changed bus stop location must be made in writing to the school principal and then forwarded to the Transportation Department. The Transportation Department will make the final decision after conferring with the local school principal.

CLASSIFICATION OF VIOLATIONS AND SANCTIONS

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the code of student conduct. Violations are grouped in three classes (Class I, Class II, and Class III) which range from the least to the most serious. School officials shall investigate, verify, and take the necessary action to resolve student misconduct. After determining that a violation has occurred, and the class of the violation, the Principal shall impose the appropriate sanction. Violations apply to student conduct on a school campus, at school related events, or while being transported to or from school related events.

Each teacher will deal with general classroom disruption through effective classroom management and involvement of parent or school counselors. Only when the action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the principal or his/her designee.

Below is a listing of each class violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases.

Definitions of violations are based upon the 1975 Code of Alabama, Title 13A (Criminal Code), Title 28-3-1 (Alcoholic Beverages), and Title 20-2-2 (Controlled Substances).

Any student committing one of the offenses listed whether Class I, II, or III, where the victim of such offense is an employee of the Board, will also be subject to additional, or more severe, disciplinary action.

CLASS I VIOLATIONS

- 1.01 **DISORDERLY CONDUCT** - Any act which disrupts the conduct of a school function or which disrupts the orderly learning environment.
- 1.02 **NONCONFORMITY TO DRESS CODE** - Failure to comply with the dress code set for in this handbook.
- 1.03 **MINOR DISRUPTION ON A SCHOOL BUS** - Failure to comply with bus rules and regulations.
- 1.04 **INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION** - Including, but not limited to, embracing and kissing.
- 1.05 **UNAUTHORIZED ORGANIZATIONS** - Any campus participation in non-sanctioned fraternities, sororities, secret societies, gangs, or non-affiliated school clubs.
- 1.06 **LITTERING OF SCHOOL PROPERTY** - Knowingly depositing rubbish, refuse, waste, garbage, paper, glass, cans, bottles, trash, debris or any foreign substance of whatever kind and description on Board property; or spoiling the appearance of Board property by drawing or writing on it.
- 1.07 **UNAUTHORIZED USE OF SCHOOL OR ANOTHER PERSON'S PERSONAL PROPERTY**- Including but not limited to the use of computers, personal technology devices, online services or websites to access inappropriate or pornographic material.
- 1.08 **DISPLAYING UNSPORTSMANLIKE CONDUCT AT SCHOOL EXTRA-CURRICULAR EVENTS** - Any act contrary to the generally understood principles of sportsmanship, whether as a participant or spectator, leading to a substantial disruption of the competition or which poses a threat to the health, safety and/or welfare of others.
- 1.09 **DISRESPECT** - Failure to treat board employee with due and proper respect.
- 1.10 **ANY OTHER VIOLATION WHICH THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THE CATEGORY**

Administrative responses for Class I Violations include, but are not limited to the following:

CLASS I SANCTIONS FOR ELEMENTARY (K – 5th grade)

First Offense: Conference with student and Parent contact (verbal reprimand)

Second Offense: Parent conference and in school disciplinary action such as: temporary removal from class, withdrawal of privilege, counselor referral, or work detail.

Third Offense: Corporal punishment

Fourth Offense: Out of School Suspension (1-2 Days)

CLASS I SANCTIONS FOR MIDDLE/HIGH (6th – 12th grade)

First Offense: Conference with student and Parent contact (verbal reprimand)

Second Offense: Parent conference and in school disciplinary action such as: temporary removal from class, withdrawal of privilege, counselor referral, or work detail.

Third Offense: Corporal punishment

Fourth Offense: In School Suspension (1-3 Days)

Fifth Offense: Out of School Suspension (1-3 Days)

Prior to determining the appropriate administrative response the principal or his/her designee will consider the student's prior disciplinary history.

CLASS II VIOLATIONS

- 2.01 **EXCESSIVE TARDINESS** –Three or more incidents or reporting late to school, class or assigned area.
 - 2.02 **PERSISTENT, WILLFUL DISOBEDIENCE/DEFIANCE** –Recurring, intentional violation of Code of Conduct which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff or others.
 - 2.03 **TOUCHING OR STRIKING ANOTHER PERSON** – Intentionally touching or striking another person against the will of the other.
 - 2.04 **PROFANITY OR VULGARITY** – Use of profane or obscene language, use of obscene gestures toward another student, or possession of pornographic suggestive material.
 - 2.05 **ACADEMIC DISHONESTY** – Giving or receiving information that should be completed by an individual student. This action will result in loss of credit on the particular assignment involved and other appropriate disciplinary action may be taken.
 - 2.06 **PROVIDING FALSE INFORMATION** – Intentionally providing false information to a school board employee.

