STUDENT HANDBOOK

AND

CODE OF CONDUCT

2024 - 2025

DEKALB COUNTY

SCHOOLS

"Expecting more today…… Educating for tomorrow"

If there are any questions concerning any items in this handbook, please contact your local Principal.

Collinsville	Principal, Bradley Crawford	256-524-2111
Crossville Elementary	Principal, Kristin Williams	256-925-0300
Crossville Middle School	Principal, Brian Pool	256-528-7859
Crossville High School	Principal, Jon Peppers	256-528-7858
Fyffe	Principal, Tim McCollum	256-623-2116
Geraldine	Principal, Robert Richey	256-659-2142
Ider	Principal, Tyler Brooks	256-632-2302
Henagar	Principal, Nicole Carroll	256-657-4483
Plainview	Principal, Chris Clark	256-638-3510
Ruhama	Principal, Stevie Green	256-845-3377
Sylvania	Principal, Heath Kirby	256-638-2030
Technology Center	Principal, Jonathan Phillips	256-638-4421
Valley Head	Principal, Corey Dupree	256-635-6228

DISCLAIMER

The Online edition of the Student Handbook and Code of Conduct is the only current, updated, and Board approved version. See the Online Policy Book for more information. Errors and/or omissions in this handbook are subject to clarification by the Superintendent or his designee.

DeKalb County Schools – Wayne Lyles – Superintendent

P.O. Box 1668 – 306 Main Street West
Rainsville, AL 35986
256-638-6921

DeKalb County Board of Education Student Handbook

Board of Education

Carol Hiett, Chairman
Robert Elliott, Vice-Chairman
Randy Peppers, Member
Kelly Armstrong, Member
Monty Darwin, Member

Wayne Lyles, Superintendent

Note to Parents:

Schools have the responsibility of helping our students develop their talents in order to reach their full potential. Young people must have proficient communication skills and computational skills coupled with a wide range of knowledge to compete in today's society. In addition, today's students must know how to apply these skills in our era of rapidly developing technology. Working together, parents and educators can help young people develop the academic skills, work skills, social skills and self-discipline they will need to succeed.

This Student/Parent Information Guide is designed to assist parents and students to better understand the daily operations and policies of the DeKalb County Schools in order to effectively use all the resources of the schools in the development of students. Copies of General Board policies are available in your local school office and library.

The Board and Superintendent wish to express appreciation for contributions made by present and former committee members, employees and Board members.

Equal Educational Opportunities

It shall be the policy of the DeKalb County Board of Education that the school district shall place an equal emphasis on the nondiscriminatory provision of educational opportunities for children and no person shall be denied the benefits of any education program or activity on the basis of race, color, disability, creed, national origin, religion, age or sex. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements.

DeKalb County Schools

Notice of Receipt / Acknowledgement

(Please Print)

Name of Student_____ Date _____

School _____

We hereby acknowledge by our signatures that we have received and read, or had read to us, the DeKalb County Board of Education: Code of Conduct, to include the system's policy of Sexual Harassment, Section 504 of the Rehabilitation Act, the Individuals with Disabilities Education Act, Anti-Bullying Policy, and Acceptable Use and Internet Safety Policy. Also, we have read and understand the Attendance Policy, Grading Procedures, and Parental Notice. We agree to adhere to the rules regarding the cell phone, student personal device policies, and the student one-to-one device policy. We understand both apply to any student enrolled in any grade in DeKalb County Schools. We understand that all policies apply to all students and parents in the public schools, to school campuses, school buses, or other school-owned/operated vehicles, and school related activities and events.

Parents may opt-out for their child to be photographed, videotaped, or named in newspaper articles, journals, video presentations, etc., which involve school related events and/or activities. A letter must be presented to the principal for opt-out. The letter will be placed in the student's cumulative folder for one school year.

_____ Please initial this line if you wish for your child to participate in school-based social services.

Student Signature _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Note: THE STUDENT AND custodial PARENT(S) **MUST** sign the above statement. If the student lives with both parents, both parents are to sign the statement. If the student lives with only one parent, only one is to sign. Joint custody requires both parent signatures.

A separate ***Notice of Receipt / Acknowledgement*** is to be signed for **each** student in the household.

Please sign this page and have the student return it to the school. Please refer to the Student Handbook (Code Of Conduct) located on the DeKalb County School's website: www.dekalbk12.org

DEKALB COUNTY
SCHOOLS

Opt-in For Mental Health Services

I hereby give my permission for my child, who is under 14 years old, to participate in the following mental health services:
(Check the box for each mental health service you want to be available to your child.)

☐ Check this box to include all services listed below or check individual services.

☐ Large group guidance- includes school counselor or professional visiting the classroom to discuss topics such as bullying, class scheduling, stress management, test anxiety or guest speakers to discuss good choices, substance abuse prevention, etc.

☐ Small group guidance- includes small group of students with school counselor or professional to discuss topics such as test anxiety, grief, healthy coping skills, etc.

☐ Assessments/Surveys- includes questionnaires provided to students related to social behaviors, feelings, etc.

☐ Crisis intervention- short-term, immediate assistance by school counselor or professional for a specific situation.

☐ School-Based Mental Health-on-going counseling services by school professionals or private practitioners in the school setting. Note: Parent or guardian permission will be obtained during the intake before services are provided.

You may rescind permission for a student to participate in mental health services at any time by providing written notice to school administration.

Student's Name (Print) _____

Student's Signature _____ Date: _____

Parent's Name (Print) _____

Parent's Signature _____ Date:_____

Please sign this page and the student return it to the school.

DeKalb County Board of Education Policy Manual

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1 Introduction

The DeKalb County Board of Education (also referred to in this handbook as the Board) believes that a uniform set of policies, including a code of conduct for students, is vital to the pursuit of academic excellence in order that its students may have meaningful learning experiences. It is important that each person connected with the school understands the importance of a consistent set of behavioral standards and policies in order that a positive environment can be established and maintained. Creating such an environment requires the cooperation of the parents/guardians, students, Board of Education and all employees of the school Board. Rules, regulations, and due process are designed to protect all members of the community in the exercise of their rights and responsibilities. The purpose of issuing the Code of Student Conduct and Student Handbook is to acquaint students, parents, teachers, Administrators and others with rules and regulations that govern the orderly operation of the school. As students' progress in the school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. The policies in the handbook shall apply to students PK-12.

1.1 Dissemination of Information

All schools are required to make students aware of the Student Handbook and its availability online at www.dekalbk12.org . Addendum(s) shall be made available also on the DeKalb County Schools website. Other methods of dissemination may also be employed such as student assembly periods, announcements, memorandums, and other duplicated material. It is suggested that school rules and regulations/policies be discussed with parents, PTA/PTO groups and Booster Clubs. Policies for Personnel, Child Nutrition, Transportation, Communicable Disease, and General Policies are also located on the system's website, www.dekablk12.org .

1.2 Roles of the Home, Student, School, and School Personnel

In order for effective instruction to occur, there must be a cooperative relationship among student, parent, and Educator. This relationship may be described as follows:

Parents or guardians should:

- Maintain regular communications with the school authorities concerning their child's progress and conduct.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Provide their child with the resources needed to complete class work.
- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work and emergency telephone numbers at the school, including doctor, hospital preferences and emergency health care form.

Students should:

- Attend all classes daily and be punctual in attendance.
- Come to class with appropriate working materials.

- Be respectful to all individuals and property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a safe and responsible manner.
- Be clean and neat.
- Be responsible for their work.
- Abide by the rules and regulations of the school and each classroom teacher.
- Seek changes in an orderly and recognized manner.

Schools should:

- Encourage the use of good guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Exhibit an attitude of respect for students.
- Plan a flexible curriculum to meet the need of all students.
- Develop a good working relationship among staff and with students.
- Encourage the school staff, parents/guardians, and students to use the services of community agencies.
- Promote regular parental communication with the school.
- Seek to involve students in the development of a policy.
- Endeavor to involve the entire community in the improvement of the quality of life.

School personnel should:

- Be in regular attendance and on time.
- Perform their duties with appropriate materials.
- Respect other individuals and their property.
- Refrain from profane or inflammatory statements.
- Conduct themselves in a reasonable and responsible manner.
- Be clean and neat.
- Adhere to the rules and regulations established by the school.
- Pursue improvements in an orderly and recognized manner.
- Utilize a variety of informal disciplinary and guidance methods, in addition to formal disciplinary action including:

    1. Student program adjustments.
    2. Referral to appropriate personnel for group or individual counseling with guidance counselors, peer counseling, psychological evaluations and such other services deemed appropriate.
    3. Conferences and/or contacts between Administrators, parents/guardians, teachers and students.
    4. Referral to appropriate agencies for specific problems.

1.3 Jurisdiction of the School Board

Students enrolled in the DeKalb County Schools are subject to the policies of the DeKalb County Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities including but not necessarily limited to the following:

A. Regular school activities
B. Transportation on school buses

C. Field Trips
D. Athletic Functions
E. Activities where appropriate school personnel have jurisdiction over studies
F. Automobiles driven or parked on school property (May be searched with probable cause and due process)

In addition to the foregoing, jurisdictional control over the student may be extended to the immediate vicinity of the school when the conduct of the student is deemed to have a detrimental effect on health, safety and welfare of the school.

2 Enrollment/Withdrawal

No school within the DeKalb County School System shall enroll any student who is suspended, has been expelled, or who is subject to any pending disciplinary action by another public school system or other school, public or private, either within or outside the DeKalb County School System without the approval of the DeKalb County Board of Education. No transfer student shall be considered as officially enrolled in any DeKalb County School until such time as it is determined that the student is eligible to attend school within the school system from which he/she is requesting transfer. Nothing in this policy shall be interpreted in such manner as to prevent a student from attending school on a temporary basis and participation in any academic or extracurricular school activities for which he/she is otherwise eligible pending a determination of the student's status within the school system and school from which he/she is requesting transfer. No school shall enroll a student that lives outside the DeKalb County attendance zone. School age children of DeKalb County Board of Education employees are exempt from the residency requirements. The DeKalb County School System requires a residency affidavit before enrollment.

2.1 Admission Policy for Homeless, Migratory, LEP Students and Children in Foster Care

Pursuant to the requirements of the Elementary and Secondary Education Act as amended by the 2001 No Child Left Behind Act and the McKinney-Vento Homeless Education Act of 2001, all homeless, migrant, immigrant, English language learners, and children in foster care 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 DeKalb 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, limited English proficient children and youth, and children in foster care 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
- Lack of social security card

Students enrolling without a SSN will be assigned a temporary number by the Attendance Supervisor.

2.2 Entrance Age

Kindergarten children must be at least five (5) years of age on or before September 2, while first grade children must be at least six (6) years of age on or before December 31. All immunization, health records, and social security number must be furnished along with proof of age in the form of a birth certificate only. Other records such as hospital, etc., will be taken on a temporary basis, not to exceed two weeks, in order to allow time for birth certificate to be obtained.

A child cannot be officially enrolled/eligible for grade record, etc., until birth certificate and immunization papers are furnished. Students from foreign countries must provide guardianship papers.

(When circumstances dictate, the parent/guardian must also provide proof of custody in the form of court documents. In addition, the parent/guardian will sign a statement verifying legal custody and proof of residence.

The custodial parent must reside in DeKalb County or on an approved DeKalb County school bus route. School age children of DeKalb County Board of Education employees are exempt from the residency requirements. The DeKalb County Board of Education requires a residency affidavit.

2.3 Immunizations

All students entering school are required to present an Alabama Certificate of Immunization (IMM-50, blue slip or exemption) before attending school at any grade level, as required by State Health Department. The immunization records (blue slips) must be current and maintained in compliance to the school immunization code of Alabama 420-6-1.

2.4 Transfer and Withdrawal Procedures

1. Students who are withdrawing from school or transferring to another school must turn in all books and clear through the office. Students who are transferring from one DeKalb County school to another must present a transfer slip.

2. Each student shall be required to attend the school in which he/she originally enrolled unless a "bona fide" move (change of official residence) results in a change of school zone. For student transfers, see item 7 below.

3. Students wishing to transfer into a DeKalb County School must be in good standing at the school from which they are transferring.

4. A separate policy exists with regard to transfer of private school students where the school is not recognized by the State Department of Education or credits have not been earned. Students will be tested for grade entry level.

5. Students who transfer from schools not accredited by COGNIA, must attend a DeKalb County School System School for two (2) full years in order to be considered for high school and elementary awards tied to GPA. To be considered for Valedictorian or Salutatorian the student must attend that particular school for at least two years.

6. Transfers from Unaccredited Schools. Students transferring must meet all state/local requirements for credit recovery and placement.

7. For students wishing to transfer from to a DeKalb County School which is out of the district/zone in which they reside, the student must apply on or before June 15 prior to the upcoming school year. Principals will evaluate class size and other factors to determine if the student will be allowed to transfer. After the June 15 deadline, students may only transfer based upon a "bona fide" move into the new school zone. Transportation will not be provided for out-of-district students. The Transportation Supervisor determines school zones/bus routes. If an out-of-district enrollment is granted the parent/legal guardian must apply in writing each year to school administration to continue attending out of his/her school zone. If a student attends a school in which he/she does not reside and a student has 10 total absences, or failing 3 classes, or commits a Type 3 discipline offense or

other factors determined by the Superintendent or his designee, then the principal has the discretion to un-enroll the student at the end of the semester. The student will then attend the school that he/she is zoned to attend. Any student who is found to reside outside of the school zone/district, and did not apply, or did apply but provided inaccurate information, the student(s) could be unenrolled and returned to the school in which they are zoned. The Superintendent may grant an exemption for extenuating circumstances. Decisions will also be made in accordance with State and Federal law.

8. Students residing in the Fort Payne City Schools district must complete an application to attend a DeKalb County school no later than June 15 prior to the upcoming school year. It shall be the responsibility of the Supervisor of Attendance to review and make recommendations to the Superintendent for any exceptions to the enrollment, transfer, and withdrawal policy.

9. Students who withdraw during the school year to attend private school or home school may not be re-admitted to any DeKalb County school until the beginning of the next fall term. The Superintendent of Education may grant exceptions to the policy for extenuating circumstances.

2.5 Advanced Enrollment

Children of active military parents/guardians, who reside out-of-state, receiving military orders to relocate to DeKalb County shall be permitted to enroll in DeKalb County Schools. Enrollment under this policy shall be done electronically if requested by the parents/guardians. A copy of the military orders must be provided at enrollment. Proof of residency will be required prior to commencing attendance. Advanced military enrollment students shall be afforded the same opportunities for school assignments, selection of courses, and extra-curricular activities as those offered to resident students. Act No. 2022-90

3 Attendance

3.1 School Day

All students are required to be in attendance for a full six-hour day of instruction (360) minutes, exclusive of breaks, lunch, homeroom and other interruptions) regardless of the number of units earned toward graduation, or 180 days per year or the equivalent 1,080 hours, as required by the State Board of Education. High School students are encouraged to take electives to enhance their educational background.

When students arrive at school they should take care of personal matters; using restrooms, getting water, getting money changed, buying supplies, etc. Students must not leave campus, at any time, without following proper check-out procedures.

Appointments with doctor, dentist or others should not be made during school time. In case it is necessary to check out of school, the check-out procedures shall be followed.

3.2 Attendance Policy

All DeKalb County Schools must follow State law regarding minimum amount of instructional time students of all grades must spend in specific classes (Alabama Code 16-1-1/AL Administrative Code 290 33-1-06 (13) (6)

1. No student shall be eligible to receive credit for a class if he/she is absent until the reasons for such absences have been determined, parent conferences held where necessary, in line with the due process (See Student Handbook) and the problem settled to the satisfaction of the Principal, in keeping with the policies.

2. If reasons for all absences have not been determined and requirements met by the end of the nine weeks, an "I" or Incomplete shall be given by the teacher instead of a numerical grade and a report made to the Principal concerning the student's absences. The "I" shall not be removed except through the appeals process.

3. In regard to illness, students shall furnish either a physician's statement or parent's statement, or Health Department statement, should be required, unless the Principal has knowledge of the facts. The parent shall be contacted whenever the Principal feels that further verification is needed.

4. Absences because of the following reasons are not to be counted against the student:

    1. Students representing their school in school-sponsored activities. For example, but not limited to, approved field trips, educational trips (having merit as determined by Principal), religious holidays (Principal may investigate for authenticity), and athletic and band competitions, as long as they meet the requirements of the State Department and are approved by the Principal.

    2. Students on campus, but assigned to a special class during the day, for example, LD or Gifted, instead of regular class.

    3. Excused Absences: In addition to the above, the State Board considers absences caused by either illness of the student, death in the student's immediate family,

legal quarantine, weather, or poverty as excused absences (must be documented and approved by Principal).

4. With Principal's approval, a student may be excused to attend the funeral of someone other than a member of the immediate family after review of the request, including, but not limited to, a close friend, official, or parent of classmate, etc.

5. When parents must travel long distances to funerals and children cannot be left alone or with a caregiver, consideration within reason, shall be given to excusing those students who must be away from classes for more than a day.

5. Teachers will provide students who have been absent for excused reasons an opportunity to make up missed assignments. Students who have excused absences are to make arrangements with teachers for make-up work and tests immediately or no later than three (3) days after returning to school. Exceptions will be made in the event a student is absent of an approved reason for an extended period of time.

6. Students shall present their cause of absence to the Principal upon returning to school. The Principal shall notify the student's teacher stating that the absence(s) are or, are not, excused. It is the responsibility of the student and parents to provide the Principal and teachers with satisfactory evidence relating to excused absences. Students and parents shall assume responsibility for their obligations regarding deadlines.

7. Students with an excused absence/school sponsored activity will be allowed to makeup all class assignments, homework, test, extra credit, or any other activity that would count as a grade. It will be the responsibility of the student to arrange makeup work with the teacher. No makeup work is to be given for unexcused absences. An out of school suspension is unexcused.

8. The Principal will notify the teacher when an incomplete grade is to be removed. When the "I" is removed, whereby make-up work is not allowed for unexcused absences, and a zero is given for missed test, such could result in a grade of "F" when other test grades and daily grades, where applicable, are averaged.

9. Late arrival to school (tardiness) for an unexcused reason shall be classified as unexcused. See policy on tardiness.

10. Truancy
Students between the ages of 7 and 17 must, by law, attend school. See Truancy Policy and Guidelines. When a student is out for two days and the Principal has not heard from the parent or guardian, the Attendance Supervisor shall be notified. Students under the age of 17 must attend school on a regular basis or be subject to disciplinary action.