 - 2.07 **TRESPASSING** – Willfully entering or remaining on any school property after being warned by an authorized person.
 - 2.08 **UNJUSTIFIED ACTIVATION OF FIRE ALARM SYSTEM** – Rendering a false alarm when a person knowingly causes a fire report to be transmitted to or within an official fire department or to any other governmental agency.
 - 2.09 **USE OF RACIAL OR ETHNIC INSULTS OR SLURS** – Verbal or written affronts of racial or ethnic nature.
 - 2.10 **PROPOSITIONS TO ENGAGE IN SEXUAL ACTS** - To make a written, verbal, or electronic suggestion of a sexual act.
 - 2.11 **MISUSE OF PERSONAL TECHNOLOGY DEVICES** – Any violation of cell phone/personal technology devices policy, as set forth by each individual school. *Note:* School board employees are not responsible for phones that are lost, stolen, damaged, etc.
 - 2.12 **CONTINUOUS DISRUPTION ON BUS** – Continual failure to comply with the bus rules/regulations.
 - 2.13 **UNAUTHORIZED USE OF COMPUTER OR COMPUTER SYSTEM** – Unauthorized usage or tampering which may cause a major disruption in the education process. This includes distribution of restricted passwords, unauthorized access to restricted computer sites, intentionally tampering with another student's work, intentionally damaging and/or sabotaging computer equipment belonging to the system, and other misuse of computers other than for instructional purposes.
- REPEATED VIOLATIONS OF CLASS I VIOLATIONS**
ANY OTHER OFFENSE THAT THE PRINCIPAL MAY REASONABLY DEEM TO FALL WITHIN THIS CATEGORY.

Administrative responses for Class II Violations may require in-school parental conference plus appropriate disciplinary action.

CLASS II SANCTIONS FOR ELEMENTARY (K – 5th grade)

ELEMENTARY (K – 5th grade)

First Offense: Parent conference and in school disciplinary action such as: temporary removal from class, withdrawal of privilege, counselor referral, or work detail.

Second Offense: Corporal punishment

Third Offense: Bus Suspension or Out of School Suspension (1-3 Days)

Restitution Must Be Paid If Damages Occurred.

CLASS II SANCTIONS FOR MIDDLE/HIGH (6th – 12th grade)

First Offense: Parent conference and in school disciplinary action such as: temporary removal from class, withdrawal of privilege, counselor referral, or work detail.

Second Offense: Corporal punishment

Third Offense: In School Suspension (1-5 Days)

Fourth Offense: Bus Suspension or Out of School Suspension (1-5 Days)

Restitution Must Be Paid If Damages Occurred and Referral to Outside Agency will be made if deemed necessary.

Prior to determining the appropriate administrative response the principal or his/her designee will consider the students prior school disciplinary history.

CLASS III VIOLATIONS

- 3.01 **PROFANITY OR VULGARITY TOWARD A SCHOOL BOARD EMPLOYEE** – Use of profane or obscene language or the use of obscene gestures directed toward a school board employee.
- 3.02 **INCITING OR PARTICIPATING IN A DISTURBANCE** – Leading, encouraging, or assisting, in a major disturbance which results in one or more of the following: destruction or damage to property or injury to others; or a substantial disruption of the learning environment which poses a threat to the health, safety, and/or welfare of students, staff, or others.
- 3.03 **VANDALISM** – Intentional and deliberate action resulting in defacement or damages of public property without the consent of the owner or person having control over it.
- 3.04 **OFFENSIVE TOUCHING OF ANOTHER PERSON** - Touching another person's genitalia or intimate body parts or touching any part of another person, or subjecting them to physical contact, if done with an intent to harass, annoy or alarm that person.
- 3.05 **FIREWORKS, MATCHES, OR LIGHTERS** – Possession and/or igniting of fireworks, firecrackers, matches, and/or lighters.
- 3.06 **POSSESSION AND/OR USE OF NON-PRESCRIPTION MEDICATION, INHALANT, TOBACCO PRODUCTS, ELECTRONIC/VAPOR CIGARETTES, OR OVER THE COUNTER PRODUCTS** – Failure to comply with the local school medication procedures.
- 3.07 **GAMBLING** – Any participation in games of chance for money and/or other items of value.
- 3.08 **SKIPPING AND/OR LEAVING CLASS OR SCHOOL** – Unauthorized absence or departure from class or school.
- 3.09 **STEALING, LARCENY, PETTY THEFT** – The intentional taking and/or carrying away of property valued at less than \$100 belonging to or in the possession or custody of another.

- 3.10 **THREATS TO DO EXTORTION** – Verbal, written, or electronic threat of injury to the person, property, or reputation of another.
- 3.11 **FIGHTING** – Any physical conflict involving two or more individuals which does not result in physical injury.
- 3.12 **UNAUTHORIZED RECORDING** – Creating, publishing, or forwarding video or audio recording of a student, Board employee, or authorized guest of the school system without that individual's permission.
- 3.13 **FLEEING FROM A SCHOOL BOARD EMPLOYEE** – To intentionally flee, by any means, from any Board employee which the student knows is directing them to stop.
- 3.14 **INDECENT EXPOSURE** – Exposure of a student's genitals, breasts or buttocks under circumstances where the student knows his/her conduct is likely to cause an affront or alarm.
- 3.15 **SEXUAL HARASSMENT** – Any unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, electronic, or physical conduct of sexual nature.
- 3.16 **ACCESSING OR CHANGING INFORMATION IN SCHOOL COMPUTERS** – Editing information in school computers to endanger or cause harm to another individual or district school.
- 3.17 **ALCOHOL AND ILLEGAL DRUGS** – The unauthorized use, sale, transfer, possession, trafficking, misuse, and/or abuse of drugs. These include alcoholic beverages, barbiturates, central nervous system stimulants, hallucinogens, drug paraphernalia and all other drugs to which the narcotic and drug abuse laws of the United States, local municipalities and the State of Alabama apply.
- 3.18 **BURGLARY** – The unlawful entry into a building or other structure with intent to commit an offense.
- 3.19 **ENGAGE IN SEXUAL ACTS** – Consensual participation/engagement in any sexual act on or off campus, school sponsored activities/events, or in transport.
- 3.20 **HARASSMENT** - A continuous pattern of intentional behavior including, but not limited to, written, electronic, verbal, non-verbal or physical acts that:
- place a person in reasonable fear of harm to his or her person or damage to his or her property;
 - have the effect of substantially interfering with the educational performance, opportunities or benefits of a student;
 - have the effect of substantially disrupting or interfering with the orderly operation of a school;
 - have the effect of creating a hostile environment; or, have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening or abusive educational environment for a student.
- 3.21 **BULLYING** - Any intentional written, electronic, verbal, non-verbal, or physical behavior or action against another, including but not limited to any threatening, insulting, or dehumanizing gesture that a reasonable person should know will have the effect of:
- placing another in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial harm to his or her property;
 - creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of the actions or due to a power differential between the bully and the target;
 - interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or,
 - perpetuating bullying by inciting, soliciting or coercing an individual or group to