Students and parents/guardians are cautioned to be aware of this policy and to make every effort to improve student attendance. Once a child is enrolled, regardless of age, they are subject to all attendance and truancy laws. The acknowledgment form is located on the system's website, www.dekalbk12.org , or from the school's office. The school must have an acknowledgement form on file signed by the student and his/her custodial parents/guardians.

3.3 Class Attendance – Absences

Students are expected to report on time to all scheduled classes, group meetings and assemblies. Sufficient time will be allotted between classes.

1. Students will be expected to take care of their personal needs during this time. Students will not be permitted to leave class to go to the restroom except during emergencies.
2. Students will be expected to have all necessary books and supplies when they come to class. No one will be permitted to go to his/her locker after the class begins.

3.4 Attendance – Each Period

If a student is absent from class and his/her name is not marked absent in the student information data base, his/her name will be reported to the office. Students are required to attend all scheduled classes. If a teacher gives permission for a student to study somewhere other than the regular meeting place, the teacher is responsible for supervision of such students.

3.5 Perfect Attendance Policy

Perfect attendance is defined as being in attendance 100% of each school day in each class. No tardies to school or class, checkouts, or excused notes are permitted for perfect attendance. (Students participating in school related activities are considered present at school).

3.6 Excessive Absences

For students (Grades K-12) - After accepting parent notes for four (4) days of absences from a student during the semester, a Professional excuse (doctor, dentist, etc.) must be furnished for all future absences during the semester. The Principal may grant an exception because of unusual or extenuating circumstances. It is the Principal's responsibility to provide prompt and timely notification to students and their parents when they are in danger of failing a subject due to poor attendance. Unexcused Absences should be reported promptly (weekly) to the Attendance Supervisor for possible legal action. According to state law, students (and parents) violating truancy laws must participate in the "Early Warning" program (Juvenile Court).

3.7 Truancy

Alabama law requires that every child between the ages of seven and seventeen attend a public school, private school, parochial school or be instructed by a competent private tutor for the entire length of the school term in every scholastic year. State statutes further provide that a parent, guardian or other person having control or charge of any school-age child is responsible for that child's regular attendance and proper conduct.

In all absences which occur without prior permission of the Principal, the parent/guardian is responsible for providing an explanation as soon as practical. "As soon as practical" has been interpreted by the State Department of Education as a period of two (2) days.

Failure of the parent/guardian or other person having charge or control of a child to furnish a satisfactory explanation shall result in the child being considered truant with the knowledge of the parent, guardian, or person having control of the child.

The State Department of Education and the DeKalb County Board of Education recognize absences for the following reasons as being excused: (a) illness; (b) death in the immediate family; (c) inclement weather which would be dangerous to life and health of the student as determined by the Principal and/or Superintendent; (d) legal quarantine; (e) emergency conditions as determined by the Principal and/or Superintendent; and (f) prior permission of the Principal with the consent of the parent or legal guardian.

Any absence not falling in one of the above listed categories shall be recorded as an unexcused absence. Such unexcused absences shall result in the student being considered a truant.

All students, K-12 are subject to county policy once enrolled. If any child fails to attend school without legal excuse, that child and the person having custody of that child will be referred to the District Attorney. Any child who is prosecuted for truancy may be placed in a juvenile facility or in long term residential care. Any custodial adult who is prosecuted for failing to require a child to attend school may be jailed for up to one year or fined up to $500.00 or both.

It shall be the responsibility of the school Principal to monitor all absences and to determine if the absences are excused or unexcused.

Procedures are as follows:

First Truancy (Unexcused Absence)
Parents are notified by Automated Phone System.

Second Truancy (Unexcused Absence)
The parent/guardian shall be notified in writing by the Principal that said student was truant and the date of the truancy. The parent/guardian shall be provided a copy of Alabama's compulsory school attendance laws and a copy of DeKalb County Board of Education Attendance Policy and be advised of the penalties which may be applied and the procedures which shall be followed in the event that other unexcused absences occur.

Third Truancy (Unexcused Absence)
The parent(s)/guardian and child shall attend a conference with the Principal. Attendance at the scheduled conference shall be mandatory except where prior arrangements have been made or an emergency exists.

Fifth Truancy (Unexcused Absence)
The Principal shall send a Request for Services to DeKalb County Attendance Officer. This form shall document the dates of the unexcused absences, the dates notices were sent to the parent(s)/guardian, and the date of the parent conference. This Request for Service will result in the parent(s)/guardian's referral to mandatory early warning truancy prevention program provided by the juvenile court.

Seventh Truancy (Unexcused Absence)
The DeKalb County Attendance officer will be notified that said student has accumulated a 7th unexcused absence after attending the early warning truancy prevention program. Failure to appear at the early warning truancy prevention program shall result in the filing of a complaint/petition against the parent under Code of Alabama (1975), 816-28-12 (failure to cooperate), or a truancy against the child, whichever is appropriate.

** A complaint/petition will be filed against the child and/or parent(s)/guardian if the student has another unexcused absence.

3.8 Attendance Contract (Grades 7-12)

Procedures – Truant Students (17 or 18 year olds):

1. Parents of a student shall be notified in writing by the Principal when that student accumulates two (2) unexcused absences to school or class.
2. When a student has three or more unexcused absences the Principal will schedule a conference with the parents and student. At this meeting the parent and student will be given the opportunity to sign an attendance contract. The Attendance officer will be contacted and DYSC will be a viable option.
3. On the occasion of the next unexcused absence (fourth) the Supervisor of Attendance shall serve the parent/guardian of the student with a written notice from the Superintendent by "Registered Letter, Return Receipt Requested" or "Certified Letter" stating that the parent/guardian must contact the Supervisor of Attendance within five (5) days and give a satisfactory explanation of the additional unexcused days missed or the Principal may be instructed to withdraw the student and assign the student a semester grade of W-4 (withdrawal failing) in each subject. A student may not be readmitted to a DeKalb County School during the same term.
4. Notice of the results set out in Part C will be sent to the parents/guardians and child by Certified mail.
5. It is the goal of the DeKalb County Board of Education and all schools to encourage all students to remain in school and graduate.

3.9 Student Checkouts and Messages

Students will be allowed to check out of school only if a parent or person on notarized statement comes to pick them up. A sign-out sheet is provided in the office and should be filled out completely at the time of departure. If a student is to walk home, or leave with someone other than parents, the parents must so specify. When checking out a student, the parent or guardian should come to the office and the office personnel will call for the student. Parents are not to go directly to the classroom. The office clerk has the master schedule and will know where the student will be. Parents should not interrupt a class session. It is a matter of routine for office personnel to call for a student. This procedure is for the safety and protection of students. Each subject shall be independent of the other, checking out of school or checking in late shall constitute an absence in all classes missed. Students will not be allowed to checkout or change their mode of transportation the last thirty (30) minutes of the school day except in case of an emergency as approved by the principal or designee.

All messages from parents directed to students during the day must go through the office. Messages should be kept to a minimum, but in case of an emergency school personnel will be glad to convey any message.

3.10 Tardiness K-12

Three (3) unexcused tardies, three (3) unexcused checkouts, or any combination of unexcused tardies and checkouts which total three (3) will result in one (1) unexcused absence.

After five (5) unexcused absences, the parent/guardian will be required to meet with the principal. Upon meeting with the parent/guardian, the principal can refer that he or she be required to meet with the attendance officer on the next scheduled the attendance officer will be conducting meetings at that school. (If the parent fails to attend this meeting, they will be required to attend a meeting with the attendance officer.)

If the parent/guardian fails to attend any of the above mentioned meetings, the attendance officer may refer the matter to the appropriate legal authorities.

After meeting with the attendance officer, if the absences continue, they will be considered excessive. Excessive absences (including tardies and checkouts) are a Type II offense.

3.11 Make-up Work and Tests

Teachers provide students who have been absent for excused reasons an opportunity to make up missed assignments and all tests. Teachers are NOT required to re-teach the lessons missed. Students who have excused absences are to make arrangements with teachers for make-up work and tests immediately or no later than three (3) days after returning to school. See Attendance Policy. When the Principal or Superintendent grants approval for student from one class to make an all-day field trip, said students are excused from all classes. Students will be allowed to make up all worked missed. Careful consideration shall be given to students who have a catastrophic-type absence due to illness or accident.

4 Academics

4.1 Promotion / Retention Guidelines

4.1.1 Promotional Criteria Kindergarten

Kindergarten is not mandatory. A child must be five years old on or before September 2, to be eligible for entrance. Once a child is enrolled, they are subject to all rules and regulations governing the DeKalb County Board of Education. Promotion/retention decisions will be determined by the teacher and Administrator. A check list based on the minimum standards outlined in the Alabama Course of Study will guide the promotion/retention process. A student that meets the minimum standards must be promoted.

4.1.2 Promotional Criteria Grades 1-2

1. Final decision will be made by the Administrator.
2. Parents or Guardians must be notified, in writing, if their child is at-risk of failing. The notification must occur when the determination is made.
3. Promotion/retention decisions will be made based on multiple criteria.
4. Promotion will be based on a student's successful completion of the minimum classroom requirements and demonstration of proficiency on standards outlined in the Alabama Course of Study for Reading and Math.
5. If a student is recommended for retention, the teacher(s) and Administrator will confer and discuss all aspects of a student's performance in reading and math. Consideration will be given, but not limited to, the following criteria:
    1. Classroom average
    2. Progress toward benchmarks
    3. End of term assessments
    4. Attendance
    5. Maturity level
6. A student who successfully meets the above criteria must be promoted to the next grade.
7. A parent/guardian may appeal the promotion/retention decision to the office of the Superintendent on or before June 14. The parent/guardian has the burden of proof for the appeal to the Superintendent's office.
8. Promotion/retention criteria will not automatically apply to special education students. The Individual Education Plan (IEP) committee will make the decision for promotion or retention.
9. Promotion/retention criteria will not automatically apply to an English Learner (EL) student if language is determined to be a barrier. The I-ELP committee will make the decision for promotion or retention.
10. Grades may be given in other subject areas if appropriate.

4.1.3 Promotional Criteria Grades 3*-6

1. In order to pass a subject, a minimum score of sixty (60), on grade level, is required in all basic subjects.

2. A student may have no more than two (2) F's in basic subjects as determined by end of year grades.
3. Basic subjects are considered to be:
    1. Language Arts
    2. Math
    3. Reading
    4. Science/Health
    5. Social Studies
    6. Since Language Arts includes English, spelling and handwriting, a combination of grades would be considered before failing a student who had a passing grade in English and an "F" in Spelling or Handwriting
4. At the time of the second retention, the student will be transferred to the next grade level based on teacher recommendation.
5. A student who meets the above criteria must be promoted to the next grade level.
6. A student who fails their grade level may make up no more than one (1) F in summer school if available. Upon successful completion of summer school, they may go to the next grade level.
7. Students must pass Math and Reading for the year (annual grade) in order to be promoted.

* For 3rd Grade students, DeKalb County Schools will follow the guidance of the ALSDE and the Literacy Act regarding the retention of 3rd grade students who do not demonstrate proficiency in Reading by the end of the school year. Students will have multiple opportunities to demonstrate proficiency through such means as, but not limited to, state assessments, portfolios, or special population exemptions. This guidance will come from ALSDE and ARI, and will be followed by the district.

4.1.4 Promotional Criteria Grades 7-8

Students enrolled in grades 7 and 8 must pass Mathematics and English Language Arts as well as either Science or Social Studies in order to be promoted.

4.1.5 Promotional Criteria Grades 9-12

In order for a student to be classified as a member of a particular class (i.e., Freshman, Sophomore, Junior, or Senior) they must have earned the required number and type of credits as specified below:

1.	Sophomore Classification	6.0 Units of Credit
2.	Junior Classification	12.0 Units of Credit
3.	Senior Classification	18.0 Units of Credit

* Promotional criteria for regular program students will not automatically apply to special education students. The Individual Educational Plan Committee will make the decision for special education.
* A foreign exchange student may participate in graduation ceremonies provided they meet the criteria outlined in the DeKalb County Policy and Procedures Manual.
* Students who transfer from schools not accredited by Cognia, must attend two full years in order to be considered for awards.

4.2 Report of Student Progress

Reports of student progress are issued after four and one-half weeks of each nine-weeks grading period. Report cards are issued after each nine weeks grading period. Tardies, Absences, Promotion and retention status must be posted to report cards.

4.3 Grade Scale

Student progress shall be reported in numerical grades in grades 1-12. The following scale will apply:

- 90-100 Excellent
- 80-89 Above Average
- 70-79 Average
- 60-69 Below Average
- 0-59 Failure
- E Conditional
- I Incomplete

* No grade over 100 will be permitted to be entered in the system's student data base. Weighted courses will be factored in after they are entered in system's student data base.

4.4 Kindergarten Report Card

Standards-based report card is used in Kindergarten. Mastery of standards is ranked using a numerical scale of 0-4.

4- Exceeding Grade Level Standards/ Advanced
3- Meeting Grade Level Standards/ Proficient
2- Progressing Towards Grade Level Standards/ Needs Improvement
1- Not Meeting Grade Level Standards/ At Risk
0- Making No Progress/ At Risk
/- Not Evaluated

4.5 Final Examinations

Final examinations may be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives on which learning activities have been based. All students in grades 7-12 may take a semester examination for each course. All semester examinations will be administered according to a schedule recommended by the Superintendent. First nine weeks will count 45% of semester grade. Second nine weeks will count 45% and Semester Test (exam) will count 10%. If no semester exam is given, each nine-weeks will count 50% of the semester grade.

4.6 Homeroom Class Placement Status

1. For a student to achieve sophomore status, he/she will have successfully completed a minimum of six (6) credits, attempted prior to the opening of school beginning with his/her sophomore year.
2. For a student to achieve junior status, he/she shall have successfully completed a minimum of twelve (12) credits, attempted prior to the opening of school beginning with his/her junior year.
3. For a student to achieve senior status, he/she shall have successfully completed a minimum of eighteen (18) credits, attempted prior to the opening of school

beginning with his/her senior year.

4. Students must have 24 credits to graduate.
5. Transfers from out of county or state — Must follow state policy and guidelines.
6. Foreign Exchange Students — Must meet policy requirements for Foreign Exchange Certificate

* See High School Counselor about Credit Recovery options.

4.7 Virtual School

The DeKalb County Board of Education will offer a virtual school option beginning with the 2016-2017 school year for students in grades 6-12. Students must apply and be accepted to participate. Virtual schooling may be offered on a full-time or blended basis. Virtual students must abide by DeKalb County Board of Education policies. Each student and parent/guardian must agree to follow the Individual Learning Plan developed in conjunction with the Virtual Academy Team.

It is the policy of DeKalb Virtual Academy to not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in the educational programs and/or activities of DeKalb Virtual Academy.

DeKalb Virtual Academy Pacing Intervention Guide

- EDMENTUM, EDGENUITY, ODYSSEYWARE, & OTHER COURSES

Any student who is behind the pace in a course of 10% or more or has an average below 60% is considered to be an at-risk student. At this point, the student must attend additional work sessions until adequate progress is made, assignments are completed, and has an average above 60. Failure to report to these additional work sessions will count as unexcused absences.

- ACCESS COURSES

An ACCESS student may be listed on the Weekly Inactivity Report as:

1) Inactive --- 7 or more days without submitting an assignment, discussion, or quiz (or)

2) Alert --- current average in a course is below 60

This student is considered to be behind in the course and an at risk student. At this point, the student must attend additional work sessions until adequate progress is made, missing assignments are completed, and has an average above 60. Failure to report to these additional work sessions will count as unexcused absences.

4.8 Graduation Requirements

In grades 7-12 The DeKalb County School System will schedule classes on a seven (7) period schedule. Due to this ½ credits will only be awarded in those classes the Alabama Course of Study deems is a ½ credit course. (Govt., Economics, Health, etc.) Extenuating circumstances and transfer situations may require giving a ½ credit. This must be approved by the principal.

4.8.1 Alabama High School Diploma Requirements

The Alabama High School Diploma requirements are specific to the year of graduation. Please see the tables for specific graduation requirements.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2024
GRADUATING CLASS OF 2025

COURSE REQUIREMENTS

English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits:	**4**
Mathematics	**Three credits to include:**	**Credits**
	Algebra I or its equivalent/substitute	**1**
	Geometry or its equivalent/substitute	**1**
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	**1**
	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.	**1**
	Mathematics Total Credits:	**4**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A physical science (Chemistry, Physics, Physical Science)	**1**
	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.	**2**
	Science Total Credits:	**4**

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS (Cont.)

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2024
GRADUATING CLASS OF 2025

COURSE REQUIREMENTS

	Four credits to include:	Credits
Social Studies	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**
	Social Studies-credit eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam*	
	Social Studies Total Credits:	**4**
Physical Education	Beginning Kinesiology or substituted with marching band if your school has a program and a waiver.	**1**
Career Preparedness		**1**
Health Education		**0.5**
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		**3**
Electives		**2.5**
	Total Credits	**24**

** Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.*

*** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2026
GRADUATING CLASS OF 2027

COURSE REQUIREMENTS

English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts-credit eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits:	**4**
Mathematics	**Three credits to include:**	**Credits**
	Algebra I or its equivalent/substitute	**1**
	Geometry or its equivalent/substitute	**1**
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	**1**
	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.	**1**
	Mathematics Total Credits:	**4**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A physical science (Chemistry, Physics, Physical Science)	**1**
	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.	**2**
	Science Total Credits:	**4**

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS (Cont.)

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2026
GRADUATING CLASS OF 2027

COURSE REQUIREMENTS

	Four credits to include:	Credits
Social Studies	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**
	Social Studies-credit eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam*	
	Social Studies Total Credits:	**4**
Physical Education	Beginning Kinesiology or substituted with marching band if your school has a program and a waiver.	**1**
Career Preparedness		**1**
Health Education		**0.5**
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		**3**
Electives		**2.5**
	Total Credits	**24**

** Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.*

*** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

****Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2028 AND BEYOND

COURSE REQUIREMENTS

English Language Arts	**Four credits to include:**	**Credits**
	English 9	**1**
	English 10	**1**
	English 11	**1**
	English 12	**1**
	English Language Arts-credit eligible options may include: Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
	English Language Arts Total Credits:	**4**
Mathematics	**Three credits to include:**	**Credits**
	Algebra I or its equivalent/substitute	**1**
	Geometry or its equivalent/substitute	**1**
	Algebra II w/Trigonometry or Algebra II, or its equivalent/substitute	**1**
	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.	**1**
	Mathematics Total Credits:	**4**
Science	**Two credits to include:**	**Credits**
	Biology	**1**
	A physical science (Chemistry, Physics, Physical Science)	**1**
	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.	**2**
	Science Total Credits:	**4**

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS (Cont.)

(Alabama Administrative Code 290-3-1-02(8) and (8)(a))

GRADUATING CLASS OF 2028 AND BEYOND

COURSE REQUIREMENTS

	Four credits to include:	Credits
Social Studies	World History	**1**
	United States History I	**1**
	United States History II	**1**
	United States Government	**0.5**
	Economics	**0.5**
	Social Studies-credit eligible options may include Advanced Placement/International Baccalaureate/postsecondary courses/SDE-approved courses.	
Civics Exam Requirement	Students are required to earn a passing score on the *Civics Exam*	
	Social Studies Total Credits:	**4**
Physical Education	Beginning Kinesiology or substituted with marching band if your school has a program and a waiver.	**1**
Career Preparedness	Students are required to complete an accompanying financial literacy examination as part of this course.	**1**
Health Education		**0.5**
Arts Education and/or Career and Technical Education (CTE) and/or World Languages		**3**
Electives		**2.5**
	Total Credits	**24**

** Distance Learning: Effective for students entering the ninth grade in the 2009-2010 school year, Alabama students will be required to complete one online/technology enhanced course or experience prior to graduation. Exceptions through Individualized Education Plans will be allowed.*

*** Effective with the graduating Class of 2022, the following requirements shall be fulfilled on behalf of the graduating senior as part of the graduating senior's transition into postsecondary education, training, or the workforce: Submit to the United States Department of Education a Free Application for Federal Student Aid (FAFSA) or Certify a non-participation waiver, in writing, to the superintendent of the local education agency if the graduating senior chooses not to complete and submit FAFSA.*

****Effective with the graduating Class of 2026, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the college and career readiness indicators approved by the Alabama State Board of Education.*

4.8.2 Physical Education Requirements

Due to state mandates, all students in K-8 will be required to participate in physical education classes (cheerleading and athletics will not substitute for the PE requirement). Students in 9-12 will be required to earn one credit in physical education (LIFE Personal Fitness Course). All students participating in physical education classes will take the physical fitness test as required by the state. Some PE waivers may be applied in grades 9-12. Check with your Principal or counselor for details.

4.8.3 Career Readiness Indicator Graduation Requirement

Effective for students of the graduating Class of 2026, who entered Grade 9 for the first time during the 2022-2023 school year, the Alabama High School Diploma: General Education Pathway shall be issued to students who earn the required credits and earn one or more of the following college and career readiness indicators:

- Earning a benchmark score in any subject area on the ACT® college entrance exam.
- Earning a qualifying score of three or higher on an Advanced Placement® exam.
- Earning a qualifying score of four or higher on an International Baccalaureate® exam.
- Earning college credit while in high school.
- Earning a silver or gold level on the ACT® WorkKeys® Exam.
- Completing an in-school youth apprenticeship program.
- Earning a career technical industry credential listed on the compendium of valuable credentials of the Alabama Committee on Credentialing and Career Pathways.
- Being accepted into the military before graduation.
- Attaining Career and Technical Education (CTE) completer status.
- Any additional College and Career Readiness (CCR) indicator approved by the Alabama State Board of Education.

Except for students who are pursuing the Alabama High School Diploma: Essentials Pathway or the Alabama High School Diploma: Alternate Achievement Standards (AAS) Pathway, no student shall receive the Alabama High School Diploma: General Education Pathway without earning one or more of the college and career readiness indicators. Any student not receiving the Alabama High School Diploma: General Education Pathway, who later becomes in compliance, may only receive the Alabama High School Diploma: General Education Pathway if the remedy occurs within the two years of their initial failure to graduate.

4.8.4 Financial Literacy Course and Examination Graduation Requirement

In 2023, the Alabama Legislature passed, and Governor Kay Ivey signed, Act #2023-179 mandating that Alabama students entering Grade 9 in the 2024-2025 academic year complete a course in personal financial literacy along with an accompanying financial literacy examination. The financial literacy course must include instruction in the following topics:

- Banking and Financial Institutions
- Managing Finances and Budgeting
- Money Management and Personal Tax Liabilities
- Saving and Investing
- Risk Management and Insurance

- Saving and Investing
- Credit and Debt Management
- Business and Legal Concepts

Content standards found in the following course(s) have been reviewed and approved to fulfill the instructional requirements specified in Act #2023-179:

- Career Preparedness
- Career Preparedness B

The Financial Literacy Examination, developed by the ALSDE, must be administered to all students at the completion of one of the previously listed approved courses. The Financial Literacy Examination consists of fifty (50) multiple-choice questions that assesses each of the required instructional topics. To earn a passing score on the Financial Literacy Examination, students must answer a minimum of thirty (30) items correctly; however, a passing score is NOT required for graduation.

The requirement to complete the Financial Literacy Examination can be waived by a school administrator for special education students not learning at a level appropriate for their grade level.

4.8.5 Civics Examination Graduation Requirement

In 2017, the Alabama Legislature passed, and Governor Kay Ivey signed Act #2017-173 mandating that Alabama students complete the Alabama Civics Exam. The Alabama Civics Exam questions represent the content of those questions utilized by officers of the United States Citizens and Immigration Service as part of the application process for citizenship.

Earning a passing score on this exam is required for graduation, unless a waiver is granted by school administration. A student may take the Alabama Civics Exam multiple times to receive a passing score. There are two cases in which the requirement to pass the Alabama Civics Test may be waived by a school administrator:

- A student who has successfully passed the United States Government course but has not passed the Civics Exam after two attempts.
- A special education student who is not "learning at a level appropriate for his or her grade level."

4.9 Awards and Honors

4.9.1 Academic Distinction*

Weighted grades in all courses will be used to determine the grade point average (GPA) used for earning an academic distinction. Grades from the beginning of the 9th grade through the end of the 12th grade will be used in computing grade point averages (or pre-approved core courses that award credit taken in the 8th grade).

In order to be considered for Academic Distinction, students must pass at least 1 of the following courses.

Math Courses	Pre-Calculus, Calculus or higher
Science Courses	Physics, Chemistry, Anatomy
Language Arts Courses	Honors English
Other	Any core AP or core Dual Enrollment Course

1. *Summa Cum Laude*
   Students who earn a cumulative GPA of 98 to 100 on all courses taken will receive the distinction of being named Summa Cum Laude.

2. *Magna Cum Laude*
   Students who earn a cumulative GPA of 94 to 97 on all courses taken will receive the distinction of being named Magna Cum Laude.

3. *Cum Laude*
   Students who earn a cumulative GPA of 90 to 93 on all courses taken will receive the distinction of being named Cum Laude.

4.9.2 Valedictorian and Salutatorian Selection Guidelines

- Weighted grades in all classes that can be counted as core courses (Mathematics, English Language Arts, and Science) to be averaged to five decimal points will be used to determine the grade point average (GPA) used for Valedictorian and Salutatorian.
- Ranking will be done after the 4th nine weeks of the student's senior year to include all core courses taken. AP computer science will be counted as a core class.
- To be selected Valedictorian or Salutatorian, a student must be enrolled in DeKalb County School for two entire school years.
- Early graduates who graduate a full year or more ahead of their cohort are not eligible for valedictorian or salutatorian honors. Early graduates who graduate a semester ahead and with their cohort are eligible for valedictorian or salutatorian honors.
- In order to be considered for Valedictorian, and Salutatorian, students must pass at least 5 of the following courses. Students must take at least one AP course if their school offers AP courses.

Math Courses	Pre-Calculus, Calculus or higher
Science Courses	Physics, Chemistry, Anatomy
Language Arts Courses	Honors English
Other	Any core AP or core Dual Enrollment Course

i. Valedictorian – The student having the highest weighted academic grade point average.

ii. Salutatorian – The student having the second highest weighted academic grade point average.

*Top Ten Selection excluding Valedictorian and Salutatorian is no longer in effect per policy enacted in 2017.

4.10 Weighted Grades

Because of the difficulty of the Advanced Placement (AP) and Dual Enrollment (DE) these classes will be weighted ten (10) points per credit for scholarship purposes, academic distinction, and valedictorian/salutatorian** calculations. Honors/AP Prep will be weighted five (5) points per credit for

scholarship purposes, academic distinction, and valedictorian/salutatorian calculations. Note: Un-weighted GPA will be used if required by the academic or awarding agency.

** Weighting for Valedictorian and Salutatorian will begin with the graduating class of 2022-2023.

Advanced Placement and Dual Enrollment courses will be weighted as follows:

Numerical GPA: Before computing the total numerical average, ten (10) points will be added to each course for a Dual Enrollment course and ten (10) points will be added to each course for an Advanced Placement (AP) course. Five (5) points will be added to each course for an Honors/AP Prep course. In computing the standard GPA, one (1) point will be added for AP Courses and for Dual Enrollment Courses and half of a point (0.5) will be added for Honors/AP Prep Courses, except grades below 60.

Numerical GPA	Standard GPA	Honors/AP Prep Standard GPA	AP/DE Standard GPA
90-100	4	4.5	5
80-89	3	3.5	4
70-79	2	2.5	3
60-69	1	1.5	2
Below 60	0	0	0

The grades reported on report cards, comprehensive reports, transcripts, etc. will be the un-weighted grade earned in the class. If a transcript that includes weighted grades is sent to a college or scholarship committee, this should be indicated on the transcript. If a class is DE, AP, or Honors/AP Prep, this should be noted on the transcript.

4.11 Early Graduation

Any high school student who completes the number of credits and other exiting standards required by both The State of Alabama and the DeKalb County School District prior to completing eight (8) semesters of high school work may petition the Superintendent and Board of Education to graduate early. This Board will permit early graduation under unusual and unique circumstances for students who would benefit from early graduation. Early graduates may participate in the regular spring commencement ceremony. Early graduates who graduate a full year or more ahead of their cohort would not be eligible for valedictorian/salutatorian honors. Early graduates who graduate a semester ahead and with their cohort are eligible for valedictorian/salutatorian honors.

The intent of this provision is to provide an opportunity for the student to improve his/her educational or vocational future by graduating from high school with less than eight semesters of attendance in grades nine through twelve.

1. To be eligible for early graduation in a DeKalb County School System, a student must meet the graduation requirements listed in policy.
2. Procedure for application:
    1. A student and his/her parents may make application to the high school Principal for early graduation. The Early Graduation Application form is available through the counseling office.
    2. The student will schedule a conference with his/her counselor to:

- Review the application procedure and student's records, and determine if early graduation is possible.
- Discuss the reason(s) for early graduation in view of the student's educational and/or vocational goals.

3. Following this conference, the student's counselor will schedule a meeting with the student, the student's parent/guardian and the Principal to discuss the student's application for early graduation.
4. Before a recommendation for approval of early graduation will be made by the Principal to the Superintendent, the following items must be submitted to the Principal:

   - A formal letter outlining the reason(s) for the early graduation request and a plan that outlines the sequence of course(s) to be completed for meeting the state and county requirements for graduation.
   - A "5-year plan" outlining the student's educational and/or employment goals for the next five years. This plan may be part of the student's formal letter.
   - Documentation that the student has been in contact with a post-secondary institution if the student is planning to continue his/her education immediately upon graduation, or a letter from an employer stating that the student is or will be employed immediately upon graduation.
   - A letter from the student's parent/guardian in support of the early graduation request.

5. A recommendation from the Principal, along with the application, the student's transcript, and all items included in *b.4*, will be forwarded to the Superintendent of the DeKalb County School System.
6. The Board and Superintendent will review the application at a regular Board meeting. The student and parents/guardians as well as sponsoring counselor will be invited to appear before the Board to present the application.
7. The decision of the Superintendent and Board of Education will be sent to the applicant and the Principal/counselor.
   - Evaluation criteria for recommendation to the Superintendent shall include the following:
     - Social and emotional maturity of the student
     - Student's attitude toward early graduation and post high school plans
     - Evidence of a well-planned post-high school program within the student's ability to achieve
     - Evidence that the high school program has prepared the student for post-high school opportunities. Such preparation includes: academic standing, extra-curricular activities, regularity of attendance, etc.
     - Parent/Guardian support
8. If the request for early graduation is recommended by the Superintendent and approved by the DeKalb County Board of Education and all

requirements for graduation are completed, the high school Principal will issue the diploma at the regular spring graduation.

4.12 Student Permanent Records

Students' permanent records may be viewed by the parents. Parents desiring to see their child's permanent records may get an appointment to do so. Parents will be required to sign a card which shall be placed in the record stating:

1. Name
2. Relationship to student
3. Reason for review
4. Date and place of inspection

4.13 Dropping Classes/Subjects

Students/Parents should be aware of rules and regulations pertaining to the dropping of a class/subject after the school term begins. There are special stipulations/restrictions included in the Guidelines for Technical School classes and other basic subjects as well as electives.

4.14 Study Habits

Good grades are earned by students — not given by the teacher. The following are a few suggestions that might help all students do better school work.

1. Attend school regularly
2. Be attentive in class
3. Write down all assignments
4. Hand in assignments promptly
5. Ask questions
6. Have a definite place to study at home
7. Study over each school day's work
8. Last, but not least, take pride in one's self, school, and community

4.15 Fees

Fees shall be collected by each instructor and turned in to the school office for receipt. Schools may not charge for any required subject. Fees may be collected for electives. Students may be required to purchase workbooks as needed.

Fee amounts to be set by each school shall not exceed the following amounts:

Family and Consumer Science	$30.00 per year
Agriscience	$30.00 per year
Business Marketing	$40.00 per year
Driver Education	$40.00 per year
Science Lab Fees	
Grades 7 & 8	$20.00 per year
Grades 9-12	$35.00 per year

4.15.1 Career Tech Fees

Tech school fees are determined by the career tech instructors in each individual program and are used to fund each program and to purchase equipment and supplies. Any equipment/supplies purchased by the student for his/her individual use will become the

property of the student. Example: Welding helmets, cosmetology kits, etc. Every effort will be made to assist students who have difficulty paying tech school fees.

Tech school fees will be collected each semester and are due within two weeks of the start of the semester. If a student is unable to pay their fees at this time, an interview will be conducted to determine if the student qualifies for McKinney-Vento status, help from an outside sponsor, or a payment plan.

A payment plan will require the student to pay a set amount each week until the fee is paid. If a student does not make a good faith effort to pay fees, he/she may be asked to withdraw from tech school.

4.15.2 Locker and Parking Fees – Amount to be set by the principal.

5 Code of Conduct

5.1 Code of Student Conduct

A uniform code of conduct for students is important to the pursuit of academic excellence in order that the students may have meaningful learning experiences. This can be accomplished only in schools where the environment is free from distraction caused by disruptive behavior.

Expected Results of a Properly Executed and Enforced Code of Conduct:

1. Teachers and student's morale should be high because of a positive teaching and learning environment.
2. Increased public support for the schools should be better because of a positive learning environment which is provided and maintained.
3. An overall school environment and atmosphere which is conducive to learning will be ever present.

5.2 Classifications of Violations

Violations of the code are grouped into three classes — minor, intermediate, and major. Each classification is followed by a disciplinary procedure which is to be implemented by Principals and their designees. In the following classes of violations and disciplinary procedures, it is understood that the Principal or his/her designee shall hear the student's explanation and consult further with school personnel, if necessary, before determining the classification of the violation.

Each classroom teacher will deal with general classroom disruptions by taking in-class disciplinary action, by making a personal call to the parents or guardians when feasible, and by scheduling conferences with parent(s) or guardian(s) and other school staff. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the Principal or his/her designee.

Minor Offenses — Type I

1.01 Tardiness
Repeatedly reporting late to school or class

1.02 Minor disruption on a school bus

1.03 Unexcused absence from class or school (Attendance policy will cover.)

1.04 Verbal abuse of another student
The intentional, unlawful threat by word or act to do harm to another student, coupled with an apparent ability to do so and the performance of some act which creates a well-founded fear in the other person that such harm is likely

1.05 Unintentional and/or non-directed use of profane or obscene language

1.06 Participation in games of chance for money and/or other things of value

1.07 Unauthorized fund raising. All sales at school must have prior approval of the Principal

1.08 Vehicular violations
Sitting in car, excessive speed, no decal etc.

1.09 Chronic failure to bring supplies to class

1.10 Failure to complete and/or return required school forms

1.11 Non-conformity to dress code:

- First Violation/Student Conference
- Second Violation/Parent Conference
- Third Violation/student's privilege revoked of attire in violation

a. An article of clothing, to include but not limited to pants, jeans, shorts, skirts, and dresses, should extend to the fingertips of the student when standing with no holes visible above the fingertips.

b. Clothing that exposes the midriff and/or undergarments is inappropriate, to include but not limited to crop tops, halter tops, tank tops, mini-skirts, and baggy or low riding pants. There should be no bare midriff evident when reaching up or bending over.

c. Clothing or jewelry with sexually suggestive, profane, or vulgar themes or that promote gang-related activity is prohibited. Clothing or jewelry advertising alcohol, tobacco products, or any illegal drug may not be worn at school. Symbols of racial, ethnic, or religious hatred are prohibited.

d. Clothing and other articles that may detract from the learning environment like sleepwear, blankets, hats, caps, bandanas, head coverings, and sunglasses are at the discretion of the principal. Medical and religious exemptions should be presented to the principal.

e. Piercings and jewelry should not disrupt or create an unsafe learning environment for students.

f. Offensive body art (including but not limited to tattoos), both permanent and temporary, must be covered. This includes any body art that causes a disruption to the learning environment.

g. If the Principal determines that the student's dress or grooming is unacceptable, adequate time shall be allowed the student to make proper adjustments. However, if a student continues to ignore the directive of the Principal concerning the dress code, he/she shall be subject to disciplinary action.

h. Students are to come to school dressed for the business of learning. Students are expected to adhere to certain standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student's appearance, mode of dress or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or

safety of others. When, in the judgment of the school Principal, a student's dress or appearance is such a disruption or threat, the student may be required to make necessary modifications.

1.12 Giving false information. - Including, but not limited to, student information data and the concealment of information directly related to school business

1.13 Inappropriate public display of affection
Including, but not limited to, embracing and kissing

1.14 Littering of school property

1.15 Unauthorized use of school or personal property

1.16 Failure to follow instructions
Examples: Failure to carry correspondence home, failure to obey directions in the hallways, assemblies, etc.

1.17 Any other violation which the school officials may deem reasonable to fall within this category after consideration or extenuating circumstances

1.18 Bullying or Cyberbullying
Intimidation of any student, Grades PK-12, through harassment; threats; oral, written, digital or online; physical contact or other means, on campus, on school buses, or while attending any approved school activities.

1.19 Inappropriate Use of Technology
Failure to follow directions, inappropriate use of technology including but not limited to: inappropriate pictures, videos, audio files, or other media; attempts to bypass filtering or other systems, causing classroom disruptions with technology, etc.