demean, dehumanize, embarrass or cause emotional, psychological, or physical harm to another person.

3.22 CYBERBULLYING - An act of harassment, intimidation, discrimination or bullying committed through the use of digital technology, including but not limited to, email, blogs, cell phone, social media, chat rooms, instant messaging, or the use of data or computer software that is accessed through a computer, computer system or computer network.

3.23 CYBERSTALKING - To engage in a course of conduct to communicate, or to cause to be communicated, words, images or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

3.24 PROFANITY OR VULGARITY - Use of profane or obscene language, use of obscene gestures toward a school board employee, or possession of pornographic suggestive material.

3.25 REPEATED VIOLATIONS OF CLASS II VIOLATIONS

3.26 ANY OTHER OFFENSE WHICH THE PRINCIPAL MAY DEEM TO FALL WITHIN THIS CATEGORY

Administrative responses for Class III Violations include, but are not limited to the following:

CLASS III SANCTIONS FOR ELEMENTARY (K – 5th grade)

First Offense: Out of school suspension 3-4 days

Second Offense: Out of school suspension 5 days

Third Offense: Recommendation for Expulsion

Fourth Offense: Other sanctions as approved by the Board of Education.

Restitution Must Be Paid If Damages Occurred and Referral to Outside Agency will be made if deemed necessary.

CLASS III SANCTIONS FOR MIDDLE/HIGH (6th – 12th grade)

First Offense: Out of school suspension (5-9 days)

Second Offense: Alternative school placement

Third Offense: Recommendation for Expulsion

Fourth Offense: Other sanctions as approved by the Board of Education.

Restitution Must Be Paid If Damages Occurred and Referral to Outside Agency will be made if deemed necessary.

CLASS IV VIOLATIONS

4.01 MISUSE OR ABUSE OF PRESCRIPTION DRUGS, ALCOHOL OR ILLEGAL DRUGS - The unauthorized use, sale, transfer, possession, trafficking, and misuse of prescription or non-prescription drugs and alcohol.

4.02 STEALING, LARCENY, GRAND THEFT – The intentional taking and/or carrying away of property valued greater than \$100.

4.03 SEXUAL BATTERY – Sexual contact forcibly and/or against the person's will or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth, or because of temporary or permanent mental incapacity. This includes rape, fondling, indecent liberties, child molestation, sodomy, etc.

4.04 ARSON – The willful and malicious burning of any part of School Board property.

4.05 AGGRAVATED FIGHTING – Mutual participation in a fight involving physical violence where there are three or more participants but no one main offender.

4.06 EXPLOSIVE – Preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily injury or property damage.

4.07 BOMB / TERRORISTIC THREAT – Any such communications, which has the effects of interrupting the educational environment or school sponsored event.

4.08 KIDNAPPING – The unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without the consent of his/her parent.

4.09 AGGRAVATED ASSAULT – Intentionally, causing great bodily harm, disability or permanent disfigurement; use of a deadly weapon.

4.10 ROBBERY – The taking of money or other personal property from a person by force, violence, assault or putting the person in fear of same.

4.11 POSSESSION OF A FIREARM – Carrying a firearm is a violation of the Safe Schools Act of 2013. Any weapon (including a starter gun) which will, or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (loaded or unloaded), including, but not limited to, hand, zip, pistol, rifle, shotgun, starter gun, flare gun, etc. *Note:* Results in expulsion from Dallas County Schools for a minimum of one year.

4.12 POSSESSION OF WEAPON – Possession, use, or intent to use any instrument or object to inflict harm on another person, or to intimidate any person. Including all knives, chains, pipe, razor blades or similar instruments with sharp cutting edges, ice picks, other pointed instruments (including pencils or pens when not being used for their intended purpose), numchucks, brass knuckles, Chinese stars, billy clubs, tear gas gun, chemical weapon or device (mace/pepper spray), electrical weapons or device (stun gun), BB or pellet gun, explosives or propellants, etc.

4.13 EXTORTION – Completion of a threat.

4.14 OTHER CRIMINAL ACTS – Commission of any criminal act, not herein listed, as defined by the law as of the city, State of Alabama, or United States. Violation of any law or statute which may result in student imprisonment, fine or penalty.

CLASS IV SANCTIONS FOR ELEMENTARY (K – 5th grade)

First Offense: Out of school suspension (5-9 days)

Second Offense: Alternative school placement

Third Offense: Recommendation for expulsion.

Fourth Offense: Other sanctions as approved by the Board of Education.

Restitution Must Be Paid If Damages Occurred and Referral to Outside Agency will be made if deemed necessary.

CLASS IV SANCTIONS FOR MIDDLE/HIGH (6th – 12th grade)

First Offense: Out of school suspension 5 days pending Board of Education hearing. (ALC Recommendation minimum 45 days)

Second Offense: Alternative school placement

Third Offense: Recommendation for expulsion.

Fourth Offense: Other sanctions as approved by the Board of Education.

Restitution Must Be Paid If Damages Occurred and Referral to Outside Agency will be made if deemed necessary.

Asterisks indicate the section that was revised.

Policy Revision – January 31, 2019
School Board Approval – March 21, 2019

DALLAS COUNTY SCHOOL SYSTEM
Parent and Family Engagement Policy/Plan
2017 - 2020

As required by section 116(a) (1) (2) (B) (C) (D) (i) (E)
Every Student Succeeds Act (ESSA)

GENERAL EXPECTATIONS

The Dallas County School System agrees to implement the following requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A Programs, consistent with section 1116 of Every Student Succeeds Act (ESSA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1116, the school district will work with its schools to ensure that the required school-level parent Involvement policy/plan meet the requirements of section 1116(c) (4) of the ESSA, and each include, as a component, a school-parent compact consistent with section 1116(d) (2) (D) of ESSA.
- The school district will incorporate this district-wide Parent and Family Engagement Policy/Plan into its district plan developed under section 1116(a)(1)(2)(B)(C)(D)(E) of the ESSA.
- In carrying out the Title I Part A parent and family engagement requirements, to the extent practicable, the Dallas County School System and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports required under section 1116 of the ESSA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents can understand.
- If the LEA plan for Title I, Part A, developed under section 1116 of ESSA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- (If and when funding level requires this part): The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserved goes directly to the schools. The remaining ten percent of the one percent shall be used for district initiatives.

The Dallas County School System will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

- The school district will be governed by the following definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition: Parent and Family Engagement means the participation of parents or guardian in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- (A) That parents or guardians play an integral role in assisting their child's learning;
- (B) That parents or guardians are encouraged to be actively involved in their child's education at school;
- (C) That parents or guardians are full partners in their child's education and are included, as appropriate, in decision-making and on advisory Committees to assist in the education of their child;
- (D) The carrying out of other activities, such as those described in section 1116 of ESSA.

PARENT AND FAMILY ENGAGEMENT REQUIRED COMPONENTS

1. The Dallas County School System will take the following actions to involve parents in the joint development of its LEAS parental involvement policy/plan under section 1116(a) (3) (A) (C) (D) (i-IV)

- Invite parents to serve on the LEA Advisory Committee, composed of parents, teachers, students, and administrators, will meet bi-annually for up-dates on Title I funds and expenditures,
- Establish a Parent Contact Leader Team composed of parents from each school site. will meet biannually to review, discuss and revise if necessary the Parent and Family Engagement Policy/Plan This team will be train by the parent facilitators on the Parent and Family Engagement Requirements Compliance Section 1116 "Every Student Succeeds Act (ESSA)"
- Conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy/plan in improving the academic quality of Title I schools, including identifying barriers to greater

participation by parents in authorized activities and use the finding to design more effective strategies and revise the policy/plan

2. The Dallas County School System will take the following actions to involve parents in the process of school review and to implement "evidence-based" strategies under section 1116 (a) (2)(X) of the ESSA:
 - Each school will notify parents of the date of the Annual Title I meeting and invite parents to attend.
 - Parents will be made aware that school's policy/plan is being evaluated and given the opportunity for input by completing a parent and family engagement survey on which they may make comments or submit written comments to teacher, administrator, parent facilitators, or the federal program director.
 - Schools implement "evidence-based" curricular
 - Parents or guardians will be encourage to serve on each school's Continuous Improvement Plan (CIP) Committee
 - Notification will be provided to parents or guardians through flyers, school's newsletters, monthly calendars, marque, telephone calling system, and the LEA's website (www.dallask 12 org)
3. The Dallas County School System will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parent and family engagement activities to improve students' academic achievement and school performance under section 1116 (d)(e)(2)(D):
 - The Local Education Agency has parent facilitators that work with each Title I school's administrators and parent and family engagement chairperson, and parents or guardians to develop parent and family engagement activities that meet the needs of the Title I parents or guardians such as:
 - A. *school-parent compacts*
 - B. *parent or guardian computer training*
 - C. *implement / "CARE" positive parenting/character education/mentoring program*
 - D. *parents or guardians volunteer program*
 - E. *bi-annual parenting meetings*
 - F. *fatherhood initiative.*
 - The schools will hold meetings annual with the assistance of the Local Education Agency that will focus on understanding the interpreting standardized test data.
4. The Dallas County School System will coordinate and integrate parent and family engagement strategies in Title I Part A with parent and family engagement strategies under the following other programs: Head Start, HIPPY, (Home Instruction Program for Parents of Preschool Youngster) LEA's Pre-K Program, Extended Day Program, Community and Faith Based Organizations, under section 1116 (a)(2)(C) by:
 - offering parents of preschool youngster an opportunity to participate in an early learning program.(HIPPY) (LEA's Pre-K Program)
 - providing transition opportunities with Head Start Agency for children who will be attending schools within the system
 - partnering with a community-faith based after-school tutoring program
 - implementing the "I CARE" Character Education/ Mentoring/ Community Partnership Program.