Administrative responses for Type I violations include, but are not limited to:

- Student Conference
- Parent Contact
- Detention
- Suspension from Class or Bus
- Suspension from School-requires both verbal and written notification of parents/guardian
- In-School Suspension (Supervised)
- Corporal Punishment – DeKalb County Board of Education Policy must be followed
- Revocation of technology privileges at the discretion of the principal

Intermediate Offenses — Type II

2.01 Insubordination to or disrespect toward school employees

- Any verbal or non-verbal refusal to comply with a lawful direction or order of a school employee

- The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the performance of some act which creates well-founded fear in the other person that such violence is imminent

2.02 Use of obscene or profane communication verbal, written, gesture

2.03 Threats to, extortion of, and/or harassment or bullying/cyberbullying of other students. Verbally or by a written or printed communication, maliciously threatening an injury to the person, property or reputation of another, with the intent to extort money or any pecuniary advantage whatsoever, or with the intent to compel the person so threatened, or any other person, to do any act against his/her will.
*Note: Completion of the threat, either by the victim's complying with the demands or the carrying out of the threats against the victim, constitutes a Type III offense.

2.04 Fighting
Intentionally striking another student against his/her will, or intentionally causing bodily harm to an individual

2.05 Stealing - Larceny - Petty Theft
The intentional, unlawful taking and/or carrying away the property valued at less than $100 belonging to or in the lawful possession of another

2.06 Possession of a potential weapon
A knife, metallic knuckles, tear gas gun, chemical weapon or device, or any other weapon, instrument, or object with the intent to be armed

2.07 Vandalism
Intentional and deliberate action resulting in injury or damages of less than $200 to public property or the real or personal property of another

2.08 Offensive touching of another student

2.09 Cheating

2.10 Unauthorized or excessive absence from class or school

2.11 Possession and/or use of tobacco products or alternative nicotine products
Possession on the person, in the locker, vehicles, or in other effects of a student; holding a lighted cigarette cigar, etc.) inhaling or exhaling of the smoke of tobacco, or the using of any other tobacco products or alternative nicotine products. (Refer to Act 97-423.)

2.12 Leaving class or campus without permission including all school-sponsored events

2.13 Trespassing
Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited is warned by an authorized person to depart and refuses to do so

2.14 Possession of stolen property with the knowledge that it is stolen

2.15 Misconduct at school-sponsored events club trips, athletic events, etc.

2.16 Any other violation which school officials may deem reasonable

2.17 Violation of Internet use policy

2.18 Possession or use of any gang symbols/graffiti in any form including tattoos

2.19 Excessive tardies and/or late to class. Excessive is 5 or more

2.20 Inappropriate Use of Technology
Repeated acts of insubordination, inappropriate use of technology including but not limited to: inappropriate pictures, videos, audio files, or other media; attempts to bypass filtering or other systems; use of personal data plans or other non-board approved networks; destruction or the attempt to destroy intellectual or physical property; etc.

Students are prohibited from joining networks that are not offered by DeKalb County Board of Education during school hours or at any school related functions.

Administrative responses for Type II violations include but are not limited to: (Notices/Reports to parents should be made when possible)

- Saturday School (Local schools, if applicable)
- Suspension from Class
- Suspension from School-requires both written and verbal notification of parents/guardians
- In-School Suspension (Supervised)
- Corporal Punishment – (Witness and Due Process Required) – DeKalb County Board of Education Policy must be followed.
- Revocation of technology privileges at the discretion of the principal

Major Offenses--Type III

Commission of a Class III offense will necessitate a disciplinary conference with the Principal and parents/guardians. If the matter is unresolved at that conference, the Principal shall suspend the student and recommend him/her for expulsion.

3.01 Possession of firearms, including air guns.
Any firearm (including a starter gun) which will, or is designed to, or may 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 devise. Under the Gun-Free Schools Act, students, found guilty, must be expelled for one full year, 365 days

3.02 Possession of weapon with intent to do bodily harm

3.03 Possession, use, under the influence, refusal to submit to alcohol/drug testing, and/or sale of unauthorized drugs and alcohol.
Unauthorized possession, transfer, use or sale of drugs, paraphernalia or alcoholic beverages

3.04 Arson
Willful and malicious burning or attempting to burn School Board property

3.05 Explosions
Igniting explosives including fire crackers, fireworks, or smoke bombs

3.06 Criminal Mischief
Willful and malicious injury or damages at or in excess of $200 to public property, or to real estate or personal property belonging to another.

3.07 Battery upon School Board Employees
The unlawful and intentional touching or striking of a school Board employee against his/her will or the intentional causing of bodily harm to a school Board employee

3.08 Robbery
The taking of money or other property which may be the subject of larceny from the person or custody of another by force, violence, assault or instilling the fear of the same

3.09 Stealing - Larceny - Grand Theft
The intentional unlawful taking and/or carrying away of property valued at $100 or more belonging to or in the lawful possession or custody of another

3.10 Gambling
The intentional, unlawful participation in gambling activities involving amounts of more than $100.

3.11 Burglary of School Property
Entering or remaining in a structure or conveyance with the intent to commit an offense therein during the hours the premises are closed to the public

3.12 Bomb Threats
Any such communication(s) concerning School Board property which has the effect of interrupting the educational environment

3.13 Sexual Acts
Acts of sexual nature including, but not limited to, battery, attempted rape or rape

3.14 Written or verbal propositions to engage in sexual acts

3.15 Aggravated battery
Intentionally causing great bodily harm, disability or permanent disfigurement use of a deadly weapon

3.16 Inciting or participating in major student disorder

Leading, encouraging or assisting in (major) disruption which results in destruction or damage of private or public property or personal injury to participants or others

3.17 Vehicular Endangerment
Any dangerous or reckless use of motor vehicle on school property

3.18 Any other offense which the Principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

3.19 Repeated violations of gang symbols/graffiti

3.20 Malicious use of Technology
Including but not limited to: Pornographic, obscene, or threatening material shared or on a device; attempts to bypass filtering or other systems with malicious intent; destruction or the attempt to destroy intellectual or physical property; etc.

Administrative responses for Type III violations include but are not limited to:

- Indefinite Suspension
  Suspension should not exceed ten (10) days in length except in life threatening situations where a student may pose a danger to other students or personnel and then only until the Board meets. Suspension requires both verbal and written notification of parents/guardians
- Suspensions
  Students suspended shall not be allowed to participate in any extra-curricular activities including but not limited to athletics, clubs (and those that are school related such as DARE if held during the school day).
- DYSC
  Student will be suspended until a due process hearing with the system's Attendance Officer, school administration, SRO, student and parents/guardians. The Attendance Officer will determine the number of days the student will be sent to DYSC.
- Expulsion from School
  Students may be expelled for remainder of year, for 365 calendar days, or for an additional year, depending upon the circumstance of the violation
- Expulsion
  Students expelled from another system shall not be enrolled in the DeKalb County System.
- Revocation of ALL technology privileges at the discretion of the principal

5.3 Formal Disciplinary Actions – Definitions and Policies

All formal disciplinary actions must follow due process and all applicable DeKalb County Board of Education policy.

Restrictions:
Snacks may not be taken away as punishment. Breaks may be taken away, but schools must allow students to have snacks during provided break time while students are in detention or other types of discipline. Schools may isolate students as long as they are supervised. Students with medical conditions may require additional access. All IEPs and 504s must be followed.

5.3.1 After School Detention
Assignment to a designated room on campus at the end of the regular school day for a specified period of time.

5.3.2 Before School Detention
Assignment to a designated room on campus at a designated time before the beginning of the regular school day.

5.3.3 Corporal Punishment
Moderate use of physical force or physical contact by an Administrator as may be necessary to maintain discipline or to enforce school rules. (State law does not forbid corporal punishment. The DeKalb County Board of Education does not recognize a "no paddle" list. Schools must follow IEP/504 plan or make provisions for medical reasons). DeKalb County Board of Education Policy must be followed.

5.3.4 Disciplinary Probation
Assignment for a specified period of time to a staff member who will assist in monitoring the student's adjustment to the school environment. With exception of gifted, see Special Education Policies regarding suspension of child enrolled in special education classes.

5.3.5 Expulsion
Removal of the right and obligation of a student to attend a public school under conditions set by the School Board and in compliance with state and federal regulations. This may be for the remainder of the school year and one (1) additional year of attendance, depending upon circumstances leading to the expulsion.

If the Principal recommends expulsion, the parents and student shall be so notified, setting forth the reasons in writing, with a copy sent to the Superintendent. The Superintendent will, in turn, notify the parents and student of the time and place of the next Board meeting, for the purpose of considering the recommendation and records, and advise the parents of their rights to counsel.

All due process shall be strictly observed in any expulsion hearing, as well as any preliminary steps prior to the hearing.

The Americans with Disabilities Act will be followed regarding suspension or expulsion of students.

5.3.6 In-School Suspension
Provision of tutorial and guidance services in a restricted environment.

Principals shall utilize in-school suspension when possible. The seriousness of the offense shall be taken into consideration. Since punishment should be immediate and a

lack of space at the DYSC prohibits students below 5th grade from attending, Principals may consider out of school suspension if in-school suspension is unavailable.

The In-School Suspension program is designed to provide a structured disciplinary atmosphere in which students who are in violation of Board policy and/or school rules and regulations may be isolated or removed from their regular classroom activities. In-School Suspension includes before and after-school suspension. Emergency arrangements may be made for an ISS program to be held during the school day, but the program must comply with Board policies. The ISS class must be supervised by a certified teacher and guidance services provided when necessary.

5.3.7 Out of School Suspension

Removal of students from their regular school program for a period not to exceed 10 school days. The Superintendent of Education and the parent/guardian shall be notified by the Principal verbally and in writing when a student has been suspended. Students are not allowed on any DeKalb County School's property during the suspension period.

First Suspension

a. The parent, guardian, or person having control or custody of the child shall be notified verbally and in writing of the suspension.
b. The Superintendent of Education shall be notified of the suspension.
c. The District Attorney shall be notified of the suspension.

Second Suspension

a. The parent, guardian, or person having control or custody of the child shall be notified verbally and in writing of the suspension.
b. The parent, guardian, or person having control or custody of the child shall attend a school conference.
c. The Superintendent of Education shall be notified of the suspension.
d. The District Attorney shall be notified of the suspension.

Third Suspension

a. The parent, guardian, or person having control or custody of the child shall be notified verbally and in writing of the suspension.
b. The child and the parent, guardian, or person having control or custody of the child shall attend the School Conduct Intervention Program provided by the Juvenile Court. This program is designed to assist parents by informing them of the provisions of the law and identifying resources.
c. The Superintendent of Education shall be notified of the suspension.
d. The District Attorney shall be notified of the suspension.

Fourth Suspension

a. The parent, guardian, or person having control or custody of the child shall be notified verbally and in writing of the suspension.
b. The Superintendent of Education shall be notified of the suspension.
c. The District Attorney shall be notified of the suspension and provided information relative to this and previous suspensions.

If warranted, charges will be filed. Generally, the fourth suspension shall result in charges being brought against the parent, guardian, or other person having control or

custody of the child. Special situations may result in legal proceedings being instituted prior to the fourth suspension.

5.3.8 School Board Hearing
Hearing by the School Board, with the parents/guardians and the School Board staff both being given an opportunity to speak before the Board.

5.3.9 School Bus Suspension
Denial of the privilege of riding a school bus, based on misconduct occurring while the student is being transported at public expense.

5.3.10 Volunteer Work Assignments
Option or alternative to other forms of punishment. Supervised activities related to the upkeep and maintenance of school facilities. Work assignments are not intended to interfere with any student's regular class schedule.

5.4 Due Process

Essentially due process means that a person must be given notice that he is about to be deprived of life, liberty, or property; that a person be given an opportunity to tell his side of the situation. But the concept of due process is a flexible one, and its specific definition in a given situation varies with the nature of the threatened deprivation and the other factors involved. In the case of short-term school suspensions, the Supreme Court recognizes that the deprivation involved is not a serious one and the need to maintain an orderly school environment is an important societal need.

Any Due Process Procedure Should Include the Following:

1. The student should be given oral or written notice of the charge against him/her. (Oral notice should be followed by a written notice, especially Type II and III Offenses.)
2. If the student denies the charges, he is entitled to an explanation of the evidence the school has as a basis of the charge
3. The student shall have an opportunity to tell their side of the story
4. There need be no delay between the time notice is given and the time of the hearing. In a majority of cases the Principal may informally discuss the alleged misconduct with the student minutes after it has occurred
5. Since the hearing may occur almost immediately following the misconduct, generally the notice and hearing should precede the suspension
6. In cases where the presence of the student poses a continuing danger to persons or property or an ongoing threat of disrupting academic process, the student may be immediately removed from school. In such cases, the notice and hearing should follow as soon as practicable.

5.5 Discipline of Students with Disabilities (IDEA & SECTION 504)

Actions or anticipated actions regarding a change of placement due to disciplinary infractions involving drugs, weapons, or behavior that has substantially injured or endangered the safety of the student or others for students who is covered by IDEA or Section 504 must ensure procedural guidelines. The student's IEP or plan must be followed. For further information regarding discipline of students with disabilities contact your school Administrator or DeKalb County School System's Special Education/Section 504 Compliance Coordinator at 256-638-4131 or by mail at DeKalb County Schools Annex, P.O. Box 488, Rainsville, AL 35986.

5.6 Disciplinary Action Appeals Process

In the event the student is not satisfied with the disciplinary action, the student may appeal to the Principal. If the student is not satisfied with the action taken by the Principal, he/she may appeal to the Superintendent of Education.

If the student is not satisfied with the action taken by the Superintendent, he/she may appeal to the County Board of Education. The decision of the Board will be final.

5.7 Assault of an Employee

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his/her duty.
(Act 94-794) Code of Alabama 13A-6-21(1975)

5.8 DeKalb County Student Anti-Harassment/Bullying Policy

Pursuant to the *Jamari Terrell Williams Student Bullying Prevention Act:*

Section 1: Bullying, Intimidation, Violence, and Threats of Violence Prohibited.

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

Section 2: Definitions

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

a. "Bullying" means a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:
   - Place a student in reasonable fear of harm to his or her person or damage to his or her property.
   - Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
   - Have the effect of substantially disrupting or interfering with the orderly operation of the school.
   - 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. "Hostile environment" means the perception by an affected student that the conduct of another student constitutes a threat of violence or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person, under

the circumstances, would agree that the conduct constitutes bullying, threat of assault, or assault.

c. "Violence" means the unjustified infliction of physical force by a student with the intent to cause injury to another student or damage to the property of another student.

d. "Threat" means a statement of an intention to inflict pain, injury, damage, or other hostile action to cause fear of harm. The intention may be communicated through an electronic, written, verbal, or physical act to cause fear, mental distress, or interference in the school environment. The intention may be expressly stated or implied and the person communicating the threat has the ability to carry out the threat.

e. "Threat of violence" means an unjustified expression of intention to inflict injury or damage that is made by a student and directed to another student.

f. "Intimidation" means an unjustified threat or other action that is intended to cause fear or apprehension in a student.

g. "Student" as used in this policy means a person who is enrolled in the DeKalb County public 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 Code of Student Conduct. Students are expected and required (1) to comply with the requirements of law, policy, regulation, and rules prohibiting bullying, violence, or intimidation; (2) to refrain from inflicting or threatening to inflict violence, injury, or damage to the person or property of another student, and (3) to refrain from placing another student in fear of being subjected to violence, injury, or damage when such actions or threats are reasonably perceived as being motivated by any personal characteristic of the student that is identified in this policy.

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

- Race
- Sex
- Religion
- National origin
- Disability

Section 4: Consequences for Violations

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

Section 5: Reporting, Investigation, and Complaint Resolution Procedures

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

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

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

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

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 on the website of each local board of education and school, shall be available at each school office, and shall be included in the student handbook that is available to each student at the beginning of each school year.

Complaint Form

School System:_____

School Name: _____

Student Name: _____

ID#: _____ Grade: _____

INFRACTION REPORTED BY: _____STUDENT _____PARENT/GUARDIAN	
Date of Incident:	*Time:*
Location of Incident:	
DESCRIPTION:	
OTHER INFORMATION:	

The *Jamari Terrell Williams Student Bullying Prevention Act,* No. 2018-472, defines bullying as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in the policy adopted by the local board. To constitute bullying, a pattern of behavior may do any of the following: a. Place a student in reasonable fear of harm to his or her person or damage to his or her property. b. Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student. c. Have the effect of substantially disrupting or interfering with the orderly operation of the school. d. Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school-sponsored function. e. Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment or a student.

Student_____Date:_____

OR Parent/Guardian_____Date:_____

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

5.9 Sexual Harassment

Sexual harassment perpetrated against students or by students is prohibited in the DeKalb County School System. It shall be a violation of this policy for any student to be subjected to sexual harassment (or other forms of harassment see DeKalb County Student Anti-Harassment/Bullying Policy) or to subject another person to sexual harassment through conduct or communication of a sexual nature.

Students who feel that they are victims of sexual harassment should report the harassment in accordance with 4.23 from the Policy and Procedures Manual which prohibits sex-based discrimination.

5.10 Students Voluntary Religious Expression

Subject to the requirements and prohibitions of Amendments 1 and 14 to the United States Constitution, it is the policy of this Board that:

1. There shall be no discrimination against students or parents on the basis of their religious viewpoint or the religious content of their expression.
2. Students shall be allowed to express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of those submissions. Homework and classwork assignments shall be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical concerns, but may not be penalized or rewarded based on the religious content of the work.
3. Students may pray or engage in religious activities or religious expression before, during, and after the school day in the same manner and to the same extent that students may engage in nonreligious activities or expression.
4. Students may wear clothing, accessories, and jewelry which display religious messages or symbols in the same manner and to the same extent that students are permitted to wear other types of clothing, accessories, and jewelry that contain messages or symbols.
5. The Board shall not take any actions which establish a religion or prohibit the free exercise of a particular religion.
6. The Board retains the authority to protect the safety of its students, employees, and visitors, and to maintain order and discipline in its schools and on its properties in a content and viewpoint neutral manner.

[Reference: 20 U.S.C. §1232h; 34 CFR Part 98] [Reference: Alabama Code § 16-1-20.5]

5.11 Dress Code – See Violation (5.2) - 1.11

5.12 Reasonable Suspicion Student Drug Testing

Section 1: Policy Guidelines

Reasonable suspicion drug testing shall apply to all students in grades 7-12 enrolled in the Dekalb County School System. Administrators are authorized by the Board to require any student to submit to a chemical test of the student's breath or urine if the administration has "reasonable suspicion" that the student is using or is under the influence of alcohol, illegal substances and or illegal drugs while:

- On school grounds;
- Off school grounds at a school activity, function, event or any other school sponsored activity;
- When traveling to or from school by bus or other transportation.