REQUIRED BUILDING CAPACITY FOR PARENT and FAMILY ENGAGEMENT

1. The Dallas County School System will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve students' academic achievement, through the following activities specifically described below under session 1116(e)(2)(4)(i):

- A. The school system will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement such as literacy training, volunteering, using technology as appropriate, and other reasonable support to foster parental engagement by:
 - a. *training parents to enhance the involvement of other parents (LEA Parent Contact Team)*
 - b. *parent-teachers conference*
 - c. *bi-annual parenting meetings*
 - d. *Statewide parents' visitation held in October of each year*
 - e. *"I CARE" Parenting/Character Education /Mentoring Program*
 - f. *Weekly computer training.*
 - g. *Promote an OPEN DOOR POLICY in the schools*
 - h. *Encourage each Title / school to establish a Parent Resource Room*

ADOPTION

This Parent and Family Engagement Policy/Plan has been developed jointly with and agreed upon by parents of children participating in Title I, Part A programs. This Policy/Plan was adopted and/or approved by the Dallas County School System Board of Education, and will continually be in effect, with annual review until 2020. Revisions will occur as necessary for compliance. The school district will distribute this policy/Plan to all parents of the Dallas County School System in abridged form in the annual school's handbook. This policy may be viewed in full on the system website (www.dallask12.org); and at the Central Office. A copy may be obtained upon request at the central office, schools, or from the parent facilitator at the Resource Center.

Approval Date: First Reading: 8/24/17

School Board Approved: 10/26/2017

Attendance Statement

All students are expected to be in attendance each day unless they are sick or in the case of a family emergency. In case of absences, a written note explaining the absence is required upon the student's return to school. **No more than three (3) parent/guardian written excuses will be accepted per semester.** Excuses beyond that number will be considered unexcused. Failure to provide a written explanation not later than three (3) days from the date of the absence shall result in an unexcused absence. As explained in the Dallas County Board of Education's Attendance Policy, too many unexcused absences can result in a student not being promoted to the next grade or not receiving course credit.

EXCUSED ABSENCES

Absences will be excused for the following reasons:

1. illness;
2. death or serious illness of an immediate family member;
3. weather preventing attendance;
4. legal requirements, such as a subpoena or other required court appearance; and
5. the prior permission given by a Principal;
6. legal quarantine

Students granted excused absences shall be permitted to make up work, tests, and other missed assignments and activities. It shall be the responsibility of the student (and his or her parents and/or guardians) to check with teachers to make up missed work. In all cases, students must make up missed work within five (5) days after a return from an excused absence.

Approved 7/26/10

Dallas County Schools

Student Human Immunodeficiency Virus (HIV) Policy

Dallas County School System shall strive to protect the health and safety of children and youth in our care, as well as their families, our employees, and the general public. Staff members shall cooperate with public health authorities to promote this goal. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in the school, daycare, or athletic settings when current guidelines are followed.

A. Students

A student with HIV infection has the same right to attend school and receive services as any other student, and will be subject to the same rules and policies. HIV infection shall not factor into decisions concerning class assignments, privileges or participation in any school sponsored activity.

School authorities shall determine the educational placement of a student known to be infected with HIV on a case-by-case basis by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers must consult with the student's physician, parent/guardian; respect the student's family privacy; and reassess the placement if there is a change in the student's need for accommodations or services. School staff members will always strive to maintain a respectful school climate and not allow physical or verbal harassment of any individual or group by another individual or group.

B. Privacy

Pupils are not required to disclose HIV infection status to anyone in the education system. HIV antibody testing is not required for any purpose. No information regarding a person's HIV status shall be divulged to any individual or organization without a court order or the informed written, signed, and dated consent of the person with HIV infection; or the parent/guardian of a legal minor. The written consent shall specify the name of the recipient of the information and the purpose for disclosure.

All health records, notes, and other documents that reference a person's HIV status shall be kept lock and key. Access is limited to those named in written permission from the person, parent/guardian and to emergency medical personnel. Information regarding HIV status will not be added to a student's permanent educational or health record without written consent.

C. Related Services

Student's shall have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection through the assigned nurse to a particular school.

School administrators shall maintain a confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV related services as needed.

Public information about resources in the community shall be kept available for voluntary student use.

D. HIV and Athletics

The privilege of participating in physical education classes, athletic programs, competitive sports, and recess is not conditional on a person's HIV status. School authorities will make reasonable accommodations to allow student's living with HIV infection to participate in school-sponsored physical activities. All employees must consistently adhere to infection control guidelines in locker rooms and all play and athletic settings. Rulebooks will reflect these guidelines. First aid kits must be on hand at every athletic event. All physical education teachers and athletic program staff will complete an approved first aid and injury prevention course that includes implementation of infection control guidelines. Student orientation about safety on the playing field will include guidelines for avoiding HIV infection.

E. HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The educational program will:

- Be taught at every level, Kindergarten through grade twelve.
- Use methods demonstrated by sound research to be effective.
- Be consistent with community standards.
- Follow content guidelines prepared by the Center for Disease Control and Prevention (CDC).
- Be appropriate to student's developmental levels, behaviors, and cultural background.
- Build knowledge and skills from year to year.
- Stress the benefits of abstinence from sexual activity, alcohol, and other drug use.
- Include accurate information on reducing risk of HIV infection.
- Address student's own concerns.
- Include means for evaluation.
- Be an integral part of a coordinated school health program.
- Be taught by well-prepared instructors with adequate support.
- Involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and materials. School staff members shall assist parents or guardians who ask for help in discussing HIV infection with their children. If a parent or guardian submits a written request to the principal that a child **not** participate in a specific prevention topic, and assures that the topic will be discussed at home or elsewhere, the child shall be excused without penalty. In classroom sessions, all materials and resources should be researched based on age and grade level appropriateness according to the Alabama Health Education course of study.

F. Staff Development

All school staff members will participate in a planned HIV education program that conveys factual and current information; provides guidance on infection control procedures; informs about current law and state, district, and school policies concerning HIV; assists staff to maintain productive parent and community relations. Certain employees will also receive additional specialized training as appropriate to their positions and responsibilities.

G. Infection Control

All employees are required to consistently follow infection control guidelines in all settings and at all times, including playgrounds and school buses. Schools will operate according to the standards put forth by the U.S. Occupational Health and Safety Administration for the prevention of blood borne infections. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept reasonably accessible.

A school staff member is expected to alert the person responsible for health and safety issues of a student's health condition or behavior presents a reasonable risk of transmitting an infection.

Note: If a situation occurs at school in which a person might have been exposed to an infectious agent, such as an instance of blood-to-blood contact, school authorities shall counsel that person (or, if a minor, alert a parent or guardian) to seek appropriate medical evaluation. Infection Control guidelines should be posted in the school. (See attachment)

H. General Provisions

On an annual basis, school administrators will notify students, their family members, and school personnel about current policies concerning HIV infection, and provide convenient opportunities to discuss them. Parents/guardians will be required to sign documentation to acknowledge receipt of the policy or material.

Dallas County School System

Head Lice (Pediculosis) “No Nit” Policy

10/25/2010

The Dallas County School System has adopted a “no nit” Policy. A “no nit” policy requires: (1) removal of lice eggs (nits) after treatment and (2) exclusion of children until nits have been removed. Further, this policy was determined to be the best option for the Dallas County School System because it helps to: (1) encourage parents to screen their children at home; (2) eliminate diagnostic confusion; (3) prevent transmission and reinfestation; (4) reduce the need for additional treatment. Effective control of pediculosis in the school setting enables students to remain in school and improves the potential for successful learning.

Pediculosis capitis, also called pediculosis or head lice, is a common problem for children and their families. The head louse is a wingless insect that lives on the human scalp and lays eggs (nits) in the hair. It cannot hop or fly, but crawls rapidly. Because the head louse is very difficult to see, it is usually diagnosed by the presence of nits. It is transmitted by personal physical contact or common use of combs, brushes, or headgear.

An enormous amount of time, energy, and money is involved in the treatment of pediculosis by schools and families. If children are not treated and/or their home and school environment are not properly cleaned, they will likely become reinfested. Most children identified with pediculosis can be treated that day and return to school the following day. Usually no more than three days should be required for effective treatment.

The following guidelines will be used to implement a prevention and control program for effective control of pediculosis in the Dallas County School System:

1. The System Nurse will coordinate in-service training for teachers and other school personnel regarding proper screening, classroom prevention, and control techniques at the beginning of each school year and as needed throughout the year. In-service training will address, at a minimum, the following:

- a. Confidentiality.
- b. Identification of pediculosis and nits.
- c. Respect for sensitivity of students and families regarding pediculosis.
- d. Precautions regarding self-contamination and cross-contamination.
- e. Treatment options.
- f. Precautions and myths regarding treatment.
- g. Resources for treatment.
- h. Reassessment and readmission requirements.
- i. Environmental safeguards for classrooms.
- j. Importance of educating students about pediculosis.

2. All schools that have experienced pediculosis outbreaks during the school year will implement a consistent screening program. Outbreaks occur most often in young children, but can occur in any age group.

3. Notify the child’s teachers, bus drivers, etc., as appropriate.

4. Students identified with pediculosis should be sent to the office or health room while respecting the student’s confidentiality. Thus, bringing the student to the office or health room should be as inconspicuous as possible.

Students with pediculosis should be separated from other students while waiting to go home. Extreme care and attention should be given to avoid embarrassment to any student, particularly if there is a delay in parents picking up the child. Again, the confidentiality of all children identified with pediculosis should be a major consideration.

5. Ask parents to come to the school to take the child home. This meeting provides an opportunity to talk with the parent about treatment procedures as well as to confirm the presence of infestation. Notification should be in a private setting to protect confidentiality.

a. Provide parents with a letter stating that pediculosis was found and provide written and verbal instructions for treatment and home cleanup that address the three steps in the control of pediculosis.

- Treating with a pediculicide product.
- Removing the nits.
- Cleaning the home/car environment.

b. Teach parents how to screen for pediculosis.

c. Advise parents to notify the parents of neighboring children or frequent visitors to their home or other activity sites (sports, gymnastics, etc.) of the possibility of pediculosis infestation.