Reasonable suspicion may arise from the following:

1. A student's behavior, in conjunction with physical appearance, actions, and/or odor, indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any illegal substance.
2. The student possesses drug paraphernalia, alcohol, marijuana, or any other controlled substance.
3. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicators or physical appearance, if deemed necessary.
4. If a drug task force canine unit hits on a student vehicle or personal belongings, student may be subjected to drug testing.

Any substance for which a student has a prescription must be brought to the school nurse and administered through medication curriculum guidelines, or it may be considered as an illegal substance.

No student may provide to any other student, by sale or any other means, any substance that is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legal drug, depressant, or intoxicant of any kind.

No student may possess, use, or be under the influence of any substance which is, or the student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulate, legend drug, depressant, inhalant, or intoxicant of any kind, or any kind that closely resembles, or is represented to be any of the following items.

Section 2: Refusal to Submit or Cooperate

Refusal to submit to testing through "reasonable suspicion" or to refuse to cooperate with Board in any test investigation will result in immediate suspension from school pending due process and manifestation hearing when required.

Section 3: Confidentiality

All information, interviews, reports, statements, memoranda, and test results, either written or otherwise, received by the Board through its alcohol and drug testing program are confidential communications.

Any employee responsible for a breach of the confidentiality provisions of this policy shall be subject to appropriate disciplinary measures, including recommendation for termination, if warranted by the circumstances.

Section 4: Testing Procedures for Handling Drug/Alcohol Violations

- The first school staff member to come in contact with indications of use or possession of dangerous or illegal drugs/substances by a student(s) shall document the facts surrounding the situation.
- Documentation could include the student(s) name, location in the building or school premises where the evidence was found, and a brief summary of the facts surrounding the case.
- The staff member obtaining any evidence should immediately report to the administrator or his/her designee.

- The student should be given the opportunity to submit written or oral statements and to call a witness into the conference with the administrator or his/her designee.
- The administrator and/or his/her designee(s) shall turn over evidence of drug/alcohol violations to proper law enforcement official(s).
- In the case the administrator deems there to be reasonable suspicion, the student will then be required to submit to drug/alcohol testing.
- The parents/guardians should be contacted and the matter discussed fully with them.

In accordance with Code of Alabama 1975, Section 16-1-24.1 (b, c), the administrator shall notify the appropriate law enforcement officials when any student violates board policy concerning drugs and/or alcohol.

Section 5: Collection Sites
The school and/or Board will designate collection sites where students may provide specimens. If collection site is off school campus, transportation will be provided by the SRO and accompanied by an administrator.

Section 6: Collection Procedure
The Superintendent is authorized to establish procedures for collection.

Section 7: Consequences
Consequences shall align with the adopted Student Code of Conduct.

SPED and 504 policies will be followed when implementing this policy.

5.13 Seclusion and Restraint

The DeKalb County Board of Education supports a positive approach to behavior that uses proactive strategies to create a safe school climate. Unfortunately, these strategies do not deter all crisis situations. Students sometimes engage in behaviors which pose imminent danger to themselves or others. In accordance with the Alabama State Board of Education Rule 290-3-1-.02(1)(f), Seclusion and Restraint for All Students, the DeKalb County Board of Education prohibits the use of seclusion and limits the use of restraint to those situations in which students are a danger to themselves or others. The Board of Education will provide professional development opportunities to school personnel at the discretion of the local school Administrator and Central Office. Participants acquire skills in the following areas: communication, physical protection and restraint techniques. Additional information regarding seclusion and restraint, including professional development opportunities, can be obtained from the DeKalb County Schools Annex at (256) 638-4131.

5.14 Searches

5.14.1 Student Lockers/Vehicles

Although a student may have control of his/her locker/vehicle, his/her possession is not exclusive. The school policy is to reserve the right to search a student's locker/vehicle. Any search must be approved by the Principal. The Principal will authorize such a search if there is reason to believe (probable cause) that something is concealed there that is illegal. Searches may also apply to individual student (person, locker, or vehicle). Due process will be followed. See Policies and Procedures Handbook on file with Principal.

5.14.2 Use of Trained Dogs for Searches

To assist the schools in providing a safe, drug-free environment, the Board of Education will permit law enforcement agencies or agencies contracted to make periodic, unannounced visits to any local school for the purpose of detecting the presence of illegal drugs. The timing of such visits will be known only to the Principal and Superintendent.

5.15 Prohibited Products, Weapons, and Actions

5.15.1 Possession of Tobacco

This act provides penalties, charges and court procedures regarding any minor possessing, using, purchasing, or transporting tobacco or tobacco products. A fine of not more than $50 is established for each violation.
(Act 97-423)

5.15.2 Tobacco, Vapor, E-Cigarettes, Alternative Nicotine Products, or Other Related Products Prohibited

No smoking, use of tobacco, vapor, e-cigarettes, alternative nicotine products, or other related products of any kind will be permitted on campus or at any school function, athletic or other, whether on or off school property. Any student found to possess or use a nicotine vape or other related product will be in violation of this policy. Students will be disciplined in accordance with the code of conduct and this policy.

- **1st offense:** The vape will be confiscated, parent/guardian will be notified, and the student will be suspended until the parent meeting with the administrator. The student will receive a warning and must complete an online session concerning the effects of vaping. The student will receive in-school suspension or its equivalent.
- **2nd offense:** The vape will be confiscated. A parent conference will be scheduled to discuss the infraction. The student must complete the ABE module on vaping regarding risky choices and making healthy choices. The principal will warn that a subsequent infraction will call for a due process hearing.
- **3rd offense:** The vape will be confiscated. Due Process Hearing scheduled - 10 days OCI and referral to the Bridge for substance assessment.

5.15.3 Drug Dealing

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

5.15.4 THC or Other Illegal Substance Vape Policy

No student may possess, use, or be under the influence of any substance which is, or the student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulate, legend drug, depressant, inhalant, or intoxicant of any kind, or any kind that closely resembles, or is represented to be any of the following items.

Any student found to possess, use, or be under the influence of a THC or other illegal substance vape will be in violation of this policy. Students will be disciplined in accordance with the code of conduct and this policy.

- **1st offense:** The student will go to DYSC for 20 days and receive counseling.
- **2nd offense:** The student will complete the remainder of the semester in DVA. The student will be referred for substance abuse evaluation through the Bridge. The student will agree and complete all treatment recommendations. The student must pass a drug test before returning to campus. The student may be given random drug tests for a period up to one calendar year from the time of the 2nd offense.
- **3rd offense:** The student will attend the DeKalb Virtual Academy (DVA) for one calendar year. The student will be referred for substance abuse evaluation through the Bridge. The student will agree and complete all treatment recommendations. The student must pass a drug test before returning to campus. The student may be given random drug tests for a period up to one calendar year from the date of returning into the traditional school setting.

5.15.5 Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm

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

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

5.15.6 Weapons in School

Section 1: Policy

No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. *(Act 94-817) Code of Alabama 13A-11-72(d) (1975)*
The presence of weapons on school property is detrimental to the health, safety and welfare of students and school personnel.

a. No person shall carry, possess, store, transfer or have under such person's control, any weapon or explosive compound or any object that can reasonably be considered, or looks like a weapon, within a school safety zone, or in any school building, on school premises,
b. at any school sponsored function or activity
c. academic, athletic contest, field trips
d. any other similar or related functions; in any school vehicle or bus;
e. or in any private vehicle parked on school property
f. on other public or private property in proximity to school property while attending school or a school-sponsored or school-related function.

Section 2: Definitions

a. "school safety zone" is defined as any real property owned by, used or leased to any public elementary school, secondary school or the Board of Education and used for or in connection with school programs or school-related activities or events
b. "Weapon" means and includes:
    - Any gun, rifle, shotgun, or any firearm, herein defined as having the meaning set forth in 18 USC 921 (a) (3,4), i.e. any weapon, including a starter gun which is designed to or may be readily converted to expelling a projectile by the action of any explosive, or any other "destructive device", defined to include the following:
        - Any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs
        - Razor blades
        - "Look-alikes" or facsimiles of any weapon as defined above
        - Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, if considered to be a weapon if used or attempted to be used to cause bodily harm
        - Any explosive, incendiary, or poison gas
        - Any object that may be reasonably considered by the school administration as a weapon.

Section 3: Exceptions

The Superintendent or designee may grant an exception to this policy, upon the written request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school sponsored, provided the item is not equipped, nor intended, or used to do bodily harm.

Section 4: Penalty for Violations
Any student found guilty of violating this policy will be suspended for up to ten days and be recommended for expulsion. Only the Superintendent or the Superintendent's designee shall have authority to modify such action on a case-by-case basis.

5.15.7 Gun-Free School Act

The DeKalb County Board of Education shall comply with the Federal Gun-Free School Act of 1994 and the Code of Alabama, § 13A-11-72(d) (1975). In keeping with state and federal law, all persons, other than authorized law enforcement personnel, are prohibited from possessing any weapon on or near school property as explained hereafter. The Gun-Free School Act requires school districts to expel from school for a period of not less than one year a student who is determined to have brought a weapon to school, and only the Superintendent or the Superintendent's designee shall have the authority to modify such action on a case by case basis.

In compliance with federal law, any student who brings a weapon to school in violation of this policy may be referred to the criminal justice system upon review by the Superintendent or designee.

5.15.8 Vandalism

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

5.15.9 Pistol Possession – Driver's License

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

5.15.10 Drop-Out – Driver's License

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who:

- Are enrolled in a GED program
- Are enrolled in a secondary school
- are participating in an approved job training program
- are gainfully employed, are a parent of a minor or unborn child
- are the only source of transportation for the parent

5.16 Parental/Student Responsibilities

5.16.1 Message to Students & Parents/Guardians (Right to Learn)

The DeKalb County Board of Education believes that every student has the right to learn in an environment that is safe and free from distraction caused by disruptive behavior. Any student who threatens the well-being of another student, or who detracts from the learning atmosphere shall be disciplined in keeping with policies and due process.

The Board makes every effort to ensure that your child has every chance to obtain the best education possible. In the interest of your child and others, policies have been implemented to eliminate the use of tobacco and drugs on school grounds and at school-sponsored functions and to prohibit weapons, of any kind, from being brought to school or school functions.

The Board will hold parents, as well as students, responsible for any policy violations, as provided for through state and federal laws.

5.16.2 Parental Responsibility for Student Conduct (State Laws)

The following law relates to civil liabilities and criminal penalties for violence or other misbehavior by students on school property or against school employees.
Attendance and Conduct (Act 94-782)
Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the

written policy on school behavior adopted by the local Board of Education shall be guilty of a misdemeanor (may be fined up to $100 and may be sentenced to hard labor for up to 90 days). See "Truancy" for additional information.

5.16.3 Disciplinary Action – Parent Guardian or Others Having Custody

Parent, guardian, or other person having control or custody of a student shall:

- Require the child to properly conduct himself or herself as a pupil
- Read, sign, and return to the school an acknowledgment of receiving or having access to the written policies and procedures relative to school conduct
- Cooperate with appropriate authorities or agencies to address improper school conduct
- File an "incorrigible petition" (beyond control) with the court when appropriate

Action may be brought against parents for:

- Failure to compel the child to properly conduct himself/herself as a pupil in any public school. This is a misdemeanor and punishable by not more than a $100 fine and a sentence of 90 days hard labor for the county [Ala. Code ß 16-28-12 (a) (1975)].
- Aiding, encouraging, or causing any child to become or remain delinquent, in need of supervision, or dependent. This is a misdemeanor punishable by not more than a $500 fine or a sentence of hard labor for the county for not more than 12 months or both [Ala. Code ß 12-15-13 (1975)].

5.16.4 Pupil/Parental Responsibility in School Transportation (Buses)

a. The students are under the authority of the Principal. The driver of the bus is responsible for student behavior. Transportation to and from school and related events is a privilege. It shall be the responsibility of the students to conduct themselves like ladies and gentlemen at all times while riding school buses.

Rules of conduct established by the DeKalb County School Board include:

1. Student shall follow directions of the driver the first time given.
2. Student shall arrive at the bus stop before the bus arrives.
3. Student shall wait in a safe place, clear of traffic and away from where the bus stops.
4. Student shall wait in an orderly line and avoid horseplay.
5. Student shall cross the road or street in front of the bus only after the bus has come to complete stop, the stop arm is extended, and upon the direction of the driver.
6. Student shall go directly to an available or assigned seat when entering the bus.
7. Student shall remain seated, keeping aisles and exits clear.
8. Student shall exhibit proper behavior at all times.
9. Student shall refrain from throwing or passing objects on, from or into the bus.
10. Student shall refrain from the use of profane language, obscene gestures, shouting and use of or possession of tobacco, alcohol, drugs or other controlled substance while on the bus.

11. Student shall refrain from eating or drinking on the bus.
12. Student shall not carry hazardous materials, glass containers included, nuisance items (water guns, whistles, knives, etc.) or animals on the bus.
13. Student shall respect the rights and safety of others.
14. Student shall not leave or board the bus at locations other than the assigned stops at home or school, except on written notice by the Principal.
15. Student shall refrain from extending head, arms, legs or objects out of the bus windows.
16. Student shall refrain from damaging or vandalizing the bus.
17. Student shall cooperate with the bus driver.
18. Student shall refrain from any other action not along the lines of good conduct

b. Parents or guardians of students are held responsible for damage to the bus, and violations are to be reported to Principal.
c. Drivers may make seating assignments until the driver has an opportunity to confer with the Principal. After investigation, such assignments may be made permanently if deemed necessary by the Principal.
d. The bus operates on a definite schedule and will not wait for tardy students. Parents will see that their children are ready to meet the bus in the morning without delay of bus.
e. Students should wait until bus has come to a dead stop before attempting to enter or leave bus. Drivers will put on amber blinking lights when stopping and put out stop sign and turn on flashing red lights while stopped.
f. If it is necessary to stand on bus, students should move back in the bus instead of crowding around driver. Under no circumstances should students stand beyond safety bar toward the front of the bus.
g. Students transported to a feeder school and left to wait for another bus are under school supervision. Any misconduct is to be reported to home school for correction.
h. Where a bus must turn around at a house, the turning area must be kept free of parked cars or other vehicles. Adequate space must be provided. Parents must see to culverts, etc., or service will be denied.
i. The Transportation Department will not change bus routes to accommodate baby sitters or transport to alternate locations if not on the regular route.

See Policy Handbook for additional transportation rules, guidelines and responsibilities of parents, students and others.

6 Technology

6.1 Policy Regarding the Legal and Ethical Use of Technology

To ensure that students receive a quality education and employees are able to work in a professional and intellectually stimulating environment, DeKalb County Schools will provide all students and employees with the opportunities to access a variety of technology resources. The creation of a large and varied technology environment demands that technology usage be conducted in legally and in ethically appropriate ways, consistent with the instructional goals of DeKalb County Schools. Thus, it is the intention of DeKalb County Schools that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of DeKalb County Schools will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions or companies. DeKalb County Schools' technologies may not be utilized for personal gain.

6.1.1 Policy Statement

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of DeKalb County Schools. Individuals may only use accounts, files, software and computer resources that are assigned to those individuals under their password. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside DeKalb County Schools.

Duplication of any copyrighted software is prohibited. If a single copy of a software program is purchased, it may only be used in one computer at a time. Multiple loading or down-loading the contents of one disk into multiple computers, (1987 Statement on Software Copyright) is NOT allowed. Individuals are not authorized to make copies of any software or data without the knowledge of the Technology Manager. Any questions about copyright provisions should be directed to the Technology Manager.

Any use of technology resources that reduce the efficiency of use for others will be considered a violation of this policy.

Students and employees of DeKalb County Schools must not attempt to modify technology resources, utilities and/or configurations or change the restrictions associated with their accounts, or attempt to breach any technology resources security system, including internet content filtering, either with or without malicious intent.

Network access shall not be used to affect individual computers or the network in any of the above ways.
The legal and ethical practices of software and hardware usage will be taught to all students and employees in the system (i.e. during computer lab orientation, faculty meetings, etc…). This policy will be prominently displayed in all rooms. All DeKalb County Schools technology resources, regardless of purchase date or location, are subject to this policy. Any questions about this policy, its interpretation or specific circumstances shall be directed to the Technology Manager. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action, including, but not limited to: (1) loss of access; (2) additional disciplinary action to be determined at the individual school in line with the Code of Student Conduct for the DeKalb County Schools or other Board policy; and (3) legal action, when applicable.

6.2 Network

All Technology purchases that go through the DCBE network must be approved by the Technology Manager prior to the purchase. This includes but not limited to: software, hardware, web pages and e-mail. The technology department sends out bids/quotes of basic items such as computers and printers. Items needed but not listed on quotes should be e-mailed to the coordinator/manager to obtain a bid.

6.3 Electronic Mail

Email accounts will be provided to students in grades 7-12 to support the educational, instructional, extra-curricular, and administrative needs of the school system. Student access to email is subject to all policies and ethical standards outlined in the DeKalb County Policies and Procedures Handbook and the DeKalb County Student Code of Conduct. All digital communications initiated or transmitted through software or hardware owned or managed by DeKalb County Schools must be appropriate and responsible. Email account privileges may be revoked for misuse, abuse, or other violation as outlined in the Student Code of Conduct. The Board cannot guarantee the privacy, security, or confidentiality of any information sent or received via email. The Board will use a filtering device to limit inappropriate content. All contents and usage of electronic mail shall be the property of the DeKalb County Schools System.

6.4 Internet Usage

Information from electronic sources alters the educational environment by opening unlimited resources. The intent of DeKalb County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff and students will access and use information that is appropriate for their various curricula. DeKalb County Schools have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials. We believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Internet access is provided to allow students to conduct research and to communicate with others. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications. To maintain system integrity and to insure that the system is being used responsibly, DeKalb County Schools reserve the right to review files and network communications. Users should not expect that files stored on DeKalb County Schools' servers will always be private.

Students will be allowed to conduct independent research and communicate on the Internet. Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner.

The following are not permitted on any DeKalb County Schools Network or the Internet:

1. Sending, displaying or downloading offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others damaging computers, computer systems or computer networks (this includes changing workstation and printer configurations)
4. Violating copyright laws
5. Using other user's passwords
6. Trespassing in other user files, folders or work
7. Intentionally wasting limited resources
8. Plagiarizing
9. File sharing websites such as Kaaza and Torrent
10. Proxies- use of e-mail or IP addresses to access unauthorized websites

6.5 Internet Safety

1. Students are not to access inappropriate material.
2. Students/Staff are prohibited from participating in any unauthorized access ('hacking') of computer systems or any other unlawful technological activities.
3. For personal safety, students should never meet anyone they have met only on the Internet.
4. Students and school system employees are prohibited from the unauthorized electronic disclosure of personal student information such as name, home address, phone number, age, race, grades, etc...
5. The DeKalb County Schools have taken filtering and supervisory precautions to restrict intentional or accidental access to inappropriate sites on the Internet.
6. Students must abide by all laws and policies of DeKalb County Schools.

Ref: TITLE XVII--Children's Internet Protection Act.

6.6 Prohibition of the Use of Digital Devices During the Administration of a Secure Test or the Alabama Comprehensive Assessment Program (ACAP)

Each school will have a Test Security Plan that includes a digital device collection plan for both school personnel and students who will participate in the ACAP. This collection shall take place prior to entering the testing room for both school personnel and students.

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Additionally, classroom computers must be powered off during testing. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the Digital Device Exception Request form.

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

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

6.7 Privacy Policy Violations

Employees should have no expectation of privacy with respect to the system's computers, mail system or Internet access. Although it does not regularly do so, the system reserves the right, on a regular or random basis, to access and monitor all equipment, files, Internet access and e-mail use. The school system will cooperate fully with local, state or federal officials in any investigation concerning or relating to any unacceptable activities conducted through the system's technology resources. Anyone committing

unacceptable acts will face disciplinary action by the school system as well as any legal action deemed necessary by law enforcement officials.

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect our students and employees from charges of inappropriate use. The guidelines and cautions apply to all social networking venues.

1. It is advised that teachers do not friend students on social media.
2. Never forget that on a social networking site, once you post something, it may be available forever, even if you choose to remove it from your page. "Post only what you want the world to see" (Johnson, Blue Skunk Blog).
3. Employees should not update any personal social media statuses or post content on personal social media during school hours. The public expects employees to be working during the school day; posting on personal social media during this time may give the impression that teachers are not fulfilling their responsibilities to students.
4. Student work or pictures of students may be posted unless an Opt-Out for Pictures letter is on file at the local school. Opt-Out for Pictures letter covers all pictures regardless of type of publishing (newspapers, magazines, social media…).
5. Do not use social media as your sole means of classroom communication. Remember, not all parents use social media.
6. All email communication between staff, teachers and parents should be conducted through the DeKalbk12.org mail (not social media messages).
7. Do not say or do anything (or post pictures) on social media that you would not share in the classroom with parents, your school Principal and your school Board. Posts of provocative photographs, sexually explicit messages or the use of alcohol or drugs which are allowed to be viewed by the public (social media "friends") would be considered quite inappropriate and could certainly jeopardize one's employment.

POLICY VIOLATIONS

Every employee is responsible for reporting any suspected violations of DeKalb County Schools' policy to the Technology Coordinator. Example, if you are on the receiving end or know of an inappropriate email, it is your responsibility to report the email.

6.8 Disclaimer

DeKalb County Schools make no warranties of any kind, whether expressed or implied, for the service provided. The school system shall not be responsible for any damages suffered while the user is on the system. Such damages could include, but are not limited to, loss of data, non-deliveries, missed deliveries or service interruptions caused by the user or others. Use of any information obtained through DeKalb County School's network is at the user's own risk. The school system specifically disclaims any responsibility for the accuracy of the information obtained through its servers.

6.9 Student Personal Device Policy

Personal electronic devices (PEDs) are to remain turned off and put away or stored as directed by school employees during school hours unless permission is granted by the

local school administration (or designee) for supervised classroom instruction or other uses deemed appropriate such as IEPs, I-ELPs, health care plans, or 504s.

PEDs include, but are not limited to, the following non-board-owned items:

- Existing and emerging mobile communication systems and smart technologies (cellular phones, iPhones, Smartphones, internet-enabled phones, smartwatches, etc.)
- Personal Digital Assistants (PDA) (Palm organizers, pocket PCs, etc.)
- Handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods)
- PED accessories (earphones, earbuds, etc.)
- Portable internet devices (mobile messengers, iPads, etc.)
- Current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.

Acceptable Use Locations

Location	Use
Classrooms	As directed by teachers for educational purposes
Bathrooms, Locker rooms, Dressing rooms	Not permitted
Buses	As permitted by the bus driver with principal's approval
Hallways, Cafeteria, Break	As permitted by the school principal
Before or After School Clubs	As directed by club sponsor

Policy Guidelines

- DeKalb County Board of Education is not liable for any device that is stolen or damaged. Ultimately, the responsibility to keep the device secure rests with the individual owner. However, if a device is stolen or damaged, it will be handled as any other personal belonging in the Student Code of Conduct.
- Students are to keep their devices secure at all times and not share or loan them to others.
- It is the responsibility of the student to make sure PEDs are turned off during school hours.
- PEDs may be subject to investigation in accordance with Board policy.
- Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material
- copyrighted or plagiarized material
- blog posts, Web posts or discussion forum/replies posted to the Internet which violates federal or state law

- No photos, audio recordings, or videos are permitted while on school property (including buses) unless directed by a teacher or other district personnel for instructional purposes.
- The Student Code of Conduct will be used for violations of this policy. Devices may be confiscated by administration up to 30 days. Devices may be searched when reasonable suspicion is found to necessitate such action and must be conducted by school administrators. In addition, appropriate legal action may be taken.

6.10 Student One-to-One Device Policy

Rationale

The DeKalb County Board of Education believes technology is a powerful tool that enhances learning and enables students to access a vast amount of academic resources. Learning about and being held accountable for the responsible use of technology is an important part of preparing students to be successful in the future. Additionally, the use of technology supports the development of 21st Century skills such as collaboration, creativity, communication, and critical thinking. Our goal at the DeKalb County Board of Education is to increase student access to digital tools and facilitate access to technology-based information.

Policy

The DeKalb County Board of Education has developed this policy, known as One-to-One Initiative and will provide third through twelfth-grade students with a Chromebook, Chromebook case, and charger (One-to-One gear) to be used for academic purposes given that all requirements are met. The Superintendent (or designee) will develop a device usage agreement that must be signed by the student and their guardian prior to receiving One-to-One gear. The Superintendent (or designee) has the authority to develop appropriate procedures to include distribution, collection, student responsibility, and other requirements of the program. All One-to-One Initiative procedures must be available to the public on the DeKalb County Schools' website.

7 Student Activities

7.1 School Assemblies and Special Programs

A student's behavior should be refined and courteous at all times. An indication of the cultural level of a school is the conduct of its student body at assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, unnecessary clapping, boisterousness and talking during a program.

7.2 Driver Education

A student must be 15 years of age to participate in Driver Education classes.

7.3 Extracurricular Activities

7.3.1 Participation

To participate in a school-sponsored extracurricular activity (athletics, band, etc.) the participant must be a regularly enrolled student of the DeKalb County School System.

7.3.2 Illness, Injury, Insurance, and Athletic Waivers for Athletics

If a student becomes ill at school, he/she should report his/her sickness to the teacher in charge so appropriate action can be taken. Physical examinations will be required in keeping with State Department of Education and State Health Department regulations. Parents should make known any physical problems or illness of their children in order for school personnel to be prepared in case of an emergency.

Insurance is required for participation in athletics. Waivers are required from parents for payment of claims not covered by insurance and to relieve Board and personnel of liability.

The school will not assume the expense from injury at school or during participation in a school activity. School Day/Athletic Insurance is available to all students from an independent vendor at a very nominal rate. This is limited coverage and is not intended to replace hospital medical insurance. Parents should read the policy and understand the extent of the coverage. Expenses in connection with an injury that is not covered by insurance will be the responsibility of the students and their parents. Schools will not assume payment for bills not covered by insurance.

7.3.3 Athletics Program

Interscholastic athletics shall be made available for students in the schools of the school district. The Superintendent or his designee shall develop and maintain an athletic program in the district that emphasizes participation of students and conforms to the guidelines of the Alabama High School Athletic Association, State Department of Education and local policies.

HOME SCHOOL STUDENTS must be enrolled at the member public school that serves the area in which the student's parents reside and must be within the first 20 days of the semester in the public school they are zoned to attend. (a) The AHSAA recognizes a home school student as one who has reported as such with the local county/city board of education (superintendent) and as one who is earning academic credit in compliance with

Alabama law through one of the approved home school options (2014 Ala Code 16-28-1).

The AHSAA recognizes a homeschool student as one who is receiving a home-based, parent-directed education in compliance with Alabama law through a home program of a church school, a home program of a private school, or with an Alabama-certified teacher (private tutor). Note: In compliance with Alabama
Law, a homeschool student must be reported as such with the local county/city board of education (superintendent). Note: CHARTER SCHOOL STUDENTS must be enrolled in the public charter school that serves the area in which the student's parents reside and must be within the first 20 days of the semester in the charter school they are zoned to attend.

VIRTUAL SCHOOL STUDENTS must be enrolled in a virtual program/school at the member public school that serves the area in which the student's parents reside and must follow all ALSDE policies. A virtual school student must be taking six new units of work through the school's virtual program. Note: A student cannot be enrolled in two schools at the same time. Note: A Dual-enrollment student is one who is enrolled at the school and is taking six new units of work through a combination of college courses and/or school courses.

7.3.4 Eligibility Rules

Based upon the required number of units the student passed during the last two semesters in attendance (may include a maximum of two units earned during summer school). Students entering the 10th, 11th, 12th grades must have passed six units (including four courses) during the last two semesters in attendance.

Students entering the 8th and 9th grades must have passed five subjects during the last two semesters in attendance. Students entering the 7th grade for the first time are eligible. The composite numerical average of the required units passed and averaged (minimum of 70 is required). Athletic Insurance is available at the school for student athletes at a set premium. Contact the Principal for more details.

7.3.5 Cheerleading Policies

Cheerleading policies should be posted at the school and kept on file with the Principal/sponsor. There are safety precautions and restrictions that participants and parents need to acknowledge. The school's eligibility requirements should be made known to students in August and before tryouts. Changes made in the school's policy must be made well in advance of tryouts and posted at the school.

7.4 Youth Sports Activities and Hold Harmless Agreement

(For use of School Facilities) See Principal for forms

7.4.1 Coach Safety Act Policy

The DeKalb County Board of Education will be in compliance with the Coach Safety Act (Act 2018-0496). Any unpaid or volunteer coach or trainer associated with under age 14 youth athletics associations of the state, or a political subdivision of the state, that sponsors or conducts any high-risk youth athletics activity where there is a likelihood that a child or youth can sustain a serious injury as defined by the Coach Safety Act, are

required to take a course to reduce the likelihood of a child being injured. Any coach or trainer associated with under age 14 youth athletics, utilizing Board-owned property must provide documentation of course completion to the local school administration. (More information is available at www.coachsafely.org.)

7.5 Transportation to Student Activities

Volunteer drivers or club sponsors (with appropriate CDL) may drive buses to school-sponsored activities for "non-supporting" sports or clubs.

8 Student Services

8.1 Child Nutrition Program

The mission of the DeKalb County Child Nutrition Program (CNP) is to help students establish life-long good nutritional habits and to provide students the nutritional fuel necessary for them to achieve their maximum physical and academic potential. Students are encouraged to eat a nutritious lunch from the school cafeteria every day. Meals as listed in the daily menus are available to students meeting the eligibility criteria as full-price, reduced-price, or free. To be priced as a meal, a tray must consist of no more than the number of items listed to "select" or "take" from the day's menu and no less than any three. Students having trays not meeting these criteria will be charged Ala Carte/Extra Item Prices.
No commercial food items are allowed in the school cafeteria unless brought from home in a packed lunch container including beverages, which must be in a thermos-type container. No deliveries of commercial food/fast food allowed by anyone on the school campus school hours except for special occasions after lunch hours (pizza party…).

All school Child Nutrition Programs are computerized and provide students the opportunity to prepay into their personal meal accounts. Each account can accept up to $99.00 per deposit. A detailed listing of meals/items purchased is available at any time from the school CNP Manager and low-balance letters can also be provided. Money in an account at the end of school may be held on account for the opening of next school year or may be returned to parents.
An application to apply for free or reduced-price meals is available on line or provided to any students requesting a printed application at the opening of school. Any eligible student having an application on file may receive a free or reduced-price lunch and al so breakfast in schools where breakfast is offered. Lunch and breakfast is available at all schools.

Students are encouraged to use the CNP as a learning laboratory in which to practice their decision making, math, nutrition, communication, and social skills daily. All students are to go to the cafeteria with their class at the appointed time unless otherwise instructed. Each student is responsible for busing his/her own tray and for leaving their dining area clean and free of trash and spills.

8.1.1 Meal Charges

Unpaid meal charges are viewed by the United States Dept. of Agriculture (USDA) as bad debts. Bad debts must be written off as operating losses; this particular operating loss may not be absorbed by the non-profit school food service account (NSFSA), but must be restored using non-Federal funds. Due to DeKalb County Schools sponsoring the USDA Community Eligibility Provision (CEP), one reimbursable meal for breakfast and lunch will be available at no cost to all enrolled students in our district each day. However, students will NOT be allowed to charge for second meals or a la carte items and adults will NOT be allowed to charge for any meals/a la carte items. Therefore, no charges should occur within the Child Nutrition Program.

8.1.2 Worthless Checks

The face value of a check returned for insufficient funds (NSF) is considered a bad debt and may not be absorbed as a cost by the state, federal or public local funds. The Principal at each school is to exercise due diligence in the acceptance of checks and in the collection of NSF checks. A list of individuals who have

submitted bad checks is to be maintained in order to prevent the receipt of any further checks from those individuals. Each local school is to take necessary actions to collect the check amount and must document those actions and procedures approved by the DeKalb County Board of Education required by the DeKalb County District Attorney's Worthless Check Unit. Once it is determined that all normal collection procedures have failed, the writer of the check is given a ten-day notice to tender payment for the face value of each check plus a thirty dollar (30.00) NSF fee for each check returned whether collected or not. If payment is not received within the ten days, the check and all documentation is turned over to the proper authorities for criminal prosecution.

8.2 Students with Disabilities

The DeKalb County Board of Education will abide by all regulations regarding the Reauthorization of the Individuals with Disabilities Education Act, IDEA/2004, and all amendments. Services are provided to students residing within the district, ages 3 to 21, identified in at least one of 13 disability areas: Deaf, Blind, Emotional Disability, Hearing Impaired, Specific Learning Disabilities, Speech and Language Impaired, Visually Impaired, Autism, Traumatic Brain Injury, and Developmentally Delayed. Services are provided in accordance with the federal and state mandates. If you need additional information about referring your child for an evaluation or special education services, you may contact the Special Education Coordinator, at 256-638-4131. You may also contact the Principal or counselor at your child's school.

8.3 504 Students

Plans for all 504 students at all locations must be updated annually (preferably in the fall) by the 504 Committee with the assistance of the Special Education Coordinator. It is the responsibility of the local school Administrator to ensure that the local school 504 committee develops plans for those students determined eligible under Section 504. Additionally, the local school Administrator is responsible for ensuring that all 504 plans are implemented, reviewed and updated annually. Eligibilities are reviewed at least every 3 years. Academic and behavior accommodations/modifications must be made as directed by the Gifted, IEP, 504, or ELL plans. For Further information regarding Section 504, contact your local school Administrator/504 Coordinator or DeKalb County School System's Section 504 Compliance Coordinator at (256) – 638-4131 or by mail at DeKalb County Schools Annex, P.O. Box 488, Rainsville, AL 35986.

8.4 Gifted Program

Gifted students are those who perform at or who have demonstrated the potential to perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

Accommodations in the general education classroom must be provided for the times that gifted students are in pull-out classes. The accommodations form must be completed if the following accommodations are not made.

a. Students will not be required to make up missed class work.
b. If new material is introduced; student will be instructed by peer or teacher in a small group or one-on-one setting.

c. If tests are administered; student will take the test when he or she returns to the classroom or a mutually agreed upon time.

A student may be referred by teachers, counselors, Administrators, parents/guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed using a gifted behavior checklist for potential gifted referrals.

For each student referred, information is gathered in the following three areas:

a. Aptitude – Assessed through an individual or group test of intelligence or creativity
b. Characteristics – A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher
c. Performance – At least three indicators of performance at a gifted level such as achievement test scores, grades, products, work samples, and/or portfolios

The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services. For more information, contact the Special Education Coordinator at (256) 638-4131. Academic accommodations/modifications must be made as directed by the Gifted, IEP, 504, or ELL plan.
The DeKalb County School District provides options for exceptional students to progress through course of study objectives at a pace commensurate with their abilities either by qualifying for subject acceleration or whole grade acceleration.

8.4.1 Subject or Grade Acceleration Procedures

THE DEKALB COUNTY BOARD OF EDUCATION adopts the following procedure for the referral, evaluation, and implementation of academic acceleration.

Rationale

The DEKALB COUNTY School System believes in the philosophy of assisting all students in developing their academic potential. Where potential is concerned, equality resides in providing equally well for the various levels of individual differences. Some of the most cost effective and underutilized interventions to meet the academic needs of high-end learners are the various academic acceleration options such as differentiation, subject acceleration, and grade acceleration. A publication entitled, A Nation Deceived, is a compilation of fifty years of research on the effects of acceleration. The authors found that when the decision to accelerate was made based on multiple criteria and was data driven, there were great benefits both academically and socially for high-end learners (Colangelo, Assouline, & Gross, eds., 2004). The *Alabama Exceptional Child Education Act* (Act 106) mandates that, "…the State of Alabama and the school district associated therewith shall provide not less than twelve years of appropriate instruction and related services for such exceptional children at public expense…" and for gifted students that includes the right to progress through course of study objectives at a pace commensurate with their abilities. *The Alabama Administrative Code* lists acceleration as an appropriate service delivery option on page 573.

General Guidelines: Referral for Subject or Grade Acceleration:

1. Any student enrolled in the district may be referred for consideration for acceleration by a general education teacher, administrator, gifted specialist, guidance counselor, or parent/guardian.