Requirement for Re-admittance to School

The procedures to recheck and readmit children sent home with pediculosis in the office or health room after they have been treated are as follows:

- a. Rechecks should be done in a private setting and in the presence of the parent.
- b. One or two teachers and/or school nurse should be permanently designated to recheck children before class, rather than be assigned hall or bus duty.
- c. These teachers should be trained not only to recognize pediculosis infestation, but also to provide additional education to parents in a non-threatening manner, when children are not clear of pediculosis on recheck.
- d. The student must have been treated with a pediculicide and be free of nits and lice before being readmitted to school. **If only a few nits are present in the hair, the parent and/or teacher can remove the nits, discard in a plastic bag, and the child can return to class.** Parents should be reminded that many of the pediculicide products require a second treatment. The teacher or nurse should encourage and answer any questions regarding the second treatment or home cleanup during the recheck visit.
- e. No more than three consecutive absences should be considered excused due to pediculosis. After three consecutive days, absences should be considered unexcused.
- f. A special **Return To Class Form** will be given to the student if their recheck shows no lice or nits. This form alerts the classroom teacher that the recheck was done and was clear.

Dallas County School System

Information Guide for Head Lice (Pediculosis) “No Nit” Policy

The purpose of this document is to provide basic information about head lice and to assist principals in enforcing the regulations for communicable disease control to insure uniformity in procedure system wide.

GUIDELINES:

- A. What are head lice?
 - Head lice are tiny grey or brown insects about the size of a sesame seed that live in human hair and must feed on human blood to survive.
 - They lay tiny white oval eggs about the size of a knot in a thread called nits. The nits glue to each strand of hair close to the scalp.
 - Nits are most often found in the hair behind the ears and at the back of the head and neck.
- B. How do you get head lice?
 - Occurs most often with elementary children.
 - Children get lice from other children through head to head contact, sharing combs, hats, school lockers, or coats with a louse infested child.
 - You can't spread NITS....only LIVE LICE.
 - Head lice DO NOT spread disease.
 - Any child can get head lice. It doesn't matter where they live, or go to school.
- C. How do you get rid of head lice?
 - If evidence of nits or lice is found, brothers and sisters should also be checked. Parents of those children found with lice are notified and asked to pick up their children and treat them. A letter stating that head lice were discovered should be given to the parent.
 - Parents may obtain non-prescription medication from their pharmacist or obtain a prescription from their family physician. FOLLOW DIRECTIONS ON THE PACKAGE COMPLETELY.
 - When evidence of head lice is found, all students in those classrooms shall be screened. If no additional cases are found, screening may be discontinued. However, if further cases are identified their contacts must also be screened.
 - Treat your home at the same time you treat your child.
 - Do the following:
 - Soak combs and brushes in some of the lice shampoo for 1 hour; or in very hot water for 5-10 minutes.
 - Wash sheets, blankets and other bedding in the hottest setting of water in the washing machine.
 - Dry clean non-washable items; or seal these items in a plastic bag for 1-2 weeks.
 - Vacuum furniture, carpets and mattresses thoroughly.
 - Treat hair for a second time after 7 days (or follow the manufacturer of the lice treatment's instructions) to make sure that you kill any lice that may have hatched from nits that might have been missed during the combing, before they lay eggs.
 - THERE IS NO NEED TO CUT HAIR. THE SAME PROCEDURES WILL HAVE TO BE FOLLOWED.
 - Students who return to school without appropriate treatment will be sent home with a second letter of explanation. No more than 3 consecutive days absence should be considered excused when absence is due to head lice. After 3 consecutive days, absences should be considered unexcused.
 - School nurses and each school principal should have a plan implemented to screen, prevent and control head lice.
 - All teachers should be made aware of these guidelines.
 -

Questions concerning the above listed guidelines should be addressed to the school nurse, principal and attendance officer.

Anti-Harassment Policy

Approved 2/22/2010

Section 1. Harassment, Violence, and Threats of Violence Prohibited

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

Section 2. Definitions

a. The term **"Harassment"** as used in this policy means a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school sponsored function including, but not limited to written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics set forth in Section 3(b) below. To constitute harassment, a pattern of behavior may do any of the following:

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

b. The term **"violence"** as used in this policy means the infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

c. The term **"threat of violence"** as used in this policy means an expression of intention to inflict injury or damage that is made by a student and directed to another student.

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

e. The term **"student"** as used in this policy means a student who is enrolled in the **Dallas County School System**.

Section 3. Description of Behavior Expected of Students

a. Students are expected to treat other students with courtesy, respect, and dignity, and comply with the Dallas County School System Discipline Plan for Safe Schools. Students are expected and required to:

- Comply with the requirements of law, policy, regulations, and rules prohibiting harassment, violence, or intimidations;
- Refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student;
- Refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

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

- The student's race
- The student's sex
- The student's religion
- The student's national origin or
- The student's disability

Section 4. Consequences for Violations

A series of graduated consequences for any violation of this policy will be those outlined in the Dallas County School System Discipline Plan for Safe Schools or any rule or standard adopted under the authority of this policy.

Section 5. Reporting, Investigation, and Complaint Resolution Procedures

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

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

c. Acts of reprisal or retaliation against any student who has reported a violation of this policy or sought relief provided by this policy are prohibited, and are themselves in violation of this policy. Any confirmed acts of reprisal or retaliation will be subject to disciplinary sanctions that may include any sanction, penalty, or consequence that is available to school officials under the Dallas County School System Discipline Plan for Safe Schools. A student who deliberately, recklessly, and falsely accuses another student of a violation of this policy will be subject to disciplinary sanctions as outlined in the Dallas County School System Discipline Plan for Safe Schools.