2. The district will follow the written procedures outlined below for any student referred beginning with Level I, which includes differentiation at the current grade level. If at all possible, a student will be subject accelerated (Level II) for a grading period before grade acceleration (Level III) is considered (in most instances subject acceleration coupled with differentiation will be successful in meeting the academic needs of high-end learners). The committee may proceed directly to Level III if the curriculum and instruction has already been differentiated or the committee simply feels that they have enough documentation to consider grade acceleration.
3. Principals must ensure that all staff members are aware of the procedures including referral, evaluation, and acceleration options.
4. The process of considering acceleration options will take place in a timely and logical fashion. For instance, if subject or grade acceleration is going to be implemented, the best time for the student to make this move is either at the start of school or the beginning of the second semester. Consequently, the process of gathering the necessary information and subsequent committee meetings will be conducted with these dates in mind.
5. The referral process for subject/grade acceleration will begin at the school site.
6. The principal or special education/gifted coordinator will establish a committee to determine the most appropriate learning environment for the student.
7. The committee will include a gifted specialist, the current general education teacher, and at least one other individual. Other appropriate possibilities would be the student's parent(s), a counselor, a school and/or central office administrator, a psychometrist, or another teacher in the building who has a proven track record of working with high-ability students. If the school administrator is not on the committee he/she should be kept informed of the committee's recommendations.

Level I: Differentiation Procedures

1. The committee will be charged with conducting a fair and thorough evaluation of the student's educational needs.
2. The committee will consider the areas of concern (math, reading, etc.) utilizing pre-existing information such as: (1) achievement test results; (2) grades; (3) work samples/products; and (4) aptitude.
3. Based on an analysis of the data collected, the committee will provide the general education teacher with differentiation options/strategies (both individual and grouping strategies) to modify the curriculum and instruction in the present grade placement.
4. If the differentiation strategies are successful in meeting the student's academic needs, the student will remain in his/her present placement. The committee (including a teacher from the next grade level) will reconvene at the end of the year to develop a differentiation plan for the upcoming school year. The principal will consider the differentiation needs and ensure that the student is assigned to an appropriate teacher. This teacher will be knowledgeable of gifted learners, trained in differentiation, and demonstrate a willingness to address the needs of diverse learners. (Appropriate professional development will be provided if needed).
5. The committee will waive steps 3 and 4 if the student's curriculum and instruction has already been differentiated or the committee simply feels that they have enough documentation to consider subject acceleration.

Level II: Subject Acceleration Procedures

1. If the differentiation strategies are implemented (for a reasonable time such as a grading period) and the student's academic needs are still not being met, the committee will reconvene to

consider if subject acceleration is appropriate. The possible receiving teacher (in the next grade level) should be added to the committee at this time.

2. Parent permission will be documented on a referral form if one has not already been completed. After parent permission has been obtained, any additional individual assessments (particularly subject specific) will be conducted if needed. If the student has never been referred for gifted services, a gifted referral will also be initiated.
3. If after considering all collected data and information the committee decides that subject acceleration is appropriate, a consideration of the student's desire for accelerated placement will be considered and parents will be notified and permission obtained. If the student or his/her parents are not in favor of the decision the student will not be subject accelerated.
4. The committee will reconvene after a grading period to determine if the student's academic needs are being met. If the student's academic needs are being met the plan will remain in place until the end of the year when the committee will reconvene to develop a plan for the next school year. The principal will consider the differentiation needs and ensure that the student is assigned to an appropriate teacher. This teacher will be knowledgeable of gifted learners, trained in differentiation, and demonstrate a willingness to address the needs of diverse learners. (Appropriate professional development will be provided if needed.)

Level III: Grade Acceleration Procedures

1. If the committee determines that subject acceleration has not adequately met the student's academic needs and grade acceleration should be considered, the committee will invite a central office staff member (special education coordinator, gifted supervisor, psychometrist, Director of Instruction, etc.) to participate. This individual will ensure that the appropriate steps have been followed.
2. Students being considered for whole grade acceleration will be evaluated using an acceleration assessment process (such as the Iowa Acceleration Scales) approved by the Alabama State Department of Education. The acceleration process should include a review of: (1) all previously collected information listed above (aptitude and achievement test scores, grades, and work samples/products), (2) birth date, (3) physical description, (4) social/emotional maturity, (5) documentation of previous attempts to meet academic needs through differentiated curriculum and instruction and subject acceleration, and (6) input from the student, parents, general education teacher and gifted specialist.
3. The committee will submit a written decision to the principal who will determine how the parent/guardian will be notified (unless the parent/guardian was a member of the committee). If the committee cannot reach a consensus recommendation, a decision will be determined by a majority vote. The ***Acceleration Determination and Approval Form*** will be completed.
4. If the committee determines not to grade accelerate the student, the parent/guardian will be given the opportunity to review the information considered. If the parent/guardian wishes to appeal the decision to the local Superintendent it should be in writing and within thirty days of the decision. The Superintendent will review the decision and notify the parent of his/her determination within 30 days of receiving the appeal.
5. If the committee determines that the student will be grade accelerated, a written plan will be shared with the parent/guardian. This plan will include the decision, strategies to support a successful transition to the accelerated setting, and parent/guardian permission to implement. This plan will become part of the student's permanent record. If the parent or student is not in favor of the committee's recommendation this will be noted on the ***Acceleration Determination and Approval Form*** and the student will not be grade accelerated.
6. The committee will establish an appropriate transition period for the accelerated placement. At any time before or during the transition period, a parent/guardian of the student may request in

writing that the student be withdrawn from the accelerated placement without repercussions. If during the transition period, school personnel decide that the accelerated placement is inappropriate, the committee will be reconvened. The parent/guardian will be included, and a consensus will be obtained before changing the placement.

7. At the end of the transition period, the accelerated placement will become permanent, and the student's records will be revised to reflect the new placement. A committee consisting of at least a gifted specialist, general educator, counselor, and school administrator will continue to meet regularly (at least annually) to review the student's progress and social/emotional adjustment.
8. At an appropriate time, the committee should meet to discuss and plan for any effects a proposed acceleration may have on the student's social-emotional development and academic progression/programming throughout his/her school career. This will include input from the Gifted/Talented Specialist and/or other appropriate representatives from the next level (i.e. Middle School or High School).

Differentiation Strategies

Differentiation strategies that the Acceleration/GRST (Gifted Referral and Screening Team) Committee could suggest before recommending subject or grade acceleration are:

a. Cluster Grouping
b. Flexible Skills Grouping
c. Individualized Programs in Math/Reading such as Accelerated Math
d. Tiered Centers
e. Tiered Assignments
f. Compacting
g. Learning Contracts
h. Literature / Socratic Circles
i. Independent Study Projects
j. Honors / Advanced Classes
k. Advanced Placement Classes
l. Distance Learning
m. Dual Enrollment Programs

DEFINITION OF TERMS
Acceleration Options

Subject Acceleration – Students remain in their normal grade placement for part of the school day, but are assigned to a higher grade level classroom for particular subjects. This practice helps provide access to appropriately challenging learning opportunities in one or more areas. For instance: A first grade student who is reading well above grade level goes to a second grade class for reading instruction.

Whole Grade Acceleration – Students with exceptional abilities are moved ahead of normal grade placement. For instance, a student who has completed first grade is placed in a third grade classroom full time at the beginning of the next school year. In this case he will have skipped second grade.

Grouping Strategies that Facilitate Differentiation and Do Not Require a Special Process

Clustering – Cluster grouping is an administrative procedure in which gifted students are assigned together in groups of 5-8 in one general education classroom instead of being distributed across all classrooms. Every classroom at the grade level remains heterogeneously grouped (having a low, middle, and high group) since the next highest ability students are divided between the rest of the classes. Cluster grouping simply reduces the number of levels in a classroom. Many systems actually cluster according to the strengths of the students. For instance, the highest ability math students are clustered together with the strongest math/science teacher while the highest ability language arts students may be clustered together with another teacher. Cluster teachers should be provided training in differentiation for high-end learners. Research suggests that cluster grouping combined with differentiation will (1) raise standardized test scores for all student groups, (2) appropriately challenge high-end learners, and (3) reduce the strain on teachers who are trying to meet the needs of a diverse student population.

Flexible Skills Grouping – Flexible skills grouping is an administrative procedure in which students are regularly assessed and grouped for instruction according to demonstrated performance of skills. Students are allowed to progress at a rate more appropriate for their ability level. Research suggests that flexible skills grouping results in substantial achievement gains for all readiness groups.

Differentiation Strategies – (Can be implemented without a special process)

Tiered Centers – Learning centers or stations, which allow the student to work at their readiness level and produce a product commensurate with their ability.

Tiered Assignments – Assignments are given to students based on their ability/readiness levels. All tiers are based on the same standard, but are differentiated according to content, process, or product.

Compacting – Students demonstrate mastery over content through a "pre-test" and are compacted out of the normal lessons to pursue topics more in-depth.

Learning Contract – Student enters into an agreement with a teacher to move through required content at his/her own pace (which is at an accelerated rate). Contracts can also be used to guide students through an independent study.

Literature/Socratic Circles – Students read and discuss text of their choosing (within parameters set by a teacher). Students are not assigned traditional literature circle roles. Analysis and discussion of the text at a conceptual level are the primary goals.

Independent Study Projects – Students study topics in their interest areas with guidance from a general education teacher or gifted specialist.

Acceleration Options for Middle and High School that Do Not Require a Special Process

Honors / Advanced Classes – Academic classes taught at a faster pace and that focus on developing critical thinking, reading, writing, and problem-solving skills.

Advanced Placement Classes (AP) – An academic program of college level courses, which focus on developing critical thinking, reading, writing, and problem-solving skills. Students have the option of taking the College Board AP Exam, which may earn them college credit and/or advanced standing in college based on their scores on the AP Exam.

Distance Learning – This strategy involves transmitting instructional classes via interactive video conferencing (IVC) equipment or via an on-line e-course. Distance Learning provides an opportunity for students to enroll in courses not offered on their home campuses.

Dual Enrollment / Dual Credit – Students take college courses while still enrolled in high school. If the school system has an agreement with a local post-secondary school, the students can earn both high school and college credit.

Dual Enrollment – Students take college courses while still in high school, but the student earns only college credit and not high school credit.

Referral Form for Considering Acceleration

(To be completed when considering subject or grade acceleration)

Name_____ Present School_____

Grade_____ D.O.B._____ Age_____ Date of Referral_____

Parent / Guardian_____ Phone (mom)_____ Phone (dad)_____

Specific grade, subject, or course acceleration recommended by this referral:

_____

Reason for acceleration referral:

_____

_____

_____

Documentation of previous enrichment / differentiation opportunities within normal grade sequence:

1. _____
2. _____
3. _____
4. _____

_____ _____

Printed name of person making referral / relationship to student — Signature of person making referral

_____ _____

Printed name of gifted specialist — Signature of gifted specialist

_____ _____

Printed name of building principal — Signature of building principal

I give my permission to school personnel to conduct a comprehensive evaluation to determine if acceleration would be appropriate for my child. I also understand that I will be informed of the results of this evaluation and will be consulted before any subject or grade acceleration is implemented.

_____ _____

Signature of parent / guardian — Date

Acceleration Determination and Approval Form

Student Name_____ Date_____

Present School_____ Student Grade_____ Student D.O.B._____

Parent / Guardian_____ Phone (mom)_____ Phone (dad)_____

Level of skill development in math and reading:

_____Percentile Test used:_____

_____Percentile Test used:_____

Based on interview with the student and information from parent(s)/guardian(s), teachers, and other appropriate personnel, as well as the date listed above, this student:

YES NO

____ ____ Understands and desires acceleration.

____ ____ Has adequate social-emotional development for the accelerated placement.

____ ____ Does not have a sibling in the same (current) or next grade level.

____ ____ Demonstrates skill proficiency in the top 20% of the subject in question.

____ ____ Impact of acceleration on a student's long range plan has been explained to parent(s)/guardian(s) and student.

(For Grade Acceleration Only)

____ ____ Student's Full Scale/Composite IQ is at least one standard deviation above the mean.

Other observations by the evaluation team:_____

_____

The committee **DOES / DOES NOT** recommend this student for **SUBJECT / GRADE** acceleration, based on the data collected and the proposed impact on the student's academic, intellectual, and social development.

COMMITTEE MEMBERS:

_____ Gifted Specialist	_____ Current Classroom Teacher	_____ Parent / Guardian
_____ Receiving Classroom Teacher	_____ Counselor / Psychometrist	_____ Administrator
_____ Other:_____	_____ Other:_____	_____ Other:_____

_____**AGREE** with committee decision _____**DISAGREE** with committee decision

PARENT(s) / GUARDIAN(s) SIGNATURE:_____

Acceleration Plan

Student Name_____ Date_____

Present School_____ Student Grade_____ Student D.O.B._____

Parent / Guardian_____ Phone (mom)_____ Phone (dad)_____

Specific grade, subject, or course acceleration recommended:

FROM:_____ TO:_____

Teachers Involved:

_____

_____

Transition Period (if applicable) BEGINS:_____ ENDS:_____
month/day/year month/day/year

This would be appropriate any time transition issues may arise.

Strategies to ensure a successful transition:

Strategies to ensure continuous progress following the transition period:

Staff member assigned to monitor the implementation of this plan:

8.5 School Nurse Program

The Board of Education strives to provide a school nurse at each campus to promote the health and safety of all students.

8.5.1 Medications

Must follow State Dept. recommendations provided by Supervisor of Nurses. School personnel shall not diagnose ADD/ADHD. Diagnosis is to be made by medical personnel only. Violations will result in disciplinary action. Over-the-counter medications do not require a physician's orders. See Medication Policies Manual on file with Principal for additional information.

The following is a summary of the DeKalb County Board of Education Medication Policy. See Medication Policies Manual on file with the School Nurse for additional information.

a. Student's Responsibilities

- Students will not deliver medications to the school. Medications must be brought to the school by the parent/guardian.
- Students may self-medicate only when they have met the criteria for self-administration according to policy.
- Students who have doctor's authorization to have medication on their person i.e. asthma inhalers, or epi-pens, will not share medication with other students.
- Students will notify their teacher/school personnel at the onset of any distress or allergic reaction. The student will know where medication is kept and be familiar with personal action plan.

b. Parent's Responsibilities

- The parent/guardian at home will give most medication. Medication prescribed for three times a day should be given at home, just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is medication that must be given before or along with meals. Contact the Principal/nurse if there are other special conditions that need to be taken under consideration. The first dose of a new medication should not be given at school in case of an allergic reaction.
- The parent/guardian will obtain a signed statement (Physician/Parent Authorization) from a licensed prescriber that includes the name of the student, name of the medication with the dosage, route, frequency and time of administration. The statement needs to include the date of the order and the discontinuation date if applicable. Any known drug allergies or reactions are to be recorded. If the medication order is changed during the school year, a new-signed prescriber statement is necessary. Over the counter medications do not require physician authorization. Written authorization from the parent/guardian is required for over counter the medications.
- The parent/guardian must sign a consent form before medication is given at school. This authorizes School Personnel to administer the medication during the school hours.
- The parent/guardian will bring the medication in a correctly labeled pharmacy container that includes the student's name, name of

medication, strength, dosage, time interval, route and date of drug's expiration as appropriate. If the parent provides sample medication from the health care provider's office, the sample should have specific written instructions. Non-prescription medication must be in the original un-opened container with the student's name written on it.

- The parent/guardian will supply any equipment that will be needed in administering medication such as a measuring cup.
- When the medication is complete, out of date, or at the end of the school year, parents will need to collect any unused medicine. Medication not picked up by the parents will be destroyed in the presence of a witness by the Principal, his/her designee, or school nurse.

c. School's Responsibility

- The Principal and the school nurse will designate and train specific personnel who shall ensure the right student gets the right medication in the right dosage by the right route at the right interval and the right documentation. Once trained they may administer medication when the nurse is unavailable.
- All medication must be provided by the parent/guardian. The school is not permitted to provide medication or stock medication to administer to students.
- Medication is to be stored in the original pharmacy container. Medication is to be stored in a secure locked clean container or cabinet. Medications requiring refrigeration should be refrigerated in a secure area, not easily accessible by students. Medication should not be stored in food storage areas. No more than a 6-week supply of medication should be stored at school.
- The administration of medication is a serious procedure. Physician's orders and written procedures should be strictly followed.
- Product recommendations will be followed on all over the counter medications. Medications must be age and weight appropriate.
- Oral medication should not be administered to a student who is vomiting or has recently vomited.
- Two people must count controlled substance drugs. If in doubt whether the medication is a controlled substance or not, count the medication and record on the administration record.

8.5.2 Head Lice

An infestation of head lice (pediculosis) is not an infection, it is not known to spread disease, nor is it a public health hazard. The greatest impact from head lice does not come from the condition itself, but the mental health emotions it brings including anger, anxiety, and worry. Head lice should not affect the student's education and be the cause of unnecessary absenteeism and missed classroom instructional time.

DeKalb County Schools will follow the recommended guidance of the CDC, ADPH, and the American Academy of Pediatrics based on current research regarding head lice and exclude students with active infestations.

- If a student is found to have lice or nits the school nurse will be notified and will verify the finding.

- If the student has nits present (farther than ¼'' from the scalp), the parent/guardian will be notified and educated by the school nurse on how to treat and remove nits and the student will be sent back to class.

- If the student has live head lice, and/or nits within ¼'' of the scalp, the parent/guardian will be notified and educated by the school nurse on lice treatment and nit removal, and the student will be sent home from school that day. Immediate removal from the classroom is not advised, this could lead to embarrassment and they have likely been infested with lice for weeks by the time it is found.

- Upon being sent home for treatment, the students who have received proper treatment and are lice free may return to school the following day when cleared to do so by the school nurse or other trained staff member. If it is apparent that proper treatment has not been followed, and there has been no improvement, the school nurse will repeat treatment instructions to the parent/guardian and make the decision to send the student back home for continued treatment. A student with live lice will not be readmitted back to school.

- When a student who has had a live lice infestation returns to school, they must be transported by the parent/guardian, they will not be allowed to ride the school bus or attend class until examined by the school nurse or other trained staff member.

- It is the responsibility of the parent/guardian to follow recommended lice treatment and return their child to school promptly. No more than (2) calendar days absence from school will be considered excused per lice infestation.

- Should the student still have remaining nits after appropriate treatment, the student may return to class, but it is the parent/guardian's responsibility to continue to remove nits and follow the directions on the pediculicide label, many products require a second treatment to prevent re-infestation.

- Please contact your school nurse or school nurse supervisor with any further questions or concerns regarding head lice. This revised approach to head lice management in the school setting will significantly reduce unnecessary school absences, and promote the overall well-being of our students by doing our part in keeping them healthy and in school.