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

Section 6. Promulgation of Policy and Related Procedures, Rules and Forms

This policy and any procedures, rules, and forms developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods of the Dallas County School System Discipline Plan for Safe Schools and customarily used for such purposes, including publication on the Dallas County School System's Web site.

Board Approved June 22, 2017

Dallas County Acceptable Use Policy

Purpose

Dallas County School System (DCSS) maintains a computer network and computer systems to provide the students, faculty and staff of DCSS with access to a host of resources, both at within the DCSS and on the Internet. The DCSS network is a private network owned by the DCSS and was established to support the school's educational mission and business operations.

Responsibilities:

As a student within the DCSS, you have access to the network and Internet. The network is viewed as an extension of the DCSS and all standards of behavior outlined in the Student Handbook also apply to your activities on the network. You are expected to use the network in a mature, ethical, and responsible manner. Personal use is allowed but DCSS reserves the right to limit your access. Access to the Dallas County School Network is a privilege and not a right.

Unacceptable Uses and Behavior

Activities that are considered violations of this acceptable use policy and school rules include:

Illegal Activities

- involvement in any activity prohibited by law
- intentional use of invasive software such as "viruses," "worms," "Trojan Horses" and other malicious software.
- interfering with the normal and proper operation of this network, the Internet or any other network. This includes: "hacking", "cracking", probing, attempting to gain access to network servers and equipment, utilizing excessive amounts of bandwidth, and setting up servers on the network of any type without permission.
- adversely affecting the ability of others to use equipment or services
- use of a camera or microphone in any school building or on campus is prohibited without direct permission by a teacher or another member of the community and all parties involved in the photo, video or recording. Students must use good judgment and the student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of a camera in a restroom or the locker room, regardless of intent, is strictly prohibited. Students may not engage in personal attacks, harass another person, or post private information about another person.

Plagiarism and Copyright Infringement

- transferring, utilizing or storing materials in violation of copyright laws or license agreements. This includes software, music files, images and text.
- plagiarizing work found on the Internet - all sources of work must be cited and credited

Security

- tampering with computers, printers, network devices and other equipment belonging to DCSS or other people.
- using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity
- attempting to logon to the network as the system administrator or gain access beyond your authorized access level.
- attempting to bypass security systems and software.

- sharing passwords or using someone else's password or attempting to discover another person's password.
- trespassing in another's folders, work or files or using another person's account.
- changing computer files that do not belong to you
- storing or transferring unnecessarily large files

Conduct

- conducting yourself in ways that are harmful or deliberately offensive to others
- creating, transferring or otherwise using any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others
- sending or forwarding "chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, and discriminatory remarks and other antisocial behaviors
- using profanity, vulgarities, obscenity or other language which tends to be offensive to or tends to degrade others
- viewing, storing or transferring obscene, sexually explicit or pornographic material
- posting or sending messages that
- are personal attacks, including prejudicial and discriminatory attacks.
- could cause damage or a danger of disruption.
- contain false or defamatory information about a person or organization.
- harassing another person. If you are told by a person to stop sending them messages - you must stop.
- posting personal contact information about yourself or other people. This includes your address, telephone number, school address, etc.

Disciplinary actions:

Violation of this Acceptable Use Policy is considered a violation of a school rule. Some behaviors are considered violations of a major school rule. Violations will result in one or more of the following disciplinary actions:

- verbal warning
- written warning
- restriction of access privileges
- removal from a class activity
- removal from a course
- confiscation of computer equipment
- student detention, restrictions, or work hours
- suspension or expulsion
- payment for damages due to your actions
- referral to legal authorities

Privacy & Free Speech

The DCSS Network is a private network owned by DCSS. The Network is maintained and managed by the system administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the DCSS Network. The network is routinely monitored and maintenance is also performed on a regular basis. Your right to Free Speech will be preserved as long as you do not violate the standards put forth in this policy, the DCSS Student Social Media Policy or the DCSS Student Handbook.

Limited Liability

DCSS makes no guarantee that the functions or the services provided by or through DCSS Network will be error-free or without defect. DCSS will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. DCSS is not responsible for the accuracy or quality of the information obtained through or stored on the system. DCSS will not be responsible for financial obligations arising through your use of the system. You are responsible for your activities.

Southside Primary
Parent/Student Handbook
Signature Sheet

My child, _____, and I have read and reviewed all contents of this student handbook. I will assure that my child adheres to all policies and procedures.

PHOTO/VIDEO/WEBSITE PERMISSION

- Yes, my child may be photographed and his/her picture may appear in the newspaper and/or school website.
- No, my child may not be photographed and his/her picture may not appear in the newspaper and/or school website.

CORPORAL PUNISHMENT

- Yes, my child can receive corporal punishment.
- No, my child cannot receive corporal punishment.

FIELDTRIPS

- Yes, my child has permission to participate in fieldtrips as outlined by his/her grade level.
- No, my child does not have permission to participate in fieldtrips as outlined by his/her grade level.

Parent Signature

Date

It is the policy of the Dallas County Board of Education not to discriminate on the basis of sex, race, handicap, creed, national origin or age. If you have reason to believe you have been discriminated against, you may contact:

Mrs. Hattie Shelton – Superintendent
P.O. Box 1056, Selma, Alabama 36701
sheltonhr@dallask12.org