  Resources:

  https://publications.aap.org/pediatrics/article/150/4/e2022059282/189566/Head-Lice?searchresult=1

  https://healthychildren.org/English/health-issues/conditions/from-insects-animals/Pages/Signs-of-Lice.aspx?_ga=2.157516346.122582911.1664475099-954948860.1664475099&_gl=1*1c98wqw*_ga*OTU0OTQ4ODYwLjE2NjQ0NzUwOTk.*_ga_FD9D3XZVQQ*MTY2NDQ3ODYwMy4yLjEuMTY2NDQ3ODc0OS4wLjAuMA..

  https://www.nasn.org/nasn-resources/professional-practice-documents/position-statements/ps-head-lice

  https://www.cdc.gov/parasites/lice/head/schools.html

https://thehill.com/homenews/nexstar_media_wire/3667343-aap-issues-new-guidance-for-head-lice-in-schools/

8.5.3 AIDS/Communicable Diseases

See Policies Handbook.

8.5.4 Meningococcal Disease and Vaccine

Section 1: What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

Section 2: How do you catch the disease?

The bacteria that causes meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

Section 3: What are the symptoms of the disease?

- Fever
- Headache
- Stiff Neck
- Red Rash
- Drowsiness
- Nausea and vomiting

Section 3: Who should get the vaccine and when?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory.
Please consult your physician or local health department for more information. For more information on this and other vaccine recommendations go to:
www.adph.org/immunization .

8.5.5 Safe Schools Seizure Policy

The Nursing Supervisor will have the authority to delegate to unlicensed school personnel in the school setting or school activity the administration of pre-measured medication for treatment of a seizure to students. The nursing supervisor will keep a list of trained school personnel. The district will use the ALSDE Alabama Health Services Curriculum as a guide for training and implementation. A copy of the ALSDE Alabama

Health Services Curriculum is available on the district website. Act No. 2021-76

8.6 Suicide Prevention Policy and Procedures

It is the policy of the DeKalb County School System to develop and maintain an effective youth suicide prevention program in accordance with applicable law. The School System will:

a. Foster individual, family, and group counseling services related to suicide prevention.
b. Make referral, crisis intervention, and other related information available for students, parents, and school personnel.
c. Foster training for school personnel who are responsible for counseling and supervising students.
d. Increase student awareness of the relationship between drug and alcohol use and suicide.
e. Educate students in recognizing signs of suicidal tendencies and other facts and warning signs of suicide.
f. Inform students of available community suicide prevention services.
g. Promote cooperative efforts between school personnel and community suicide prevention program personnel.
h. Foster school-based or community-based, or both, alternative programs outside of the classroom.
i. Develop a strategy to assist survivors of attempted suicide, students, and school personnel in coping with the issues relating to attempted suicide, suicide, the death of a student, and healing.
j. Engage in any other program or activity which the local board determines is appropriate and prudent in the efforts of the school system to prevent student suicide.
k. Provide training for school employees and volunteers who have significant contact with students on the local board policies to prevent harassment, intimidation, and threats of violence.
l. Develop a process for discussing with students, local board policies relating to the prevention of student suicide and to the prevention of harassment, intimidation, violence, and threats of violence.
m. Provide annual training for all certificated school employees in suicide awareness and prevention. This training may be provided within the framework of existing in-service training programs or as a part of required professional development offered by the local school system.

Section 1: DESCRIPTION OF BEHAVIOR EXPECTED OF STUDENTS

Students are expected to treat other students with courtesy, respect, and dignity and comply with the Code of Student Conduct. Students are expected and required to:

a. comply with the requirements of the law, policy, regulation, and rules prohibiting harassment, violence, or intimidation and
b. to comply with the system's prevention strategies related to suicide prevention, intervention, and post-intervention support.

Section 2: RESPONSIBILITY OF REPORTING

Any person involved in a cause of action or omission resulting from the implementation of this suicide prevention policy or resulting from any training, or lack thereof, required by this section, shall be subject to state immunity law.

Section 3: PROMULGATION OF POLICY AND RELATED PROCEDURES, RULES, AND FORMS

This policy and any procedures and rules developed and approved to implement the policy will be published, disseminated, and made available to students, parents and legal guardians, and employees by such means and methods as are customarily used for such purposes, including publication on the (local board's) Web site.

Section 4: SUICIDE REFERRAL PROCEDURES

School staff who have reason to believe, either through direct knowledge or through a report for another person, that a student is in danger of attempting suicide or has actually attempted suicide must report this information immediately.

The procedure for reporting is as follows:

a. Contact the building principal and/or counselor. Do not leave the student alone for any amount of time. If the student's life is in immediate danger, appropriate officials should be called to transport the student to the nearest hospital emergency room. The person making the referral should stay with the student until personnel qualified to provide treatment are available.

b. The building counselor should contact the student's parents and request that they meet immediately. The parents should be informed that their child has attempted or is planning to attempt suicide. This meeting may take place at the school, at a referral agency, or at a hospital depending on the severity of the immediate threat to the student's life.

c. If the danger to the student's life is not assessed to be immediate, the building counselor should urge the parents to involve an appropriate referral agency.

d. The student's parents shall be given a list of referral agencies by the counselor at the called meeting.

e. After the initial referral is accomplished, the principal and counselor should evaluate the situation and decide on the proper role for the school to take in assisting the student.

f. The building counselor shall maintain a written record of the event and meeting.

g. The building counselor should monitor and provide follow-up support to the student as needed.

h. Procedures for special education students are the same as for all students.

The following list may be helpful for parents/ guardians. The parent/guardian of the student will be responsible to the referral agency for any service rendered to the student.

Referral Agencies
DeKalb County Children's Advocacy Center
P.O. Box 680173 104 Alabama Ave., NW Ft. Payne, AL 35968 256-997-9700

CED Mental Health Center
301 14th St. NW Ft. Payne, AL 35967 256-845-4571

Family Life Center
300 Gault Ave. So. Ft. Payne, AL 35967 256-997-9356

Mountain View Hospital
3001 Scenic Hwy Gadsden, AL 35904 800-245-3645

Alabama Dept. of Public Health
2401 Calvin Dr. Ft. Payne, AL 35967 256-845-1931

Park Ridge Valley Hospital
2200 Morris Hill Rd. Chattanooga, TN 37421 423-499-2300

DeKalb Regional Medical Center
200 Medical Center Drive Ft. Payne, AL 35968 256-845-3150

Decatur General West Behavioral
2205 Beltline Rd. SW. Decatur, AL 35603 256-973-4000

Children's Behavioral Health
1600 7th Ave. So. Suite, 4th Floor Birmingham, AL 35233 205-638-9193

Southern Behavioral Health
701 Gault Ave. N. Suite B, Ft. Payne, AL 35967 256-845-8227

Bradford Health Services for Psychiatric and Chemical Dependency
703 Medical Center Pkwy, Boaz, AL 35957 256-593-9152

8.7 Mental Health Services

DeKalb County Schools will employ a mental health coordinator who will supervise the mental health services program.

DeKalb County Schools will provide annual written notification of school-provided and school-sponsored mental health services and an opt-in form for parents of students under the age of 14 to participate in mental health services in the Student Handbook.

No student under the age of 14 may be allowed to participate in ongoing mental health services unless specific written instruction has been granted by the student's parent, unless there is an imminent threat to the health of the student or others.

For the purpose of this policy, "mental health services" includes services, treatment, surveys, or assessments relating to mental health. School counseling services which are split into domains not requiring a mental health therapist or other mental therapeutic license are not considered mental health services. School counseling services are a part of the school's curriculum or are required to be taught by law (e.g., Erin's Law, Jamari Terrell Williams Student Bullying Prevention Act).

Mental Health Services

1. Limestone Behavioral Health-outpatient individual counseling, family counseling, medication monitoring and regulation, case management services, Crisis Intervention

2. CED Mental Health -individual intensive outpatient counseling, medication monitoring and regulation, case management services, in-home services, Crisis Intervention

3. Health Connect America -individual intensive outpatient counseling, medication monitoring and regulation, case management services, in-home services, and services for Autistic clients

4. The University of Alabama Tele-psychiatry - psychiatric evaluations

5. Dr. Samuel Fleming Psychological Services - psychological evaluations

9 Safety

9.1 Safety Drills

A minimum of two (2) fire drills shall be held the first week of the school term and one fire and disaster/tornado drill to be held each month of the school year. Schools shall conduct a minimum of one lockdown drill.

9.2 Early Dismissal and School Closure

9.2.1 School Closings

In case of severe weather -- snow, ice, etc., -- the official announcement for school closings will go out on school messenger (phone call) and will be given to the radio and TV stations in the area as early as possible. DO NOT call school personnel.

9.2.2 Student Procedures for Early Dismissal

Parents should be sure that both the teacher and child know where the child is to go if school is dismissed early for any reason.

9.3 Student Medical Emergencies

9.3.1 Emergency Care

It is the intent of the DeKalb County Board of Education to provide such life sustaining emergency medical care to students as may appear to be necessary and appropriate.

9.3.2 Emergency Transportation/Treatment

School personnel will make arrangements for immediate transport and emergency treatment of a pupil in case of extreme injury or illness. Such transportation and/or treatment shall be at the parent/guardian's expense.

9.4 School Resource Officers

School Resource Officers operate under the direction of the Sheriff/SRO Supervisor.

9.5 Surveillance Cameras

To provide and maintain a safe and secure environment for students, staff and authorized visitors, the DeKalb County Board of Education may use surveillance equipment on properties owned and/or maintained by the school system. Properties include buildings and grounds as well as vehicles owned and/or operated by the system.

Training shall be provided for authorized persons in the use, maintenance and storage of equipment and data, and on applicable laws related to the use and surveillance equipment. Individual schools shall establish a system for maintenance and storage of equipment and data. Equipment and data shall be stored in secure places with access by authorized persons only.

All school personnel, students, and parents shall be informed that they are subject to being videotaped while in school buildings, on school grounds, at school events, and on school-owned/maintained vehicles. Any information obtained through the use of surveillance equipment shall be used only for school disciplinary or law enforcement purposes.

9.6 Metal Detectors

To provide and maintain a safe and secure environment for students, staff, and authorized visitors, the DeKalb County Board of Education may employ the use of metal detectors. Stationary and/or mobile metal detectors may be used. Training shall be provided for authorized persons on the use, maintenance, and storage of said equipment and on laws and procedures for conducting searches. Particular circumstances may call for private, hand-held metal detector searches.

All metal detector searches shall be conducted by school Board employees. Any information obtained through the use of metal detectors shall be used only for school discipline of law enforcement purposes. The Board shall establish the schedule for use of detectors but individual schools may implement a more stringent schedule if approved by the Board. These policies shall be communicated annually to all school personnel, students, and parents.

9.7 Flags on Vehicles

Students may not drive vehicles on school campuses with any object on their vehicles that would obstruct the line-of-sight of both the driver of the vehicle and drivers in other vehicles. This includes, but is not limited to, political flags, state flags, banners, posters, etc. This policy is to ensure the safety of students and employees. Principal has the right and discretion to ask the student to remove the object or revoke driving privileges if offense is repeated.

9.8 Career Technical Education Safety Policy

Safety instruction is a vital part of each program of career technical education. Shop or lab work carries with it an obligation for responsible safety practices. Unsafe behavior (pushing, shoving, running, etc.) will not be tolerated in shops/labs and halls. Extreme caution while using power tools is mandatory. Safety glasses and other safety devices are required to be used for all shop/lab activities. Each instructor will explain safety rules during orientation. A safety unit will be taught and each student must make a score of 100% on a related safety test before he/she will be allowed to go to work in any shop/lab or project within DeKalb County Schools.

10 General Information

10.1 Visitors to Campus

Students from other schools will not be allowed to visit on campus during the school day unless as a part of an instructional or Board approved program. Visitors, who come to school on business should first report to the Principal's Office, sign in, present their driver's license or another form of identification with picture to obtain a visitor's pass.

The Board of Education welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Principals shall be responsible for assuring that School Personnel shall be aware of the purpose of any visit. Whenever possible, all visits should be pre-arranged. Principals shall be authorized to take necessary steps in dealing with any unauthorized visitors.

10.2 County–Owned Textbooks

The textbooks used at school are normally those that are state adopted. Such textbooks are not the property of the student, and must be accounted for by both the student and the school. For this reason, any textbook that is mutilated or lost must be paid for by the student to whom the book was assigned.

10.3 Trading/Swapping Selling Items on Campus

Students are not permitted to trade, swap, or sell items among themselves on school property. Only school related and approved fund raising is permitted.

10.4 Parent-Teacher Conferences

Teachers and Principals are available for Parent Conferences. Parents should telephone for conference appointments one day in advance. Students are responsible for completing work skills for each level. If a student is having difficulty or is not making an effort to complete required work, parents are encouraged to telephone for a conference. Parent conferences shall be scheduled at times when teachers are not engaged in classroom instruction. Parent-Principal conferences are arranged by Principal when necessary for discussion of absences, disciplinary problems, or other education matter.

10.5 Hall Passes

When it becomes necessary for students to leave their assigned place, they must secure a pass from the teacher in charge.

10.6 Full-Time Students

There are no part-time students in public K-12 schools. Students may not leave school between regular arrival and departure time unless in a Board approved Bible Release Time, ALSDE-approved Work-Based Learning Program or other approved educational program.

10.7 Student Drivers

Students will be permitted to drive to school in accordance with the following regulations:

a. Students must complete an application for registration of automobile and obtain a decal.
b. Students must have a valid Alabama Driver's License.
c. Automobiles must be parked in designated parking lot.
d. Students must leave car secured (locked) until dismissed at the specified time.

e. Any student who rides a bicycle to school must have written permission from the parent and school Principal. This written permission should be kept on file at the school.
f. Any student desiring to drive a car or ride a motorcycle or motor scooter to school must follow all applicable state laws.
g. Student drivers must present proof of insurance coverage, having sufficient coverage of public liability, property damage, and medical liability.
h. Students shall not remain in cars after arriving on campus and are not to leave campus after having arrived.
i. Students will not be allowed back in cars during school day.
j. Students who drive to school should be on time. Tardiness will make student drivers subject to penalties listed below:
    - Five Tardies -- Loss of driving privilege for one week
    - Ten Tardies -- Loss of driving privilege for remainder of 9 weeks grading period, no less than two weeks
    - Fifteen Tardies -- Loss of driving privilege for remainder of school year.

10.7.1 Enrollment – Driver's License - In compliance with Acts 93-368 and 94-820, students must be enrolled in school in order to obtain and keep a driver's license. School officials must furnish proof of enrollment for students under the age of nineteen (19) and report withdrawals to authorities.

10.7.2 Pistol Possession – Driver's License

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

10.7.3 Drop-Out – Driver's License

The Department of Public Safety shall deny a driver's license or learner's permit to any person under 19 who is not enrolled or has not received a diploma or certificate of graduation. Exceptions are students who:

- Are enrolled in a GED program
- Are enrolled in a secondary school
- are participating in an approved job training program
- are gainfully employed, are a parent of a minor or unborn child
- are the only source of transportation for the parent

10.8 DeKalb County Work Release Program

Seniors that have completed the requirements to graduate other than the current courses in which they are enrolled may participate in the work release program. The following guidelines shall be followed by each school.

- The student must be in good standing and maintain that good standing in all classes enrolled.
- The student must be on campus three periods of the day.
- The student must remain on roll and the student information data base must reflect they are enrolled in the senior work release program.

- The parent/guardian must sign a liability release before participation.
- The student must provide proper documentation to the school and maintain the proper paper work for the school office.
- The student documentation must be forwarded to the central office/supervisor in a timely manner. Follow up monthly visits with the employer must be made by the supervisor.
- An unsatisfactory rating by the employer may warrant removal from the program.
- If a student falsely represents their employment and loses their full time enrollment status with the school system, they may be subject to non-compliance and jeopardize their graduation status.
- The student must be in a planned and supervised educational or work experience.

10.9 Directory Information

The DeKalb County School System (DCSS) may disclose appropriately designated "directory information" without written consent, unless the parent advised the DCSS to the contrary within their first five days of initial enrollment. One purpose of directory information is to allow DCSS to include this type of information from a student's education records in certain school publications. Examples include but are not limited to:

1. A playbill, showing the student's role in a drama production;
2. The annual yearbook
3. Honor roll or other recognition lists
4. Graduation programs; and
5. Sports activity sheets, such as for football, showing all awards of individuals and team members.
6. Class Lists

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In additions, federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses and telephone listings unless a parent or an eligible student have advised the LEA that he/she does not want the information disclosed without prior written consent.

If parents do not want DCSS to disclose directory information without prior written consent, the parents must notify DCSS in writing through their school office within the first five days of initial enrollment. DCSS has designated the following information as directory information:

1. Student's/Parents' name
2. Participation in officially recognized activities and sports
3. Email address
4. Photograph
5. Date of Birth
6. Telephone listing/Address
7. Weight and height of members of athletic teams
8. Awards and Honors
9. Grade Level

11 Federal Laws

11.1 Family Educational Rights and Privacy Act of 1974 (FERPA)

Schools will comply with FERPA. A copy of regulations will be furnished upon request. Any parent wishing to see their child's education records, or any student over 18 should contact the school for the procedure to follow.

Rights do not transfer to students with disabilities until they reach age 19.

Section 1: Protection of Pupils

Section 439 of the General Education Provisions Act (20 U.S.C. 1232h) is amended to read as follows:

a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

b. No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:
   - political affiliations
   - Mental and psychological problems potentially embarrassing to the student or his family
   - Sex behavior and attitudes
   - Illegal, anti-social, self-incriminating and demanding behavior;
   - Critical appraisals of other individuals with whom respondents have close family relationships
   - Legally recognized privileges or analogous relationships, such as those of lawyers, physicians, and ministers
   - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent.

c. Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

d.

Section 2: Enforcement

The Secretary shall take such action as the Secretary determines appropriate to enforce this section, except that action to terminate provided under an applicable program shall be taken only if the Secretary determines that

- there has been a failure to comply with such section; and
- Compliance with such section cannot be secured by voluntary means.

Section 3: Office and Review Board

The Secretary shall establish or designate an office and review Board within the Department of Education to investigate, process, review, and adjudicate violations of the rights established under this section.

11.2 HIPAA

DeKalb County Board of Education
Notice of Privacy Practices
As required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
This notice describes how health information about you (as a student of this district) may be used and disclosed, and how you or your personal representative can get access to this information.

Please review this notice carefully
If you have any questions about this notice, please contact our privacy contact person who is the Assistant Superintendent, 256-638-6921.

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and to control, of your protected health information.
"Protected health information" (PHI) is information about your including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services. Our practice is dedicated to maintaining the privacy of your protected health information.

We are required to abide by the terms of this Notice of Privacy Practices. We may revise or amend the terms of our notice, at any time. The new notice will be effective for all protected health information that we have at that time and for future information. We will post our current Notice in our office in a visible location at all times and upon your request, we will provide you with any revised Notice.